



Facilities for Rental

Meeting Rooms Picnic Shelters Rooms for Parties

<u>Facility</u>	<u>Non-Profit</u> <i>Must have 501c(3) designation</i>	<u>Private/Profit Rental</u>
MLK Center Meeting Room 401 S. 8 th Street, Wilmington Capacity: 58 People	\$20 per hour \$100 refundable clean-up deposit \$25 Administrative Fee	\$35 per hour \$100 refundable clean-up deposit \$25 Administrative Fee
MLK Community Center (Gymnasium) 401 S. 8 th Street, Wilmington Capacity: 299 People	\$40 per hour \$100 refundable clean-up deposit \$25 Administrative Fee	\$75 per hour \$100 refundable clean-up deposit \$25 Administrative Fee
Picnic Shelters 401 S. 8 th Street, Wilmington	\$20 City Resident \$25. Non-city resident Four (4) hour block either 9 am – 1 pm or 2 pm – 6 pm	\$30 four (4) hour block (no deposit required) Four (4) hour block either 9 am – 1 pm or 2 pm – 6 pm

If fewer than 30 persons at a shelter, \$30 non-refundable clean-up fee; if more than 50 persons, \$50 non-refundable clean-up fee.

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.
- Profit status will be designated to all entities where funds have been or will be recouped via, admission, tickets, concessions, tickets, family reunions, birthday parties etc...
- All potential lessees shall pay 50 % of the rental fee at the time of reservation and a contract executed in order to reserve particular date(s) at the facility. This contracted rental date and is non-refundable, and lessee would receive a household credit for funds paid. The final payment must be received 15 days prior to contracted rental date and is nonrefundable. The refundable clean up damage deposit is also due 15 days prior to contracted rental date.
- Reservations must be made 2 weeks in advance of the event, and penciled in reservations are not allowed.
- If fees, dues, admissions are charged or solicited or if merchandise is sold the renter will be expected to pay City of Wilmington Community Center site 10% of gross receipts collected. The renter will furnish City of Wilmington Community Center site with an itemized statement of admissions or fees collected. The balance of fees and itemized statement will be due within 24 hours or on the Monday following the weekend rental.

For more information:

MLK Center 341-7866

info@wilmingtonrecreation.com

CANCELLATIONS:

If the event is canceled all monies paid except \$25 administrative fee will be credited to the household account if there is 48 hours' notice.

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 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 facilities and ground