



Kent County Parks and Recreation
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Purpose:	Kent County Community Center Building Rental Policies
Revised:	February 25, 2010
Approved by the Kent County Commissioners:	March 2, 2010

I. GENERAL RENTAL REGULATIONS

This section applies to all renters, including youth dances and parties, youth events, and community group functions.

- A. All attendees of a Private Rental must adhere to the General Building Regulations outlined in Section III of the Kent County Community Center Facility Use Regulations.
- B. Rental applicants must be at least 21 years of age with valid identification.
- C. The Contractholder must be on-site, with the signed and approved Contract, for the duration of the permitted activity.
- D. Contractholders must provide the Facility Supervisors or Department personnel with a valid identification at the start of the permitted activity. The identification will be kept in the Department's possession for the duration of the activity, and may be copied for our records.
- E. Contractholders are responsible for cleaning the facility and returning it to its original condition (including placement of tables, chairs, athletic equipment, etc.); room setup chart will be posted in each room. Failure to do so may result in the forfeiture of the deposit.
- F. The Department will perform an inspection prior to any rentals and an evaluation inspection after. Both the Contractholder and Department representative will sign the inspection forms, which will aide the Department in their decision of whether or not to refund the deposit. At this time, the Contractholder's identification will be returned.
- G. The Contractholder will be held liable for repair or replacement of any damage incurred to the building or its contents as deemed necessary by the Department.
- H. The Contract entitles the Contractholder to exclusive use of the area reserved, only for the dates and times indicated on the Contract. An additional 1/2 an hour before and 1/2 an hour after are permitted free of charge for setup and cleanup.
- I. Contractholders and their guests are only permitted to be in the area they rented and designated support facilities (i.e. lobby entrance and restrooms). No one is permitted to be in other areas of the building.

- J. The use of candles is prohibited unless approved in the rental agreement.
- K. Contractholders are responsible for their guests and for maintaining orderly conduct. Inappropriate or indecent conduct or language and harassment are strictly prohibited.
- L. Only Facility Supervisors and Department personnel are permitted to access the panel boxes for lights, janitor's closet, storage rooms, and mechanical room.
- M. Contractholders are not permitted to collect admission fees or to sell any merchandise articles or items, including food and beverages, without written permission (rental contract) that specifically authorizes such activity. (Permits for selling food and beverages must be obtained through the Kent County Health Department.)
- O. Offensive music or disruptive behavior will be subject to immediate termination of the activity by the Department.
- P. All rentals must be by invitation only; the Department will cancel any open invitation parties or dances (exceptions may be made for Youth Events and Community Groups).
- Q. *Promotional Materials:* All promotional materials associated with the rental must be approved by the Department prior to the rental.
- R. *Additional Supervision:* The Department reserves the right to require additional Facility Supervisors at the cost of the Contractholder (\$25.00 per hour) and to ask for assistance from the Kent County Sheriff's Department (i.e. rental guests estimate exceeds 100 people).
- S. Kent County Parks and Recreation, Kent County Government and its elected officials and employees are absolved of all responsibility and liability for any damage, injury, or loss sustained by persons or property as a result of the user's negligence or that of any member in their group.
- T. Depending upon the type and size of the rental, applicable contractholders must have furnished a valid copy of a Certificate of Liability Insurance prior to final contract approval. Potential contractholders who do not possess liability insurance can visit www.lgit.org for more information regarding the Local Government Insurance Trust Tenant User Liability Insurance Program (TULIP).
- U. Contractholders will be required to sign an agreement indemnifying and holding Kent County, its elected officials, employees, and other workers harmless from and against all loss, costs, expense, damage liabilities, or claims, etc.
- V. The Department reserves the right to cancel any Rental Contract

II. ADDITIONAL REGULATIONS FOR YOUTH DANCES AND PARTIES

Regulation exceptions may be made for Youth Events. Please inquire.

A. As defined in Section II. H. of the Kent County Community Center General Policies “Youth Dances and Parties” are a type of Private Rental, but primarily for the entertainment of youth, and therefore have stricter guidelines.” If the median age of the attendees in a private rental falls under the age of 21 years old the following regulations must be complied with as well as the above policies for Private Rentals.

B. *Participant Ages:* Youth dances and parties are limited to participants ages 18 and under and within a four (4) grade spread. For example: grades 5-8, or 7-10, or 9-12, but not grades 5-12. Failure to comply with these age range guidelines by the Contractholder will result in the suspension of the event. It may also jeopardize the future use of the Community Center by the contractor.

C. *Chaperones:* A list of Adult/Parent chaperones, over the age of 21, must accompany the Rental Application. This list must include the names, ages, complete addresses, and telephone numbers of each chaperone. The Contractholder must guarantee one (1) chaperone for every ten (10) youths attending the event. This ratio must be maintained for the duration of the event. If chaperones leave before the end of the event and this ratio is not maintained, the event will be suspended before the end of the event/contract – no exceptions! Refunds will not be issued if the event is suspended before the end of the event/contract time. Chaperones under the age of 30 may be asked to provide a photo identification or proof of age.

E. *Attendance Policy:* Participants under the age of 21 years old are **not** permitted to re-enter if they choose to leave the event. They must leave the premises of the building and surrounding grounds.

III. RENTAL RESERVATION PROCESS

A. Exclusive use rental requests must be made by completing the Rental Reservation Application. The Application must be turned in with the deposit during normal business hours (Monday through Friday, 8:30 am and 4:30 pm, excluding holidays.)

B. To ensure responsible use of the facility every Rental Reservation Application must be submitted with a deposit (\$100 refundable damage/clean-up deposit). This deposit is separate from the rental fee and must be made in the form of separate payment.

C. If damage is sustained to the facility or equipment during the scheduled event, all or part of the deposit will be retained by the Department for repairs. If repair costs exceed the deposit a bill will be submitted to the Contractholder and their use of any Parks and Recreation facility or program will be suspended until the repairs are paid for in full.

D. Applications for exclusive use rentals must be received by the Department no less than thirty (30) days prior to the desired rental date. Reservation requests are approved on a first come, first serve basis.

E. The Department will notify the Contractholder within 48 (forty-eight) business hours and inform of availability.

F. If the desired rental date is not available, the Department will offer another available option. If other dates are unable to be agreed upon, the Department will cancel the Application and return the Application deposit.

G. If the desired rental date is available, the fees are as listed below and must be paid within seven (7) calendar days of receiving notification from the Department. If the full rental payment is not received within seven (7) calendar days of this notification, the Department will cancel the reservation. Once the payment is received, an approved Rental Contract will be provided to the Contractholder via mail or in person.

Exclusive Room Use and Additional Charges	Rental Rate for Access Card Holders	Rental Rate without Access Card
Meeting Room ¹	\$15.00/hr.	\$30.00/hr.
Kid's Room ²	\$10.00/hr.	\$20.00/hr.
Computer Room ³	\$10.00/hr.	\$20.00/hr.
Multipurpose Room ⁴	\$15.00/hr.	\$30.00/hr.
1/2 Gymnasium*	\$20.00/hr.	\$60.00/hr.
Full Gymnasium ⁵ *	\$40.00/hr.	\$80.00/hr.
Kitchen in conjunction with another rental ⁶	\$10.00	\$20.00
Facility Supervisors (2)	\$50.00/hr.	\$50.00/hr.
Each Additional Facility Supervisor	\$25.00/hr.	\$25.00/hr.
* Protective floor covering may be required at a cost of \$100.		

1. The Meeting Room is 25' 11" x 28' 8". Tables, chairs, the use of the 52" mounted TV, 48" Smart Board, and a mounted projector are included in the rental. The tables are collapsible and chairs stackable so the room may have alternate uses. The maximum capacity for this room is fifty (50) people.

2. The Kid's Room is 23'8" x 20'2" and contains various children's entertainment tools, a sink, and a mounted 32" TV. **This room is not available for rentals from 8:00 am – 8:00 pm, Monday through Thursday or at all during the Summer months** (June through August), but outside of those restrictions it is the perfect

location for a youth art class or small toddler program. The maximum capacity for this room is twenty (20) children and may need to be adjusted to accommodate accompanying adults.

3. The Computer Room is 23'8" x 20'2" and contains four (4) computers, one (1) printer, and small sitting area for enjoying the newspaper or one of several paperback books provided by the Kent County Library. This space may only be utilized for quiet activities or small classes, food and drinks are prohibited. The maximum capacity for this room is fifteen (15) people.

4. The Multipurpose Room is 22'6" x 38'8" and contains two (2) mounted 32" TVs, featuring a mirrored wall and shock absorbing floor this is the perfect space for various dance and exercise classes. Food and drinks are prohibited. The maximum capacity for this room is fifty (50) people.

5. The Gymnasium is 74'4" x 123', large enough for various sports such as basketball, tennis and volleyball or even a banquet, but can also be subdivided into two (2) partial areas for smaller activities. It is recommended that you visit the facility and discuss capacity with Department Personnel in determining the size of your event.

6. The Kitchen is a small area that contains a stove/oven, refrigerator, microwave, and plenty of counter space. This is a prep kitchen meant solely for the purpose of reheating food. This room may only be rented in conjunction with the rental of the Meeting Room, the full Gymnasium, or Gymnasium half A.

IV. CANCELLATIONS AND ADJUSTMENTS OF RENTAL CONTRACTS

A. The rental fees must be paid within seven (7) calendar days of receiving notification from the Department that the Rental Application is accepted pending payment. If the full rental payment is not received within seven (7) calendar days of this notification, the Department will cancel the reservation.

B. Cancellations must be received by the Department, during normal business hours, at least seven (7) calendar days prior to the rental date to qualify for a full refund minus a \$5 processing fee. Failure to do so will result in the forfeiture of the 50% of the rental fee (full application deposit will be refunded).

C. Any changes must be made at least seven (7) calendar days prior to the rental date (time, date, capacity changes), and all changes are subject to approval by the Department.

D. If any unforeseen circumstance such as a scheduling error has occurred, the Department will try to make alternate accommodations and a 50% refund will be processed for the inconvenience. Should alternate accommodations not be possible, a full refund will be issued.