[www.westsidenow.org](http://www.westsidenow.org)

**NEED SPACE**

**for a family or group gathering?**

**The West Side Community Center may be available.**

The West Side Community Center (WSCC) is located at 21109 Bivalve Lodge Rd., in Bivalve, MD 21814, and is owned by Wicomico County. The WestSide Neighborhood Alliance Inc. (WSNA) is a nonprofit organization that licenses and manages the facility.  All rentals shall be made in accordance with Wicomico County ordinances and laws and conform to WSNA’s nonprofit rules and restrictions.

The WSCC facilities may be rented by individuals and groups under a Sub-Licensee Agreement. Hours of operation are from 9 am to 8 pm and will be based on space availability and feasibility. WSNA is a volunteer-based organization and must arrange a WSNA representative for each rental.

If you are interested in renting space at WSCC, the first step is to complete the **WSCC Rental** **Inquiry Form** linked to this website. Upon receipt, WSNA will respond as quickly as possible. WSNA may approve or deny your request at its sole discretion.

**RENTALS**

**Spaces available for Rent, Fees and Special Conditions**

|  |  |  |
| --- | --- | --- |
| **Gym**  (includes gym, lobby, bathrooms). | Fee: $35/hour | Duration:  2 hour minimum, 4 hour maximum |
| Additional Set-Up/Tear Down | Fee: $45/hour | Duration:  2 hour maximum |
| Outdoor Space (Ex: kids activities, games) | Fee: $50/event | Duration:  2 hour minimum, 4 hour maximum |
| Gym Deposit | $100 | Deposit returned following inspection, in accordance with Agreement |
| **Classroom** (see restrictions below)\* | Fee: $25/hour | Duration:  4 hour maximum |
| Classroom Deposit | $50 | Deposit returned following inspection, in accordance with Agreement |

**Special conditions**:

* Executed Sub-Licensee Agreement required.
* Certificate of Insurance (COI) covering event required by Sub-Licensee prior to event. Any vendors engaged for the event must also provide a COI.
* WSCC does not have a kitchen. Food may be provided/served.
* Sub-Licensee is responsible for providing all items for your event such as utensils, paper products, decorations, sound system/music, etc., and at the conclusion of event to remove all items leaving WSCC in “as found” condition.
* WSNA has limited tables and chairs available for use in Gym. Depending on the number of attendees, you may have to provide needed tables and chairs.
* \*Classroom Restrictions: The classroom is intended for educational activities, conducting meetings and seminars, controlled exercise classes and other “quiet” activities. Food, drinks and art projects/activities are not permitted in the classroom. The classroom includes tables and chairs intended for such purposes.

**Note:** Local nonprofit and not-for-profit organizations may receive discounted fees for events held at WSCC.