

# **Dover Park Community Center**



## **Dover Park**

1210 White Oak Rd.  
Dover, DE 19901  
(302) 674-7541

## **Facility Rental Policy and Procedures**

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## RENTAL PROCEDURE

A prospective renter may tour the facility during business hours, respecting the privacy of other facility users and renters using the facility. We do not accept tentative reservations or hold dates.

A requested facility room reservation date will only be held upon submission of the following:

- ☐ Completed *Facility Rental Application*
- ☐ Payment of Appropriate Deposit
- ☐ Completed *Policy & Procedures Acknowledgement Form*

Upon receipt of the above, the Rental request will be reviewed by the Building Coordinator and the City of Dover Police Chief, for approval. You will be informed as soon as the approval process is complete.

If the rental request is approved, the remaining fees are due fourteen (14) calendar days prior to the date of the function. If these obligations are not met, ***The City reserves the right to cancel the contract and release the date.*** Payments can be made by cash, check, or money order (payable to the City of Dover), or by credit card (MasterCard, Visa or Discover).

### Mailing Address:

City of Dover  
Dover Park Community Center  
PO Box 475  
Dover, DE 19903

### Physical Address:

Dover Park Community Center  
1210 White Oak Rd.  
Dover, DE 19901

Business Hours:	Monday through Friday	8:00am to 7:00pm
	Saturday	Hours vary, please check*
	Sunday	Hours vary, please check*

*\*Available hours are subject to change seasonally.*

## RENTAL RATES

Rental fees will vary depending on the facility requested. Use of the Multi-Purpose Room requires a two-hour minimum charge. There is no pro-ration for half hour increments.

Rate	Hours	Multi-Purpose Room
"A"	Monday-Friday 8:00am – 4:00	\$35
"B"	All Other Hours	\$50

## PAYMENT REQUIREMENTS

Payment for rental is due within 72 hours of receiving approval of the event.

## AMENDING THE CONTRACT

Once a *Rental Application* has been completed and the renter desires to make changes to the *Rental Application*, such as changing the hours of use or adding additional rooms to the contract, this shall be done in writing or in person. An amended contract will be generated by the Division outlining the requested changes and then be signed by the Division representative and the renter

## STATEMENT OF WAIVER

The renter will hereby assume all the risks and hazards incidental to the conduct of the activities. I release, absolve, and indemnify the City of Dover, employees of the City, volunteers, contractors and/or sponsors from all risks and hazards associated with the activities and in the event of injury, do expressly waive all claims against them. I understand that no insurance coverage is provided by the City of Dover Parks and Recreation Department.

## ROOM CAPACITIES

### Multi-Purpose Room

Size- (1033 sq ft)

Maximum Seating:

Theater Style: 69

Tables & Chairs: 24

## DENIED REQUESTS / CANCELLED PERMITS

A request may be denied, or a permit cancelled, on the grounds that the applicant has previously had a permit revoked in the City of Dover or another jurisdiction for violation of permit conditions, or failure to fulfill any use requirement by the established deadline, including, but not limited to, the payment of facility fees or extra fees. Permits may also be cancelled for failure to adhere to use policies and procedures, as presented herein, or as stipulated in communication with permit holder

## **FACILITY RULES, POLICIES AND PROCEDURES**

### **As Renter, I Agree,**

1. To accept no admission fees, or to sell, or offer for sale, any merchandise, article or thing, whatsoever, without the prior written consent of the Recreation Center Coordinator of the Recreation Division.
2. Not to practice, carry on, conduct, or solicit for trade, occupation, business or profession.
3. No collecting of monies for any reason without the prior written consent of the Recreation Center Coordinator of the Recreation Division.
4. Not to distribute any handbills or circulars, or to post, place erect any bills, notices, paper or advertising devise or matter of any kind, without consent of the Recreation Center Coordinator.
5. Smoking is not permitted inside City facilities.
6. No beer or other alcoholic beverages are permitted at any time.
7. No loud music, bands, DJ's, etc. are permitted at any time.
8. A reservation/permit does not hold any rental past the date and time stated on the issued permit.
9. Not to indulge in riotous, boisterous, threatening, indecent, abusive, profane language or behavior.
10. Any additional services as determined by the City of Dover will be an additional cost to the applicant
11. No vendor activity is permitted without prior approval and all vendors must have all required permits.
12. A permit issued for all paid reservations and your copy should be available during your event, as it must be shown upon request.
13. That Security Deposits will be returned (within 2 weeks) after inspection of the rented room(s) by the City of Dover staff and provided there is no damage, or clean up required.
14. I will dispose of all trash, food, and all other rubbish in the appropriate receptacles provided outside of the facility.
15. The party issued the City of Dover Permit is solely responsible for any damage to City property caused by its use under this permit and further that it shall be responsible or liable for any and all injuries to persons sustained upon the premises or damage to personal property. The City of Dover shall not be liable or responsible in any manner whatsoever for any damage to property or injuries to persons upon the premises.
16. The party issued the City of Dover permit accepts responsibility of leaving the premises in the condition they found it. The party will be charged and security deposit will not be returned if the City of Dover must clean, replace, or repair property damage caused by or during your rental.
17. Balloons are not permitted in the Dover Park Community Center.
18. Grilling/Cooking outside of the Community Center is not permitted under any circumstance.
19. No tables, chairs or other City property may be taken outside of the rented room.
20. Access doors are to be closed at all times and may not be propped open.
21. Emergency exit doors are only permitted to be used in emergencies. They are not a means of egress for visitors, nor may they be blocked in any way.
22. Parking is permitted only in designated areas. Unloading in fire lanes is not permitted at any time. Overnight parking is prohibited. Vehicles are not to be driven on or parked on grass or sidewalk. Violators will be ticketed or towed at the owners expense.
23. City staff will not distribute or promote information on rentals and uses held in City facilities. Therefore, please ensure that flyers/ads and other promotional materials list the renter's contact phone number.

### **GENERAL FACILITY RULES AND POLICIES**

- A. The renter, as indicated on the Building Rental Permit, agrees to be present for the duration of the event as listed on the approved permit.
- B. Series meetings are not allowed at any of the Recreation Division facilities. Series meetings shall be defined as using and booking a facility for more than three (3) consecutive months, or more than nine (9) dates within any three (3) month period. Groups that utilize a facility within the limits of this policy, may not book additional dates until the completion of the existing rentals.
- C. All permit applications are reviewed by the City of Dover Police Department and/or the Police Chief and the and the Recreation Center Coordinator.
- D. A permit may be denied on the grounds that the applicant has previously had a permit revoked by the City or in another jurisdiction for violation of permit conditions.

- E. The City reserves the right to refuse to grant the use of its facilities to any person or group if such use is deemed to be contrary to the best interest of the City and/or its residents.
- F. The responsible party must agree to take full responsibility for the behavior exhibited by the guests. If City staff deems the unsafe and must call for police intervention, the total deposit will automatically be forfeited.
- G. The Recreation Center Coordinator reserves the right to cancel all permits with as much notice as possible.

#### **MULTI-PURPOSE ROOM GENERAL POLICIES**

- 1. Other events may be scheduled in other areas of the building and park at the same time as your event. There may be noise, this is unavoidable. Please plan accordingly. Tape, staples, thumb tacks, nails, etc. are not permitted on the walls, floor, doors, ceiling, tables or chairs.
- 2. Doors are to be closed during rentals. At no time are they to be propped open.
- 3. Do not drag items across the floor.
- 4. Tables, chairs, and/or other City property are not to be removed from the Multi-Purpose Room.
- 5. The Emergency Exit door located on the east side of the room is for emergency evacuations only.
- 6. The equipment room connected to the Multi-Purpose Room is off limits at all times.
- 7. Balloons are not permitted.
- 8. Candles are not permitted.
- 9. Kitchenette rules:
  - a. The use of Community Center supplies and utensils is prohibited.
  - b. Renters must bring their own supplies and equipment.
  - c. Area must be left as it was when you arrived.

#### **SECURITY AT EVENT**

The City of Dover reserves the right to require security personnel and/or adult supervision based on an appropriate ratio to attendees as deemed necessary by the Center Staff, to ensure the safety and welfare of the attendees while utilizing said facilities. The cost of providing security personnel will be the responsibility of the applicant. In addition, the City reserves the right to restrict or limit access to the building during the course of the rental.

#### **SET-UP [Tables & Chairs]**

Set-up and take down of chairs is to be done by the applicant during the scheduled time of the event. Please be sure to schedule this into your reserved time.

#### **TABLE COVERINGS**

It is strongly recommended that for any activity that may soil or damage the table, that the renter provide table covers to be used.

#### **ALCOHOL / SMOKING**

Alcohol is not permitted. Alcohol found on City property will result in the immediate cancellation of the rental and/or event. Possession and/or consumption of alcoholic beverages on City property is prohibited and will be strictly enforced by the Recreation Center Staff and the City of Dover Police. Smoking is prohibited on ALL City of Dover property.

#### **KITCHENETTE**

The Multi-Purpose Room has a small kitchenette that may be used for the warming of food and minor preparation only. Per State and County Health Code regulations, full meal preparation is not allowed. Any food/beverage items left on site will be disposed of immediately following the rental period as indicated on the contract. Fees may be withheld from the deposit if the Center Staff time is required to dispose of any leftover food or trash.

#### **DECORATIONS**

No decorations are allowed that would damage or discolor the facility or grounds. Tacks, nails, screws, duct tape, scotch tape, masking tape are not permitted on walls, doors, windows, floors, tables, chairs, etc. Balloons are not permitted in the Community Center. Any special decorations, activities, or amenities must have the written approval of the Recreation Division. Open flames or candles are not allowed inside any facility. Fees may be withheld from the deposit if City Staff time is required to remove or dispose of any remaining decorations.

**SPLASH PAD**

Splash pad is for public use and cannot be rented by applicants for private use. The capacity of splash pad is 30 occupants.

**LIVE ANIMALS**

Live animals are not allowed inside Community Center with the exception of Seeing Eye Dogs and Police Canines.

**STRUCTURES**

Inflatable structures, tents, dunk tanks and climbing walls are not allowed inside the Community Center, on the grounds or in the parking lots.

**DAMAGES**

The applicant agrees to reimburse the City for all costs incurred by it in repairing damages including, but not limited to, the facility, furnishings, fixtures, grounds, and/or additional cleaning required outside of the normal scope for said facility maintenance, which occurred in connection with the permitted activity and caused by the renter, sponsoring organizations and/or attendees. Reimbursement for such expenses that are in excess of the security deposit will be invoiced to the renter or charged to the credit card previously authorized.

In addition to the policies and procedures listed in this informational packet, all functions conducted on/in City facilities must abide by the City of Dover Municipal Codes.

**PARKING**

Parking is permitted only in designated areas on a first come, first served basis. Unloading in fire lanes is not permitted at any time. Overnight parking is prohibited. Vehicles are not to be driven on or parked on grass or sidewalk.

## CLEANING CHECKLIST

The Community Center will furnish paper towels, plastic garbage bags, broom, mop, vacuum and bucket.  
The following list is provided to assist you with meeting the facility cleaning requirements.

Applicant Initial	Staff Initial	Check-Out Check List
		Decorations removed and properly disposed of at the completion of the function.
		Tables and chairs wiped off.
		Floor swept and mopped, if needed.
		Sink scrubbed and cleaned.
		All counter tops cleaned.
		Microwave cleaned.
		All dishes/utensils/tableware removed from the facility.
		All items removed from the refrigerator. Refrigerator wiped clean.
		All trash bagged and placed in the dumpster located outside of the facility.
		All lights turned off and all doors locked when exiting room.

Room Inspected By [Staff]: \_\_\_\_\_

Time: \_\_\_\_\_ Room Approved: YES ☐ ☐

List any issues/problems: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Any items mistakenly left in or on the property will be held for one (1) business day, after which time,  
said items will be disposed of at the discretion of City staff.

**If emergency maintenance is required during your event,  
go to the reception desk and report the problem.**

## ACKNOWLEDGEMENT

I, (print your name) \_\_\_\_\_  
have read and understand the policies and procedures set forth by the City of Dover Recreation Division and the Dover Park Community Center. I understand that failure to adhere to these policies may result in forfeiture of the deposit and any fees that I have paid.

Please initial next to each statement below to indicate your understanding:

	I <b><u>must</u></b> return a copy of the signed <i>Rental Application</i> and this <i>Acknowledgement</i> within one (1) week of receipt.
	The entire rental payment <b><u>must</u></b> be paid <b>14</b> calendar days prior to my event. Failure to do so will result in the rental being cancelled.
	I <b><u>cannot enter</u></b> the facility until my designated start time.
	I <b><u>must vacate</u></b> the facility at my designated ending time and will plan any and all takedown and cleanup accordingly.
	The facility <b><u>must</u></b> be kept in its original condition and failure to do so will result in loss of my deposit and additional charges may be incurred.
	<b><u>I am to be present</u></b> during the entire function.
	I am responsible to meet <b><u>all</u></b> facility clean-up requirements.
	<b><u>Any items mistakenly left</u></b> in or on the property will be disposed of after one (1) business day.
	The City has the right to cancel my <i>Rental Permit</i> immediately, should any violation of any of the listed policies and procedures occur.
	I understand the policy on decorating, including no balloons, and <b><u>will abide</u></b> by the requirements.
	<b>I am responsible</b> for the conduct of all of my guests.

**Please Note:** We cannot anticipate every situation that may occur, nor can we anticipate all questions you may have regarding a particular policy. The City reserves the right to amend these policies as necessary. Please clarify any questions you may have regarding these policies prior to executing this Acknowledgement.

\_\_\_\_\_  
Renter Signature

\_\_\_\_\_  
Date



# DOVER PARK COMMUNITY CENTER FACILITY RENTAL APPLICATION

Note: 15 business days are required to process rental application.

All applications will be reviewed by the Recreation Center Coordinator, Parks & Recreation Director and the Chief of Police prior to approval.

## A. GENERAL APPLICANT INFORMATION

Today's Date: \_\_\_\_\_

Organization (If applicable): \_\_\_\_\_

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

Contact Name: \_\_\_\_\_  
(Must be at least 21 years of age)

Home Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

## B. DPCC CENTER FACILITY REQUESTED

See Facility Rental Policies and Procedures Handbook for Rental Rates/Hours.

- ☐ Multi-Purpose Room  
\$35 /hr (Mon-Fri 8:00 to 4:00 p)  
\$50 /hr (All other hours)  
**Reservation must end at 8:00 p**

Spray Pad is not included in reservation

## C. GENERAL EVENT/FUNCTION INFORMATION

Name/Nature of Event: \_\_\_\_\_  
(A description of the event or name of event)

Proposed Date(s) of Event: \_\_\_\_\_

Starting Time: \_\_\_\_\_  
(Including set-up time)

Ending time: \_\_\_\_\_  
(Including clean-up time)

Estimated Attendance: \_\_\_\_\_

### SNAP SHOT

➤ Will your event be publicized and/or open to the public? YES NO

➤ Will you be serving food? YES NO

I, as an official representative of the organization and/or event identified in this application, and whose name appears on this application as the contact for said event, by signing below verify that the information contained in this application is true and accurate to the best of my knowledge, and that I have read and understand the policies pertain to rental of City facilities.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

By signing this application, the contact person for this event is verifying that all information contained in this application is true and accurate to best of their knowledge.

## C. DAMAGE and/or EXTRA CLEAN-UP

Should your activity cause excess cleaning or repair to the Permitted area, as determined by the City of Dover, you will be responsible for all fees incurred for cleanup and repair. The City will notify you with the cost prior to charging the account.

### OFFICE USE ONLY

Date Received: \_\_\_\_\_

Deposit: \$ \_\_\_\_\_

Policies Acknowledge Received: Y N

Rental Charge: \$ \_\_\_\_\_ @ \_\_\_\_\_ hrs = \$ \_\_\_\_\_ Total Rental Payment: \$ \_\_\_\_\_

Any Additional Charges: \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Coordinators Signature: \_\_\_\_\_ Date: \_\_\_\_\_