



TOWN OF OCCOQUAN FACILITY USE POLICY AND GUIDELINES

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TABLE OF CONTENTS

I.	PURPOSE AND POLICY.....	3
II.	FACILITY INFORMATION AND FEES	4
III.	GENERAL RULES	6
IV.	USE GUIDELINES	7
V.	INCLEMENT WEATHER, RAIN DATES, AND CANCELLATIONS.....	10
VI.	IMPORTANT CONTACT INFORMATION.....	11

TOWN OF OCCOQUAN

FACILITY USE POLICY AND GUIDELINES

I. PURPOSE AND POLICY

The purpose of the Facility Use Application and Policy is to outline the Town of Occoquan, Virginia's ("Town") policy, processes, and rules for renting and using the Town's public parks and buildings.

The policy of the Town is to provide and support the use of its public spaces by town residents and visitors alike for a wide range of activities that capitalize on the Town's unique beauty and resources. As such, Town parks are open to all residents and visitors for their use and enjoyment. Visitors and residents are welcome to hold small gatherings and events in the park; however, to ensure availability and compliance with park rules, the Town highly encourages residents and visitors to submit a Facility Use Request for significant events and events with over 25 attendees.

To preserve said spaces, the Town imposes fees and guidelines to protect and maintain its public spaces for years to come. The fee categories include base fees for Mamie Davis Park and River Mill Park, recurring event fees, and for-profit competitive event fees.

In addition, the Town also requires a Special Event Application when certain conditions necessitate more rigorous measures and coordination to ensure all public-focused events are appropriately realized. The Town defines such conditions as:

- a. any loud sounds such as from concerts or fireworks,
- b. any use or blockage of public rights of way within Town,
- c. any sale or consumption of alcohol,
- d. any event marketed towards and including the general public,
- e. any recurring events,
- f. and/or any event collecting fees or monetary contributions.

All uses of Town facilities that meet any or all of the above conditions require submission of a Special Events Application in addition to the Facilities Use Request Form. The Special Event Policy will outline special conditions for use, including facility areas, liability insurance requirements, security or staff support, fees and/or other protective measures that may be required.

The Events Director will have the authority to interpret and waive, with given justification that aligns with the spirit of this policy and the objectives of the Town Council, any of the definitions, conditions, guidelines, and fees contained in this document. The resolution of any disputes or concerns will be elevated to the Town Manager for their final decision.

Facility Use Request Forms and Special Event Applications can be found at: <https://www.occoquanva.gov/government/town-parks-and-facilities/>.

II. FACILITY INFORMATION AND FEES

Table 1: Facility Information

Facility	Capacity	Public Restrooms	Electric
Mamie Davis Park	50	No	Yes
River Mill Park	500	Yes	Yes
Town Hall*	25	No	Yes

*Only available for use by Town based users (Town residents, Town businesses, local HOAs and community organizations based in Town) on non-holiday weekdays. No weekend use permitted.

Table 2: Fee Schedule

Applicant Type	Mamie Davis Park Base Fee	River Mill Park Base Fee	Recurring Events Fee (per event)	Dates
Town based users (residents, businesses, HOAs, and community organizations)	\$0	\$0	\$0	Monday - Thursday
	\$50*	\$100*	\$25	Friday - Sunday, Holidays
Non-Town Non-Profit	\$100	\$200	\$50	Monday - Thursday
	\$125	\$250	\$65	Friday - Sunday, Holidays
Non-Town Resident/For-Profit	\$200	\$400	\$100	Monday - Thursday
	\$250	\$500	\$125	Friday - Sunday, Holidays

*Town Non-Profits are not required to pay a fee for the use of Town facilities.

A. General Application and Fee Information

- a. The base fee is for a four-hour (consecutive) period. Additional hours will be charged at \$50 per hour in addition to the base fee and must be reserved in advance.
- b. The four-hour base fee does not apply to recurring events coordinated with the Town.
- c. Town non-profits are not required to pay any fee for use of Town facilities, though a completed Facility Use Request Form, submitted to Town Hall, will be required to rent any facility.
- d. Town Hall is only available for use by Town based users including residents, businesses, HOAs and community organizations on non-holiday weekdays, and no fees will be assessed, unless staff support is needed. Labor costs will be calculated at \$25 per hour.
- e. The Facility Use Request Form, which includes a Hold Harmless Agreement, must be signed and returned along with the required fee(s) to Town Hall or mailed to P.O. Box 195, Occoquan, VA 22125.
- f. The Occoquan Town government will operate Monday through Friday, 9:00 a.m. to 4:00 p.m. (except on holidays) regardless of any meetings or events scheduled in Town Hall.

B. Recurring Event Information

- a. Any event planned to occur at a River Mill Park at least 4 or more times in a calendar year is eligible to be categorized as a recurring event by the Events Director.
- b. Any recurring event must also complete a Special Event Application and pay the applicable fee.
- c. To learn more about and book a recurring event in River Mill Park, please contact the Town's Events Director at jlittle@occoquanva.gov.
- d. Multiple recurring events hosted by the same applicant or their designee cannot occur on the same day.
- e. Recurring events include, but are not limited to, such serialized events as classes, instructional series, regular meetings, dinner series, etc.
- f. Recurring events can be no longer than 2 hours in duration. Additional hours will be charged at \$50 per hour in addition to the base fee and must

be reserved in advance.

C. For Profit Competitive Events

- a. Any competitive event that charges an entry fee for participants and meets the following conditions is a for profit competitive event and requires a Special Event Application. Such events must follow the below conditions:
 - i. Take place in River Mill Park
 - ii. Allow the public to watch
 - iii. Use an area no larger than one half of the park
 - iv. Last no more than 4 hours (including setup and breakdown)
- b. The fee for such events is the lesser of (a) the River Mill Park base fee, or (b) 50% of the gross proceeds received by the organizer of the event (not to go below the minimum of \$100), plus the fee for a Special Event Application.
- c. To rent the park for such an event, the organizer must:
 - i. Complete a Special Event Application and pay the applicable fee as well as complete a Facility Use Request Form and pay the applicable River Mill Park base fee to the Town of Occoquan in advance.
 - ii. If they wish, within 7 business days of the completion of the event, the organizer may submit documentation satisfactory to the Town identifying the gross proceeds, certifying to the accuracy of the information, and requesting a refund of the difference between the River Mill Park base fee and 50% of the gross proceeds. Sponsorships or other cash support that defrays the cost of the event (e.g. a prize sponsor) shall count as gross proceeds to the extent it exceeds the cost of any specific item sponsored.

III. GENERAL RULES

- A. Park facilities **will not be closed** to the general public for exclusive use.
- B. Town of Occoquan scheduled events will take precedence over non-Town events. Other events may be scheduled on a first come, first served basis.
- C. Facility use hours are consecutive and must include time for delivery of supplies, set-up, take-down and clean-up.

- D. User/Applicant and all facility users shall comply with the terms and conditions of the use form, all facility policies and procedures, and Town, State and Federal codes and ordinances.
- E. Users are responsible for all set-up and clean-up associated with the events.
- F. To reserve parks and/or facilities for special events and uses, a Facility Use Request Form must be completed and submitted to the Town of Occoquan. Fees are due at time of application.
- G. The Town of Occoquan reserves the right to cancel an event in the case of damage or disrepair of facilities or similar circumstances affecting the safety of the facility or safety of the public.

IV. USE GUIDELINES

A. Prohibited Uses and Activities

- a. The following uses are prohibited without an approved Special Event permit:
 - i. The sale of food, beverages or other goods
 - ii. The collection of fees or monetary contributions
 - iii. Any loud sounds such as from concerts or fireworks
 - iv. Marketing toward and including the general public
 - v. Blockage of any public rights of way
- b. Possession or consumption of alcoholic beverages, except in designated areas when administered by the Town of Occoquan or in conjunction with an approved special event permit with the appropriate Virginia ABC license/permit as required.
- c. The use of glue, nails, tacks, screws, staples or other fasteners that may scratch or damage surfaces of Town facilities and equipment is prohibited.
- d. All dogs must be kept on leash and pet waste must be picked up immediately and disposed of properly.
- e. Except for leashed dogs or as may be required by law, animals are not permitted in Town parks or on government facility grounds.
- f. No grilling or fires are permitted within Town parks or facilities.

- g. No motorized vehicles or devices are permitted within Town parks or facilities, with the exception of mobility assistance devices, such as motorized wheelchairs.
- h. Biking, skateboards, rollerblades or any type of rolling vehicles or devices (except wheelchairs) are prohibited within Town parks and facilities.
- i. Do not alter, remove, rearrange or destroy plantings on Town property.
- j. Littering is prohibited; please use proper receptacles to dispose of trash and debris while in Town.
- k. The throwing, discharging, releasing or placing any material or substance into the river is strictly prohibited by law.
- l. Do not throw rice; bird seed is permitted. Any non-biodegradable materials, including but not limited to confetti or fake flower petals, are not permitted.

B. River Mill Park

In addition to the prohibited uses and activities listed under Section 4 (A), the following regulations apply to River Mill Park.

- a. General Rules
 - i. Park is open daily from dawn to dusk.
 - ii. Fishing is prohibited from anywhere inside the park.
 - iii. Standing and climbing on railings and fencing is strictly prohibited.
 - iv. Trespassing onto Fairfax Water property beyond the bounds of the park is strictly prohibited.
 - v. Equipment must be secured through the use of weights; the use of stakes or other in-ground measures is prohibited. This includes the use of signage or other materials that penetrate the ground.
 - vi. Glass containers are not permitted in the park.
 - vii. No person is allowed to bathe, swim, wade, or boat in any body of water in or adjacent to the park, including the Occoquan River, from the park
 - viii. No motorized vehicles are permitted except as required by law.

- ix. No non-motorized or wheeled vehicles are allowed except for mobility assistance devices for the disabled. This prohibition applies to skateboards, rollerblades, roller skates, and bicycles.
- x. No loud sounds such as from concerts or fireworks are permitted without an approved Special Event Application.
- xi. All decorations used on the Town's "LOVE SIGN" must be removed promptly. Do not use glue, nails, tacks, screws, staples or other fasteners that may scratch or damage the sign.

b. Event Regulations

- i. Requests to utilize River Mill Park must be submitted to Town Hall at least 30 days in advance of the event, unless otherwise waived by the Events Director
- ii. Users are responsible for all set-up and clean-up associated with the event.

C. Mamie Davis Park

In addition to the prohibited uses and activities listed under Section 3 (A), the following regulations apply to Mamie Davis Park.

a. General Rules

- i. Dogs are not permitted within the park, except service animals.
- ii. Fishing is not permitted from the Town dock or boardwalk.

b. Event Regulations

- i. The use of nails, tacks, push pins, glue, etc. is strictly prohibited on the gazebo; tape may be used to affix decorations to the gazebo.
- ii. Tents are not permitted.
- iii. Chairs are prohibited, except for use by the elderly or disabled.

D. Town Hall

In addition to the prohibited uses and activities listed under Section 3 (A), the following regulations apply to Town Hall.

a. General Rules

- i. Town Hall is only available for use by Town based users, including residents, businesses, local HOAs and community organizations, for meetings and small business gatherings.
 - ii. Dogs are not permitted within the building, except service animals. Dogs are permitted on the grounds; however, all dogs must be kept onleash and pet waste must be picked up immediately and properly disposed.
- b. Event Regulations
- i. The entire facility must be cleaned up following the event.
 - ii. Any decorations must be affixed with tape. The use of nails, staples, tacks, push pins, glue, etc. is strictly prohibited.
 - iii. Any items rearranged within the building for the event must be placed back in their original position. All tape, decorations, trash and materials generated by the event must be removed and properly disposed following the event.
 - iv. The dais and AV equipment located inside the main area of Town Hall is not available for use during rentals, unless staff support is hired to operate them.

V. INCLEMENT WEATHER, RAIN DATES, AND CANCELLATIONS

- A. The Town will make every effort to honor rain date requests, within the following guidelines:
- B. All rain date requests will be considered, but rain dates are not guaranteed.
- C. Rain dates cannot conflict with existing Town events. Existing or annual special events take precedent over new special events.
- D. If a rain date or venue is unavailable, an alternative rain date or location will be suggested by the Events Director.
- E. Weather cancellations may be made by the event organizer twenty-four (24) hours prior to the start of the special event. If 24-hour advance notice is given, facility fees will be refunded.
- F. At any point prior to the facility use, the Town reserves the right to cancel the event should it deem future weather conditions will threaten public health, safety and welfare and/or Town employees. All severe weather alerts will be

followed. Should the Town cancel an event due to weather, no fees will be charged and an alternative date will be arranged, if possible.

VI. IMPORTANT CONTACT INFORMATION

To check availability, contact Town Hall at (703) 491-1918, e-mail townclerk@occoquanva.gov or stop by Town Hall, 314 Mill Street, Occoquan, VA 22125, Monday - Friday, 9 a.m. - 4 p.m.

- A. The Police Department is located at 124 Commerce Street, Occoquan, VA 22125. The office is not staffed 24/7; in case of an emergency, dial 9-1-1.
- B. Town Police Phone: (571) 492-7274
- C. In an Emergency: Dial 9-1-1