



Supervisor Initials: \_\_\_\_\_

## Facility Rental Agreement

*Short-term Rental Only*

*Please print clearly*

Individual/Group/Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Day Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Date(s): \_\_\_\_\_ Rental Day of the Week: \_\_\_\_\_

Rental Times: From \_\_\_\_\_ to \_\_\_\_\_ Total # of Hours: \_\_\_\_\_ Total Fee: \_\_\_\_\_

Activity: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Daily Rentals - Please check desired facility

Rouzie Recreation Center - Select room(s):

- \_\_\_\_\_ Gym (lobby not included)  
*Prime Time Hrs(3:30-6:30 weekdays) - \$25/hr*  
*None Prime Time Hours - \$20/hr*
- \_\_\_\_\_ 1/2 Gym (lobby not included)  
*Prime Time Hrs(3:30-6:30 weekdays) - \$15/hr*  
*None Prime Time Hours - \$20/hr*
- \_\_\_\_\_ Stage  
*\$10/hour*
- \_\_\_\_\_ Pool  
*\$25/hr plus cost of the lifeguards*  
*Lifeguards: \$15/hr/guard*
- \_\_\_\_\_ Birthday Party – Tumbling @ 4-Seasons  
*\$75/1-hour or \$105/2-hours*

Park Shelters - Select shelter(s):

- \$25/day per Shelter*
- \_\_\_\_\_ City Park Shelter - South
- \_\_\_\_\_ City Park Shelter - Northwest
- \_\_\_\_\_ City Park Shelter - Northeast
- \_\_\_\_\_ Rotary Park Shelter - North
- \_\_\_\_\_ Rotary Park Shelter - South
- \_\_\_\_\_ Butte View Campground Shelter
- \_\_\_\_\_ Baseball/Softball Field Shelter
- \_\_\_\_\_ Concessions Trailer      *\$35/day*

Special Provisions: \_\_\_\_\_

Rental Deposit: Reservation/security/cash deposit of **\$50** may be required when submitting application. Renter will receive a phone call 1-2 weeks after your rental date, providing the facility is found in the condition prior to rental. Rental fee must be paid in full prior to date of use by cash or check. *(Checks payable to Rouzie Rec Center)*

*I acknowledge that I have read, understood and agree to comply with all rental guidelines and policies as listed on the back of this form, and am responsible for my group's compliance. Final reservation is approved by Director.*

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Requested By (Please Print Name)

\_\_\_\_\_  
Organization Representing

-Office Use Only-

Deposit Received \$ \_\_\_\_\_ Form of Payment \_\_\_\_\_ Date \_\_\_\_\_ Staff Initials \_\_\_\_\_

Rental Fee Received \$ \_\_\_\_\_ Form of Payment \_\_\_\_\_

Date \_\_\_\_\_ Staff Signature \_\_\_\_\_

## **General Guidelines & Policies**

1. Rental fees must be paid in advance. Reservations are scheduled upon receipt of cash security deposit and a signed copy of this agreement.
2. Renting groups are responsible for cleaning of the areas used at the center including the lobby, entrance and bathrooms; and the park shelters including the shelter and bathrooms. Adequate cleaning is defined as leaving the rented facility in the same or better condition than it was prior to rental. Supplies, cleaning equipment and trash bags are included as part of the rental fee and available at the Rouzie Rec Center. All cleaning supplies must be returned to the Rouzie Rec Center prior to receiving deposit.
3. All trash must be properly bagged and taken to the closest dumpster.
4. A Rouzie Rec Center employee, whose costs are included in the rental fee, will supervise all Rouzie Rec rentals.
5. All noise and music must be kept at a reasonable level. This will be controlled by our staff. Noise at the shelters shall subside by park closing hours posted.
6. Our employees have the authority to determine if participants are strictly adhering to all rules and regulations, and we have full authority to enforce these regulations.
7. All youth groups must be chaperoned by a minimum of one adult, 21 years or older, for every 12 youths in attendance.
8. Renting groups are responsible for any damage caused to the facility and its contents. Groups are invoiced for all labor and material costs necessary to return the building to its previous condition. This applies to cleaning as well as physical damage.
9. No admission fee may be charged to the rental group's members without prior approval from us. We must also approve the sales of goods prior to rental.
10. Use of facility is limited to the room(s) which have been contracted and paid for in advance.
11. We reserve the right to accept or reject any application.
12. All borrowed equipment must be returned before leaving the facility. We are not responsible for any items left behind.
13. The rental fee is charged for the time your group uses to set up and clean up, as well as the actual event time. If you stay over your rental agreement time, money will be taken out of your cash deposit based on the facility fee and the extra staff time.
14. In order to receive a refund of your rental fee, you must notify us in writing a minimum of 10 days prior to your scheduled rental. Failure to do so will result in forfeiture of the rental fee.
15. Renting groups must vacate Rouzie Recreation Center by 8 p.m. Sunday through Thursday, and by 10 p.m. Friday through Saturday, unless extended hours permission is granted.
16. Smoking of any kind, possessing/drinking alcoholic beverages, or drug use is strictly forbidden at the Rouzie Rec Center and pool grounds.
17. City Ordinance will dictate alcohol and smoking at park shelters.
18. Any decorations used must be applied using tape and must be removed before leaving. Piñatas are not permitted to be hung from ceilings.

## **Specific Guidelines & Policies**

### **REC CENTER GYMNASIUM**

1. Only sneakers or tennis shoes may be worn in gym (street shoes and black-soled shoes are NOT allowed). Footwear should be wiped on carpets before entering gym.
2. Absolutely no drinks (cans, cups, etc.) or food allowed in the gym. Stage must be rented if food is to be present.
3. Hanging on the basketball rims is strictly forbidden and may result in immediate expulsion of the individual or group.
4. Rental party is responsible for all damages.

### **REC CENTER STAGE & POOL AREA**

1. No silverware, dishes, cooking utensils, paper goods, or food items are provided. All Rouzie Rec Center supplies are strictly off-limits. Groups are invoiced for the cost of any supplies found used or missing.
2. All tables and floors must be thoroughly cleaned.
3. The outside grass and Terrace are included with rental of the Pool and Gym, weather permitting. If used, area must be cleaned up.
4. All tables must be protected by plastic or linen covering to be supplied by the rental group.
5. Food on pool deck must be approved by Director or Supervisor.

### **ROOM OCCUPANCIES**

Gym 100	Pool 60
Stage 30	4-Seasons - 18