

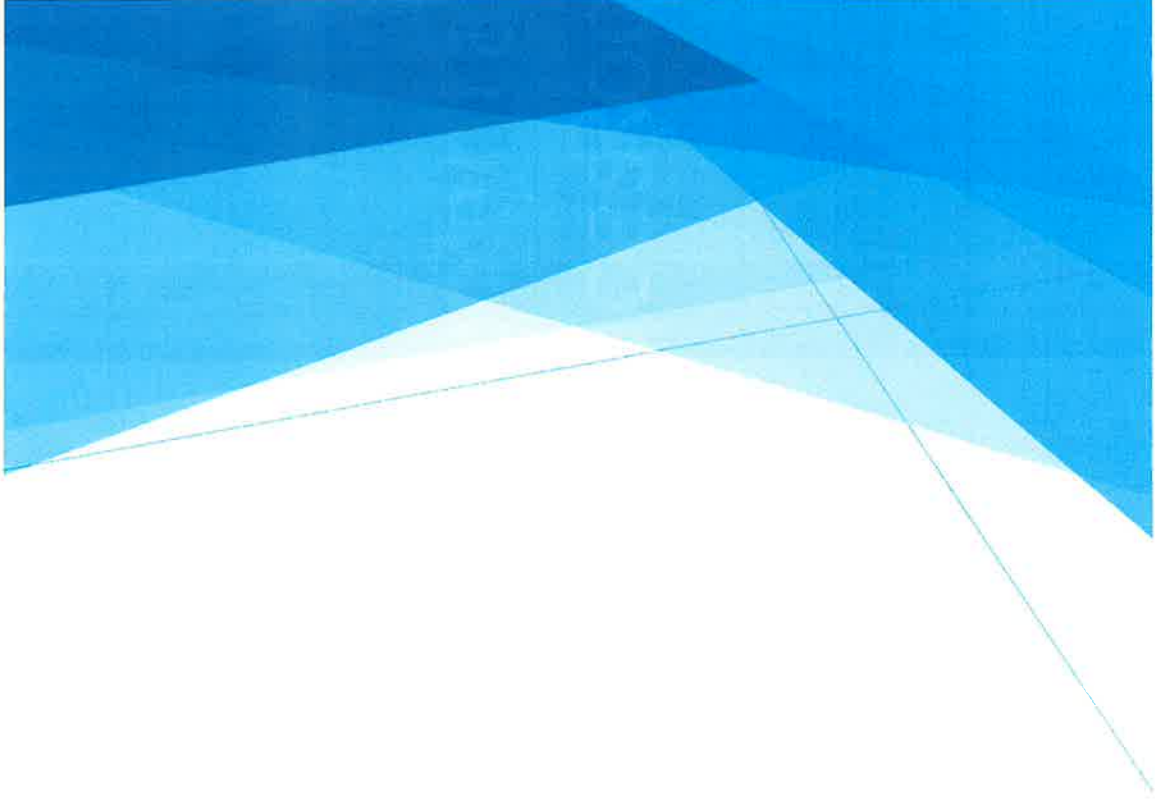


# Rental of County Rooms/Spaces

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County Attorney  
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# Who Handles Rentals?

- ▶ County Administration Staff
- ▶ Parks and Recreation Staff
- ▶ Fire & EMS Department Staff
- ▶ Annual Leases require Board of Supervisors' approval

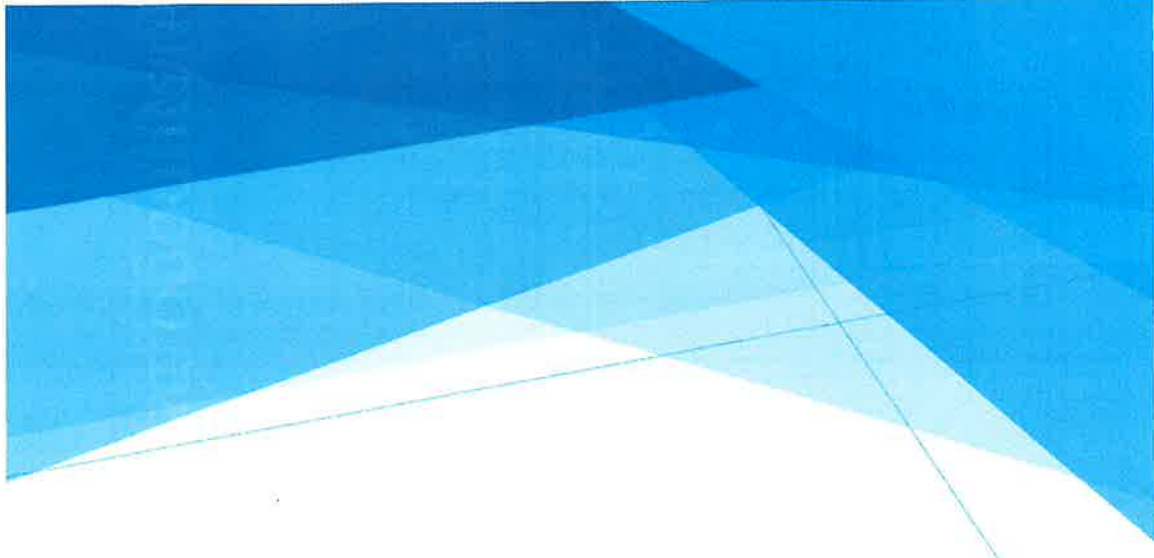


# Rentals through County Administration

- ▶ Which Rooms are rented:
  - Community Room in Human Services Building
  - Board Room
  - Kines Break Room
- ▶ Rentals are Free
- ▶ Call Administration to reserve
- ▶ Board Room and Kines Break Room only rented during office hours unless it is a governmental organization

# Rentals through Parks and Recreation

- ▶ Call Parks and Recreation and fill out application
- ▶ Disputanta Community Building
  - ❑ For County residents
  - ❑ \$25/hour and \$100 security deposit
- ▶ Old North Elementary
  - ❑ Free for County residents
- ▶ Scott Park/Temple Park Pavilion
  - ❑ Free for County residents
  - ❑ \$80 for non-residents
  - ❑ Dawn to 3:00 pm or 3:00 pm to dusk



# Rentals through Fire and EMS

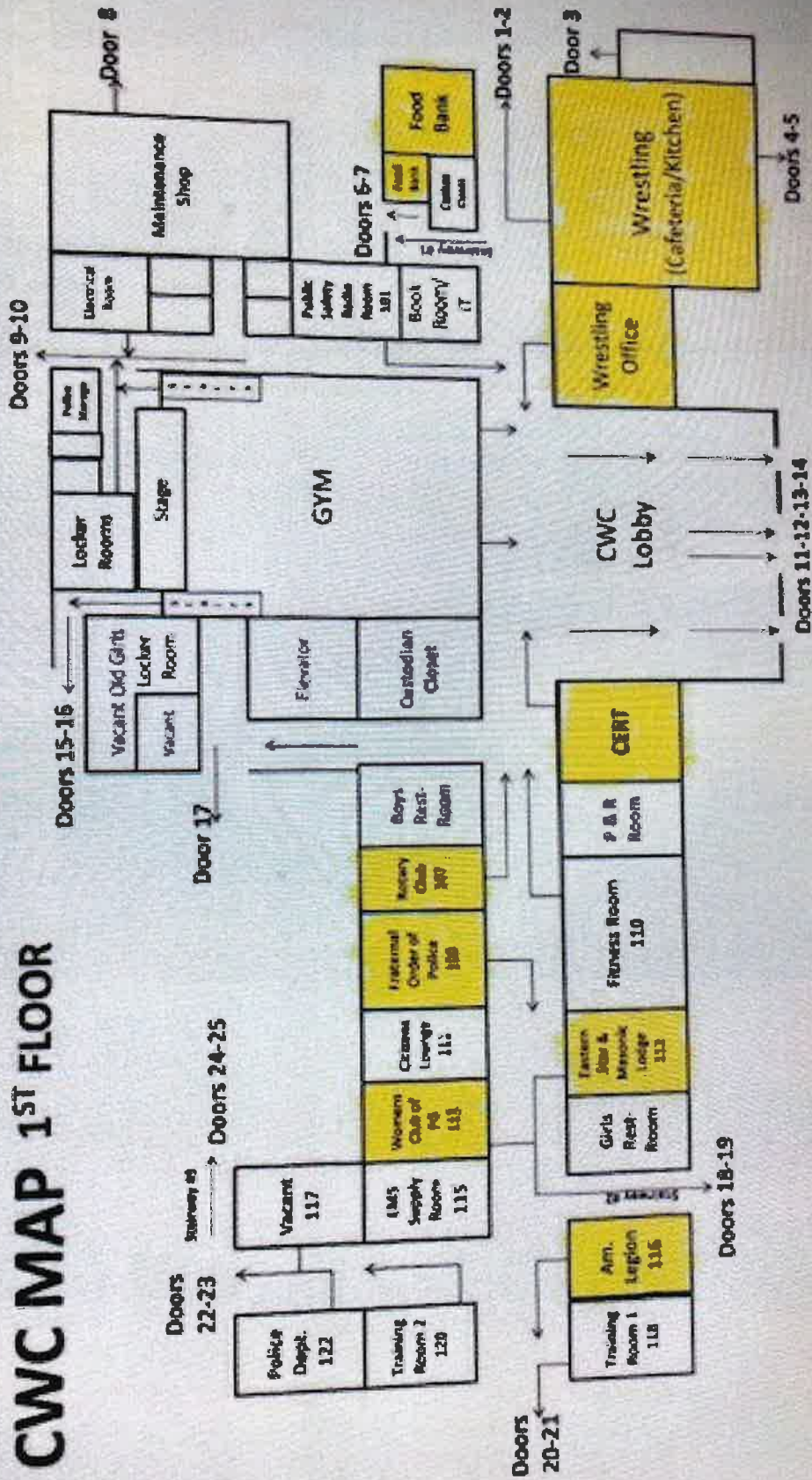
- ▶ Call Fire & EMS to reserve
- ▶ Central Wellness Training Rooms are available for rent
- ▶ Rentals are free
- ▶ Rented to the following:
  - Fire & EMS and Police Department
  - Local Emergency Planning Committee
  - CPR and First Aid classes



# Rentals requiring Board approval

- ▶ Contact County Administration for rental information and the County Attorney drafts the lease and the advertisement for public hearing.
- ▶ All leases require Board approval in accordance with Virginia Code
- ▶ Burrowsville School
  - Five year lease to Friends of Burrowsville School for a fee of \$1
- ▶ The following organizations rent a room in the Central Wellness Center for no fee on an annual basis
  - American Legion
  - Prince George Rotary
  - Wrestling
  - Food Bank
  - Womens Club of Prince George
  - Fraternal Order of Police
  - Eastern Star and Masonic Lodge
  - CERT

# CWC MAP 1ST FLOOR



# Discussion

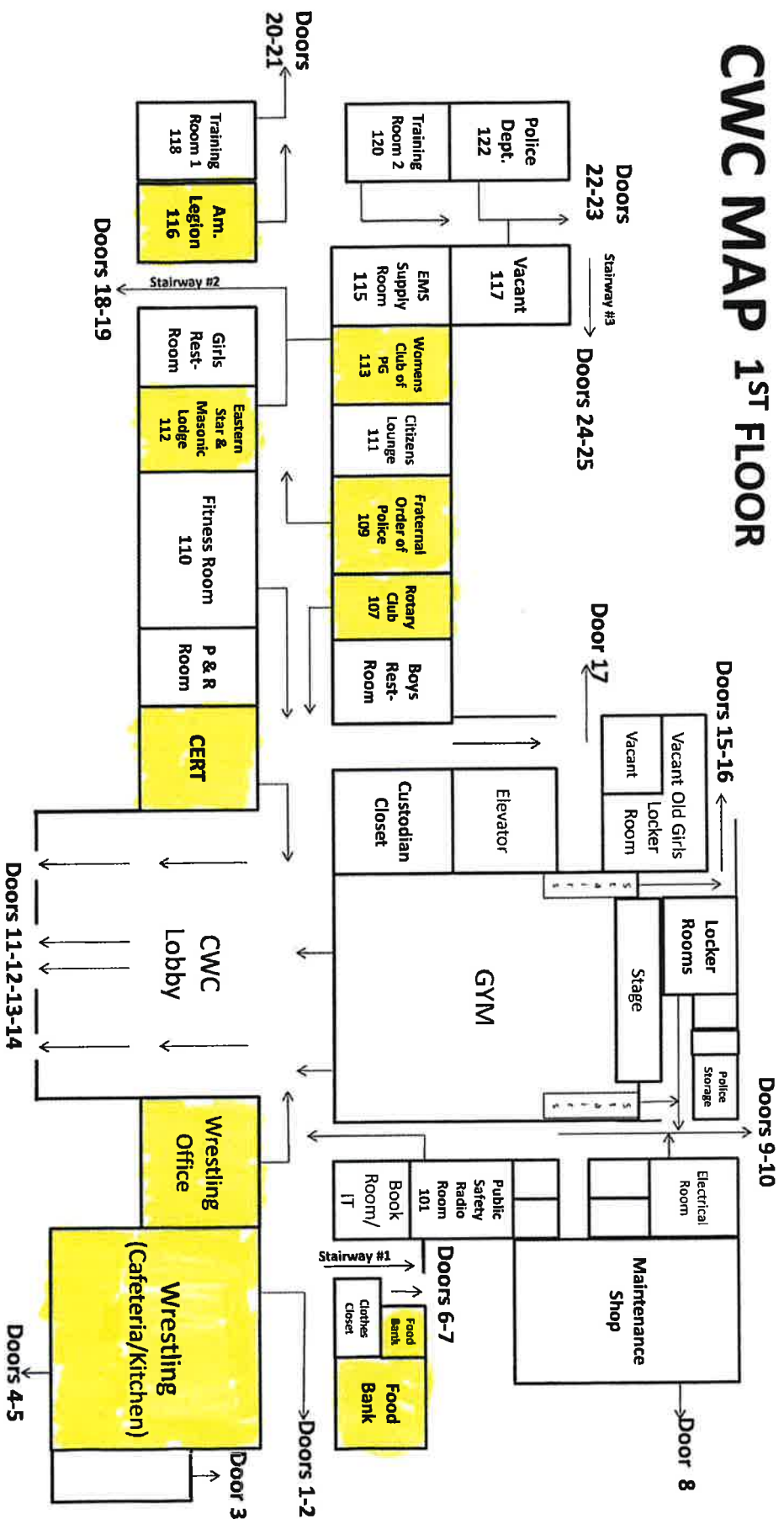
- ▶ Should the County charge a fee to non-governmental organizations?
  - Hourly/daily rate
  - Annual rate
- ▶ Should there be a discounted fee for non-profit charitable, educational, civic, fraternal, or social organizations offering programs to the residents of Prince George County?
  - Discounted Hourly/daily rate
  - Discounted Annual rate



QUESTIONS?



# CWC MAP 1ST FLOOR



**County Rooms/Space Available for Public Use**

Column1 Room	Column2 Manager	Column3 Fee	Column4 Restrictions	Column5 Process	Column6 Notes
Community Room/Human Services Building	County Administration Staff	Free		Call Administration to reserve date/time	
Board Room	County Administration Staff	Free	Can only be used during regular office hours unless a Board or Commission of the County	Call Administration to reserve date/time	
Kines Break Room	County Administration Staff	Free	Can only be used during regular office hours unless a Board or Commission of the County	Call Administration to reserve date/time	
Disputanta Community Building	Parks & Rec	\$25/hour; \$100 security deposit	County residents	Contact Parks & Rec	
Old North Elementary	Parks & Rec	Free		Contact Parks & Rec	1) Prior to Covid, a girl scout troop used a room regularly 2) Cooperative Extension and other County groups use multipurpose room for meetings a couple times a year
Scott Park/Temple Park Pavilion	Parks & Rec	Free to county residents; \$80 for non residents	1/2 day rental (dawn to 3:00 p.m. or 3:00 p.m. to dusk)	Contact Parks & Rec to fill out application	
Central Wellness Center Training Rooms	Donald Hunter	Free		Contact Donald Hunter	1) Primarily used by Fire/EMS and PD; 2) LEPC use for meeting; 3) HR uses for CPR & First aid classes
Central Wellness Center Rooms for Annual Rental	Board of Supervisors	Free	One year term	Approved by Board after public hearing	Currently rooms rented to 1) American Legion; (2) Prince George Rotary; (3) Wrestling; (4) Food Bank; (5) Womens Club of Prince George County; (6) Fraternal Order of Police; (7) Eastern Star and Masonic Lodge; (8) CERT
Burrowsville School annual rental	Board of Supervisors	\$1.00	Five year term	Approved by Board after public hearing	Rented by Friends of Burrowsville School