



PARKS & RECREATION
CITY OF NEWARK

220 South Main Street · Newark, Delaware 19711
302.366.7000 · Fax 302.366.7169 · www.newarkde.gov

GWC FACILITY USE REGULATIONS

1. All uses of the George Wilson Center (GWC) must be requested at least 14 days prior to the date of use and must be arranged in person at the GWC. Reservations are made on a first come, first serve basis and NO reservations will be taken over the phone. A Facility Rental Permit form must be completed for each use of the facility and processed with payment through the Center Supervisor.

2. Rental Rates:

<u>Room/Area</u>	<u>City of Newark Resident Rate</u>	<u>Non-Resident Rate</u>	<u>Long Term</u>
Main Hall	\$55.00/hr	\$60.00/hr	\$45.00/hr
Kitchen	\$35.00/hr	\$40.00/hr	\$35.00/hr
(The kitchen at the center is available to store cold foods and to warm prepared foods. It is the renter's responsibility to leave the kitchen area in the same condition as it was found.)			
Recreation Room 1	\$35.00/hr	\$40.00/hr	\$30.00/hr
Recreation Room 2	\$25.00/hr	\$30.00/hr	\$20.00/hr

Note: To qualify for the Long Term Rate – You must reserve a minimum of four (4) dates within a six (6) month time frame to qualify for the long term rate. Total time reserved must be a total of eight (8) hours or more (*will not be granted retroactively, multiple dates must be booked at the same time*).

Additional Equipment Available for Rental (Items may not be available for every date)

Elevated Stage (2' off ground)	\$5 per stage section (4' x 8' sections)
Podium	\$10 for use during your rental
Projector	\$10 for use during your rental
Microphone with Speaker	\$20 for use during your rental

3. Rental Payment Policies:

- a. A \$50 Security Deposit is required when a rental permit has been executed. Payment can be made by CASH, CREDIT/DEBIT CARD, CHECK or MONEY ORDER. Remaining balances are due a minimum of 30 days prior to the rental date. We reserve the right to cancel your rental if the balance is not paid 30 days ahead of your rental date. **WE DO NOT ACCEPT PERSONAL CHECKS for the balance payment.** Reservations made within 30 days of event must pay in full at time of reservation.
- b. All cancelled rentals will forfeit the \$50 deposit. Renters that fail to give cancellation notice prior to 30 days preceding any use of the GWC will forfeit all monies paid. Cancellation requests must be made in writing (email is acceptable). Changing the date will also result in forfeiture of deposit.
- c. In the event of damage to the GWC or the necessity for excessive clean-up resulting from a rental, the renter will not be refunded the security deposit and will be billed for any additional costs.
- d. Rentals running overtime (beyond the permitted rental period) will be charged at the regular hourly rate.

4. Responsible Adult:

Organizations/groups that rent the GWC must identify a responsible adult (age 21 or older) who shall ensure that all rules and regulations and points of the permit are enforced. **Failure to ensure that ALL guests and attendees follow rental policy guidelines may result in immediate cancellation of the rental.**

5. GWC Attendants are agents of the City of Newark, Parks and Recreation Department and their directions must be followed. Attendants will determine if renters are abiding by rental policies and maintain the right to make cancellation decisions during all facility rentals.



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6. GWC Attendants will provide the set-up and take down of tables and chairs.
7. **The rental group is responsible for sweeping the floor, cleaning of chairs, tables, and any spills that may have occurred during the rental period. It is also the renter's responsibility to make sure all rooms used are in the same condition as when they arrived. If large quantities of refuse are created as a result of the rental, the renter is to bag and place the materials in the dumpster located in the parking lot.**
8. **All evening rentals must be completed and out of the building by 10:30pm. There are no exceptions. Set up and clean up time must be included in the rental times.**
9. **GWC Access:** Rental of a room provides access to that room, use of the hallways to get to the room, and use of the restrooms. Rentals are expected to limit guests to only these areas. Guests must not loiter in bathrooms, hallways or any room that has not been rented.
10. **Noise Level and Music:** The GWC has residential housing nearby. Neither music nor any other noise should interfere with other activities taking place at the GWC or neighboring residences. All users are expected to be lawful and comply with the City of Newark Noise Ordinance. Only music suitable for a public facility will be permitted (by judgment of the attendant on duty). The volume is subject to the control of the attendant on duty.
11. **Fundraising and Fees:** Renters will not charge admission, sell tickets or items, or solicit donations without prior consent. All requests must be approved by the GWC Supervisor and details listed on the rental permit.
12. Candles may be used on tables only if candleholders are used. No other open flame candles may be used except for birthday cake candles and sterno candles. Incense and smoke machines are not permitted. **Glitter and decorations containing glitter are not permitted at the George Wilson Center. Decorations must not damage walls, floors or areas of the George Wilson Center.**
13. All persons using the GWC shall postpone a reserved date when a City sponsored activity of public interest requires the same date. There will be no charge for the resulting cancellation. The GWC Supervisor will make every effort to avoid having to postpone a confirmed reservation whenever possible. The GWC Supervisor will seek to reschedule any postponed dates.
14. The City reserves the right to require chaperones, security or traffic control, to be provided at the expense of the renter. **Minors:** If the event is primarily for children and/or minors, there must be one adult for every 15 minors. A minor is defined as anyone under 21. The renter is responsible for ensuring that this ratio is maintained throughout the event. Teenage birthday parties, such as Sweet 16's, are not permitted at the George Wilson Center.
15. The City reserves the right to cancel or discontinue any activity where rule violations take place.
16. The City of Newark is not responsible for damages or injuries to property or persons associated with the use of the George Wilson Center and Park.
17. Tables, chairs, and any other equipment must remain inside and may not be removed from the GWC.
18. Rentals are encouraged to view the rental area for electric accessibility or any other special equipment needs. Please provide details on the rental permit regarding any equipment you are bringing in. Insurance certificates may be required.
19. **The sale, consumption, or possession of intoxicating liquors or beverages, dangerous or narcotic drugs, or gambling of any kind is prohibited on the grounds and in the GWC.**
20. **The maximum number of people permitted in the George Wilson Center is 150.**
21. Parking is limited to the designated parking lot; **65** Total Spaces, **3** Handicap Parking Spaces.
22. All City of Newark Park Rules and Regulations, City Ordinance No. 79-19 and No. 76-25, govern the use of the George Wilson Community Center and Park.
23. The policies and fees herein are subject to change.



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**GEORGE WILSON CENTER (GWC)
COVID-19 GUIDELINES / WAIVER FOR RENTING
Updated February 2022**

Renters are responsible for informing event attendees of the following guidelines prior to their rental and enforcing such guidelines during the time of the rental. Failure to comply with these guidelines may result in immediate cancellation of the rental. COVID Regulations are subject to change based on CDC and State Guidance.

Face Masks & Social Distancing

The following guidelines are effective February 11, 2022: Members of the public are not required to wear masks while in indoor city facilities, regardless of vaccination status.

Renters are responsible for providing masks to guests if desired, the George Wilson Center will not supply to event/rental attendees. At all times, individuals who are not part of a household are encouraged to maximize physical distance from others.

If providing food to event attendees, renters are encouraged to provide all disposable silverware/serving gear to be touched by one person only. Masks are highly recommended to be worn when serving food. **If renting the Kitchen, COVID-19 Guidance Requirements for Food Establishments has been posted and must always be followed.**

Anyone that comes into the facility not associated with the rental/event taking place must remain at the counter of the George Wilson Center office. A sign will be placed upon entry of the Main Hall and visitors must not pass the sign unless associated with the rental/activity.

Maximum Capacity

The George Wilson Center returned to operating at full capacity on May 24, 2021 and will continue to do so. Please be aware that other rentals may take place at the time of your rental in other rooms or areas of the building. If you have an issue with this, please contact the George Wilson Center coordinator prior to your rental.

Cleaning Procedures

George Wilson Center Attendants will clean / sanitize all surfaces touched by customers, including doors, restrooms, and equipment in between rental/program groups **using an EPA-approved disinfectant**. The rental group is responsible for sweeping the floor, cleaning of chairs, tables, and any spills that may have occurred during the rental period. It is also the renter's responsibility to make sure all rooms used are in the same condition as when they arrived. If large quantities of refuse are created as a result of the rental, the renter is to bag and place the materials in the dumpster located in the parking lot.

Tables and chairs will be sanitized and set up / broken down by GWC Attendants before and after each rental. Round tables will be set with a maximum of 6 chairs per round table and renters are encouraged to seat guests grouped by family or same household members.



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Guidelines for Renter's Use George Wilson Center Kitchen

If you or your group (who actually completed the "Rental Agreement") will be using the kitchen; or if you have subcontracted a caterer not associated with you or your group; please review and sign the following guidelines required for the George Wilson Center Kitchen.

- A. You will be permitted access the kitchen at the time stated on your Rental Agreement; you shall have completed all kitchen activities, including all food and equipment removal, full clean-up of the equipment and facilities which were used, and removal of your wastes at the ending time stated on the Rental Agreement.
- B. If there is a need to extend the rental time after the Rental Agreement has been completed, you must contact the Center Coordinator at least 5 days prior to the event. If, on the day of the event, you determine that extra time will be needed to complete your kitchen responsibilities, you must contact the Center Attendant on premises. You must also be prepared to pay by cash or credit card for the extra time in which you may rent.
- C. The Wilson Center kitchen has a refrigerator, an oven, a stove, 6 burners, a microwave oven, a preparation sink, a three-basin dishwashing sink, and one handwashing sink. It is not supplied with food preparation and service utensils, cookware, plates, glassware, etc. You or the caterer must supply these items.
- D. At no time shall food supplies that Parks & Recreation programs store in the kitchen be used by a renter or a caterer without approval from the Center Coordinator. This includes items such as coffee, sugar, creamer, ketchup, and an assortment of other condiments. Neither shall paper plates, cups, and plastic ware be used without approval from the Center Coordinator.
- E. It is the responsibility of the contracted renter to ensure that items, including food supplies, do not come up missing. In case they do, the renter will be held responsible for their loss and will be charged accordingly.
- F. All clean-up is the responsibility of the contracted renter, whether a caterer has been hired or not. It is especially important for a renter to remain aware of the time necessary for complete clean-up and exit of the kitchen and to direct the caterer accordingly.
- G. No food solids or grease is allowed down the sink drains. If they do, and a clog results, the renter may be held accountable for the unclogging expense.
- H. A trash can is provided in the kitchen but the renter is responsible for the trash removal to the outside dumpster when full.
- I. Cleaning sponges, sprays, and dish detergent are provided for your use in the cleaning procedure. Please notify the Center Attendant if these supplies are low or out.
- J. In essence, at departure from the kitchen, its condition should be just as you found it upon entering.
- K. If a problem is noticed or a concern arises upon your initial kitchen arrival, please notify the attendant immediately so it may be remedied and you will not be held responsible.



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Guidelines for Renter's Use George Wilson Center Park

In addition to the City of Newark Parks and Recreation Rules and Regulations (ARTICLE VII, Sec 2-71 of the City Code), these restrictions apply to your permitted park use:

- Charcoal Grills are not permitted
- Gas Grills are permitted
- Amplified Music is not permitted
- Alcohol is not permitted