

City of Newport News Parks, Recreation and Tourism Facility Reservation Guide

CITY OF NEWPORT NEWS PARKS, RECREATION AND TOURISM POLICIES GOVERNING FACILITY USE

Thank you for considering the City of Newport News Parks, Recreation and Tourism facilities for your special event, function or meeting. The City of Newport News Community Centers has a selection of rooms to suit your rental needs. Our staff is available to help ensure an enjoyable, safe and economical event.

REQUIREMENTS FOR USE

- Request for reservations are accepted on a first-come, first-served basis no more than six (6) months in advance and no less than thirty (30) days before the requested date. Proof of City residency (driver's license, utility bill, state issued ID, or voter registration card) must be provided when reservation is made to utilize the Newport News residential fee structure.
- Events that are athletic in nature may reserve the facility up to six (6) months before the desired date and no less than sixty (60) days before the requested event.
- Application for government use, other than activities sponsored by the City of Newport News Parks, Recreation and Tourism, will be accepted up to (30) days before the desired date.
- All reservations require a minimum of a three (3) hour reservation.
- All reservations must be made by an individual at least twenty-one (21) years of age. Permission for groups or organizations composed of persons under the age of twenty-one (21) will be granted only to individuals at least twenty-one (21) years of age who accept responsibility for supervising the using group or organization. In instances where events are held with participants under the age of twenty-one (21), one chaperone twenty-one (21) years of age or older for every fifteen (15) participants must be present at all times.
- Reoccurring reservation requests are not permitted. A scheduled event must be completed before another request will be approved.
- Rental of space for the purpose of selling or purchasing merchandise from non-city sponsored events is strictly prohibited.
- Vaping, smoking, or any other use of tobacco products and alcoholic beverages, including beer and wine, are prohibited.
- Guests renting a room at the Community Center may use the space they have rented only. Participants and/or spectators should not be in other non-public areas of the building.
- Guests are responsible for the actions of their attendees. Violation of Facility Usage Policies by attendees can lead to applicant's rental privileges being revoked or possible damage charges.
- Guests/organizations will be financially liable for any damages to the Community Center building, grounds, and / or equipment arising from the event for which the reservation is made.

- Guests whose activities vary from those stated at the time of reservation violate the Facility Usage Policies will be asked to leave the rental space and the Community Center premises and will not be refunded any rental fees paid. Rental privileges may also be revoked and damage charges may apply.
- Guests/organizations will indemnify and hold harmless the City of Newport News from and against all actions, liability, claims, suits, damages or expenses of any kind arising from the event for which this reservation is made.
- The City of Newport News Parks, Recreation and Tourism reserve the right to review, on a case basis, each event, program, or performance.
- The City of Newport News Parks, Recreation and Tourism retains the right to cancel any approved reservation if the room reserved is needed for an official City or Parks, Recreation and Tourism Department program or event. In the event of cancellation, as much notice as possible will be given and any rental fees, if paid, will be refunded.
- Events that are athletic in nature are required to provide an insurance policy in the amounts of \$1,000,000 bodily injury and \$50,000 property damage to cover all participants during the scheduled activity, naming the City of Newport News as additional insured must be provided by each organization and approved by the Newport News City Attorney's office.

The rental coordinator or designee must approve all requests for facility use and receive a security deposit before any reservation can be confirmed. Individuals wishing to tour the facility should make an appointment with facility staff so as not to interfere with events in progress.

FEES AND DEPOSITS

- Rental fees are based on the size of the room and the applicant's need for specific equipment and support personnel that are available at the Community Center.
- In order to place a reservation a non-refundable deposit is required at the time of contracting room space. The deposit, although non-refundable, will be applied towards the total cost of the rental.
- The balance of fees is due thirty (30) days from the contract origination and no later than 30 days prior to the date of an event booked within sixty (60) days. Once a room contract has expired due to nonpayment of a rental balance, the cancellation policy would immediately become effective.
- All reservations will require an authorized credit card to be kept on file for any incidental fees incurred by your group on the day of your event. The City of Newport News is not responsible for any resulting fees or charges for the applied payment by your banking or financial institution.
- Hours requested outside of operational hours, when approved, will be subject to an additional \$30/hr after hour fee in addition to a possible increase in the minimum number of hours requested.
- The rental coordinator or designee will process the rental request and provide communication to the primary contact associated with the reservation.

POLICIES FOR FACILITY USAGE

- Guests must have setup, cleaned, and completely vacated the rented room within the contract period. No guests will be allowed inside the room outside of their contracted time; and there will be no extension of time on the day of the event.
- The contract includes only the pre-approved equipment such as tables and chairs.
- Events requiring audio visual equipment must have the guest's equipment tested with a facility staff member prior to the date of the event. There will be no refunds of audio visual fees if the equipment is found to be not compatible with the facility's equipment without prior testing.

- The use of confetti and or glitter is prohibited. Decorations may not be hung or taped to walls or the ceiling; this includes streamers and piñatas. The use of staples, tacks, or nails on doors, walls, windows or ceilings is forbidden. All balloons (helium or other) are prohibited in gymnasiums.
- All fire producing sources must be approved by facility staff, prior to usage (Ex. candles, sterno pots).
- The number of people in the facility and its rooms shall not exceed established and posted capacity for standing room capacity events or as determined by the Rental/Facility Coordinator for seated events.
- All children under the age of twelve (12) must be accompanied by an adult at all times.
- Empty food and beverage containers, paper products, decorations and any other trash must be placed in trash containers or removed prior to vacating premises.
- All tables and chairs must be wiped off and cleaned at the conclusion of event.
- Return kitchen, counter and sink to pre-rental condition. Wipe off counters and cabinets, clean sink, stove, refrigerator and clean up all spills, etc. All food and beverage items must be removed from the premises. The kitchen floor must also be wet mopped with special attention given to areas where spills have occurred.
- A walk through will be done with facility staff before and after each event to verify room condition. If the guest does not leave the room in the condition in which it was found they agree to pay the extra custodial rate of \$75.00. Room condition includes: disposing of all associated trash in provided receptacles, taking down all decorations, wiping down all areas that may be dirty, cleaning up kitchen (if applicable), etc. before vacating the premises.
- Shirt and shoes are required at all times.
- Hallways and entrances must be left clear of obstructions and should be accessible at all times.
- Abusive, profane, threatening, or indecent language, attire and behavior are prohibited.
- Accidents or incidents involving injuries should be reported to the Parks, Recreation, & Tourism Department Facility staff immediately.
- If deemed necessary, a security personnel charge of \$60.00 per officer / per hour will be added to the facility rental by the City of Newport News Parks, Recreation, & Tourism Department. (Example: athletic event, teen event, after proms, etc.)
- If deemed necessary, an extra custodial fee will be added to the facility rental by the City of Newport News Parks, Recreation & Tourism Department. (Example: athletic event, teen event, after prom, etc.)
- If unforeseen circumstances, such as inclement weather or utility outages, causes the facility to be closed, the City of Newport News Parks, Recreation and Tourism reserves the right to cancel any scheduled use of the building and notify the patrons.

CANCELLATION POLICY:

- All requests to cancel a facility reservation must be made in writing to the Facility Reservation Coordinator. At no time will the deposit be refunded.
- Cancellations received thirty (30) or more days from the reservation date will be refunded 100% of rental fees less the non-refundable deposit.
- Cancellations received less than thirty (30) days from the date of reservation will result in forfeiture of all fees paid.
- “No shows” will not be eligible for refunds of rental fees for any reason.
- Full refunds are made if a rental is cancelled by Parks, Recreation & Tourism.

Community Center Rental Rates & Occupancies

Brittingham-Midtown Community Center

| Room | Occupancy | | | Deposit | Rate | |
|----------|-----------|-------|-------|---------|-------------------------------------------------------------------|----------------------------------------------------------------|
| | Theatre | Party | Class | | Resident | Non-Resident |
| 101 | 40 | 30 | 24 | \$50 | \$30/hr | \$45/hr |
| 102 | 50 | 50 | 32 | \$50 | \$50/hr | \$75/hr |
| 103 | 30 | 30 | 18 | \$50 | \$30/hr | \$45/hr |
| 104 | 96 | 80 | 60 | \$50 | \$75/hr | \$120/hr |
| 101/102 | 90 | 80 | 56 | \$50 | \$75/hr | \$120/hr |
| 113 | 60 | 50 | 40 | \$50 | \$50/hr | \$75/hr |
| 122 | Dance | Dance | Dance | \$50 | \$50/hr | \$75/hr |
| 123 | Dance | Dance | Dance | \$50 | \$40/hr | \$60/hr |
| Pavilion | 600 | 500 | | \$100 | \$100/hr | \$150/hr |
| Gym | 400 | 300 | | \$100 | \$100/hr \$30/hr for practice rate \$150 for floor covering | \$150 \$45/hr for practice rate \$150 for floor covering |

Additional Items: Amplified Podium \$20 - Audio Equipment \$20 - A/V Equipment (104) \$35
 Projector Screen \$15 - 42" TV/DVD Cart \$25 - Scoreboard \$30

Denbigh Community Center

| Room | Occupancy | | | Deposit | Rate | |
|---------|-----------|-------|-------|---------|---------------------------------------------------------------------------|---------------------------------------------------------------------------|
| | Theatre | Party | Class | | Resident | Non-Resident |
| 113 | 225 | 160 | 140 | \$100 | \$100/hr | \$150/hr |
| 128 | Dance | Dance | Dance | \$100 | \$75/hr | \$100/hr |
| 144 | 35 | 24 | 18 | \$50 | \$25/hr | \$40/hr |
| 149 | 74 | 56 | 48 | \$50 | \$50/hr | \$75/hr |
| 152 | 60 | 40 | 30 | \$50 | \$40/hr | \$60/hr |
| 152A/B | 30 | 24 | 18 | \$50 | \$25/hr | \$40/hr |
| 157 | 38 | 32 | 24 | \$50 | \$30/hr | \$45/hr |
| 158 | 55 | 48 | 36 | \$50 | \$45/hr | \$65/hr |
| Gym | 800 | 600 | | \$200 | \$150/hr | \$200/hr |
| Gym A/B | 400 | 300 | | \$100 | \$100/hr \$30/hr for practice rate \$150 for floor covering per gym | \$150/hr \$45/hr for practice rate \$150 for floor covering per gym |

Additional Items: Amplified Podium \$20 - Audio Equipment \$20 - Video Equipment \$20 A&V
 Equipment \$35 - Projector Screen \$15 - Scoreboard/shot clock \$30

Doris Miller Community Center

| Room | Occupancy | | | Deposit | Rate | |
|-------|-----------|-------|-------|---------|----------|--------------|
| | Theatre | Party | Class | | Resident | Non-Resident |
| Class | 45 | 40 | 35 | \$50 | \$25/hr | \$40/hr |
| Gym | 400 | 300 | | \$100 | \$100/hr | \$150/hr |

| Courthouse Way Community Center | | | | | | |
|---------------------------------|-----------|-------|-------|---------|----------|--------------|
| Room | Occupancy | | | Deposit | Rate | |
| | Theatre | Party | Class | | Resident | Non-Resident |
| Class | 38 | 32 | 24 | \$50 | \$30/hr | \$45/hr |
| Great | 90 | 80 | 56 | \$50 | \$75/hr | \$100/hr |

| Senior Centers | | | | | | |
|----------------|-----------|-------|-------|---------|----------|--------------|
| Room | Occupancy | | | Deposit | Rate | |
| | Theatre | Party | Class | | Resident | Non-Resident |
| Hilton | 90 | 120 | 60 | \$50 | \$75/hr | \$100/hr |
| North NN | 80 | 72 | 36 | \$50 | \$65/hr | \$80/hr |

Additional Items: Flat Screen TV \$25 - Pool Table \$25 (Hilton)

* Minimum 3 Hour Rental

| Downtown Maritime Community Center | | | | | | |
|------------------------------------|-----------|-------|-------|---------|----------|--------------|
| Room | Occupancy | | | Deposit | Rate | |
| | Theatre | Party | Class | | Resident | Non-Resident |
| Banquet | 160 | 140 | 120 | \$75 | \$75/hr | \$100/hr |
| Dance | Dance | Dance | Dance | \$50 | \$50/hr | \$75/hr |
| Meeting | 50 | 40 | 35 | \$50 | \$50/hr | \$75/hr |
| Conference | 80 | 72 | 36 | \$50 | \$50/hr | \$75/hr |