



Facility Rental Request & Agreement

Supervisor Initials: _____

Short-term Rental Only

Please print clearly.

Individual/Group/Organization: _____ Contact Person: _____

Phone: _____ Address: _____

Zip: _____ Email Address: _____

Date(s): _____ Rental Times: From ____:____ to ____:____

Activity: _____ Estimated Attendance: _____

Participant List for Facility Check-in:

Special Provisions:

Please check desired facility:

<p style="text-align: center;"><u>Rouzie Recreation Center</u></p> <p>____ Gym (includes staff) \$35/hour member \$50/hour non-member</p> <p style="text-align: center;">____ Pool (includes 2 lifeguards) \$75/hour member \$100/hour non-member <i>Additional Staff: \$25</i></p> <p>____ Stage (includes staff) \$18.75/hour member \$25/hour non-member</p>	<p style="text-align: center;"><u>Park Shelters</u> \$25/day per shelter</p> <p>____ City Park Shelter - SW</p> <p>____ City Park Shelter - NW</p> <p>____ City Park Shelter - NE</p> <p>____ Rotary Park Shelter - N</p> <p>____ Rotary Park Shelter - S</p> <p>____ Butte View Campground Shelter</p> <p>____ Baseball/Softball Field Shelter</p>
<p style="text-align: center;"><u>Edge Activity Complex</u></p> <p>____ Multi-Court Space \$20/hour member \$35/hour non-member</p> <p>____ Racquetball Court \$3/hour member \$6/hour non-member</p> <p>____ Party/Meeting Room \$25/hour member \$35/hour non-member</p> <p>____ Studio East \$20/hour member \$35/hour non-member</p> <p>____ Kitchen/Concession \$25/hour member \$50/hour non-member</p> <p>____ Studio West \$20/hour member \$35/hour non-member</p>	<p style="text-align: center;"><u>BB/SB Complex</u> \$50/per field/per day</p> <p>____ Baseball/Softball Field East</p> <p>____ Baseball/Softball Field West</p> <p>____ Baseball/Softball Field James</p> <p>____ Dog Park</p> <p>____ Concessions Trailer \$50/day</p> <p>____ Tumbling - Birthday Party \$75/hour</p>

* Rental Discounts for Current Annual Family Memberships.

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1/24/2023

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General Guidelines & Policies

1. Rental fees must be paid in advance. Reservations are scheduled upon receipt of rent and a signed copy of this agreement.
2. Renting groups are responsible for cleaning of the areas used including the lobby, seating areas, 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 Center and Complex. All cleaning supplies must be returned after use.
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 participants without prior approval from us. We must also approve any sale of goods prior to rental.
10. Use of facility is limited to the room/spaces(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, you will be charged 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 and Edge by closing time, unless extended hours permission is granted prior to rental agreement approval.
16. Tobacco of any kind, possessing/drinking alcoholic beverages, or drug use is strictly forbidden at the Rouzie Rec Center/Pool and the Edge complex and grounds.
17. City Ordinance will dictate alcohol and smoking at park shelters.
18. Any decorations used must be applied using command strips and must be removed before leaving. Piñatas are not permitted to be hung from ceilings.

Specific Guidelines & Policies

INDOOR FLOOR SURFACES

1. Only sneakers or tennis shoes may be worn on gym and workout floors (street shoes and black-soled shoes are NOT allowed). All Footwear should be wiped on rugs before entering facility.
2. Absolutely no drinks (cans, cups, etc.) or food allowed on the courts and workout facilities. Stage or party/meeting room 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 clean up of space used and damages.

OTHER

1. No silverware, dishes, cooking utensils, paper goods, or food items are provided. All Bowman Park and Rec 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. Any outside areas 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.

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Rental fee must be paid in full prior to date of use. *(Checks payable to Bowman Parks and Recreation)*

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 – _____

Print Name – _____

Date – _____

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