

# GEORGE WILSON COMMUNITY CENTER

303 New London Road  
Newark, DE 19711  
(302) 366-7069 or 366-7033 ext. 430  
Fax: 366-7105  
gwc@newark.de.us

## ***FACILITY USE REGULATIONS***

1. All uses of the center must be requested at least 14 days prior to the date of use and must be arranged in person at the George Wilson Center. Reservations are made on a first come, first serve basis and NO reservations will be taken over the phone.

### 2. Rental Rates:

<u>Room/Area</u>	<u>Short Term</u>	<u>Long Term</u>
Main Hall (no kitchen)	\$40.00/hr	\$30.00/hr
Main Hall (kitchen)	\$60.00/hr	\$50.00/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.)

Meeting Room	\$25.00/hr	\$20.00/hr
--------------	------------	------------

**Note:** Short Term – Any one-time use of the center  
Long Term – Any scheduled use of the center on multiple dates for a total of eight (8) hours or more (*long-term rate will not be granted retroactively, multiple dates must be booked at the same time*)

### 3. Rental Payment Policies:

- A. **A \$50 Non-refundable 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 14 days prior to the rental date. We reserve the right to cancel your rental if the balance is not paid 14 days ahead of your rental date. **WE DO NOT ACCEPT PERSONAL CHECKS for the balance payment**
  - B. **All cancelled rentals will forfeit the \$50 deposit.** Renters that fail to give cancellation notice prior to 14 days preceding any use of the Center will forfeit all monies paid. Cancellation requests must be made in writing (email is acceptable)
  - C. **In the event of damage to the center or the necessity for excessive clean-up resulting from a rental, the renter will be billed for any such costs**
  - D. **Rentals running overtime (beyond the permitted rental period) will be charged at the regular hourly rate.**
4. A “**Rental Permit**” must be completed for each use of the facility and processed with payment through the Center Coordinator.
  5. Organizations that rent the center shall identify a responsible representative who shall insure that all rules and regulations and points of the permit are enforced.

6. Center Attendants are agents of the City of Newark, Parks and Recreation Department and their directions shall be followed. They will provide supervision during all facility rentals.
7. Center Attendants will take care of the set-up and take down of tables and chairs.
8. **The rental group is responsible for the 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.**
9. 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.
10. **All evening rentals must be completed and out of the building by 10:30pm. Set up and clean up time must be included in the rental times.**
11. Rental groups may use candles in the facility; however, this information must be given when the reservation is made. Candles can only be used on tables and must be in a candleholder provided by the rental group. Absolutely no candles are allowed on the windowsills.
12. All persons using the center 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 Center Coordinator will make every effort to avoid having to postpone a confirmed reservation whenever possible. The Center Coordinator will reschedule any postponed dates.
13. The City reserves the right to require chaperones, security or traffic control, to be provided at the expense of the renter.
14. The City reserves the right to cancel or discontinue any activity where rule violations take place.
15. 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.
16. Tables, chairs, and any other Center equipment may not be removed from the center without proper authorization.
17. **The sale, consumption, or possession of intoxicating liquors or beverages and dangerous or narcotic drugs or gambling of any kind is prohibited on the grounds and in the George Wilson Community Center.**
18. The maximum number of people permitted in the George Wilson Center is 150.
19. Parking is limited to the designated parking lot.
20. 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.
21. The policies and fees herein are subject to change.