

Dover Park Community Center Multi-Purpose Room Frequently Asked Questions

Q: Does rental of Multi-Purpose room include private use of splash pad?

A: The splash pad as well as the ADA Playground (Coming Soon!) are not included with facility rental as they are for public use. This also goes for pavilion rentals and indoor bathrooms.

Q: What are the rental fee's?

A: During normal business hours (Monday – Friday 8a to 4p) our reservation fee is \$35/Hour. For all after hour and weekend reservations, our reservation fee is \$50/Hour.

Q: Is set up and break down included in my reserved time?

A: Set up and break down is part of your scheduled reservation time. Setting up before your time or the night before is not permitted as well as coming back the next day to clean up. Please include the time it will take to set-up/tear down in your requested reservation time.

Q: How do you reserve facility for a function?

A: To reserve our facility, you need to fill out an application. To find a copy of the application look under Facility Permits on our home page. Once filled out, you can email to Parks@dover.de.us or can be turned Dover Park Community Center (1210 White Oak Rd. Dover, DE 19901).

Q: What is the capacity of the multi-purpose room? Are the chairs and tables included?

A: For Meeting purposes, our multi-purpose room get sit 68 people with just chairs and no tables. For party purposes, we provide chairs and tables. Tablecloths are not included with facility rental.

Q: Is there space to store food to keep food hot and cold?

A: Our facility has a small fridge with a limited amount of space to keep items closed. There is no sort of heating elements to keep food warm. We do allow buffet/food warmer.

Q: Is there any items that are strictly prohibited from use in the Facility?

A: Items that are prohibited are: candles, glitter, helium balloons, tape on walls, and confetti/smoke cannons.

Q: Are you aloud to hire DJ's for party in our facility?

A: DJ's are not allowed in our facilities or at our pavilions. We do allow small stereos and boomboxes set to respectable volumes as these are still public areas.

Q: When my application is approved, how soon do I need to have my payment in?

A: All applications must be turned in 15 days prior to requested reservation time. After an application is received, it takes about 5-7 days to go through the approval process. Once approved, your reservation fee must be received 72 hours prior to the date of the event.

Q: Do you issue refunds if I decide to cancel my party reservation?

A: We do not issue refunds for any sort of reservation. If something does come up and you are unable to make your reservation, depending on what future dates are available rescheduling may be available upon Recreation Center Coordinator approval.

Q: How late into the evening can I hold my party?

A: With city parks being open dawn to dusk, the latest our building will stay open for rentals will be 7 pm.

Please give us a call at (302) 674-7541 or shoot us an email at parks@dover.de.us if you have any other questions.