



Facilities for Rental

**Meeting Rooms
Picnic Shelters
Rooms for Parties**

RENTAL INFORMATION

<u>Facility</u>	<u>Non-Profit</u>	<u>Profit Rental</u>
MLK Center Meeting Room 401 S. 8 th Street, Wilmington Accommodates: 58 People	\$75 first four (4) hours \$25 each additional hour \$100 refundable clean-up deposit	\$160 first four (4) hours \$25 each additional hour \$100 refundable clean-up deposit
MLK Community Center (Gymnasium) 401 S. 8 th Street, Wilmington Accommodates: 299 People	\$150 first four (4) hours \$50 each additional hour \$100 refundable clean-up deposit	\$300 first four (4) hours \$100 each additional hour \$100 refundable clean-up deposit
Hemenway Meeting Room 507 Mc Rae, Wilmington	\$50 first four (4) hours \$25 each additional hour \$100 refundable clean-up deposit	\$100 first four (4) hours \$25 each additional hour \$100 refundable clean-up deposit
GS. Davis Center at Maides Park Meeting Room 1101 Manly, Wilmington Rooms accommodate between 26-136 people	\$75 first four (4) hours \$25 each additional hour \$100 refundable clean-up deposit	\$160 first four (4) hours \$25 each additional hour \$100 refundable clean-up deposit
Picnic Shelters Maides Park, 1101 Manly	\$20 four (4) hour block	\$20 four (4) hour block (no deposit required)

NOTE:

- Non-profit status will be designated to 501c3 organization (documentation must be submitted and approved at the time of the reservation) and as/or private entities that will not profit monetarily in any way from the rental of the facility. (For example: birthday party, family reunion)
- Profit status will be designated to all entities where funds have been or will be recouped via, admission, tickets, concessions, etc.
- The entire payment for your rental is due at the time of process. No partial payments will be accepted. No penciled in reservations will be allowed. No rental is confirmed until all fees/deposits are paid in full and all forms have been signed.

For more information:
Maides Park 341-7867
MLK Center 341-7866
info@wilmingtonrecreation.com

CANCELLATIONS:

Cancellations may be made up to two weeks prior to the date of your event with a full refund of both rental fees and clean up deposit only. This does not include a refund of \$ 25.00 administration fee. Cancellations made within the 2 weeks prior to your event will be charged a **\$25 cancellation fee**, which will be deducted from the refund of the rental fees.

TIME/ AREA OF USE:

All rental spaces are available for up to 4 hours with the minimum payment of fees. The four hours includes the time needed for your set-up and breakdown.

FOOD/BEVERAGES

- Renters must provide their own food. All rentals will be responsible for providing warmers, silverware, plates, cups, and other utensils necessary for the service of food.
- Important Notice: Alcoholic beverages are not permitted on community centers property. Failure to comply with this restriction will result in loss of your rental deposit.

SET-UP AND CLEAN-UP:

The rental party is responsible for all set up and cleaning of the area(s) rented. **After your rental is complete, we ask that the room be returned to its original form** You are responsible for removing trash from your rented area (including the picnic shelter). Our dumpster is located in the rear of our building. Center Staff will provide you with bags and large trash cans to fulfill this requirement. Please be

advised that failure to adequately clean up your rented area(s) will result in the loss of the rental deposit.

DECORATIONS:

All decorations are to be provided by the rental party. Feel free to decorate the area rented as desired by the rental party. However, 3 major restrictions apply to this subject:

- 1) While candles can be used as decorations, the burning of these items is NOT permitted on city property.
- 2) Decorations placed on the walls or furniture must be taken down prior to vacating the building.
- 3) Decorations that may fade or run if they get wet are not to be used. Glitter or like items that are difficult to clean up can not be used.

DANCES/ TEEN PARTIES:

Fee-based dances hosted by outside organizations and/ or teen parties/ functions will be limited to one per month per center. Current picture identification and security checks are required at the door of any such event. Persons without proper identification will not be admitted into the building for any reason. In addition, persons over the age of 18 will not be permitted to enter any teen function unless he/ she is working as a chaperone or is a member of the recreation staff.

As a part of the rental agreement, the rental party must provide adequate security for any fee-based dance or teen function (adequate security is defined as a minimum of 2 officers for every 50 patrons participating in the said function). The City

of Wilmington Police Department, the New Hanover County Sheriff's Office, and private security agencies may be used to fulfill this requirement. It should be noted that any private agency used to provide security be legitimate and licensed to do business in the City of Wilmington. All financial obligations incurred for such security is the responsibility of the rental party, and are not included in the rental fees.

DISORDERLY CONDUCT:

The City of Wilmington Community Center staff reserves the right to dismiss any patron exhibiting disorderly conduct on city property. In addition, any event that is deemed unsafe or disorderly will result in the termination of the said event.

ADDITIONAL GUIDELINES:

- Community centers are not responsible for personal belongings left in rooms.
- No smoking is allowed in any of our Community Centers