

CITY OF LEWES
Margaret H. Rollins Community Center – City Meeting Room and Patio

1. APPLICATION OF POLICY

This policy governs the use of the Margaret H. Rollins Community Center city meeting room and outdoor patio. The policy does not apply to use of Stango Park. Use of the park for events is subject to a separate park use permit. The rules are designed to secure and preserve the enjoyment of the space by non-profit organizations consistent with safeguarding the areas and all who use them. The City of Lewes reserves the right to utilize the meeting room and patio for City purposes and shall not be subject to the policy. The policy does apply to the Lewes Historical Society as it relates to their use of the meeting room and patio.

2. USE OF MEETING ROOM

- A. The City of Lewes meeting room space within the Margaret H. Rollins Community Center is for use by the City of Lewes and Lewes-based¹ non-profit organizations² only.
- B. Proof of non-profit status and principal place of business may be required prior to approval of use of meeting space.
- C. Organizations using the meeting room must provide a certificate of insurance as required in accordance with the provisions of the City of Lewes Code, Chapter 80, §80-7 Insurance Requirement.
- D. Approved non-profit organizations should submit their reservation request at least two weeks prior to their scheduled meeting to the City of Lewes. Requests submitted less than two weeks prior to the event date will be considered on a case-by-case basis, subject to availability and facility staffing.
- E. Audio/visual technology in the meeting room is available for use by groups using the meeting room. There is no staff available to provide technical support with the audio/visual equipment. Prior arrangements for utilization of AV equipment must be made with the Parks and Marina Administrator.

3. USE OF OUTDOOR PATIO

- A. The City of Lewes outdoor patio at the Margaret H. Rollins Community Center may be used by the City of Lewes, Lewes based non-profit organizations, and the Lewes Historical Society sponsored events and/or Lewes Historical Society contracted groups.
- B. Organizations must submit a request for use of the patio to the City of Lewes a minimum of two weeks prior to the scheduled event. Requests submitted less than two weeks prior to the event date will be considered on a case-by-case basis, subject to availability and facility staffing.
- C. Any patio request must be in conjunction with the use of the city meeting room or the use of the Lewes Historical Society museum.
- D. Organizations using the meeting room must provide a certificate of insurance as required in accordance with the provisions of the City of Lewes Code, Chapter 80, §80-7 Insurance Requirement.

¹ Lewes-based non-profit organizations include organizations whose physical location, location of registered agent, and/or principal place of business is within the corporate limits of the City of Lewes.

² Non-profit organizations means organizations with 501(c)3 status, homeowners associations of Lewes communities, and other non-profit organizations whose principal function is to serve citizens of the City of Lewes.

- E. Events that request amplified music on the patio must be approved by city council at their regularly scheduled monthly meeting prior to approval of patio use. Outdoor amplification is not permitted unless approved by City Council.
- F. If a tent is planned to be used for an event, the tent installation must be coordinated through the Parks and Marina Administrator.
- G. When not reserved for a private event, the patio is open to the general public for use without reservation.

4. ALCOHOL

Serving of beer and/or wine at events within the interior of the city meeting room and any events outside on the patio subject to the following conditions.

- A. A gathering license issued by the Alcoholic Beverage Control Commissioner is required.
- B. Use of alcohol is not permitted in Stango Park.

5. CATERING OF EVENTS

- A. All caterers serving events at the facility are required to have a City of Lewes Business License and approval from the Delaware Division of Public Health.
- B. No food for catering an event may be prepared on-site.

6. HOURS

- A. The city meeting room will be available for use during the following hours:

Monday through Friday 10:00 a.m. to 8:00 p.m.

Saturday and Sunday – 10:00 a.m. to 4:00 p.m.

Meetings and events may be authorized outside of these hours, subject to approval of the City Manager in consultation with the Lewes Historical Society.

- B. Meeting room reservation requests must be submitted via email at least two weeks prior (unless otherwise authorized) to scheduled event. Email requests must have the following information

- Organization name
- Proof of Lewes based non-profit status (if not previously submitted to city)
- Meeting contact person name, e-mail, and phone number
- Meeting date
- Meeting start time and meeting end time
- Number of people
- Proof of insurance
- Security Deposit
- ABCC Gathering License (if serving beer and wine)
- Purpose of meeting
- Any audio/visual needs (city staff does not provide support for audio/visual needs)

7. RESTROOMS

- A. Restrooms are located in the lobby of the Lewes History Museum.

8. CONDITION OF FACILITY

A. Organizations using the facilities must deposit trash and recycling in the outdoor collection containers provided and leave the facility clean.

B. The meeting room and patio are available to for use by Lewes-based non-profit organizations free of charge; however a \$250 security is required at the time of reservation. This security deposit will be returned following the event, unless there is damage to the facility or the facilities are not left in a clean condition.

C. Any organization that does not leave the meeting room, patio, or restrooms reasonably clean after their use, or otherwise abuses these facilities, may be disqualified from further use in the sole judgement of the City Manager.

This policy may be amended with the consent of the City Manager in consultation with the Lewes Historical Society at any time. Substantial changes, specifically those which address eligible users for the meeting room or fees associated with use of the patio, will be made only with authorization of Lewes City Council.