**Crowley Recreation Center**

405 S. Oak Street, Crowley, TX 76036

817.297.5170

|  |  |  |
| --- | --- | --- |
| **Today’s Date** | **Renter’s Last Name** | **Renter’s First Name** |
| **Address** | **City** | **Zip** |
| **Phone Number** | **Alt. Phone Number** |
| **Email** | **Alternate Responsible Party** |

EVENT DETAILS FOR BANQUET ROOMS

**(**All rental requests must be made at least 14 days in advance. Deposit due when room is reserved, balance is *due 10 days prior* to event.)

**Event Date:**

Rental Time From: to # of Hours: **Purpose of event rental**: Will this be a youth event: Yes or No

**Number of guests expected:** (Maximum Occupancy 50 per room)

(Banquet rooms are available for rental Mon. – Thurs. 8am – 9pm, Fri. and Sat. 8am – 11pm, Sundays 1pm – 9pm. The after-hour fee applies to rentals that wish to rent beyond the normal operating hours of The Crowley Recreation Center.)

**Rates are based on residential or non-residential status.**

One Room: Resident $50 hr. - Non-Resident $70 hr. circle rate $

Max Occupancy: 50 guest Deposit $100.00

 Seated Occupancy: 45 guest

Two Rooms: Resident $75 hr. - Non-Resident $95 hr. circle rate $

Max Occupancy: 100 guests Deposit $200.00

 Seated Occupancy: 90 guests

 Three Rooms: Resident $100 hr. - Non-Resident $120 hr. circle rate $

Max Occupancy: 150 guests Deposit $300.00

 Seated Occupancy: 135 guests

 After Hours Fee ($25.00 per hour) After 9pm Fri. / after 4pm Sat. / all day Sun $

**Total Amount:**

**KITCHEN**

The Kitchen is available at an additional cost with the rental of any banquet room. It is not included with your rental. Any use of the kitchen without a reservation will result in the deduction of the deposit. Kitchen must be reserved for the entirety of the rental.

Rental Time From: to

# of Hours: x $20/hr Total Amount:

**RESERVATION AND PAYMENTS**

Total Amount of Rental:

\*Deposit Amount: $ (Refundable with a fulfilled contract)

Method:

 Cash

 Credit Card (Deposit returned within 7-10

business days by check via mail) Grand Total: $

\*(Deposit due when event center is reserved, balance is *due 10 days prior* to event.)

Amount due by:

**Alcohol Present: YES NO \* See section (III. J)**

**Reservations involving alcohol require the presence of a Crowley off-duty police officer. The user is responsible for all fees associated with this cost.**

**WALK THRU CHECKLIST TO BE DONE WHEN RENTER ARRIVES**

* Trash cans are empty of trash and with a trash can liner
* Fridge is empty of any item
* Kitchen sink and fridge are clean and ready to use
* Bathrooms are clean and picked up
* Walls are clear of permanent damage
* Chairs and tables are wiped off and clear of damage
* All floors are free of stains, trash, food and debris

Please add any notations you would like to make:

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I am aware that any damages found after my rental that are not listed above will be my responsibility and will be deducted from my deposit.

Renter Signature:

CRC Attendant:

**CLEAN UP CHECKLIST TO BE DONE UPON DEPARTURE**

* Trash emptied and taken to dumpster
* Floors cleaned/ mopped
* Walls are clear of permanent damage
* All audio and visual are undamaged
* Renter has complied with all conditions of agreement
* Chairs are wiped
* Fridge is emptied and wiped out
* Bathrooms are clean and picked up
* Kitchen sink and counters are clean
* Renter arrived and checked out within reserved time frame

Are there any damages:

Renter Signature/ Responsible party CRC Attendant Signature

**CROWLEY REC CENTER FACILITY USE POLICIES AND PROCEDURES**

**Policy**: The facilities operated by the City of Crowley Recreation Department shall be available for use by the public on a reservation basis subject to the conditions outlined below. The purpose of these guidelines is to establish standard procedures for administering the policy and to ensure fairness in the letting of the facilities.

# Administration

The Crowley Recreation Department is responsible for the administration of the policy.

# Operating Hours

The Crowley Recreation Center is available for rent during normal operating hours. Rental requests in excess of normal operating hours may only be accepted with the approval of the Manager and are subject to after-hours fees. The Recreation Center will not be available for rental on City Holidays.

# Responsibility

* 1. User agrees to indemnify and hold harmless the City, its agents and employees from and against any claims for damages to persons or property arising out of any use of the Recreation Center and premises by user. The user does hereby assume all liability and responsibility for bodily injuries, claims, or suits for damages to persons or property of whatsoever kind or character, whether real or asserted, occurring in connection with the use of the Recreation Center or premises by user, his or her agents, servants, employees, contractors or subcontractors. The City assumes no responsibility for any personal property placed in or about the facility.
	2. Facility Rentals
		+ Non Sport Events: User agrees to leave the premises in as good or better condition than which existed prior to their usage. Please refer to the Facility Cleaning Checklist. All trash must be properly disposed of. All tables and chairs shall be cleaned off by the User. All decorations must be removed. If the food preparation area is used, all utensils and appliances must be cleaned, spills mopped up, scuffmarks removed and floors shall be swept.
		+ Sport Rentals: User agrees to leave the premises in as good or better condition than which existed prior to their usage. Please refer to the Facility Cleaning Checklist. All trash must be disposed of properly.
	3. Rentals at the Crowley Recreation Center and Crouch Event Center require the renter to check in at the front desk and complete an initial walk thru form. A final inspection form will be completed at the conclusion of the rental. User agrees to assume all responsibility for any damages done to the premises as a result of their usage, even above the deposit amount. An authorized Recreation Department representative shall have two business days following an event to determine and assess any damages done to the premises. It shall be the responsibility of the Recreation Department staff to notify User of any damages during this two-day period. User shall assume repair and /or replacement costs based on the Director's assessment.
	4. NO ORAL agreements for use of the recreation facility shall be valid. All reservations must be confirmed with a written contract, signed and approved by Center staff and the user fees paid with the deposit.
	5. User shall comply with all federal, state and local laws including all ordinances of the City of Crowley and all rules, regulations and requirements of the Parks and Recreation, Police and Fire Departments. No User shall schedule an event, which will have a larger attendance than the seating capacity of the reserved area. User shall not be permitted to nail, tack, screw, or otherwise physically attach materials to any part of the recreation center. This includes attaching tape to any painted surface. All decorative materials must be treated with flame proofing and meet the requirements of the City of Crowley Fire Codes. All decorations must remain inside the area that is reserved.
	6. User shall not collect fees or charge admission to anyone for the use of or attendance at the Recreation Center or the area surrounding the facility unless approval has been granted in writing by an authorized representative of the Recreation Department and have obtained a special event permit. All reservations where monies are collected are subject to approval by the Recreation Department.
	7. Decoration and clean up time is included in the reservation time reserved and will be added to the reservation fee. User requiring services or equipment other than that normally provided by the center shall be furnished by the user and subject to the Recreation Center Supervisor or Recreation Manager’s approval. User agrees to assume all necessary expenses incurred.
	8. The group using the building must not attempt to gain access to the building before the reservation time and must vacate the building at the end of the reservation time. The time specified on the application is the only time that may be used. If the building is not vacated at the specified time on the contract, additional time will be charged per minute to the reservation at a rate of DOUBLE the original rate. The user will be expected to monitor their rental without having to be told by staff that time has expired.
	9. User shall be permitted to use only the areas, which are designated at the time the reservation is reserved. User shall not do or permit to be done, in or upon any portion of the Center or its premises, anything that will obstruct or interfere with the rights of the other users of the building. At no time shall a User sub-lease or assign its reservation to another individual, group, or organization.
	10. Reservations involving alcohol require the presence of an off-duty police officer. The user is responsible for all fees associated with this cost. The applicant shall fill out an Off Duty Request Form and receive a call from the CPD's Off-Duty Coordinator to coordinate a CPD officer for the event, at the hourly rate approved by the city. In the event that CPD is unavailable to schedule an officer, the Manager shall provide the applicant with a list of approved jurisdictions authorized to work off duty at City events or facilities. Applicants may not bypass the above process. Alcoholic beverages must remain in the authorized area. Violation of these provisions shall result in forfeiture of the rental deposit and prevent future rentals.
	11. Smoking and other tobacco uses are prohibited inside the building or within 50 feet of public entries.
	12. The Recreation Center may be used for political activities if and only if the event is not involved with fundraising. Political literature and other printed or recorded materials may not be distributed to other facility users.

# Youth Events

Youth events are defined as those that have a primary participation base of attendees ages 13-

20. All youth events will require security arranged through the Crowley Police Department and approved by the Recreation Manager 14 days prior to the event. The Recreation Department and Crowley Police Department will determine event security requirements. All fees and charges are the responsibility of the contract holder.

# Entertainment

* 1. Appropriate music is allowed during rental events unless staff determines that it is offensive, explicit or excessively loud. Center management will have the final decision as to appropriateness.
	2. Disc jockeys, string quartets, and bands will be allowed during the rental time. Arrangements for these activities must be approved by the Recreation Manger at least five days prior to the event. The contract holder must disclose the name of the person or persons involved with the entertainment.
	3. Fog, smoke and bubble machines are prohibited within the recreation facility.

# Eligibility for Use of Facilities and Equipment

* 1. Reservations will be accepted from persons 21 years of age or older.
	2. An adult chaperone is required for every 20 guests under 21 years of age. Chaperones must be present at the facility before it is opened for the activity and must remain throughout the entire function.

# Requirements\*

* 1. Persons requesting a reservation will complete and submit a Recreation Center Rental Request form 14 days prior to requested rental date. The completed application must be returned to the Recreation Center with the deposit. The application is then approved after management has determined that the activity and other requests are suitable for the area being requested. **A damage deposit (payable by cash or credit card only) is required on all rentals. Upon completion of the rental, if the user has remained in compliance with their Center Use Agreement, the deposit will be refunded to the renter at the address provided. Refund is subject to any remaining balance due on household. Deposits paid with cash will be refunded by a check from the City Finance Department, allow 7 to 10 business days for refund processing and mailing. Deposits paid with credit card will be refunded back to same credit card if allowed by system.**

# Fees

* 1. An additional fee of $25.00 per hour will be added to the standard fee for after-hour rentals.
	2. The City of Crowley does not provide individual or group discounts based on membership status.
	3. City rental facilities are not available for regularly scheduled or recurring weekly or monthly events or activities unless approved by the Director of Community Services.
	4. Registered nonprofits may schedule up to FOUR half price rentals per calendar year. The four total discounted rentals includes at any city facilities. These organizations are then required to pay the regular rate for future facility rentals within that calendar year. Proof of 501c status shall be presented at time of reservation.
	5. All fee waivers must be approved by the Director.

# Security

* 1. Staff shall reserve the right to determine whether security shall be required during a scheduled activity and, in collaboration with the Crowley Police Department, shall determine the level of security required for events.
	2. Facility staff shall make all necessary arrangements for security, with the understanding that the User shall be responsible for all such expenses. If User refuses to assume the cost of such police security, then the reservation shall be subject to cancellation and forfeiture of deposit. Staff shall determine the ratio of officers to participants for most activities.
	3. Youth events (dances, parties or similar events) may require additional security and control measures.

# Conflicts and Exclusions

* 1. The Recreation Department reserves the right to refuse or cancel any rental request should the event present a conflict with the Mission of the Recreation Department.
	2. The Recreation Department reserves the right to cancel a rental request upon violation of facility use policies. Rentals fees and damage deposits could face forfeiture and refusal of any future rentals depending on the nature of the violation(s).
	3. The City reserves the right to refuse service to any guests or individuals exhibiting unacceptable behavior.
	4. Rental of space within the Recreation Center does not infer exclusive use of the entire facility.
	5. Facility use rules and regulations are established to protect users, staff and city property.

# Misrepresentation

* 1. The City of Crowley reserves the right to withhold a portion or all of the security deposit or rental fees. City officials may shut down an event if the contract holder has misrepresented information on the facility use agreement or on other documents provided as part of the rental agreement.

Examples of misrepresentation include but are not limited to:

* + - Failure to disclose the true nature of the activity or sponsor
		- Failure to arrange adequate security
		- Exceeding space capacity or the number of participants agreed to on the rental contract
		- Selling of merchandise and/or services without a permit
		- Charging admission fees without a permit.

**XII. Rental Cancellations and Payment Policy:**

1. Customers who have to cancel an event will have the option of rebooking their event. If the event cannot be rescheduled, the contract holder is subject to the following:
	* Rentals cancelled 45 calendar days or more prior to scheduled event will receive 100% of the deposit.
	* Rentals cancelled 44 - 15 calendar days prior to scheduled event will receive 50% of the deposit.
	* Rentals cancelled 14 calendar days or less prior to the event date will forfeit all the deposit

Refunds are subject to any remaining balance due on household. All damage deposits will be processed for refund within ten business days of the rental or cancellation.

Deposits paid with cash will be refunded by check from the City Finance Department and mailed to the renter. Deposits paid with credit card will be refunded back to same credit card if allowed by system.

1. Rental fees and deposits can only be paid by cash, check, and credit card.
	* All amendments to the contract must be made at least two weeks in advance.
	* Rental must be paid in full 10 days before rental or the booking and deposit will be forfeited.
	* Late fee penalty: Additional time will be charged per minute at a rate of double the original rate. The fee will be deducted from the deposit.

By signing below, I acknowledge that I have received and read the Facility Use Policies and Procedures and Rental contract for the Crowley Recreation Center.

Signature Date

Print Name