

FRIENDS OF THE FAIRFAX STATION, INC.

GUIDELINES FOR MEETING ROOM USE – FAIRFAX STATION RAILROAD MUSEUM

The Fairfax Station Railroad Museum is an authentic reconstruction of the original 1903 building. Renters and their guests are reminded that the Museum is an historic site that has been preserved for the benefit of present and future generations and must be treated with respect.

GENERAL GUIDELINES

CAPACITY: The Station is restricted to a maximum of one hundred (100) persons.

HOURS: The Station will be available for rent between the hours of 8:00 a.m. and midnight. All activities utilizing the stage and picnic area must be curtailed at dark.

MUSIC: Music in the Station should be appropriate to the environment. Amplified music must be kept at a reasonable volume. Under Fairfax County noise ordinance, excessive noise is forbidden at any time of the day or night.

RENTALS: The museum, grounds, caboose, a 60-seat meeting room and fully equipped kitchen are available for rental use. You or your agent must remain on site until relieved by a staff member from the Friends of the Fairfax Station or forfeit the security deposit.

1. All rental requests are subject to evaluation and approval of the Friends of the Fairfax Station on the basis of property scheduling, staffing needs and availability, potential for damage to the property, and other valid considerations.
2. Anyone seeking to use the Fairfax Station Railroad Museum must be willing to: a) sign a formal Letter of Agreement to rent the property; b) abide by the Guidelines for Meeting Room Use contained herein; and c) respect the integrity of the property.
3. When making a request to rent the property, you must provide full information concerning the type and purpose of the event being planned, together with all details requested, which will be noted in the Letter of Agreement; e.g., time, number of guests, name of organization or individual responsible for payment of fees, etc. Setup and cleanup times must be included within the contracted hours.
4. When requesting the use of the property, you must specify which areas you wish to use, e.g., the grounds, museum, meeting room, kitchen, caboose. These will be stated in the Letter of Agreement, which will authorize you to use only those specified areas. Any desired changes after execution of the Letter of Agreement must be approved by the Friends of the Fairfax Station.
5. In requesting the use of the Fairfax Station Museum, you (or your organization) agree to assume full financial liability and responsibility for any damage or loss of objects or property belonging to the Fairfax Station Museum, and for any accident or injury incurred by you or your guests during or as a result of such use; or any claims arising thereof; you agree to indemnify and save harmless the Friends of the Fairfax Station from and against any and all liability, loss, cost or expense including reasonable attorney's fees, arising out of any action or proceeding resulting from personal injury or accident or loss of or damage to property resulting from attendance and usage of this property and any other property assigned for use by you, your members, agents, employees, assigns, or guests in connection with the function.

REGULATIONS:

1. It shall be the renter's responsibility to contact the Virginia ABC Board regarding permits required for serving ALCOHOL. FOOD and/or DRINK are permitted only in the Community Room and kitchen. SMOKING is not permitted anywhere on the property.
2. Children are to be under close supervision at all times. The museum exhibits are not to be handled. No furniture or objects belonging to the Station may be handled or moved without the approval of the Friends of the Fairfax Station.
3. Helium balloons must have anchors. All property of the renter, including decorations and trash, must be removed from the premises immediately following the function. The floors must be broom swept (all confetti removed); tables, stove, and counter tops must be cleaned; spills must be washed. Noncompliance forfeits security deposit.

FEES: Exceptions to this fee schedule can only be made by approval of the Board of Directors of Friends of the Fairfax Station, Inc.

1. Monday through Thursday
 - \$ 25 reservation deposit, non-refundable if canceled
 - \$140 based on three-hour minimum (less reservation deposit)
 - \$ 25 per hour in excess of three hours
 - \$100 security deposit, refundable based on building inspection
1. Friday through Sunday
 - \$ 25 reservation deposit, non-refundable if canceled
 - \$210 based on three-hour minimum (less reservation deposit)
 - \$ 35 per hour in excess of three hours
 - \$100 security deposit, refundable based on building inspection
3. Wedding Receptions
 - \$ 75 reservation deposit, non-refundable if canceled
 - \$335 based on five-hour minimum (less reservation deposit)
 - \$ 35 per hour in excess of five hours
 - \$150 security deposit, refundable based on building inspection
4. For any function, the reservation deposit must be received by the reservation clerk within fourteen (14) days of the date of the Letter of Agreement in order to hold the requested date.
5. Fourteen (14) days before the function, all remaining fees are due and payable. Failure to meet this deadline will constitute cancellation of the Letter of Agreement and forfeiture of the reservation deposit.
6. Any additional fees will be billed promptly following the event. All balances are due upon presentation and must be paid within 30 days of billing or be subject to interest at the rate of 1.5% per month.

CANCELLATION OF LETTER OF AGREEMENT: Written notice is required to cancel a rental agreement. In case of cancellation, the rental reservation deposit is non-refundable.

LOCATION: The Fairfax Station Railroad Museum is located at 11200 Fairfax Station Road in Fairfax Station, Virginia. The telephone number at the station is (703) 425-9225.

Revised September, 2015.