

**Town of Elkton
Parks & Recreation
Neighborhood Community Center**

**Rental Guidelines
ACTIVITY ROOMS**

These guidelines apply to all facility rentals by private individuals and groups unless by exceptions approved by the Director or designee.

Definitions:

Renter: the person, at least 21 years old, who completes the Facility Reservation Request/Agreement. If renting on behalf of a group, the individual must be listed as an authorized representative.

After-Hours: any rental request that is outside of normal operating hours for the facility. Requests that extend beyond normal operating hours are considered after-hours requests; e.g. if a facility is open 8:00 am until 12:00 pm and a rental request is submitted for 10:00 AM-2:00 PM, or 2:00-6:00 PM.

During-Hours: any rental request that is during normal operating hours for the facility.

Recurring/Repeat Rentals: a rental that has multiple, separate bookings. For instance, a team that rents a room every Monday.

Facility Reservation Request/Agreement: the form that the Renter submits to request the space. Until the Renter receives a confirmation, the Renter does not have an approved rental.

Application Process:

Reservations must be made at least two weeks in advance and up to 6 months in advance.

Payment for the rental is due at time of reservation. Payments must be made in cash or with a credit card. No checks will be accepted.

To make a reservation:

1. Complete the reservation form.
2. Submit payment in full for the rental.
3. Provide a credit card to be put on file in the event there are damages.

Recurring/Repeat Rentals: the duration of the rental is at the Facility Director's discretion. One security deposit may be charged for the duration of the rental contract.

Payments:

Payment plans may be utilized for recurring rentals, based on mutual agreement between the Renter and the Facility Director. If approved, the security deposit and rental fee for the first booking are due at the time of the initial request. All future payments are due a minimum of two weeks before the rental date. The Renter may forfeit the remaining rental schedule if they do not make on-time payments or fail to pay any additional fees (minor damage, etc.).

Full payment for a one time rental is due at the time of the booking.

The Department reserves the right to seek reimbursement for the costs of any damage, repairs, etc. to the facility, amenities and equipment provided. A credit card must be on file should damages occur.

Failure to leave by the scheduled ending time will result in additional charges. 1-15 minutes: \$20.00, 16-30 minutes: \$40.00, etc.

Payment must be made in cash or with a credit card. No checks will be accepted.

ROOM RENTALS

NO DECORATIONS MAY BE TAPED TO THE MIRRORS OR HUNG FROM THE CEILING. If taping decorations to the wall, an easily removable tape must be used as to not damage the wall.

Hours Available:

Room Rentals: Monday – Friday 8:00 am – 9:00 pm, Saturday 8:00 am – 10:00 pm, Sundays 8:00 am – 10:00 pm

Birthday Party Package Rentals: Friday: 6:00 pm – 9:00 pm, Saturdays & Sundays: 12:00 pm – 9:00 pm

Fees per Activity Room:

Fee includes use of tables and chair but no other equipment unless otherwise stated. A minimum of 40 chairs and 8 tables are guaranteed. Additional tables and chairs may be available if requested in advance.

\$30 per hour during normal business hours (Monday – Friday, 9:00 am – 9:00 pm)

\$40 per hour outside normal business hours (Monday – Friday, 9:00 am – 9:00 pm)

There is a two hour minimum when reserving outside normal business hours

Use of Kitchen with Rental: The use of the kitchen with your activity room rental is available at an additional cost.

\$30 per hour (added to the activity room rental rate)

BIRTHDAY PARTY RENTAL PACKAGES:

NO DECORATIONS MAY BE TAPED TO THE MIRRORS OR HUNG FROM THE CEILING. If taping decorations to the wall, an easily removable tape must be used as to not damage the wall. No food or drinks are permitted in the gym.

Package includes 30 minute set-up, two hour party rental with one hour of gym use, and 30 minute clean-up.

If you would like additional set-up, clean-up time or party time, you must indicate the requested time on the reservation form and pay in advance.

Elkton Town Resident Fee: \$200.00 Non-Resident Fee: \$250

Room Capacity 50 people

Additional time: \$80/hour for activity rooms \$100/hour for gym

Package #1: SPORTS PACKAGE

Gym: Use of the following sports equipment – basketballs, soccer balls/PUGG goals, Whiffle Balls, Foam bats, kickball

Activity Room: Use of 8 tables and 40 chairs.

Sports equipment will be set-up and put away by Parks & Recreation Staff. Renters responsible for wiping down tables and chairs, cleaning up all messes, and bagging all trash. All decorations must be removed. **RENTERS ARE RESPONSIBLE FOR SET-UP AND BREAK DOWN OF TABLES AND CHAIRS.**

Package #2: TODDLER PACKAGE

Gym: Use of the following equipment – tunnel, basketballs, soccer balls, happy hoppers, and hula hoops

Activity Room: Use of 8 tables and 40 chairs

Toddler equipment will be set-up and put away by Parks & Recreation Staff. Renters responsible for wiping down tables and chairs, cleaning up all messes, and bagging all trash. All decorations must be removed. **RENTERS ARE RESPONSIBLE FOR SET-UP AND BREAK DOWN OF TABLES AND CHAIRS.**

Rental Policy: PLEASE READ AND INITIAL

- _____ The Renter may access the space only during the time of the rental. YOU MAY NOT ENTER PRIOR TO YOUR SCHEDULED RENTAL TIME.
- _____ The Renter must return the space to the way it was found.
- _____ The Renter and facility staff should communicate prior to the Renter leaving the facility to ensure that all items and issues have been addressed.
- _____ There are a limited number of tables and chairs available to use during the rental. All tables and chairs must be cleaned at the conclusion of the rental and returned to their storage area.
- _____ There is a projector available for use in Activity Room 101 and 120 only. A computer is NOT available to connect to the projector. If you would like to use the projector during your rental, you are strongly encouraged to test your computer prior to your reservation date.
- _____ Wi-Fi available for use on one device. A staff member will need access to the renter's device to enter the credentials. The credentials will not be given verbally to anyone.
- _____ A wireless Bluetooth speaker is available for use. The speaker volume must be kept at a level as to not disrupt other activities within the community center.
- _____ Alcoholic beverages are NOT PERMITTED at any time.
- _____ Smoking is NOT PERMITTED on the property.
- _____ All children must be supervised by an adult at all times. Children are NOT PERMITTED in the gym, hallways or on the playground without adult supervision.
- _____ No food or drinks are permitted in the gym.

Cancellations, Terminations, Changes – Important timelines and rules for rental adjustments

- _____ Cancellations: must be submitted in writing/email by the Renter to the Director at parks@elkton.org. Requests submitted at least 7 days prior to the rental will receive a full refund.
- _____ Requests submitted fewer than 7 days but more than 48 hours prior to the rental will receive a refund of the rental fees less a \$10.00 administrative fee.
- _____ Requests submitted fewer than 48 hours in advance are not eligible for a refund.
- _____ Terminations: the event may be cancelled and the Renter may forfeit all payments made if they provide inaccurate information on the Facility Reservation Request/Agreement or are found in violation of any of the items in the Rental Policies section.
- _____ Changes: subject to approval based on facility availability. There is no guarantee that requests for changes will be honored.
- _____ Renters may not sublet; rentals may not be rented in the name of one individual/group but used by another individual/group (whether for free or at a cost).
- _____ Advertising: **Events may not be advertised**. Any open groups, advertising or other means of publicity will result in cancellation.
- _____ In the event of inclement weather or other unforeseen event, the Parks & Recreation Department may cancel a reservation. The renter will be contacted as soon as possible should this occur and a full refund will be issued.

Please note: The Community Center is typically only open for activities and rentals on weekends. Phones are not on for incoming calls. If you need to contact the Parks and Recreation office after hours, please contact parks@elkton.org.

Rental Guidelines subject to change. Last updated January 2024.

**Town of Elkton
Parks & Recreation**

Neighborhood Community Center, 121 Stockton Street, Elkton, Maryland

ACTIVITY ROOM RENTAL APPLICATION

Applicant's Name: _____

Applicant's Address: _____ City: _____ State: _____

Applicant's Phone Number: _____ Email: _____

Alternate Contact: _____ Phone Number: _____

Single Event:

Date: ____/____/____

Recurring Event:

Start Date: ____/____/____ End Date: ____/____/____ Day of the week: _____

Start Time (for set-up): _____ Event Time: _____ - _____ End Time (with clean-up): _____

Frequency: _____ Weekly _____ Monthly _____ Other: _____

Spaces:

_____ Activity Room 101 (Red) _____ Activity Room 102 (Green) _____ Activity Room 120 (Blue)

_____ Kitchen _____ Gym (_____ Full _____ Half)

Requested Equipment:

Tables: Quantity: _____ Chairs: Quantity: _____

Projector (Room 101 & 120 only): _____ Speaker: _____ Wi-Fi (one device only): _____

Policies: Use of facility may not disrupt the use of the Neighborhood Community Center for its daily operations, and persons attending are subject to all Town regulations and policies. The Town of Elkton assumes no responsibility whatsoever for loss or damage of any equipment or other items. Pieces of equipment or other items belonging to a group may not be left in the room between rentals. No food or drinks are permitted in the gym. Smoking and alcoholic beverages are prohibited on the property of the Neighborhood Community Center. Reservations must be made by an adult (21 years or older) representative of the organization. The applicant agrees to be responsible for payment of any damage to the Town property resulting directly from the rental. The applicant of the organization along with the representative of the Town of Elkton will survey the facility prior to use and at the conclusion of the rental to evaluate the facility and determine cleanliness and any damages that resulted from that organization's use of the facility. **Facility Usage Agreement:** The organization is responsible for the terms listed on the attached Rental Guidelines.

Applicant's Signature: _____ Date: _____

FOR OFFICE USE ONLY

Activity Rooms: _____ @ \$30/\$40 hour x Number of Rooms: _____ = Total Room Cost: \$ _____

Full Gym : _____ @ \$100 hour = \$ _____ = Total Gym Cost: \$ _____

Half Gym: _____ @ \$ 75 hour = \$ _____ = Total Gym Cost: \$ _____

Kitchen : _____ @ \$30 hour = \$ _____ = Total Gym Cost: \$ _____

Total Cost: \$ _____

Date Received: _____ Amount Received: _____

Credit / Cash

Received By: _____ Entered Booking: _____

Entered PC: _____

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Town of Elkton
Parks & Recreation
Neighborhood Community Center, 121 Stockton Street, Elkton, Maryland

BIRTHDAY PARTY RENTAL APPLICATION

Applicant's Name: _____

Applicant's Address: _____ City: _____ State: _____

Applicant's Phone Number: _____ Email: _____

Alternate Contact: _____ Phone Number: _____

Date: ____/____/____

Start Time (for set-up) _____ Party Time: _____ to _____ End Time (with clean up) _____

Total Time: _____

Package includes 3 hours

Additional time over 3 hours: ROOM: _____ @ \$80/ hour additional cost
 GYM: _____ @ \$100/ hour additional cost

☐ Package #1: Sports Package

☐ Package #2: Toddler Package

Name of Birthday Child: _____ Age of Child: _____

Number of Guests Expected: _____ Children _____ Adults

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Applicant's Signature: _____ Date: _____

FOR OFFICE USE ONLY

Package:	ETR: \$200	NR: \$250
Additional Room Cost:	_____	
Additional Gym Cost:	_____	
Total Cost:	_____	

Date Received:	_____
Amount Received:	_____
Credit / Cash:	_____
Received By:	_____
Entered Booking:	_____
Entered PC:	_____