

BELLEVUE COMMUNITY CENTER
510 DUNCAN RD., SUITE A WILMINGTON, DE 19809
MAIN: (302) 762-1391 FAX: (302) 762-1652

User Policies

The BELLEVUE COMMUNITY CENTER serves as a resource of services to a broad community. One component of our service delivery is to offer meeting and activity space to groups or individuals. Nonprofit organizations, other groups, and individuals may request the use of the facility during or outside regular operating hours. Approval is contingent upon availability of space and a BCC employee to supervise during the requested time period. Groups or individuals using the facility will abide by the following policies.

1. A Facility Usage Application/Agreement must be completed in full and submitted at least (2) two weeks prior to the desired time period along with full payment (attached)
2. Fees are assessed according to room size, date and time of rental, and nonprofit status. Fees will be finalized when a Facility Usage Application/Agreement has been submitted.
3. Applicants are responsible for full payment for all reserved time periods regardless of whether the group attended the facility, unless the Bellevue Community Center (BCC) has received seven days written notice of cancellation.
4. The Bellevue Community is a smoke-free facility, including bathrooms and hallways and parking lot. Attendees may travel to the sidewalk surrounding the facility to smoke.
5. No illegal substances are permitted in the building or on the premises.
6. Decorations or other materials may not be hung on walls. All other forms and types of decorations must be approved by the management. Decorations may be put on tables and/or chairs.
7. No outside food or beverages are allowed in the facility unless authorized by the BCC Facility Manager. BCC now offers catering services to all renters through B&D Catering.
(Menu Attached)
8. The BCC reserves the right to ask anyone to leave the premises due to inappropriate behavior. Each group is responsible for the behavior of its members while using BCC facilities.
9. All party rentals must have security (licensed & insured), if deemed necessary by BCC facilities management.

- 10.** Participants must enter BCC through appropriate entrances nearest to the room being rented. And should only use entrances and exits specified by BCC facilities management.
- 11.** Vehicles must be parked in the designated BCC parking lot. Only those with appropriate permits may park in the special needs/ accessible parking spaces.
- 12.** Attendance must not exceed room capacity. There are no exceptions based on fire code rules.
- 13.** Requests for space will not be approved for activities that are competitive with or contradictory to the BCC mission, purpose, and scope of service delivery.
- 14.** Events can be held anytime from 7pm until 2am on Fridays, 8am until 2am on Saturdays, 2pm until 12am on Sundays, and during the week as available due to programming.

Fees:

Room	Weekend (Fri –Sun)	Weekday (Mon – Thurs)
Multi- Purpose Room (100 or more)	\$ 100/hr.	\$50/hr.
Room 301 (100 or less)	\$55/hr.	\$35/hr.
Gymnasium	\$70/hr.	\$45/hr.
BCC Lounge (25 or less)	\$40/hr.	\$25/hr.
Classroom (25 or less)	\$35/hr.	\$20/hr.

WAIVER OF LIABILITY FOR BCC AND STAFF

I, and all parties participating, understand fully and agree fully and irrevocably that the Bellevue Community Center (including the Executive Director/CEO and all his/her staff paid or volunteer) to admit to our DESIGNATED AREA ONLY (This includes the restroom facilities, hallways, stairwells, and parking areas.)

BY VIRTUE of this usage agreement all parties representing the participants and their representatives present at this signing agree to hold FULLY EXEMPT from any harm to persons or property during the event agreed upon, the Bellevue Community Center and its staff and volunteers, from any liability in any fashion, form, or amount, and that the persons using the facility shall provide their own liability coverage at their own expense.

I UNDERSTAND THAT MY SIGNATURE SEALS AN AGREEMENT TO EXEMPT BCC AND ITS STAFF FROM ANY CLAIMS OF LIABILITY OR WRONGDOING DURING THE EVENT IN THE BCC FACILITY. WE HOLD THIS EVENT UNDER OUR OWN AUSPICES AND WILL NOT, EITHER NOW OR IN THE FUTURE, HOLD THE BCC OR ANY STAFF MEMBER IN ANY WAY RESPONSIBLE FOR ANY CLAIMS OF LOSS, THEFT, PROPERTY DAMAGE, OR INJURY OF ANY KIND FOR PERPETUITY. This will not include prosecution of crimes committed in violation of State, County, Federal laws, which may be pursued at the discretion of the Police Department and the Office of the Attorney General.

Signature of Organization Representative Date

BCC Staff Member Date

Witness

The applicant organization agrees to pay restitution costs for any equipment and/or materials belonging to the Bellevue Community Center (BCC) that is damaged or impaired because of abusive and/or negligent behavior by participants of the applicant organization during the

contracted period of usage. * **THERE IS A \$200 SECURITY DEPOSIT REQUIRED AT THE TIME OF APPROVAL. THIS DEPOSIT IS REQUIRED TO INSURE THE DATE REQUESTED & WILL BE REFUNDED WITHIN 5 DAYS AFTER YOUR EVENT. YOU MAY ARRIVE 1 HOUR PRIOR TO YOUR EVENT TO SET UP. YOU HAVE 1 HOUR AFTER YOUR EVENT TO CLEANUP. You are not charged for these two hours. IF YOU TAKE LONGER YOU WILL BE CHARGED \$25 for every fifteen minutes you go over your scheduled time.** FOR A LARGE SCALE EVENT SPECIAL CONSIDERATION CAN BE GIVEN IF SET UP CAN BE DONE DURING THE CENTER'S HOURS OF OPERATION. THIS WILL BE CONSIDERED ON A CASE TO CASE BASIS.

In consideration of the grant of permission to the applicant organization by the BCC for the use of the facilities on the requested dates, the undersigned being a duly authorized officer or representative of the applicant organization/individual and on behalf of the individual members thereof, hereby releases the BCC, the Board of Directors and their members, agents, representatives, employees, and their successors and assigns from all claims for damages to person or property sustained by any person claiming through applicant organization resulting from casualty of from any occurrence on or condition of the property caused by an act or omission of the applicant organization.

Organizations

Organizations, as opposed to an individual, requesting use of the facility during regular operation hours or outside of regular operating hours will be charged on a per case basis after a negotiated meeting with facilities management. Renters may be subject to additional fees based on services needed to maintain or operate the facility, due to the nature of the activity or event conducted by the renter.

Exemption Policy: Some nonprofit organizations/ groups may be exempt from facility rental fees. Such an exemption is based on a case-by-case assessment that considers the purpose of the activity and its impact on BCC and the community.

*****Security Deposit will be refunded only after checklist has been completed and approved by facility manager***

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FACILITY USAGE APPLICATION/AGREEMENT

This form to be completed and returned to the BCC main office AT LEAST (2) TWO WEEKS PRIOR to the date desired.

Applicant/Organization: _____

Contact Person: _____ **Phone:** _____

Email Address: _____

Address: _____
Street City State Zip

Dates Requested: _____

Time (s) Requested: _____

Area Requested: (see page 2) _____

Anticipated Attendance: _____

Specific purpose for request: _____

Catering needed: Yes or No

** If yes, you will be contacted by B & D Catering to confirm menu & pricing**

I/WE the undersigned, have read, understand and agree to comply with the accompanying user policies. In addition, I/WE and all representatives/participants of our organization agree to the following stipulations and conditions with this Application/Agreement.

Signature of Applicant/Organization _____ Date _____