

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 use of the space by City government and non-profit organizations while ensuring that the technology in the room is properly used and maintained. 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.

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 and for meetings and training only. The meeting room is not available for banquets, cocktail parties, and other social events.
- 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 to the City of Lewes at least ten business days prior to their scheduled meeting to the City of Lewes. Requests submitted less than ten business days 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.
- F. Restrooms are available near the entrance to the meeting room.

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 ten business days prior to the scheduled event. Requests submitted less than ten business days prior to the event date will be considered on a case-by-case basis, subject to availability and facility staffing.
- C. Any patio request is separate from the city meeting room and will not include access to the meeting room
- D. Organizations using the patio 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 obtain an additional permit from the City for use of outdoor amplification.
- 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.
- H. Restrooms for events on the patio are available off the parking lot.

4. ALCOHOL

Serving of beer and/or wine at events on the patio subject to the following conditions.

- A. A gathering license issued by the Alcoholic Beverage Control Commissioner is required.
- B. Alcohol is not permitted within the city meeting room.
- C. Use of alcohol is not permitted in Stango Park.

5. CATERING OF EVENTS

- A. All caterers serving events on the patio or meetings in the meeting room 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.
- C. If food is served as part of a meeting or training held in the meeting room, a \$500 security deposit is required.

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

- B. Meeting room reservation requests must be submitted on the forms available at least ten business days prior (unless otherwise authorized) to scheduled event.

7. CITY STAFFING AND MEETING ROOM FEE

- ~~A.~~ All meetings must have a City staff attendant.
- ~~B.~~ The fee for use of the meeting room is \$25 per hour with a two-hour minimum to cover the cost of staffing of the meeting room.