

EDGEMOOR COMMUNITY CENTER

500 Duncan Rd., Suite A ■ Wilmington ■ DE ■ 19809
(302) 762-1391 ■ Fax: (302) 762-1652

Facility Rental Policies and Procedures

User Policies

The Edgemoor Community Center serves as a resource of services to a broad community. One component of our service delivery is to offer meeting and activity space to groups or individuals. Nonprofit organizations, other groups, and individuals may request the use of the facility during or outside regular operating hours. Approval is contingent upon availability of space and an ECC employee to supervise during the requested time period. Groups or individuals using the facility will abide by the following policies.

1. A Facility Usage Application / Agreement must be completed in full and submitted at least two weeks prior to the desired time period.
2. Fees are assessed according to room size, date and time of rental, and nonprofit status. Fees will be determined when a Facility Usage Application / Agreement has been submitted.
3. A \$100 deposit will be required for each rental. Before the group leaves, an inspection of the area will be completed by an ECC employee, using the attached checklist. A charge will be deducted from the deposit for any areas not left clean, for any damage incurred during the rental, or for additional usage time prior to or after those times stated on the Facility Usage Application / Agreement.
4. At least one half of the agreed rental fee is due two weeks prior to the event. If not received, the reservation will be cancelled. The balance is due one week prior to the event. If the balance is not received by the due date, the reservation will be cancelled and the deposit will not be refunded. Payments can be made in cash or checks payable to the *Edgemoor Community Center*.
5. Applicants are responsible for full payment for all reserved time periods regardless of whether the group attended the facility, unless seven days written notice of cancellation has been received by the Edgemoor Community Center.
6. 24-hour notice of cancellation is required for nonpaying applicants.
7. Proof of nonprofit status and certificate of insurance (if applicable) must be submitted with the facility usage application / agreement form. A new facility usage application / agreement must be signed every new fiscal year.
8. The Edgemoor Community Center is a smoke-free facility, including bathrooms and hallways.
9. No alcoholic beverages and/or illegal substances are permitted in the building or on the premises.
10. Applicants are responsible for restoring proper order and cleanliness to the facility before the completion of the reserved time period.

11. Decorations or other materials may not be hung on walls. Decorations may only be put on tables and/or chairs.
12. Catering services used during rentals must carry no less than one million dollars of liability insurance. Proof of insurance must be submitted at least two weeks prior to event.
13. The ECC reserves the right to ask anyone to leave the premises due to inappropriate behavior. Each group is responsible for the behavior of its members while using ECC facilities.
14. Participants must enter ECC through appropriate front entrances (Duncan Road side) nearest to the room being rented. Rear doors are locked at 5:45 and are used only for emergencies and as exits for children using the outside play areas.
15. Vehicles must be parked in the designated ECC parking lot. Only those with appropriate permits may park in the special needs / accessible parking spaces.
16. Attendance must be recorded during each meeting / activity and submitted to the Main Office.
17. Requests for space will not be approved for activities that are competitive with or contradictory to the ECC mission, purpose, and scope of service delivery.

FACILITY UTILIZATION FEES:

(Effective Jan 2003)

Nonprofit Organizations

Nonprofit organizations requesting use of the facility during regular operation hours or outside of regular operating hours will be charged according to the following rates. Renters may be subject to additional fees based on services needed to maintain or operate the facility, due to the nature of the activity or event conducted by the renter. For example, a fee for cleaning services may be imposed.

Room	Business Hourly Rates	Non-Business Hourly Rates
Standard Size Room	\$15/hr	\$30/hr
Multipurpose Room & Kitchen	\$25/hr	\$40/hr
Multipurpose Room without Kitchen Or 301 A / B	\$20/hr	\$35/hr
Gym	\$25/hr	\$40/hr

Exemption Policy: Some nonprofit organizations / groups may be exempted from facility rental fees. Such an exemption is based on a case-by-case assessment that considers the purpose of the activity and its impact on ECC and the community. The following criteria will be used in determining a rate exemption.

- The group / organization has current nonprofit status.
- The purpose of the meeting / activity parallels the mission of ECC.
- The sponsoring organization does not charge individual fees for its programs / services.
- The sponsoring organization provides programs/services which might benefit staff and volunteers of ECC and grants free access to such programs / services.

For Profit and Other Organizations / Individuals

Organizations/individuals, who do not have nonprofit status, requesting use of the facility during regular operation hours will be according to the following rates. Renters may be subject to additional fees based on services needed to maintain or operate the facility, due to the nature of the activity or event conducted by the renter. For example, a fee for cleaning services may be imposed.

FEES:

Room	Weekend (Fri – Sun)	Weekday (Mon – Thurs)
Multipurpose Room & Kitchen	\$85/hr	\$60/hr
Multipurpose Room Only	\$70/hr	\$45/hr
Standard Size Room	\$55/hr	\$30/hr
Gym	\$65/hr	\$40/hr
Security Deposit	+ \$100 (See #3 above)	

An organization that cannot submit proof of nonprofit status will be charged the above fees. Refunds will not be processed in the event that verification of nonprofit status is submitted after the date of usage.

Additional Fees: Other audio-visual equipment and furniture may be rented based on availability.

Package Rates for Multi-day Rentals: Those requesting a room rental for a series of meetings or activities, occurring over several days or weeks, should contact ECC to negotiate a package rate.

Deposit: All room rentals will require a deposit of \$100 to reserve the room. The cost of any damages incurred will be deducted from this deposit. A deduction will also be taken if the room is not cleaned to ECC standards or if the room is used for additional time before or after the scheduled activity.

Refunds: Applicants are responsible for full payment for all reserved time periods regardless of whether the group attended the facility, unless two-week advanced, written, notice of cancellation has been received.

(rev. 9/05)