

**Revised & Approved  
April 2007**

**FARR HOUSE  
10172 Main Street  
Fairfax, Virginia 22030**

**Rental Rules**

The Farrcroft Board of Directors is pleased that you will be renting the Farr House for your special event. It is also very special to all the homeowners in the Farrcroft community as well as an historic home in the City of Fairfax. As appropriate with an historic home in the midst of a residential community, it is necessary that we have some rules to govern its operation.

**Capacity**

- a. General. Use and occupancy of the Farr House shall at all times comply with applicable City of Fairfax fire and safety codes.
- b. Maximum capacity. Up to one hundred thirty (130) guests are permitted in the Farr House (total of first and second floor and deck) at any one time (based on the fire marshal's guidance).
- c. First floor. Approximately 95 guests for a buffet reception or 60 guests for a sit-down dinner may be accommodated on the first floor.
- d. Deck. Up to 75 guests are permitted at any one time on the deck. Renters are responsible for monitoring to ensure that this number is not exceeded.
- e. Second floor. The second floor has modest accommodations for changing of clothes, coats, etc. Additionally, the second floor may be used for dinner parties and/or when additional space is needed.
- f. Tenting. Tenting may be used outside of the house, with capacity as approved for the specific size and character of tenting. The Farr House insurance does not cover any tenting; renters are encouraged to have appropriate coverage.

**Parking**

- a. General. To ensure emergency access to the Farr House and surrounding properties, guests may only park in marked parking spaces in front of the building or in designated spaces to its rear side.
- b. Front parking. There are 16 spaces in front of the building, to include two spaces reserved for handicapped persons. These parking spaces are easily accessible from Main Street (when the front gate is open). Guests should park only in marked spaces, avoiding damage to landscaping and not parking in the space used for servicing the kitchen. If arriving guests find that all spaces on the circle in front of the house are taken, they may follow the interior driveway to the lower level behind the Farr House for additional parking.
- c. Rear parking. Additional spaces for the Farr House may be accessed from Main Street onto Farrcroft Drive with an immediate left turn into marked spaces behind the Farr House. From these spaces, a stairway leads directly to the Farr House.

## **Reservation Procedures**

- a. General. Reservations must be made for all uses of the Farr House, including Association sanctioned activities. The Association's designee (Farr House staff) shall review all requests for reserved use of the Farr House and shall maintain a calendar of all reserved uses. Farrcroft Association events do not require a rental permit; coordination is to be affected with the Farr House staff.
- b. Rental request and permit. Requesters will complete the attached rental permit form. Approval will be reflected by Farr House staff signature, with a copy provided to requester.
- c. Effective date. Reservations for private use of the Farr House shall not be effective until the execution of a Farr House rental permit and payment of the required security deposit.
- d. Prioritization. Reservations will generally be made on a "first come, first serve" basis. Reservations for private use may be made up to one year (1) in advance. Private use events requiring more than one (1) year advance reservation will be considered on a case-by-base basis.
- e. Farrcroft resident eligibility. To be eligible for Farr House privileges (rental in Categories 1 and 2 below), a Farrcroft resident reserving the facility must be current in the payment of homeowner's assessment and must have no outstanding violations of rules and regulations, including design guidelines (other than a pending request). A resident who reserves the Farr House for private use (Categories 1 and 2 below) must be in attendance at all times during the use of the facility. A tenant of a Farrcroft home owner may rent the Farr House provided that the Farrcroft owner's signature is also on the rental request. A resident may not reserve use of the Farr House on behalf of a non-resident.

## **Security Deposit**

- a. General. A refundable security deposit shall be required for all reserved uses of the Farr House except for meetings of the Board of Directors and other Association entities as authorized by the Board of Directors. The Board of Directors may waive the requirement for a security deposit in the case of other Association sanctioned activities, which waiver may be in writing in the form of a Board of Directors resolution or documented in the recorded minutes of the Board of Directors meeting.
- b. Security deposit process. The security deposit is due at the time of the reservation of the Farr House and will be refunded within fifteen (15) working days following the reserved use, less any amount retained for additional cleaning costs incurred by the Association or damages sustained to the Farr House as a result of its reserved use. If such additional cleaning costs or damages exceed the amount of the security deposit, the renter who reserved the Farr House will be billed for the additional amount. If such amount is not paid within fifteen (15) days of an invoice for payment, no further reservations for use of the Farr House (by the delinquent renter) will be accepted until payment is made in full. Further, the Board of Directors, at its discretion, may take prompt legal action or any remedy

available to collect the payment. Furthermore, the Association may suspend the right of any resident and members of the resident's household to use the Association's recreational amenities until payment is made.

- c. **Payment.** Security deposit and other payments must be paid by check, endorsed to "Farrcroft Homeowners Association, Inc." at the time of reservation of the Farr House and must be accompanied by a completed Farr House Rental Permit request.

## **Insurance**

A certificate of insurance naming the Farr House as a named insured for the specific date and event is required of all renters who are not Farrcroft property owners. A copy of the certificate is required to be submitted one week prior to the event and is available from the non-property owner's insurance company.

## **Rental Rates/Hours \*\***

**Category 1 – Farrcroft Residents only.** This category is for events that involve only Farrcroft residents in attendance (other than a guest speaker or someone giving a craft demonstration, etc.). Examples include: a Farrcroft block party, a birthday party with only Farrcroft guests (additionally, immediate family of honoree who may live outside of Farrcroft may be included), a cooking demonstration or wine tasting for a group of Farrcroft residents.

- Flat fee: \$80.
- Security deposit: \$350.

**Category 2 – Farrcroft residents with non-Farrcroft guests.** This category is for events hosted by a Farrcroft resident that include non-Farrcroft guests. Examples include: holiday party, fundraising events, political campaign events, musical or literary events – all with a mix of guests from within Farrcroft and non-residents.

- Weekends (Friday evening from 5 PM through Sunday). Minimum of \$325 for a block of four (4) hours, to include setup and cleanup time for renter. Each additional hour is \$80.
- Weekdays (Monday through Friday till 5 PM). Minimum of \$250 for a block of three (3) hours, to include setup and cleanup time for renter. Each additional hour is \$80.
- Security deposit: \$350.

**Category 3 – Non-residents, businesses, and organizations.** This category is the general category for non-Farrcroft rental of House.

- Weekends (Friday evening from 5 PM through Sunday). Minimum of \$600 for a block of four (4) hours, to include setup and cleanup time for renter. Each additional hour is \$150.
- Weekdays (Monday through Friday till 5 PM). Minimum of \$350 for a block of three (3) hours, to include setup and cleanup time for the renter. Each additional hour is \$125.
- Security deposit: \$350.

Rental rates will be reduced by \$25 per hour for events not requiring food or beverages such as lectures, seminars, and the like; use of the piano is free of charge.

\*\* The Board of Directors and all sanctioned Farrcroft HOA committees and Farrcroft adult-member clubs may use the Farr House free of charge. At the discretion of the Board of Directors, a paying renter, however, would have priority over non-paying users in reserving a date and time to use the Farr House up to six weeks before the rental date.

The Farr House may be reserved between the hours of 7 AM and 10 PM Monday through Thursday and to midnight Friday. Saturday the house may be reserved between 9 AM and midnight and Sunday between 10 AM and 10 PM. Advance reservations may be made up to one year.

Special New Year's Eve Rental: 6:00 PM – 2:00 AM with a rental fee of \$1,000.00 and a deposit of \$500.00, limited to Tier 2 until October 1 at which time it will be open to Tier 3 groups. Guests as well as caterer will need to vacate the house by the end of the reserved time.

### **Alcoholic Beverages**

- a. General. All renters shall comply with applicable Virginia code and Alcohol Beverage Control (ABC) Board.
- b. Private event. No permit required.
- c. Event open to public. Permit must be acquired (by renter) from the ABC Board. Permit holder shall provide a copy of the ABC Board permit at the same time as the rental security deposit or five days prior to a scheduled event.
- d. Cash bar. Not permitted.
- e. Beverage stations. The placement of beverage stations is allowed only in the kitchen, the sunroom or on the deck. Plastic sheeting must be placed on the floor/deck under bar area(s).

### **Outside Cocktail Parties**

The back deck may be scheduled for cocktail parties up to 9 PM. All bars must be moved indoors to the kitchen or sunroom areas after 9 PM.

### **Noise**

As the Farr House is sited in the midst of a residential community, noise must be kept to a minimum. After dark, the noise level must be lowered, with no outside music, loud talking or loud laughter. Children may not play outside in the streets or in the shrubbery located around the house.

### **Decorations**

Absolutely no objects such as nails, tacks, adhesive and/or masking tape, candles, or substances, which cause permanent damage, shall be placed on the walls or window surfaces. Any and all decorations shall be fireproof, and shall be removed entirely

immediately following the reserved use of the Farr House. Under no circumstances shall any group make any structural or electrical alterations to the Farr House, except by advance written permission of the Board of Directors.

### **Smoking**

NO SMOKING is permitted inside the Farr House. Guests may smoke on the back deck where cigarette ash containers are available.

### **ADA Compliance**

Handicapped parking is available in the front of the Farr House and an entrance ramp to the facility is provided. A handicapped bathroom is also available.

### **Furniture**

Chairs, tables or other furniture or equipment shall not be removed from the premises or moved outside the building. The furniture in the parlor and in the dining room must remain there. The dining room table may not be removed. An exception is parlor and dining room furniture may be moved to accommodate a sit-down dinner with the furniture moving expense borne by the renter. All furniture and equipment shall be returned to their proper location following each reserved use. The piano may not be moved under any circumstances.

### **General Conditions of Use**

No barbeque grills are permitted on the deck.

No admission fees may be charged for an event without advance written approval from the Board of Directors.

The Association, its Board of Directors and officers, managing agent, appointed designees and employees assume no responsibility for the personal property of the permit holder. The permit holder will remove all such property immediately following the termination of the time for which the Farr House was reserved unless prior arrangements are made with the Association. All trash will need to be removed since there is no trash pickup available to the Farr House.

The times indicated on the permit as to the duration of the reservation are firm. The reserving group should be ready to leave the building with equipment and cleanup done by the noted time.

Events for minors (as defined by state law) require adequate adult supervision. Chaperons are required at a ratio of one adult for every ten minors. Names, addresses and telephone numbers of chaperons will be furnished to the Association when the permit is filed.

The Association reserves the right to refuse or cancel permits for reasonable cause and further, to restrict private uses of the Farr House when, in the Board's opinion, private use is not in the best interest of the Association.

It is understood that the Association guarantees the permit holder space. The Association will issue such cancellation notice as far in advance as possible, but reserves the right to make cancellation at any time in the case of extreme necessity (including acts of God) and the permit holder agrees that the Association, its Board of Directors and officers, managing agents, appointed designees and employees shall not be liable for any loss resulting to the permit holder from such cancellation.

If any of the specifics regarding the permit are altered in any way from the original statement of intent by the permit holder as shown on the permit, it is the responsibility of the permit holder to submit any change to the Association at least five (5) days in advance of the scheduled event. Any alterations must have the approval of the Association. In the event the permit holder gives no notice or no clearance is received from the Association when the modifications have been made, the permit holder will be held responsible.