

Fox Hill Neighborhood Center Gymnasium Use Guidelines and Policies

65 Hall Rd

Hampton VA 23664

Overview:

Fox Hill Neighborhood Center Incorporated has a user agreement with the City of Hampton to operate the Fox Hill Neighborhood Center (FHNC). The Board of Directors, 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 gymnasium use and care.

All Athletic Organizations within the center's service area will have priority scheduling. All other organizations and events are scheduled on a first come first serve basis. The schedule of events and reservations will be maintained by the Neighborhood Center Office.

Gymnasium Use Applications

Applications for Gymnasium rental can be found at the Fox Hill Neighborhood Center website (foxhillneighborhoodcenter.com) or by coming to the center.

All organizations, groups and individuals must complete an application (written or online) for the use of the neighborhood center.

Fees:

Gymnasium use fees can be paid via paypal, check, or cash. Credit card payments can also be made through our website.

Rentals are not entered into the facility schedule until all security deposits are paid.

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 and rental of the large kitchen will require an additional security deposit of \$100.00. 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.

As of 08/11/2022

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

A. The individual whose signature appears as the applicant:

- Must be a certified Ambassador or have an Ambassador assigned and be present in the gym throughout the requested period.
- Assumes responsibility for the conduct of all persons and agrees to abide by the rules and regulations of the Fox Hill Neighborhood Center Gymnasium.
- Will be responsible for any damage or loss of property/equipment, during the rental period.
- Agrees to pay required rental balance within 5 business days prior to the event.

B. There is to be no smoking, e-cigarettes or vaping in any part of the facility.

C. Illegal substances are STRICTLY PROHIBITED at FHNC.

D. 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 license 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 rental fee and ban from future use.

E. Groups must remain within the requested rental area.

F. Setup and clean-up must be included in rental time.

G. Decorations are allowed and subject to approval. No tacks, pins, or staples allowed. All evidence of decorations must be removed immediately 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 immediately after the rental unless instructed by your Ambassador to leave them for the next rental/event.

K. Adult supervision of children and youth must be maintained at all times.

L. Only the area(s) approved may be used. All organizations and individuals shall assume the responsibility for 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 security/cleaning checklists are strictly adhered to.

M. If the use of either 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.

N. 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 FHNC.

O. Anyone renting the gymnasium will also be responsible for ensuring all gymnasium and shower/bathroom rules are followed. See attachments A and B.

P. Renters must also ensure that participants in activities and programs held in the gym, sign the FHNC Code of Conduct. See attachment C.

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 fees.

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

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

Pictures of each room are available on the homepage of our website: foxhillneighborhoodcenter.com

Fox Hill Neighborhood Center

Gymnasium Rules

1. All persons participating in activities/programs in the gymnasium will be required to sign the Fox Hill Neighborhood Center Code of Conduct.
- 2. During athletic activities only water may be consumed in the gym.**
3. Use of profanity will not be tolerated.
4. Athletic shoes only during athletic activities. No flip-flops or sandals while playing sports.
5. No gum chewing is allowed in the gym.
6. Basketball equipment and other sports related items must remain in the gym.
7. No hanging off the rim.
8. No person shall intimidate or threaten another person.

Fox Hill Neighborhood Center Bathroom and Shower Rules

- Be sure to take all personal items with you when leaving the shower and bath area. Any personal hygiene items left in the shower or bathroom will be disposed of at the end of each day.
- The center does not provide towels or washcloths.
- Shower shoes or similar footwear is recommended in the shower area.
- Please be mindful of others' privacy.
- Run showers no longer than 10 minutes.
- No cell phone use in the shower area.

Code of Conduct at FHNC

Fox Hill Neighborhood Center is a non-profit community based organization providing opportunities for families, seniors and youth to come together for recreation, learning and community accomplishments. The success of this organization's programs is dependent on the participants' observance of the center's rules and procedures.

Any participant or staff member who violates this Code is subject to discipline, up to and including removal from the program.

The activities outlined below are strictly prohibited..

- Abusive language towards anyone to include staff, volunteers and other participants.
- Possession or use of alcoholic beverages or illegal drugs on Fox Hill Neighborhood's property or reporting to the program while under the influence of drugs or alcohol.
- Bringing onto Fox Hill Neighborhood's property dangerous or unauthorized materials such as explosives, firearms, weapons or similar items.
- Discourtesy or rudeness to a fellow participant, staff member or volunteer.
- Verbal, physical, or visual harassment of another participant, staff member or volunteer.
- Actual or threatened violence toward any individual or group.
- Conduct endangering the life, safety, health or well-being of others,
- Failure to follow any center policy or procedure.
- Bullying or taking unfair advantage of any participant.
- Failure to cooperate with an adult supervisor /leader/mentor.

I have read and I understand the Fox Hill Neighborhood Center's Code of Conduct. I agree to abide by the rules described above and understand that I may be removed as a participant if I violate any of these rules.

Signature _____ Date: _____

Witness: _____ Date: _____