

John W. Pitts Recreation Center



RECREATION CENTER



INDOOR FACILITY RENTAL POLICY AND PROCEDURES

*City of Dover
Recreation Division*



John W. Pitts Recreation Center

Schutte Park
10 Electric Ave.
Dover, DE 19904
(302) 674-7541
Fax (302) 678-2674

Table of Contents

- Rental Procedures 1
- Reservation Policy 1
- Rental Rates..... 1
- Payment Requirements..... 2
- Amending The Contract 2
- Cancellation Policy 2
- Insurance Requirements 2
- Room Capacities 2
- Denied Requests / Cancelled Permits 2
- Facility Rules, Policies and Procedures..... 3
 - As Renter, I Agree 3
 - General Facility Rules and Policies..... 3
 - Multi-Purpose Room General Policies 4
 - Gymnasium / Basketball / Volleyball Court General Policies 4
- Security At Event 4
- Set-Up [Tables & Chairs]..... 4
- Table Coverings 4
- Alcohol in City Facilities..... 4
- Kitchenette 5
- Decorations 5
- Live Animals..... 5
- Structures 5
- Damages 5
- Audio / Video & Meeting Equipment..... 5
- Parking Restrictions..... 5
- Forms.....
 - Cleaning Checklist 6
 - Acknowledge Form 7
 - Facility Rental Application 8

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:	Physical Address:
City of Dover	John W. Pitts Recreation Center
John W. Pitts Recreation Center	Schutte Park
PO Box 475	10 Electric Ave
Dover, DE 19903	Dover, DE 19904

Business Hours:	Monday through Thursday	7:00am to 9:00pm
	Friday	7:00am to 8:00pm
	Saturday	Hours vary, please check*
	Sunday	Hours vary, please check*

**Available hours are subject to change seasonally.*

RESERVATION POLICY

The facility has established specific booking windows for various types of groups and organizations based on priority for use and access to the facilities that the City has to offer for rent. Reservations may not be transferred, assigned, or sublet.

IDENTIFICATION AND DEFINITION		
Recreation Division Sponsored Programs Activities organized by the Recreation Division		18 months
City Sponsored Programs Activities organized by the City of Dover		12 months
Government Sponsored Programs A governmental agency, which benefits the City of Dover residents		8 months
Non-Profit Organizations Groups that have obtained 501(c) status as a charitable organization		4 months
Private Individuals or groups holding private events not open to the public		3 months

RENTAL RATES

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

Rate	Hours	John W. Pitts Recreation Center Hourly Rate Per Room Classification	
		Multi-Purpose Room	Basketball Court
"A"	Monday-Friday 8:30am – 5:30pm	\$50	\$35
"B"	All Other Hours	\$50	\$75

PAYMENT REQUIREMENTS

All rentals require full rental payment with the submittal of the rental request application.

If the rental is not available or is denied for any reason, a refund will be submitted in the form of a check by the City's Finance Department. This refund procedure normally takes two (2) weeks.

Fees will not be refunded if actual use time is less than the rental period agreed upon in the Building Rental Application. Therefore, reservation time should be chosen carefully.

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. Changes to a rental date may be considered as a cancellation and re-booking if amendments are made within the ranges of when cancellation fees would be assessed (see Cancellation Policy below). An amended contract will be generated by the Division outlining the requested changes and then be signed by the Division representative and the renter

CANCELLATION POLICY

Cancellation fees are determined by the date the City receives **written** notification by the responsible party listed on the *Building Rental Application* of their intent to cancel the event. Upon receipt of the **written** cancellation request, the refund, if applicable, will be processed as follows:

NUMBER OF DAYS PRIOR TO EVENT		
	60-31 Days	30 Days Or Less
Multi-Purpose Room	No Penalty	\$20 fee
Basketball –or- Volleyball Court	\$50 fee	\$75 fee

All fees assessed on cancelled events will be deducted from the rental payment. Rental fees will be refunded by check. Refunds will be processed by our Finance Department and usually take two weeks.

GYMNASIUM LIABILITY INSURANCE REQUIREMENTS

The City of Dover requires that certain uses of the facility will dictate the need for liability insurance against claims resulting from injuries to persons or damages to property, which may arise from or in connection with the renter's use of the facility. A minimum of \$2,000,000 General Liability Insurance must be secured at the renter's expense. A certificate of insurance is required and must be submitted twenty (20) calendar days prior to the event. The certificate must name The City of Dover as "Additional Insured" and specify the day, time and location of the event.

ROOM CAPACITIES

Multi-Purpose Room

Size- (938 sq ft)

Maximum Seating:

Theater Style: 60

Tables & Chairs: 36

Basketball Court

Bleacher Seats- 60

Volleyball Court

Bleacher Seats- 60

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

GYMNASIUM / BASKETBALL / VOLLEYBALL COURT GENERAL POLICIES

1. Gymnasium/Court rentals do not include the use of equipment such as balls, coolers, etc.
2. Absolutely NO FOOD, CANDY, DRINKS OR GUM permitted in the gym. This includes Sports Drinks.
3. No glass bottles permitted.
4. Plastic water bottles are permitted.
5. Only Non-Marking athletic court shoes are permitted to be worn on the courts. If it has a black sole, it probably is not permitted to be worn on the court, check with the Building Supervisor.
6. Appropriate gym attire must be worn at all times. Shirts must be worn at all times. Shorts must be pulled up.
7. No Heeles (shoes with skates) or skateboards.
8. Absolutely NO DUNKING OR HANGING ON THE RIMS. The renter is responsible for any damage caused to equipment and subject to suspension of playing privileges.
9. Horseplay, fighting, swearing, abusive language and/or destruction of City property are prohibited at all times.
10. Outside Gym doors are not to be opened. These are emergency exits only.
11. Scoreboards are not part of the rental fee. They are available at an additional charge and must be operated by facility staff.
12. No tape of any type may be placed in the floor for any reason.
13. Signage may not be hung on the gymnasium walls, glass or curtain.
14. Activities deemed to cause possible damage to the facility will not be permitted.
15. No backpack or gym bags are permitted to be taken into the gymnasium.

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]

Recreation Center staff are responsible for the set-up and take-down of tables and chairs for rentals in the Multi-Purpose Room. Please select from the room set-up diagrams provided.

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 which 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 Recreation 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.

LIVE ANIMALS

Live animals are not allowed inside Pitts 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 Pitts 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.

AUDIO / VIDEO & MEETING EQUIPMENT

The Pitts Center has limited audio visual equipment available for additional fees and must be listed on the permit application. Internet capability is not available within the facility for meetings.

TV/DVD Player	\$5
Projector/Screen	\$5
Easel	\$2

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

Multi-Purpose Room

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.
		Stove top 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.

Gymnasium List Court(s) _____

Applicant Initial	Staff Initial	Check-Out Check List
		Trash, etc. removed from bleachers.
		Floor inspected and no spills or damage.
		Walls inspected and no damage.
		All equipment removed.
		All trash bagged and placed in the dumpster located outside of the facility.

Room Inspected By [Staff]: _____

Time: _____ Room Approved: YES NO

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 John W. Pitts Recreation 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 must 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 must be paid 14 calendar days prior to my event. Failure to do so will result in the rental being cancelled.
	I cannot enter the facility until my designated start time.
	I must vacate the facility at my designated ending time and will plan any and all takedown and cleanup accordingly.
	The facility must be kept in its original condition and failure to do so will result in loss of my deposit and additional charges may be incurred.
	I am to be present during the entire function.
	I am responsible to meet all facility clean-up requirements.
	Any items mistakenly left 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 will abide by the requirements.
	I am responsible 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

JOHN W. PITTS RECREATION CENTER FACILITY RENTAL APPLICATION

Note: 5 business days are required to process rental application.
All applications will be reviewed by the Recreation Center Coordinator and the Chief of Police prior to approval.

A. GENERAL APPLICANT INFORMATION

Todays Date: _____

Organization (If applicable): _____ Email: _____

Contact Name: _____ Home Phone: _____
(Must be at least 21 years of age)

Mailing Address: _____ Work Phone: _____

City: _____ State: _____ Zip: _____ Cell Phone: _____

B. JWP CENTER FACILITY REQUESTED

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

- | | | |
|---|---|---|
| <input type="checkbox"/> Multi-Purpose Room
\$50 / hr | <input type="checkbox"/> Basketball Court – Red
\$35 / hr ~ "A" hours
\$75 / hr ~ "B" hours
<input type="checkbox"/> Basketball Court – Blue
\$35 / hr ~ "A" hours
\$75 / hr ~ "B" hours | <input type="checkbox"/> Volleyball Court (1)
\$35 / hr ~ "A" hours
\$75 / hr ~ "B" hours
<input type="checkbox"/> Volleyball Courts (3)
\$ 70 / hr ~ "A" hours
\$150 / hr ~ "B" hours |
|---|---|---|

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: _____ Ending time: _____ Estimated Attendance: _____
(Including set-up time) (Including clean-up time)

SNAP SHOT

- | | | |
|--|-----|----|
| ➤ Will your event be publicized and/or open to the public? | YES | NO |
| ➤ Would you describe your event as a league, tournament, game, or contest? | YES | NO |
| ➤ Are you charging to participate in your activity? | 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: _____