



## Equipment Rental Information

### Rentable Equipment

- Chairs (folding)
- Tables (8 foot)
- Aluminum Stage
- Aluminum Stage Stairs
- Wooden Stage
- Pedestrian Barricades (bike rack)
- Pedestrian Barricades (plastic)
- Stanchions
- Vehicular Barricades
- Traffic Cones
- No Parking Signs
- Safety Vests/Flags

### General Rules and Regulations

- Violators of the following rules and regulations will be subject to applicable penalties and the possibility of suspension from future usage for a designated period of time. Please respect our rules; they are provided for the protection of users as well as the protection of City assets.
- The City of Fredericksburg, Virginia, and/or any of its officers or employees shall not be responsible for any personal injury or property damage. Permitted users of the park may be required to provide separate General Liability Insurance, at the discretion of the PRE Staff, depending on the date, time, and nature of their permitted park usage.
- All persons or organizations wishing to rent equipment must make application to, and receive approval from, the Department no less than two (2) weeks prior to the intended use. The Equipment Rental Application can be obtained at the Dorothy Hart Community Center during business hours or online at [FXBGparks.com](http://FXBGparks.com).
- All rented equipment is rented for use within the City of Fredericksburg limits. Equipment may, however, be taken beyond the City limits by city residents, businesses, organizations, etc. When this is done, the renter, whether a City resident or not, will be charged the non-city rental fees. Non-City residents, businesses, organizations, etc. may not take rented equipment beyond the City limits.
- After-hours equipment rental may be picked up on the day or evening prior to the rental period at no additional cost, provided the equipment is not scheduled for use within that time period.
- Renters who do not return equipment on the designated date and at the specified time,

or return it in disrepair, will forfeit all of their security deposit and can be denied future rentals and/or increased deposits for future rentals.

- All equipment is to be picked up and returned by the renter, to the Dorothy Hart Community Center at 408 Canal Street between, Monday- Friday from 9am- 5:00pm and Saturdays 9am-12pm. These pre-arranged times will be clearly stated on the approved Equipment Rental Application. Those persons who fail to comply with these times may find the equipment unavailable for pick up, or lose their deposit if equipment is not returned as scheduled. Delivery for an additional fee is available. (NOTE: Some items require delivery and setup and those delivery fees may not be waived.)
- Delivery does not include the set-up unless required with the rental. Equipment will be delivered and stacked at one location within the event site. All equipment must be stacked the same as it was delivered and in the same location.
- An authorized representative must be on site to sign receipt of all equipment upon delivery.

### **General Rental Policies**

- Contract must be filled out in its entirety and approved by an authorized representative of the PRE.
- Payment of rental fee and deposit is required at the time of approval;
- Deposit refunds will require **four (4) weeks** for processing unless paid by credit card. Credit card refunds will take **five (5) business days** to process.
- Cancellation requests must be received at least two **(2) weeks** in advance of the rental date in order to qualify for a full refund of rental fee and deposit, less a 15% administration fee. Cancellation requests received less than **two (2) weeks** in advance will qualify for a refund of the deposit only. If the rental fee had not been paid, then the deposit will not be refunded. Cancellation due to weather or other reasons not under the control of the City are not subject to refund unless directed to cancel/close by PRE.
- Rain dates will not be reserved for event equipment until the initial event date has been cancelled. If the cancellation requirement is met and the event is eligible for a refund, PRE will schedule a rain date (based on availability) and payment will be credited towards the new date.
- The undersigned shall be responsible for the care of equipment and the facilities used. Failure to do so will result in the loss of privileges and possible penalty assessment.
- Any changes to the rental contract must be done in writing and turned into or emailed to the Dorothy Hart Community Center two (2) weeks prior to the date of your rental.
- Reservations for City-sponsored activities will take priority at all times. The City reserves the right to cancel a reservation for a non-City sponsored event for any reason. If the City cancels such a reservation, the applicant's fees will be refunded to the applicant.

### **Requirements for Posting Temporary "No Parking" Signs in the City of Fredericksburg**

- A permit must be obtained from the PRE Department prior to the posting of any signs.

Permits will be issued only for the date(s), times and number of parking spaces determined by the Director of PRE or their designee to be necessary to the purpose of the restriction.

- Only signs provided by the PRE Department may be used. Provided the sign is returned on the first business day after the expiration of the temporary restriction, there will be a deposit refund.
- The date(s) and times of the temporary parking restriction must be clearly written on each sign in large, black, block lettering.
- Signs are to be posted not less than thirty-six (36) hours nor more than forty-eight (48) hours prior to the beginning of the restriction. Saturdays, Sundays and holidays are to be included when calculating when the signs may be posted.
- **Signs may be posted on street trees, existing sign poles or utility poles with string or masking tape. \*\*No staples, nails, tacks, duct tape or other material that may damage the surface may be used.\*\***
- Signs posted on existing sign poles must not cover any portion of any existing sign(s) on the pole.
- Signs are to be posted so that the face of the sign is clearly visible to oncoming traffic. The face of the sign should be perpendicular to the curb line, rather than parallel. (Exception: On streets with "diagonal" parking, the sign should face the parking space, so that drivers may see the sign as they pull into the parking space.)
- Signs are to be removed immediately upon the expiration of the temporary parking restriction. All material used to post the sign (string, masking tape) is to be removed as well.
- Signs posted in violation of these requirements are subject to removal without notice.

### **Rental Rates**

- For the purposes of the Policy, a "resident" is defined as any individual living in the City of Fredericksburg, owning property, or a physical business with a 22401 zip code. Proof of residency will be based on the following in order: 1) insurance policy holder (if applicable); 2) person providing payment; 3) person/organization on the contract; and/or 4) event organizer.
- Businesses shall not use City properties for commercial purposes, such as selling or vending goods or services of any kind during a rental reservation, charging a fee or tuition, or accepting any consideration from attendees during a rental reservation, if the profits, fees, or other consideration accepted generate funds for the business.
- Reservations for City-sponsored activities will take priority at all times. The City reserves the right to cancel a reservation for a non-City sponsored event for any reason. If the City cancels such a reservation, the applicant's fees will be refunded to the applicant.
- Deposits will be refunded within thirty (30) days of the reservation date, provided that rental equipment does not require additional cleaning, maintenance, or repair to be deducted from the deposits. Whether additional cleaning, maintenance, or repair is needed shall be in the City's sole and absolute discretion.

- Fee Adjustment Request can be submitted in writing and will be reviewed by staff. Fee waivers will be considered based on the impact to the local community and provided to non-profit organizations and events only. A maximum discount of 20% off the rental fee can be approved via staff. Additional discounts must be presented and approved via City Manager and City Counsel.
- All City of Fredericksburg initiated, conducted, or co-sponsored activities and agencies with a reciprocal use agreement and governmental agencies servicing City of Fredericksburg residents and other City Departments conducting official City business will not be charged.
- Parks, Recreation and Events Department reserves the right to increase deposits and rental rates for users who have previously had deposits held.
- All fees are quoted on a PER DAY basis. "Day" is defined as that 24-hour period between 00:01 am and midnight, i.e. equipment picked up on Friday at 4 pm and returned on Monday at 9 am will be calculated on the basis of a four-day rental; equipment picked up on Monday at noon and returned on Tuesday at noon will be calculated on a two-day basis.

<b>Equipment Rental Fees</b>				
Based on Per Item/Section	<b>Deposit</b>	<b>Group 1</b>	<b>Group 2</b>	<b>Group 3</b>
Chairs (folding)	Equal to rate	\$2	\$3	\$4
Tables	Equal to rate	\$8	\$12	\$16
Aluminum Stage (delivery and set up required)	Equal to rate	\$60	\$90	\$120
Aluminum Stage Stairs	Equal to rate	\$50	\$75	\$100
Wooden Stage	Equal to rate	\$40	\$60	\$80
Pedestrian Barricades (bike rack)	Equal to rate	\$10	\$15	\$20
Pedestrian Barricades (plastic)	Equal to rate	\$8	\$12	\$16
Vehicular Barricade Set (2 barricades and 12 cones)	Equal to rate	\$150	\$225	\$300
Traffic Cones	Equal to rate	\$15	\$23	\$30

Stanchions	Equal to rate	\$8	\$12	\$16
No Parking Signs	Equal to rate	\$4	\$6	\$8
Pedestrian Crossing Set (1 safety vest and 1 safety flag)	Equal to rate	\$6	\$9	\$12
Additional Vests or Safety Flags (Sizes- S-2XL)	Equal to rate	\$4	\$6	\$8
Delivery Fee	-	\$100	\$150	\$200

### Overview of User Groups

**Group 1: Resident Private/Non-Profit Organization.** Residents requesting use for a private party. Resident non-profit organizations conducting social, cultural, educational, or recreational activities are considered in this group.

**Group 2: Non-Resident Private/Non-Profit Organization.** Non-Residents requesting use for a private party. Resident non-profit organizations conducting social, cultural, educational, or recreational activities are considered in this group.

**Group 3: Commercial entities or organizations or For-Profit events.**



**Equipment Rental Form**

**\*For faster processing we encourage you to submit an online request\***

**RENTAL REPRESENTATIVE**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_

Email: \_\_\_\_\_

**RENTAL INFORMATION**

Equipment Requested: **Please list the total number requested for each**

\_\_\_\_\_ Chairs (folding)          \_\_\_\_\_ Tables (8 foot)          \_\_\_\_\_ Traffic Cones

\_\_\_\_\_ Pedestrian Barricades (bike rack)          \_\_\_\_\_ Pedestrian Barricades (plastic)

\_\_\_\_\_ Vehicular Barricade Set (2 barricades and 12 cones)

\_\_\_\_\_ Pedestrian Crossing Set (1 safety vest and 1 safety flag)

\_\_\_\_\_ Safety Vests          \_\_\_\_\_ Safety Flags          \_\_\_\_\_ Stanchions

\_\_\_\_\_ Aluminum Stage          \_\_\_\_\_ Wooden Stage          \_\_\_\_\_ Stage Stairs

\_\_\_\_\_ No Parking Signs (complete section below)

Date(s) of Rental: \_\_\_\_\_ Total Numbers of Days \_\_\_\_\_

Location Where Equipment will be Used \_\_\_\_\_

Estimated Pick Up Time \_\_\_\_\_ Estimated Return Time \_\_\_\_\_

Delivery? Yes or No          Delivery Location \_\_\_\_\_

Delivery Date/Time \_\_\_\_\_ Delivery Pick Up Date/Time \_\_\_\_\_

**“No Parking” Sign Request Information**

Location of Spaces Requested \_\_\_\_\_ Number of Spaces \_\_\_\_\_

Date of Parking Restrictions \_\_\_\_\_ Time of Parking Restrictions \_\_\_\_\_

Name of Event \_\_\_\_\_ Pick Up Date \_\_\_\_\_

**ANY PERSON OR ORGANIZATION WHO USES ANY EQUIPMENT OUTSIDE THE FREDERICKSBURG CITY LIMITS WILL PAY THE FULL NON-CITY RENTAL RATE.**

The Applicant hereby agrees and undertakes to save and hold harmless, the City of Fredericksburg from any and all claims for damages to person or property, that may arise out of the use of the equipment specified above, without regard to weather the damage, personal or otherwise, is brought about or caused by the negligence of the applicant, the City of Fredericksburg, or any other person, organization, firm or corporation. The applicant will be responsible for, and agree to pay for, damages done to the property and equipment of the City of Fredericksburg, exclusive of ordinary wear and tear. The use of Parks, Recreation and Events equipment requires a rental fee and security deposit. The deposit will be returned within 30 days if equipment is returned on time and in good condition at the date and time specified.

***By my signature below, I certify that I have received a copy of, read, and fully understand my rental contract, the general rental policies, and the prescribed responsibilities for equipment lessees. I further understand that my failure to meet any of these responsibilities or comply with any policy may result in the immediate termination of the rental agreement by the equipment supervisor. Finally, I understand and agree that, should early termination of my rental contract become necessary, I will receive no refund of rental fees and my deposit may be withheld.***

**Applicant has read and will abide by attached Equipment Rental Policy.**

Print Name (First & Last): \_\_\_\_\_

Lessees’ Signature: \_\_\_\_\_ Date: \_\_\_\_\_