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VILLAGE OF FRIENDSHIP HEIGHTS

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Friendship Heights Village Center Rental Program

1.0 Purpose

The purpose of this policy is to establish clear, consistent, and equitable guidelines for the use of Village of Friendship Heights facilities by community members, organizations, and outside parties. This policy aims to:

- Maximize community benefit by ensuring that Village facilities are accessible to residents for recreational, cultural, educational, and civic activities that enhance quality of life.
- Promote fair access by providing a transparent process for scheduling and allocating facility use among competing requests from diverse community needs.
- Protect public assets by establishing standards for facility care, maintenance, and appropriate use that preserve these investments for current and future generations.
- Ensure fiscal responsibility by implementing a fee structure that helps offset operational costs while balancing affordability for residents and community organizations
- Maintain safety and security by defining requirements for supervision, insurance, and conduct that protect facility users and Village liability.
- Support Village operations by establishing priority use for official Village functions, programs, and services while accommodating community needs.

This policy recognizes that Village facilities are valuable community resources funded by taxpayers and should be managed in a manner that serves the broadest public interest while maintaining the facilities' condition, safety, and availability.

2.0 Scope

This policy applies to the use of the auditorium and two classrooms and patio, and a kitchen.

3.0 Priority of Use

Village Council and committee meetings take priority over other Village-sponsored activities in the use of space. Other Village-sponsored events take priority over space requests by other eligible users.

4.0 Eligible Users

Eligible users include:

- Friendship Heights Village residents, who permanently reside within the Village and are able to provide proof of residency;
- 501c3 non-profit groups located in and serving the residents of the Village
- Other service organizations, condominium boards, civic associations, etc. which are based within the boundaries of Friendship Heights Village;
- Members of the Friendship Heights Village Council and staff.
- Private individuals or entities

5.0 Availability

The Auditorium is available for rental on weekends (Fridays, from 5:00 p.m. to 1:00 a.m.; and Saturdays and Sundays, and between 2:00 p.m. and 12:30 a.m.) with limited exceptions.

Classrooms are available for rental when the Village Center is open, on weekdays from 9:00 a.m. to 9:00 p.m. and on the weekend from 9:00 a.m. to 2:00 p.m.

6.0 Fees and Charges

Rental fees	For:		
	8 hours	5 hours	3 hours
Full Auditorium	\$500*	\$300*	\$200*
Half Auditorium	\$250*	\$150*	\$100*
Classroom for business user - \$40 per hour			
Classroom for resident user - \$20 per hour			
*Plus the cost of on-site maintenance staff (two staff required for full auditorium; one staff required for half auditorium)	\$593.44 for full;	\$370.90 for full;	\$222.54 for full;
	\$385.12 for half	\$240.70 for half	\$144.42 for half

Discounts: Non-profit (501c3) organizations are entitled to a discount of 50% and may request a fee waiver from the Village Manager or Village Council. In addition, non-profit (501c3) organizations located in the Village and serving Village residents may use Village space once per year at no cost.

7.0 Acceptable Use

The Village of Friendship Heights space may be used for meetings and parties.

Smoking, drug use, and gambling are strictly prohibited.

8.0 Reservation Process

Interested users may contact the Facilities Manager (contact info) to make a reservation or obtain more information about the Village's space and requirements for caterers. A deposit of ½ the fee is expected at the time of reservation.

9.0 Other Requirements

The Facilities Manager may establish reasonable insurance, liability, cancellation/refund, damage-reimbursement, and inspection procedures.

Approved by the Village Council on January 12, 2026.