

PARKS AND RECREATION DIVISION POLICY	
SUBJECT	Dr. Martin Luther King, Jr. Community Building Usage Policy
POLICY NUMBER	
ORIGINAL EFFECTIVE DATE	February 9, 2018
REVISION DATE	November 16, 2021
HISTORICAL REFERENCE	February 1, 2013

Purpose: To establish policies, procedures, and fees for the use of the Dr. Martin Luther King, Jr. Community Building.

Background: Charles E. Brown Park's Dr. Martin Luther King, Jr. Community Building was formally dedicated with its new name on February 9, 2017. The building itself was opened in 1996 as the Community Services Building. Construction was partially funded through a Community Development Block Grant (CDGB). Its primary objective was to provide a space for community meetings, training, and programs by local government agencies as well as community organizations for the citizens in the immediate and surrounding areas. Since the building's opening in 1996, it has also seen extensive use for private family gatherings such as reunions, baby showers, birthday parties, graduation celebrations, and wedding showers and receptions. The 20-year period of grant-related restrictions on the building expired in August 2016, and fees for its use have been charged since 2017. The Board of Supervisors decided in December 2017 to honor the legacy of Dr. Martin Luther King, Jr. by renaming this facility.

Procedures:

1. The Dr. Martin Luther King, Jr. Community Building's meeting room is to primarily be used for County, School, and community-sponsored activities. However, other groups may be allowed to use these rooms if the planned activities are deemed by the County not to be detrimental to the facilities.

Requests for facility use will be prioritized as follows:

- a. County-sponsored activities
- b. School-sponsored activities
- c. Community group/association activities
- d. Other activities

2. Building hours shall be as follows:

Daily - 10:00 am to 10:00 pm.

The building is subject to closure due to inclement weather (snow, ice, and hurricane.)

3. Facility limits for the building are 120 with chairs and 60 with the use of tables and chairs. Approximately 68 chairs and 15 tables are available for use with the building and may not be removed from the building for any reason. Also, if tables (72" X 30") are to be used, the group must supply and use table covers on all tables.
4. Authorizations for use by non-County/School groups are dependent upon such groups satisfying the provisions of the Public Areas Ordinance (Chapter 17, York County Code) and upon the use being one that is consistent with the nature of, and not otherwise detrimental to, the facilities.
5. Applications for use by non-County/School groups are to be made in person at the Parks and Recreation office by the responsible person/key holder. Individual applicants or group representatives must be at least 21 years of age. When making an application the following must be submitted to the Parks and Recreation Office:

- Completion and signature of a County of York Facility Use Permit Request Form
- Signed acknowledgment of the facility's Policies and Conditions
- Building Rental Fee
 - \$100 building rental fee per day; for York County residents and York County Organizations; Reservations shall not become effective until the Reservation Deposit is paid.
 - \$200 building rental fee per day for non-residents or non-York County Organizations; Reservations shall not become effective until the Reservation Deposit is paid.
 - Optional: 3-hour rental Monday through Wednesday base fee of \$60 for residents and \$100 for non-residents.
 - Extraordinary Clean-up Fee: \$100, or the actual cost if greater. Extraordinary clean-up shall be deemed to be any clean-up that requires additional staff or specialized contractors or resources above and beyond that which is typical as a follow-up to a scheduled event. Examples of such efforts include, but are not limited to: removing stains from carpeting; repairing damage to the facilities; picking up and/or removing amounts of trash above and beyond that which can be accommodated in the normally available receptacles.

Full payment of the building rental fee is required to be paid no later than fourteen (14) days in advance of the event date. If payment is not made fourteen (14) days before the reservation, it may be cancelled. No refunds will be made for cancellations unless written notice (letter or email) is given at least seven (7) days before the reserved date. Furthermore, no refunds will be made for fees associated with any unused portion of the reserved time.

For the purposes of administering the Dr. Martin Luther King, Jr. Community Building fees, resident and non-resident status shall be determined based on the following criteria:

- A County resident is defined as anyone permanently living within the geographical boundaries of York County, Virginia. York County Parks and Recreation reserves the right to request proof of residency. All others will be considered non-residents. (Note: If a group uses two people as equally responsible/authorized co-signers of the Facility Permit Request, they both must show proof of County residency.)
 - Eligibility for County resident fees for a group or organization requires that the group or organization be based in the County (e.g., charter, mailing address, etc.) and that at least 80% of the organization's members are permanently living within the geographical boundaries of York County, Virginia. York County Parks and Recreation reserves the right to request proof of residency. All others will be considered non-resident groups/organizations;
6. Applications for use should be submitted at least 10 working days in advance of the date that the facilities are to be used. Requests may be submitted up to six months in advance and requests for recurring usages within six months may be made on one request form (i.e. requests received on 2/15/22 will be accepted for dates through 8/15/22.)
 7. The assigned group reservation code number for the electronic entry keypad may be picked up two business days before the reservation date but no later than 3:00 pm on the day of the reservation or 3:00 pm on Friday for weekend usage. The person picking up the code must be the person (or one of the co-signers) who signed the Facility Permit Request. If the group does not pick up the code by 3:00 p.m., the reservation may be cancelled. If at the time of coming to pick up the code the facility's electronic entry system is not working, the authorized person from the group will be issued a key to the building instead of the code. In this case, the key must be returned within two business days of the event. The key may be placed in the outdoor drop box located at the Parks and Recreation Office after hours. Failure to return the key may jeopardize future use of this facility and be subjected to a \$250.00 rekeying fee. Keys are not to be duplicated under any circumstances.
 8. Individuals/Groups that receive approval to use the facility must complete the following when picking up the code (or key if one is issued instead of a code):
 - Provide a pictured identification of the person (or co-signer) responsible for the event
 - Sign the Code/Key Checkout Log Book for receipt of the Code/Key and Reservation Information

Packet.

9. In general, all rules and regulations established in the Public Areas Ordinance (Chapter 17, York County Code) shall apply to these facilities. In addition, the following shall apply:
- A. **VEHICLES:** Parking is only permitted in the marked spaces of the parking lot and along the right side of the entrance road heading out of the park. No vehicles are allowed on sidewalks or grass areas.
 - B. **SETUP & CLEANUP:** Groups are responsible for set-up; clean-up and breakdown of all areas/equipment used. All food items must be cleared from the freezer/refrigerator before leaving and any spills must be wiped up with paper towels.
 - C. **DECORATIONS:** No tape is permitted on windows. Only masking tape or blue Painters Tape (preferred) is permitted on walls and wood trim (no scotch tape, duct tape, or any other adhesives are allowed). No nails, tacks, hooks, or staples are permitted in the wood trim strip and/ or the walls.
 - D. **KITCHENETTE:** The kitchenette area contains a small refrigerator/freezer, a double sink, and two small microwave ovens. Users must take all unused food, beverages, and ice off-site with them when they leave the park. NOTE: Warming trays/crock pots are permitted. However, no grilling, frying, toasting, baking, or other cooking appliances are allowed. All food handling and service must comply with state health guidelines. NOTE: Food for public (non-private) functions is subject to permitting and approval through the Peninsula Health District's Office of Environmental Health, located at 416 J. Clyde Morris Blvd., Newport News, VA 23601. Phone: 757-594-7340. Facility users in this category will be required to produce a written response from the Health District explaining why a Permit was not required OR present the Permit for copying at the Parks and Recreation Office when coming in to receive the code (or key if needed).
 - E. **OUTDOOR GRILLING & TENTS:** Grilling and the use of tents must be pre-approved by Parks and Recreation and so indicated on the Facility Permit Request Form. Only gas grills may be used and the grill must be attended to at all times. All grills must be removed from the park after the event.
 - F. **TRASH:** needs to be placed inside large plastic bags and MUST be taken off-site. Please do not use trash receptacles outside the building.
 - G. **CONDUCT:** The person(s) applying to reserve the park and signing for the key must ensure that the description, size, and times of the planned event as described on the County's Facility Permit Request Form are identical to the actual event.
 - 1. Users of County facilities are responsible for the proper conduct of members and guests.
 - 2. Neither alcoholic beverages nor illegal drugs, nor any person under the influence of alcohol or illegal drugs, shall be allowed in the building or on the park premises.
 - 3. Smoking is NOT permitted in County building facilities.
 - 4. Betting or gambling in any form is prohibited.
 - 5. Riotous, boisterous, threatening, or obscene conduct, or the use of abusive, threatening, profane, or obscene language, shall not be permitted. All music must be played inside the building with doors closed. No amplified music is allowed outside unless expressly requested and approved in writing beforehand by Parks and Recreation.
 - 6. No pets or animals (with the exception of service dogs) are allowed in the building (dogs outside must be on a collar with a maximum 8' leash and under complete and immediate control).
 - H. **ADMISSIONS, DONATIONS, FOR-PROFIT & FUND-RAISING ACTIVITIES:**
 - 1. NO admission fees may be charged for activities.
 - 2. NO donations may be advertised or collected.
 - 3. NO for-profit commercial activities may take place.
 - 4. NO fund-raising activities shall be conducted in the building or premises by civic or non-governmental organizations, groups, or individuals.

I. **USE BY INDIVIDUALS & CIVIC OR NON-GOVERNMENTAL GROUPS:**

1. All publicity (posters, brochures/flyers, radio/television announcements, internet, etc.) must carry the name of the organization sponsoring the meeting. The County may not be identified as a sponsor or co-sponsor without the written approval of the County.
 2. Neither the name nor the address of a County facility may be used as the official address or headquarters of an organization.
 3. The fact that a group is permitted to meet at a County facility does not in any way constitute an endorsement of the group's policies or beliefs by the County.
 4. In accordance with County policy, users are responsible for any costs incurred by the County as a result of their use (to include damages incurred by the facility or park site from the group's usage).
10. Individuals or Groups hosting activities may be subject to providing insurance depending on the type of event they are conducting. The Division of Parks and Recreation will provide the applicant with any insurance requirements when the permit is reviewed. If required, the insurance must be obtained before the approval of the permit.
11. Any individual or group that violates these policies and regulations may be subject to having the permit revoked at any time and may not be able to use County facilities in the future.
12. Insurance: As mentioned on the Facility Permit Request Form, insurance may be required by the County depending on the nature of the event. In cases such as this, Insurance Requirements will be given to Facility applicants when they fill out their Permit Request. If required, a Certificate of Insurance and accompanying Endorsement document must be submitted to the Parks and Recreation Office for review and approval a minimum of thirty (30) days before the event. If this is not done by that time, the reservation may be cancelled by the County.