Facility Reservation Guide

POLICIES GOVERNING FACILITY USE

Thank you for considering the City of Newport News Department of Parks and Recreation facilities for your special event, function or meeting. Our community centers have a selection of rooms to suit your rental needs. Our staff is available to help ensure an enjoyable, safe, and memorable 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 this city or the Department of Parks and Recreation, will be accepted up to (30) days before the desired date.
- All reservations require a minimum of a three (3) hour reservation. The only exception is athletic practices that may be rented on a per hour basis at the athletic practice rate (no set up/breakdown or amenities are included) based on gymnasium or pavilion availability.
- 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), two chaperones 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, e-cigarettes or any other use of tobacco products and alcoholic beverages, including beer and wine, are prohibited.
- Guests renting a room at a 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 and Department of Parks and Recreation reserve the right to review, on a case or individual basis, each event, program, or performance.
- The City of Newport News and Department of Parks and Recreation retains the right to cancel any approved reservation if the room reserved is needed for an official City or Parks and Recreation 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/tournaments that are athletic in nature require the sponsoring organization 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 an additional insured party and approved by the Newport News City Attorney's office. The insurance policy must be approved by the city a minimum of one week (five business days) prior to event date. Security and certified athletic trainers may be required at the expense of the sponsoring organization based on the size and scope of the event.

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 $60/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 are prohibited unless approved by facility staff in advance and prior to any attempted usage (i.e. candles, sterno pots, etc.).
- 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. Children may not be in hallways or other areas of a center and must stay with the rental participants and inside room spaces.
- 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 and Recreation Department Facility Staff immediately.
- If deemed necessary, security personnel may be required at the renter's expense by the Department of Parks and Recreation (Example: athletic event, teen event, after proms).
- If deemed necessary for large events, an extra custodial fee will be added to the facility rental by the Department of Parks and Recreation (Example: athletic event, teen event, after prom).

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 unless cancelation is made by the city.
- Cancellations received thirty (30) or more days from the reservation date will be refunded the 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.
- If unforeseen circumstances, such as inclement weather or utility outages causes the facility to be closed, the Department of Parks and Recreation reserves the right to cancel any scheduled use of the building and notify the patrons. Full refunds are made if a rental is cancelled by the Department of Parks and Recreation.

Community Center Rental Rates & Occupancies

Brittingham-Midtown Community Center – three (3) hour minimum rental for parties/events, $60 per hour additional fee for rental time after facility operational hours.

	Occupancy			Rate		
Room	Theatre	Party	Class	Deposit	Resident	Non-Resident
101/102	55	50	50	$50	$60/hr	$90/hr
103	30	30	18	$50	$30/hr	$45/hr
104	76	60	50	$50	$60/hr	$90/hr
113	60	50	40	$50	$50/hr	$75/hr
122	Dance	Dance	Dance	$50	$50/hr	$75/hr
Pavilion	500	400		$100	$100 hr/$30 hr athletic practice	$150/hr
Gym	400	300		$100	$100/hr $30/hr for athletic practice rate $150 for floor covering	$150 $45/hr for practice rate $150 for floor covering

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

Denbigh Community Center – three (3) hour minimum for parties/events, $60 per hour additional fee for rental time after facility operational hours.

	Occupancy			Rate		
Room	Theatre	Party	Class	Deposit	Resident	Non-Resident
113	200	120	100	$100	$100/hr	$150/hr
128	Dance	Dance	Dance	$100	$75/hr	$100/hr
144	25	24	18	$50	$25/hr	$40/hr
149	55	55	50	$50	$50/hr	$75/hr
152 (full)	60	40	30	$50	$40/hr	$60/hr
152 (A or B)	40	30	30	$50	$25/hr	$40/hr
157	38	32	24	$50	$30/hr	$45/hr
158	50	45	35	$50	$45/hr	$65/hr
Full Gym	800	600		$200	$200/hr	$250/hr
Gym A or B	400	300		$100	$100/hr $30/hr athletic practice rate $150 for floor covering per gym	$150/hr $45/hr for practice rate $150 for floor covering per gym

Additional Items: Podium $20 - Audio Equipment $20 - Video Equipment $20- A&V Equipment $35 - Projector Screen $15 – Scoreboard $30

Courthouse Way Community Center- three (3) hour minimum for parties/events, $40 per hour additional fee for rental time after facility operational hours.

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

Senior Centers						
	Occupancy			Rate		
Room	Theatre	Party	Class	Deposit	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

Riverview Gymnastics Center						
Birthday Party rentals are scheduled in two hour time blocks and only on Saturdays						
	Occupancy			Rate		
Room	Party			Deposit	Resident	Non-Resident
Party/Gym	1-20			$25	$120	$120