

HAMPTON PARKS AND RECREATION DEPARTMENT

GUIDELINES FOR FACILITY USE

I. COMMUNITY RECREATION FACILITIES

Community groups may use Hampton Parks and Recreation Department facilities **for meetings when they are not scheduled for use by any Department of the City of Hampton**. To ensure the availability of rooms, any user requesting more than a single reservation may be granted a facility use permit for no more than 15 consecutive uses. These uses may span a maximum period of three months.

Definitions:

1. **Community Use** - any request by a non-profit organization or group that exists for the sole purpose of benefiting the community as a whole.
2. **Private Use** - any request by a profit or non-profit organization, group or individuals, whose purpose or objectives are limited to or benefits members of the group only.

NOTE: The nature of each request is examined to determine its appropriate category. Organizations permitted community use are asked to provide a copy of the organizations by-laws; 501 C (3) status and/or other documentation defining the purpose of the organization with their application.

Examples:

Community	Private
Municipal agencies	Birthday parties
Civic groups	Weddings/Receptions
Alumni/Class reunion meeting	Showers
Parent groups	Dinners
Neighborhood Groups	Banquets / Socials
Fraternal Organizations	Retirement parties
Scouts	Family Reunions
Service organization: (Kiwanis, Jaycee, Lions)	Commercial Businesses
School sponsored trainings and programs	Individual Businesses
Athletic Associations	In-home Businesses
Alumni Associations	Faith-based Meetings
	Faith-based Studies
	Faith-based Services

II. REQUEST

- A. Submit request on the **Facility Use Form** to the building of intended use at least **30 days prior** to the date use.
- B. After review by designated facility staff, a notice of approval or denial will be sent to the requestor.
- C. Special set-ups and room requirements must be listed in space on the form (i.e. podium, chairs, tables, etc.). Please include a diagram of special arrangements. Setup fees will apply. (See III. P. 3)

III. FEES/CHARGES

- A. **Facility requests after normal operating hours will be granted for a minimum of 2 hours.** Any part of an hour after the first 2 hours will be considered an additional hour. A separate fee applies for each activity area (gym, multipurpose room, activity room, etc.) requested. A **deposit** equal to 1/2 the total rental fee is **due upon approval of facility request. Full payment is due two weeks in advance of rental date. Non-payment will result in an automatic cancellation of request.**

FEES SCHEDULE BY FACILITY / ROOM

Facility	Community		Private	
	During	After	During	After
Air Power Park Conference Room	N/C	\$30/Hr	\$30/Hr	\$30/Hr
Fort Monroe Community Center				
• Multi-purpose Room – ½ w/kitchen	N/C	\$65/Hr	\$65/Hr	\$65/Hr
• Multi-purpose Room – ½ w/o kitchen	N/C	\$50/Hr	\$50/Hr	\$50/Hr
• Multi-purpose Room	N/C	\$100/Hr	\$100/Hr	\$100/Hr
• Craft Room	N/C	\$50/Hr	\$50/Hr	\$50/Hr
• Gym – ½ Court	N/C	\$75/Hr	\$100/Hr	\$100/Hr
• Gym	N/C	\$100/Hr	\$100/Hr	\$100/Hr
• Outside Picnic	N/C	\$75/Hr	\$75/Hr	\$75/Hr
Hampton Senior Center	N/C	\$100/Hr	\$100/Hr	\$100/Hr
Northampton Community Center				
• Virginia Room w/Kitchen	N/C	\$100/Hr	\$100/Hr	\$100/Hr
• All Other Rooms (each)	N/C	\$30/Hr	\$60/Hr	\$60/Hr
North Phoebus Community Center				
• Multi-Purpose	N/C	\$35/Hr	\$50/Hr	\$50/Hr
• Gym	N/C	\$75/Hr	\$100/Hr	\$100/Hr
Old Hampton Community Center				
• Multi-Purpose Room	N/C	\$30/Hr	\$60/Hr	\$60/Hr
• Kitchen	N/C	\$10/Hr	\$15/Hr	\$15/Hr
• Gym	N/C	\$75/Hr	N/A	\$100/Hr
OHCC/FMCC Pool(s): Under 50 people = \$50/Hr and 50 – 100 people = \$100.00/Hr				
(PAC) Performing Arts Center				

• The Down Beat	N/C	\$50/Hr	\$50/Hr	\$50/Hr
• The Mural	N/C	\$50/Hr	\$50/Hr	\$50/Hr
• The Palette	N/C	\$75/Hr	\$75/Hr	\$75/Hr
• Music Room	N/C	\$60/Hr	\$60/Hr	\$60/Hr
• Production Room	N/C	\$60/Hr	\$60/Hr	\$60/Hr
• The Cafe	N/C	\$100/Hr	\$100/Hr	\$100/Hr
• The Up Beat	To be	Determined	By	Rental
• Star Theater	To be	Determined	By	Rental
West Hampton Community Center				
• Gym – ½	N/C	\$75/Hr	N/A	\$100/Hr
• Gym	N/C	\$150/Hr	N/A	\$200/Hr
• Multi-Purpose Room	N/C	\$50/Hr	\$75/Hr	\$75/Hr
• Community Room – ½ w/ kitchen	N/C	\$25/Hr	\$50/Hr	\$50/Hr
• Community Room – ½ w/o kitchen	N/C	\$15/Hr	\$30/Hr	\$30/Hr
• Community Room	N/C	\$40/Hr	\$75/Hr	\$75/Hr
• Lobby	N/A	\$100/Hr	N/A	\$100/Hr
• Rock Wall (limit 12 participants)	N/A	\$40/Hr	\$60/Hr	\$60/Hr

B. **All decorating and set-up time must be included in original request.** This will guarantee your control of the space from the time you start decorating until the start time of your event. Appropriate fees will be in effect during these times.

C. There is a \$15.00 room equipment fee for use of the following equipment: TV/VCR, overhead projector, or video projector.

D. Payment

1. Payment may be made by credit card and check or money order payable to Hampton Parks and Recreation.
2. A \$35.00 fee will be charged for all returned checks. Non-payment will result in denial of future requests and collection through the City's Debt Offset Program.
3. **Written notice of cancellation is required at least 48 hours before the event.** Failure to comply with this policy will result in forfeiture of payment.
4. Refund policy applies for cancellations. Processing period is approximately three (3) weeks. Processing fee of \$25.00 of rental fee will be charged.

E. Janitorial Fee

1. **Clean up is the responsibility of the requestor.** Areas must be cleaned and left in their original configuration (i.e. free of spills, trash taken to dumpster, and equipment returned to proper storage place). Brooms and mops are available upon request. **Clean-up time must be included in the original request for use.**
2. The requestor will be billed a **minimum of \$50/hour** for failure to comply with janitorial policies. Non-payment will result in denial of future request and referral to the City's Debt Offset Program for collection.
3. The requestor may pay \$50/hour in advance for assignment of staff for cleanup or setup. **This service is subject to staff availability.**

F. Staff / Security

The number of staff required for building security and supervision will depend on the size of the group and the type of activity and will be set by the Department. **A minimum of 2 Hampton Parks and Recreation staff members will be required for all after-hours events. An additional staff member will be added for 50 or more guests. Additional fees may be assessed accordingly.**

IV. KITCHEN USE

Requestors should bring their own equipment (pots, pans, punch bowls, utensils, napkins, coffee, condiments, dishes, foil, etc.).

V. DANCES AND SPECIAL FUNCTIONS:

- A. Public dances are held only when sponsored by Hampton Parks and Recreation.
- B. Private (closed to public) receptions, parties are permitted. **There is a separate set of guidelines that address requirements for these events.** Fees for private use apply.
- C. Controlled entry (guest list, invitations, or tickets) will be enforced for all dances, performances, or other large gatherings.
- D. **Fund raising events and other functions involving the collection of fees (including admission fees), sale of goods and services, or business transactions are prohibited.** This policy includes on-the-premises raffles, food sales, or other exchanges of money.

VI. FACILITY USE REGULATIONS

- A. **The individual whose signature appears as the requestor:**

1. **Must be present in the facility throughout the requested time period.**
 2. Assumes responsibility for the conduct of all persons and agrees to abide by the rules.
 3. Will be responsible for any damage or loss of property or equipment during the rental period.
- B. Every effort should be made to clean up spills immediately to prevent stains on the carpet, floors, and counters.
- C. **Alcoholic beverages are prohibited** on city property and in Hampton Parks and Recreation facilities.
- D. The Hampton Parks and Recreation Department is not responsible for any loss or damage to individual's property during the rental period.
- E. **All rental activities must conclude by 11:30 P.M. and the building and parking lot must be vacated by midnight.** This includes all cleanup, replacement of equipment, and returning room(s) to original configuration.