



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
Effective July 1, 2020

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>Short Term</u>	<u>Long Term</u>
Main Hall	\$55.00/hr	\$40.00/hr
Kitchen	\$35.00/hr	\$35.00/hr
Recreation Room 1	\$35.00/hr	\$30.00/hr
Recreation Room 2	\$25.00/hr	\$20.00/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.)

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 \$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.
- 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.
- 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.
- 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.



PARKS & RECREATION CITY OF NEWARK

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

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.



PARKS & RECREATION CITY OF NEWARK

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

COVID-19 GUIDELINES FOR RENTING

Only one rental / activity will take place inside of the George Wilson Center while in Phase II of reopening. 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.

Face Masks & Social Distancing

A face mask/cloth face covering is required any time inside of the George Wilson Center and when social distancing is not possible for ages 12 and older. Renters are responsible for providing masks to guests if needed, 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 and are expected to remain six feet apart.

If providing food to event attendees, masks are not required only while eating and must be seated in one place. Renters must provide all disposable silverware/serving gear to be touched by one person only. Masks must be worn when serving food. **If renting the Kitchen, COVID-19 Guidance Requirements for Food Establishments has been posted and must always be followed.**

The George Wilson Center is a handshake free facility.

Maximum Capacity

The George Wilson Center will limit total number of guests in the facility to sixty percent (60%) of fire occupancy requirements including the following for each area.

- Main Hall – Maximum Capacity of **90 people**
- Recreation Room 1 (Dance Room) – Maximum Capacity of **13 People**
- Recreation Room 2 – Maximum Capacity of **6 People**
- Pottery Studio – Maximum Capacity of **9 People**

Pre-Screening Upon Entry

The following daily healthy screening sign with questions will be posted outside of the George Wilson Center entrance. If an occupant answers “yes” to any of the questions, they are NOT permitted to enter the facility. This sign must remain outside of the George Wilson Center and must not be covered for any reason.

DAILY HEALTH SCREENING UPON ENTERING

1. Do you have a temperature at or above 99.5 degrees Fahrenheit?
2. Do you have any of the following symptoms: fever, cough, shortness of breath/difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of smell or taste?
3. Have you been in close contact (e.g., within 6 feet for more than a few minutes) with a person with confirmed COVID-19 infection?
4. Have you recently traveled nationally or internationally by air in the 14 days prior to today?

IF YOU ANSWERED YES TO ANY OF THE ABOVE QUESTIONS, YOU MAY NOT ENTER THIS FACILITY.



PARKS & RECREATION CITY OF NEWARK

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

Cleaning Procedures

George Wilson Center Attendants will clean / sanitize all surfaces touched by customers, including doors, restrooms, and equipment on an hourly basis **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. Masks must be worn when seated unless eating.

Hand sanitizer

Hand sanitizer is available upon entry into the George Wilson Center and must be used by employees/renters/event attendees at frequent intervals during any service, appointment or scheduled event, including at a minimum **after contact with surfaces touched by others, after incidental contact**.

Renters must encourage guests to wash their hands using proper handwashing procedures posted in each restroom prior to and after eating.

Renters are responsible for informing event attendees of the above 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.

Signage

The following signs will be posted in multiple areas around the George Wilson Center and must not be covered.



Stop the spread of germs that can make you and others sick!



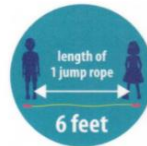
Wash your
hands often



Wear a cloth
face cover



Cover your coughs
and sneezes



Keep **6 feet** of space
between you and
your friends



cdc.gov/coronavirus

