

## Regulations for the Use of Neighborhood and Regional Centers

The Neighborhood and Regional Centers of the Parks and Recreation Services Department are open to the public without consideration of race, color, sex, national origin or of any type of disability.

The Parks and Recreation Department observes the following rules and regulations when permitting the use of Neighborhood and Regional Centers to adults ages 21 and over.

1. The Parks and Recreation Department permits the use of Neighborhood and Regional Centers for banquets, dances, family reunions, weddings, receptions, repast, basketball games and practices.
2. Permit requests must clearly identify the intended use of the center. The Parks and Recreation Department will issue permits on a **first come, first serve basis**
3. Event sponsors must submit the completed permit application, fees, and security conformation if applicable to the Parks and Recreation Services Supervisor at least **one week prior** to the scheduled event date.
4. It is the responsibility of the staff of Parks and Recreation Department to safeguard the center's property and equipment during periods of approved usage. **Damages to building or equipment will be billed to permit signatory.**
5. The Parks and Recreation Department must approve the sale of concession items when the permit application is submitted for review.
6. Parks and Recreation Department, Neighborhood and Regional Centers **prohibits all alcoholic beverages**, drugs, or gambling devices on site. The use of items such as confetti, silly string and duct tape are also prohibited in building.
7. An event sponsor must request needed center equipment at the time of the permit application. The sponsor must also request approval to bring in additional equipment for the event. All equipment brought in by the event sponsor must be removed immediately after the event.
8. This permit does not include non-designated areas, center kitchen utensils, piano, game or steam tables. Should there be any concerns about permit, the event sponsor is expected to contact staff.
9. All permits should start on time and be completely finished by ending time; this includes clean-up, removal of personal items and equipment. All permits must end by 12:00 midnight.
10. Building permits are available for the activities listed below; the fees are as follow:

<b>Gym</b>	Practices- \$25 hr- City Resident \$28 hr Non-City Resident  Games/ Tournaments- \$30 hr- City Resident \$35 hr Non-City Resident
<b>Facility Rental/Center (Meeting Rooms + Kitchen)</b>	\$75hr – City Resident; \$110- Non-City Resident
<b>Police Officer/ Security (For Teen Parties)</b>	\$20 hr and up, per officer with a 4-hour minimum

***Proof of City Residency must be provided during the application process to receive City Resident rate.***

## **NEW Safety Requirements**

With the onset of COVID-19, it is extremely important that we implement new safety requirements.

- **Hold Harmless Waiver Acknowledging Risk of Contracting COVID-19:** By signing this rental contract you are: 1) acknowledging the increased risks/dangers of possible exposure to COVID-19 ; 2) accepting full responsibility for these risks; and 3) holding the City and its representatives harmless. For information on COVID-19 risks and increased risks to vulnerable populations, please visit the website of the Center for Disease Control and Prevention (CDC).
- **Social Distancing:** To the extent possible, guests will be expected to maintain a six (6) foot distance throughout the rental. Signage will be prominently displayed throughout the facility.
- **Face Coverings:** All City Staff and facility guests must wear face coverings that shield the nose and mouth. Face coverings will help to protect guests and staff by keeping each person's respiration to themselves.
- **Temperature/Health Screening:** All guests will have their temperature checked before entering the facility. Health screening questions will be posted at the entrance of the facility, these questions determine if guests are free of COVID-19 symptoms (no chills, muscle pain, headache, sore throat, loss of taste/smell, cough, shortness of breath, difficulty breathing, and high temperature greater than 100.4). Those who have a temperature above 100.4, will not be permitted to enter.

**Listed below are the capacities based on facility.**

- Carver Village Community Center (18)
- Cloverdale Neighborhood Center (18)
- Crusader Neighborhood Center (18)
- Eastside Regional Center (50)
- Grant Regional Center (40)
- Liberty City Neighborhood Center (35)
- Moses Jackson Center (35)
- Tatemville Neighborhood Center (15)
- Tompkins Regional Center (60)
- Tremont Center (12)
- WW Law Regional Center (45)
- Windsor Forest Regional Center (45)
- Woodville Neighborhood Center (15)
- Mary Flournoy Senior Center (25)

**Signature:** \_\_\_\_\_

**Print:** \_\_\_\_\_

**Date:** \_\_\_\_\_