

# Lyon Park Community Center and Grounds: USAGE RULES (rev. 1/1/22)

Everyone is required to abide by current COVID restrictions. ([www.virginia.gov/coronavirus](http://www.virginia.gov/coronavirus)).

## **READ YOUR CONTRACT CAREFULLY. TO GET YOUR SECURITY DEPOSIT BACK, EVERYONE PRESENT MUST ABIDE BY THE USAGE RULES AND CLEANUP REQUIREMENTS IN YOUR CONTRACT.**

*Lyon Park is ringed by houses and renters are required to be good neighbors. If a neighbor complains about violations, such as too loud music or people outside after dark, there will be a \$100/complaint security deposit deduction. If you violate any terms of your contract, the Board may keep your entire security deposit. We check after every rental (and during selected rentals).*

- The legal renter must be present at all times, available by cell phone, and may not share door combinations with anyone else.
- You will be charged additional rent in one-hour increments if you are on-site without written permission at any time other than the date and time period stated at the top of your contract, including if you arrive early or leave late.
- All evening events must end by 10 pm with music off, guests leaving, and cleanup underway.
- No-one is allowed outside on the patio or in the park after dark. Please remove patio set up and furniture before dark.
- Our good neighbor policy prohibits the use of any type of amplification or speakers outside the building. No music of any kind is allowed outside of the building. Arlington County Noise Control Ordinance (Section 15) requires music/noise be kept at a level that does not disturb neighbors. When your music is on, you are required to keep all windows and doors closed.
- **Renters must perform EVERY task on the CLEANUP CHECKLIST, complete and sign the form, leave the signed copy in the LPCC mail box, AND BE THE LAST PERSON OUT THE DOOR ensuring lights are off and the building is secure. If there are cleaning problems upon arrival, document with details and pictures emailed to [rent@lyonpark.info](mailto:rent@lyonpark.info). If there are cleaning problems found after you leave, there will be a security deposit deduction of at least \$300 to pay staff to address them.**
- **NOT ALLOWED ANYWHERE:** Tape, glue, nails, tacks, staples, smoking, lighted candles, confetti, glitter, cellophane, small hard-to-clean decorations, gum, fires (including in the fireplace), tree climbing, animals, pools/water activities. Vehicles, trucks, trailers, large mobile grills, or any equipment weighing over 100 lbs are not allowed on park grounds or sidewalks.
- Tents, inflatables, petting zoos, games, are allowed only if stipulated in your contract and grounds fees are paid. The vendor must be insured and they must arrive and be removed within your rental time period. Arlington County TEAM (703-228-1805) is the only vendor allowed to set up inflatables in Lyon Park. <https://www.arlingtonva.us/Government/Departments/Parks-Recreation/Rentals/Parties-and-Amusement-Rentals>
- Grills are allowed in the park, but NOT ON THE PATIO. Take ashes and grills with you when you leave Lyon Park. Do not dump ashes in the park or in our trash cans.
- Take leftover ice with you; please do not dump ice on the grass or leave it in the sinks, refrigerators, or freezers.
- Coolers, beer, beverage buckets, and kegs are not allowed on the wood floors.
- All rented items (furniture, inflatables, etc) must arrive and depart during your rental period.
- Remove all balloons; there will be a \$50/balloon security deposit deduction to retrieve balloons from the ceiling.
- Remove all 'NO PARKING' signs posted by you or the County before you leave.
- We provide furniture, toilet paper, trash bags, and cleaning products. Bring everything else you need.
  - There are 20 (72x30") tables, 3 (60x18") tables, and about 100 chairs inside FOR INDOOR USE ONLY. Clean before returning them to where you got them (per the posted signs).
  - PATIO FURNITURE is stored in the basement. There are about 20 (72x30") tables and 90 chairs in the basement for patio and park use. Clean and return them to basement before dark, stacking per posted signs. There will be a \$25/table and \$10/chair charge to return them for you.
- Alcoholic beverages are allowed in accordance with VA law: <http://www.abc.virginia.gov/licensing/banquet.htm>
- Lyon Park is primarily a children's play park and is always open to the public.
- Due to prior damage and unauthorized access, the LPCC Board installed a security camera system. The system emails an alert every time someone enters the building. Recordings may be reviewed, if necessary, to verify rental and cleaning activity history.

**\*\* The LPCC maintenance staff may be available for setup and/or cleanup; ask Rental Agent for information.**

**NOTE: To reserve street parking, contact Arlington County at (703) 228-3629 (option 2); apply for "Moving Van/Container Permit"**

**CLEANUP CHECKLIST** (rev. 1/1/22) – **Leave SIGNED copy in LPCC mailbox AFTER you finish cleaning.**

**PRINT RENTER'S NAME:** \_\_\_\_\_ **DATE & TIME OF EVENT:** \_\_\_\_\_

***You are required to do ALL of these tasks or the Board will keep your entire security deposit. If there are ANY cleaning problems found after you leave, there will be a minimum security deposit deduction of \$300. If you find cleaning problems upon arrival, you are required to immediately email pictures to [rent@lyonpark.info](mailto:rent@lyonpark.info). Because we have back-to-back renters, you are still required to clean everything for the next group.***

<b>WHAT YOU NEED TO DO BEFORE YOU LEAVE</b>	<b>DONE?</b>
<b><u>PARK GROUNDS:</u></b> If your event is outside, bring your own trash bags and clean up all trash	
<b><u>FURNITURE</u></b> (follow posted signs)	
Clean spills on furniture! Return it to where you found it (stack per posted signs).	
Clean and return basement furniture before dark (stack per posted signs)	
<b><u>TRASH &amp; RECYCLE CANS</u></b> (follow posted signs)	
EMPTY ALL indoor trash & recycle cans & take contents to large carts outside the kitchen door	
TAKE HOME ALL trash & recyclables that won't fit in large outdoor carts <b>with lids closed</b>	
<b><u>CLEAN SPILLS</u></b> on indoor cans, dry them, insert new bags; <b>FLIP ALL CANS UPSIDE DOWN</b> (1 gray & 1 blue in small kitchen; 1 gray in big kitchen; 4 gray & 3 blue under signs in rear hallway; 2 cans in ladies' room stalls and 1 can in men's room stall)	
<b><u>KITCHENS</u></b> (cleaning products in both kitchens)	
Scrape food into trash cans, not sinks (we do not have garbage disposals)	
Empty ovens; wipe spills; turn off ovens, burners, and hoods (hood lights should be green)	
Empty refrigerators and freezers; Take leftover ice with you (do not leave ice in sink or on grass)	
Wash, dry and put away everything you use (empty dishwasher & dish drainers)	
Clean sinks and countertops; leave the three food strainers clean & in the triple sink drains	
Clean food, spills, dirt off kitchen floor mats, under appliances, and from floors	
REPLACE any paper towels used (2 holders in big kitchen; 1 holder in small kitchen)	
<b><u>BATHROOMS</u></b> (cleaning products in both bathrooms)	
Clean toilets, urinal, sinks, counter tops, mirrors, baby changing tables	
<b><u>LEAVE ALL TOILET SEATS "UP"</u></b> after cleaning	
Refill all toilet paper holders (spare TP in cabinets)	
Empty all trash cans; insert new bags; flip upside down (per posted signs)	
<b><u>FLOORS</u></b> (mops, buckets, brooms in janitor's closet)	
MOP ALL TILED FLOORS (bathrooms, big kitchen, serving hallway and rear hallway)	
SWEEP ALL WOOD FLOORS after cleaning up any spills	
Sweep or vacuum all walk-off mats (inside exterior doors)	
<b>RESET 4 THERMOSTATS</b> (per posted signs)	
<b>TURN OFF LIGHTS &amp; FANS</b> (leave exterior lights ON)	
<b>LOCK ALL DOORS</b>	
<b>***Put this completed and SIGNED Cleanup Checklist in LPCC mail box before you leave***</b>	

**RENTER'S SIGNATURE (required):** \_\_\_\_\_