



D.E.R.C. PARK RESERVATION AGREEMENT

Thank you for choosing DERC to hold your special event.

The dates/times of your rental request will be approved once the responsible party reads, signs and returns this agreement along with required deposits to Michelle Frye. This document also provides a list of amenities, contact numbers and information that you will need. Please adhere to all rules regarding the use of the Activities Building / Shelter reservation.

Payment Options:

1. Pay full Rental Amount via Credit Card online at the time you make the reservation request.
2. Mail 2 checks made payable to DERC, no later than two weeks prior to the event:
 - a. Check #1 - \$50.00 Deposit check (Deposit checks will be destroyed unless there is damage to the facility or extensive cleaning inside or outside needed following your rental.
 - b. Check #2 – Rental Total amount paid in full

Mail deposit check and list your name and the date of your event to:

DERC Reservations C/O Michelle Frye
252 Downey Road Washington WV 26181.

Event Cancellation can be made no less than five days prior to the event to get a full refund. For cancellations, please contact Michelle Frye at 304-863-9621.

The physical address for the Activities Building:
252 Downey Rd.
Washington, WV 26181

GPS Address: (across from entrance)
9938 DuPont Rd
Washington, WV

Contact Information

Michelle Frye Earley, Facilities Rental: 304-863-9621
Chris Earley, Park Maintenance: Cell 304-991-7658 Office 304-863-3260
Amanda Bell Williams, Park President: 304-488-2065
Rusty McHenry, Trap/Gun Range: 304-480-1985
Pool: 304-863-5360

2023/2024 Rental Rates – Activities Building (DEPOSIT REQUIRED)

\$100.00 Member renting less than 6 hours.

\$150.00 Non-Member renting less than 6 hours.

\$200.00 Member All day rentals

\$250.00 Non-Member All day rentals

\$75.00 extra for evening before event to decorate.

2023/2024 Rental Rates – Large Shelter #5 (NO DEPOSIT REQUIRED)

\$40.00 Member

\$50.00 Non-Member

2023/2024 Rental Rates – All Other Shelters (NO DEPOSIT REQUIRED)

\$15.00 Member

\$20.00 Non-Member

1. The ACTIVITY BUILDING is available weekdays 4pm – 10pm & from 7 am – until the park closes (10 pm) on the weekends. If the building is locked, you may contact Chris Earley (304-991-7658).
2. SHELTERS can be reserved at any time, from 7a – until the park closes (10 pm).
3. The area reserved must be cleaned following the event. **Please see checklist below.**
4. The gate will be open at 6am and locked at 10:00 P.M per published park hours. Any group wishing to remain after the park closes, must coordinate prior to the event.
5. If you are renting a Shelter and need water for your event please let us know in advance and the yard hydrants will be unlocked.
6. ALL D.E.R.C. park speed limits, rules and regulations must be followed at all times!
7. Staples, nails, or thumbtacks are NOT to be used when decorating in the activities building. The use of tape and command strips permissible but must be removed at the end of your event.

Cleaning Checklist:

	Wipe all Kitchen appliances, including Coffee Pot
	Wipe and clean countertops & sinks
	Use disinfectant to clean tables before folding up
	Replace tables & Chairs in storage area
	All trash should be bagged and left inside the building
	Any major spills on the floor must be cleaned up
	Trash, tabaco, Cigarette butts or debris outside must be picked up
	Remove all tape and decorations from inside & outside
	Bathroom facilities should be left orderly
	Lights turned out, Doors Locked
	All chairs and tables must be put away after your event

Furniture Available -

200 chairs- Located in chair closet and on chair holder rack.

48- 6' tables rectangles

18 – 60" round tables

Activities Building Amenities:

Kitchen is equipped with a refrigerator, freezer, microwave, stove, oven, coffee maker.

Note: There are no utensils kept in the building. Please plan on bringing your own silverware and any cutlery that is required for your event. There are no condiments stored at the building.

Safety Information

There is an AED device, Fire Extinguisher and a First Aid Kit (In Cleaning Closet) Available at the DERC Activity Building for any emergencies.

The Activities Building can be divided upon request.

ROOM DIVIDERS ARE TO BE MOVED BY DERC PARK EMPLOYEES ONLY!

ROOMS DIMENSIONS-

A & B - 30' X 30'

C & D - 30' X 34'

Large Conference Room - 60' X 68'.

4 Breakout Rooms – 10' X 12'

Charcoal grills are available at the Activities Building & Shelter #5 (located next to the ball field)

All supplies for the grill must be provided by the requesting party and cleaned out after your event.

Large Shelter #5 Rentals do not include the ballfields.

Ballfields are rented separately. Please contact Ryan Cochran at 304-893-4995 to rent the ballfields.

Please do not allow your party members to play on the ball fields or remove any equipment from the ballfields.

Please review the portion of our By-Laws that detail the Rules and Regulations regarding our Activities Building below. Thank you for your cooperation!

BY-LAWS OF THE DU PONT EMPLOYEES' RECREATION CLUB, INC.

APPENDIX VI (05/14/13)

RULES AND REGULATIONS GOVERNING ACTIVITY BUILDING/PARKING

XIII. ACTIVITIES BUILDING/PARKING RULES & REGULATIONS

1. The member making a reservation for the Activity Building will be responsible for the building and all contents, since all property located in the building is owned by the DERC
2. The Park will close at 10:00 PM during the summer and 8:00 PM during the Winter. In order to use the building beyond Park closing time advance arrangements need to be made with the Park Commissioner.
3. No activity shall be held past 2:00 A.M.
4. General cleanup is expected of the building after activity held. This will include:
 - All food disposed of properly.
 - All tables and chairs wiped clean.
 - Kitchen counters and appliances clean from any residue.
 - No holes are allowed in the walls or ceilings.
 - Do not remove any of the DERC pictures from the walls.
 - Any string or tape used, needs to be removed.
 - All Tables and chairs put away.
 - All trash picked up and put into trash cans.
 - There are to be NO fires in the Activity Building fireplace.
 - All lights out.
5. Any maintenance problems must be reported to the Park Commissioner or the President of DERC promptly.
6. The building will be inspected before and after each use. Misuse of, or damage to the building and/or its contents without proper restitution will result in the refusal of future reservations for the responsible renter. For members this could result in possible membership suspension, if deemed necessary by the Board of Directors. This will also result in the security deposit being retained by DERC.
7. DERC will not be held responsible for any lost, stolen, or damaged personal property. DERC and the Board of Directors will not be held responsible for any accidents.
8. Guests attending events at the Activity Building must be restricted to that building unless permission has been granted by the Reservations Committee for use of other facilities. The responsibility still lies with the individual making the reservation.
9. DERC activities already scheduled will take precedence over any other reservation requests. * These DERC activities will normally be scheduled prior to 6 months in advance. All exceptions to this rule must be approved in advance by the Board of Directors.

Parking

1. Road around activity building remains one-way (counterclockwise around building).
2. No parking is allowed on roadway going up hill.
3. Park diagonally on top of hill - on right side only.
4. No parking is allowed on the south side of the road.
5. No parking on the grass, except in designated areas.

*****Please sign and return last page**

This agreement released DuPont Employee Recreation Center, otherwise known as "DERC" from all liability relating to injuries that may occur during activity on location. I agree to hold DERC entirely free from any liability, including financial responsibility for injuries, damage to personal property or any illegal activities which may occur before, during or after the scheduled event.

By signing, I forfeit the right to bring any legal suit against DERC for absolutely any reason. I also commit to following all safety rules, terms and conditions of this rental agreement.

By signing this agreement, you have read and understood the terms and conditions of the rental contract provided.

_____ Print Full Name of Responsible Party

_____ Sign Full Name of Responsible Party

_____ Date Signed

_____ Date of Rental event

_____ Facility Rented (ex. Shelter 1, Activities Building,)