

Davis Center @ Maides Park Rental Application + Policies

info@wilmingtonrecreation.com / 910.341.7867



The Davis Center has various spaces available to rent when there are no scheduled programs. Rental of the multi-purpose room includes tables and chairs for indoor use only. If an athletic field is needed for rental, interested parties must complete the *Field Rental Application*. The City of Wilmington, hereinafter referred to as “City,” has priority scheduling of the facility or athletic field for programs, events and activities. Reservations are for at least two (2) hours, including set-up and breakdown. Rental spaces are available to groups, businesses and individuals by reservation on a first-come first served basis. Reservations must be made at least three (3) weeks in advance – requested dates will not be held without payment. Larger, more organized events may require 30-day notice. Applications are a request for use and *do not* guarantee a reservation.

Application may be submitted online, in person or by email.

- Email: Yosha Martinez (Yosha.martinez@wilmingtonnc.gov) and Monica Sizemore (monica.sizemore@wilmingtonnc.gov)
- Drop off in-person at the Davis Center, Maides Park, 1101 Manly Ave. Wilmington, NC 28405

Name: _____ **Organization:** _____

Address: _____ **City:** _____ **State:** _____ **Zip Code:** _____

Phone: _____ **Email:** _____

Event Details: Private/For-Profit Non-Profit Vendors: Vendor fee? Yes No Entry fees / sales

Dates Requested

1st Choice: _____

2nd Choice: _____

Time Requested *includes setup and breakdown*

Event Start: _____

Event End: _____

Estimated Number of Attendees: _____

Event Description: _____

Desired Location:

Athletic Field (*Requires separate application*)

Gym

Multi-purpose Room (*20 tables / 70 chairs*)

Shelter 1 (*Near restrooms*)

Shelter 2 (*Near playground*)

Shelter 3 (*Near basketball court*)

I understand and agree that all the information provided is complete and accurate. City staff retain the right to cancel an event if the submitted information is inaccurate, or to call police related to any safety issues.

Applicant Signature: _____ **Date:** _____

Davis Center Fee + Policy Acknowledgement

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FEE SCHEDULE

RENTAL SPACE	NON-PROFIT <i>(501c3 documentation due at time of reservation)</i>	PRIVATE / FOR-PROFIT	NOTES
Gymnasium	\$40/hour	\$75/hour	\$100 Refundable deposit for indoor rentals \$25 Non-refundable administrative fee for indoor rentals
Meeting Room <i>10AM – 5PM on Saturdays; contact Supervisor for weekday reservations</i>	\$20/hour	\$35/hour	
Picnic Shelter (4-hour blocks) <i>9AM – 1PM or 2PM – 6PM</i>	\$20 City Resident \$25 Non-city Resident	\$30 City Resident \$35 Non-city Resident	<i>Non-refundable clean-up fee for shelters</i> Less than 50 people: \$30 More than 50 people: \$50

POLICIES + PROCEDURES FOR RENTALS AT MAIDES PARK

Organization Status

Non-profit status will be designated to 501c3 organizations. Documentation must be submitted and approved at the time the reservation is made.

Private status will be designated to private individuals hosting family reunions, birthday parties, etc.

For-profit status will be designated to all businesses/organizations that charge admission fees or generate sales revenue.

Fees

For use of the gymnasium or meeting rooms, 50% of the rental fee is due at the time of the reservation with an approved rental application to reserve specific dates. The fee paid at the time of the reservation being made is non-refundable and applicants will receive household credit for funds paid. Final payment for the reservation, which is non-refundable, must be made **one week** prior to rental. See “*Cancellations*” section for exceptions.

If fees, dues, and/or admissions are charged/solicited, or if merchandise is sold, the renter must pay 10% of the gross revenue collected to the City of Wilmington. The renter will submit an itemized statement of admissions or fees collected within 24 hours or on the Monday following a weekend rental. **Initial**

Terms of Use

All rental spaces are available for at least two (2) hours, up to eight (8) hours, including the time needed to set up and breakdown. All dates and times stated on the application will be strictly enforced. The rental includes only the space requested. Areas of the Center not being rented shall remain open to the public.

Storage of equipment before or after an event is not allowed. The city will not accept any responsibility for the security and safety of any equipment brought into the Center. The city is not responsible for personal belongings left in rooms following rental.

The city may deny the use of facilities to any group whose proposed activity is illegal or poses a significant threat, risk of damage or danger to the facility, people in attendance or other park/facility users. City 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 said event.

No smoking is allowed in or around the Center. **Initial** _____

Important Notice: Alcoholic beverages are not permitted on the premises. Failure to comply with this restriction will result in loss of rental deposit. **Initial** _____

If a press release is sent to the media, it must be approved by Recreation staff.

If renting a shelter, the contract holder agrees to abide by all posted park rules. **Grilling is NOT permitted in the park.** **Initial** _____

User Responsibilities

The user shall be responsible for any damage to the premises beyond normal wear and tear. After your rental is complete, staff ask that the room be returned to its original state, including wiping and breaking down tables and chairs, and cleaning spills. Renters are responsible for removing trash from the rented area, including picnic shelter. **Be advised that failure to adequately clean up the rented area(s) will result in the loss of rental deposit.**

The contract holder is responsible for conveying all information, policies and procedures to all event attendees, including but not limited to vendors and sponsors. Damage to the property or building during use, rule violations or acts committed by guests while in the building or on the grounds will be the responsibility of the contract holder.

Facility rentals must be completed no later than 6PM. **Initial** _____

Cancellations

If an individual/organization cancels the event, all fees paid, except \$25 administrative fee, will be credited to the household account if there is 48 hours' notice. If the City cancels an event due to inclement weather or other state of emergency all fees and deposits will be refunded. **The City reserves the right to cancel an event if payment is not made in full at least one week prior to the event.** **Initial** _____

Prohibited Equipment / Facility Modifications / Decorations

Permanent alterations of the facility in any way are prohibited. No bolts, screws or nails shall be placed in or on the walls, floors or any fixture, indoors or outside. All decorations are to be provided by the rental party. Three (3) major restrictions apply to the use of decorations:

1. While candles can be used as decorations, the burning of these items is NOT permitted on city property.
2. **No** decorations should be hung on the walls.
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 cannot be used.

ACKNOWLEDGEMENT OF POLICIES

By signing below, I acknowledge that I have fully read and understand the policies and procedures for the use of any rented spaces at Maides Park.

Printed Name: _____

Signature: _____ Date: _____

Staff Use Only

Received by: _____ Approved Denied Deposit

Date: _____