

# **Fox Hill Neighborhood Center Facility Use Guidelines and Policies**

**65 Hall Rd**

**Hampton VA 23664**

## Overview:

Fox Hill Neighborhood Center Incorporated has a use agreement with the City of Hampton to operate the Fox Hill Neighborhood Center (FHNC). The Executive Board, in concert with Certified Ambassadors and volunteers, is responsible for the operation of the center. This policy aligns with the use agreement and has been developed as a plan for the facilities use and care.

All events are scheduled on a first come first serve basis. The schedule of events and reservations will be maintained by the Neighborhood Center Office.

## Facility Use Applications

Applications for Facility rental can be found at Fox Hill Neighborhood Center website ([foxhillneighborhoodcenter.com](http://foxhillneighborhoodcenter.com)) or by coming to the center.

All organizations, groups and individuals will complete a written application for the use of the neighborhood center.

## Fees:

Facility use fees can be paid via paypal, check, or cash.

All rentals require a \$25.00 security deposit which is due when application is submitted. Rental of the small kitchen will require an additional security deposit of \$50.00. Usage fees, cleaning fees, and/or security deposits should be made separately and can be paid with check, cash or paypal. No use of the neighborhood center will be allowed until all fees are paid prior to the event.

Note: Security deposits are returned within 5 business days of rental. Deposits will be returned after the conclusion of the event and an inspection by the Ambassador reveals all areas are in order. Cash deposits will be returned at the conclusion of the event. Deposits that are paid through PayPal will be returned via Paypal. The applicant may satisfy the security deposit with a check which will remain uncashed until the end of the event. The check must be dated with the date of the actual event.

The rental fee for any event is due no later than 5 business days prior to the event.

Cancellations by either party will require a 48 hour notice. Any cancellations with less than 48 hours notice will be considered non-refundable. In the event a refund is due, it shall be issued within 5 business days.

## Facility Use Guidelines (Please initial)

- A. Allow two business days for approval/disapproval of your rental request.
- B. The individual whom signature appears as the applicant:
- Must be a certified Ambassador or have an Ambassador assigned and be present in the facility throughout the requested time.
  - Assumes responsibility for the conduct of all persons and agrees to abide by the rules and regulations of the Fox Hill Neighborhood Center.
  - Will be responsible for any damage or loss of property/equipment, during the rental period.
  - Agrees to pay the required rental balance within 5 business days prior to the event.
- C. Groups must remain within the requested rental area.
- D. Adult supervision of children and youth must be maintained at all times.
- E. Setup and cleanup must be included in rental time.
- F. Walk through will be done at the end of rental to ensure cleanliness and trash removal. Trash removal includes emptying large trash cans as well as bathroom trash. All trash bags are to be taken to receptacles outside and clean bags placed in empty cans. Extra brooms and mops (for spills) will be available upon request (staff in charge will be able to provide you these items).
- G. Decorations are allowed and subject to approval. No tacks, pins, or staples allowed. All evidence of decorations must be removed after the rental.
- H. Any decorations/props or other personal items left at the center will become property of FHNC if not removed within 5 days of rental date.
- I. All furniture, tables and chairs must be returned to original placement after the rental unless instructed by your Ambassador to leave them for the next rental/event. Any round tables and rectangular tables used during rental must be taken down and returned to the appropriate storage room. All folding chairs are to be returned to racks in the dining hall closet.
- L. There is to be no smoking, e-cigarettes or vaping in any part of the facility.
- M. Illegal substances are **STRICTLY PROHIBITED** at FHNC.
- N. Persons wishing to serve alcoholic beverages during their rental time must obtain General Liability Insurance, Liquor Liability Insurance, a VA Alcoholic Beverage Control special event license, and "TIPS" training certification.

Note: Proof of Insurance, ABC licenses and TIP training must be submitted to FHNC at least 15 days prior to the event. FHNC will obtain final approval from the city's Risk Management Department.

\* Violation of this policy will result in forfeiture of security deposit and ban from future use.

O. Only the area(s) approved may be used. All organizations and individuals shall assume the responsibility for the proper use and care of the property and/or its facilities. The person signing the application-for-use form will be responsible for ensuring that items on the renters cleaning checklist are strictly adhered to.

P. If the use of the Kitchen is included in the rental. ALL food and beverages must be removed from the refrigerator, freezer, and countertops at the conclusion of rental. Food and beverages left at the center will be disposed of, including any containers.

Q. Either party may cancel this agreement so long as the cancellation is made at least 48 hours prior to the event.

R. Refunds will be granted within 5 business days. Cancellations not made within 48 hours of the event will not be granted a refund.

S. Applicant agrees that FHNC, employees, members, associates, or representatives will not be held responsible or liable in any way for injuries, losses or damages that may happen while using the neighborhood center.

#### Liability for Personal Injuries and Losses:

The center maintains a reasonable liability insurance policy. Personal injuries and losses are covered, provided the FHNC is proven to be negligent. Other groups or organizations may be required to show proof of liability insurance at time of application for use or sign an appropriate waiver of responsibility as required by the neighborhood center's insurance company.

#### Facility Use Applicants

There are four categories of users of the center.

1. Certified Ambassador: Recognized persons that are part of the ongoing operation of the center.
2. Organizations or Groups: Organizations/ groups without Ambassadors. Ambassador(s) will be assigned by FHNC.
3. Individuals: Persons who wish to use the facility for private functions. Ambassador(s) will be assigned by FHNC.
4. City of Hampton The City of Hampton or its Departments

While a Certified Ambassador is operating a function, the FHNC will be considered in an open status and may have additional events scheduled that will not interfere with the Certified Ambassador's function. During this time, the Certified Ambassador will be the check-in and check-out point of contact for any non-certified organizations or individuals, using the FHNC.

## Accrual of Ambassador and Volunteer Hours

Certified Ambassadors acting in a supervisory capacity earn utilization credits of \$30.00 per hour. Ambassadors/Volunteers acting in non-supervisory capacity earn credits of \$25 per hour. These credits may either be applied to their designated organization's account or to their individual account. Credits are used to offset the center's utilization.

The following is a list of available rooms, the occupancy and the fee per hour.

103	Deadrise Hall	107 seated/320 standing	\$100 per hr. (\$125 w/Kitchen)
109	Back River Reading Room	9	\$25 per hr.
113	Foxy's Den	10	\$25 per hr.
114	Factory Point Room	29	\$40 per hr.
115	Grandview Room	13	\$25 per hr.
123	Harris Creek Conference Room	10	\$25 per hr.
	Dining Hall	33	\$25 per hr.
	Small Kitchen		\$25 per hr.
	Gym	250	TBD
	Large Kitchen		TBD

Pictures of each room are available on the homepage of our website: [foxhillneighborhoodcenter.com](http://foxhillneighborhoodcenter.com)