



Crowley Recreation Center
 405 South Oak Street
 Crowley, TX 76036
 (817) 297-2201 Ext 7000/7010

| | | | | | |
|--------------|--|--------------------|------------------------|------------|-----|
| Today's Date | | Renter's Last Name | | First Name | |
| Address | | | City | | Zip |
| Phone Number | | | Alt. Phone Number | | |
| Email | | | Event Contact/Relation | | |

EVENT INFORMATION (Deposit due when room is reserved, balance is due 10 business days prior to event.)

Event Date: _____ **(Maximum Room Occupancy 150)**
 Purpose of banquet room rental: _____
 # of guests expected: _____ # of Tables: _____ # of Chairs: _____
 Rental Time From: _____ To: _____ # of Hours: _____

- | | |
|--|---|
| <p>Resident:</p> <p><input type="checkbox"/> One Room (\$50/hr) Deposit \$100, Seating for 50 people</p> <p><input type="checkbox"/> Two Rooms (\$75/hr) Deposit \$200, Seating for 100 people</p> <p><input type="checkbox"/> Three Rooms (\$100/hr) \$ _____</p> <p><input type="checkbox"/> Deposit \$300, Seating for 150 people</p> <p><input type="checkbox"/> Dance Floor (12 x 12) Fee: <u>\$145.00</u></p> | <p>Non-Resident:</p> <p><input type="checkbox"/> One Room (\$70/hr) \$ _____</p> <p><input type="checkbox"/> Two Rooms (\$95/hr) \$ _____</p> <p><input type="checkbox"/> Three Rooms (\$120/hr)</p> <p><input type="checkbox"/> After Hours Fee (\$10 per hr.) Fee: _____</p> |
|--|---|

(Rental after 9 p.m. M-F or after 4 p.m. Sat)

Total Amount: _____

KITCHEN (only available with rental of gym/banquet room)

Rental Time From: _____ to _____ # of Hours _____ x \$20/hr. Total Amount: _____

RESERVATION AND PAYMENTS

*Deposit Amount: \$ _____ Method: _____ Cash _____ Check _____ (Deposit returned within 5-7 business days by check via mail) _____ Credit Card (Deposit returned to CC within 2-3 business days)

Payment Amount for Rental Use Fee: \$ _____ **Alcohol Present: _____ Yes _____ No *See section (d)**

CHECKLIST FOR RETURN OF DEPOSIT – TO BE INITIALED BY CRC STAFF ATTENDANT

- | | |
|---|--|
| <p><input type="checkbox"/> Trash emptied and taken to dumpster</p> <p><input type="checkbox"/> Floors Cleaned/ Vacuumed/ Mopped</p> <p><input type="checkbox"/> Walls are clear of permanent damage</p> <p><input type="checkbox"/> All audio & visual are undamaged and have been returned</p> <p><input type="checkbox"/> Renter has complied with all conditions of the Agreement</p> | <p><input type="checkbox"/> Fridge emptied and wiped out</p> <p><input type="checkbox"/> Bathrooms cleaned and picked up</p> <p><input type="checkbox"/> Chairs and Tables wiped off & clear of damage</p> <p><input type="checkbox"/> Renter has stayed within allotted use time</p> <p><input type="checkbox"/> Kitchen sink, counters, oven, stove are clean</p> <p><input type="checkbox"/> Chairs in stacks of 8 next to tables or against wall</p> |
|---|--|
- Are there any damages: ____ Yes ____ No
 If yes, please specify: _____

Signature of Renter/ Responsible Person (s)

Date

Print Name

Crowley Recreation Center Rules and Regulations

(a) **Room Rentals.** Room rentals are subject to availability & are taken on a first-come, first-served basis. Reservations must be made in person. **Deposit is due at time of reservation with the remaining balance to be paid no later than 10 business days prior to the reservation.**

(b) **Delivery/Pick-Up Times.** All activities involving the event, such as deliveries and pick-up of party rental equipment, food, and flowers, cannot be before your rental time begins and are to be picked up no later than the end of your rental time. If renters anticipate needing time before or after their event actually begins, then those hours must be paid for according to the Fee Schedule. Loading and unloading may be done in the back of the building in our loading/unloading zone. When loading/unloading is complete; renter must move all vehicles back to the front of the building. All vehicles left in fire lane zones can be ticketed.

(b) **Damage or Disruption of Property.** The renter is responsible for any damage to recreation center property while under the renters care. Any damage to property will result in loss of the renter's deposit. Any damage exceeding the rental deposit can, and will, be billed to the renter. Any event which causes a disruption to the facility, employees or members of the CRC by renter or any person of the renters event will result in the deposit being withheld.

(c) **Refuse and Trash.** No person shall leave any trash in the spaces they rent. Renters must dispose of all of their trash by putting it in the dumpster located behind the recreation center. A vacuum cleaner, brooms, mops, mop bucket, and other cleaning supplies are available for your use and will be brought to you along with the cleaning checklist 30 minutes prior to the end of your reservation time. Should these items be needed sooner please ask the front desk associate supervising your event.

(d) **Alcoholic Beverages.** For all activities in City property or facilities involving the consumption of alcoholic beverages, the person or group responsible for the reservation must pay for an off duty police officer to be present for their full rental time. The applicant shall first contact the Crowley Police Department's Off-Duty Coordinator Sgt. Tate at mtate@ci.crowley.tx.us at 817-297-2276 x 6505, who will in turn attempt to provide a City of Crowley officer for the event, at an hourly rate approved by the city. In the event no off duty Crowley officers are available to work the event, the Coordinator shall provide the applicant a list of approved jurisdictions authorized to work off duty at City events or facilities. An applicant may not bypass the above process and hire an officer from another jurisdiction or not in the approved list of jurisdictions. No alcoholic beverages shall be allowed outside of the building. Violations of these provisions shall result in forfeiture of the rental deposit.

(e) **Location.** All events must remain isolated to the rented spaces and bathroom facilities. The renter is responsible for ensuring their guests remain within the designated areas. All external doors will be locked after normal business hours to limit unauthorized access to the facility.

(f) **No Smoking.** The Crowley Recreation Center is a non-smoking facility including the use of electronic cigarettes. Smoking receptacles are available outside the back entrance within the banquet hall. Smoking outside the front entrance is permitted.

(g) **Decorations.** No ceiling or wall decorations are allowed in the banquet rooms. No push-pins, tacks or tape may be applied to walls, ceiling, chairs or tables.

(h) **Catering.** Outside catering is allowed for any event. The kitchen is available for use at an additional rate per hour. All renters will be required to contact the Recreation Center staff for kitchen use details and instructions. Renters need to schedule any food preparation and delivery time into their rental period.

(i) **Cancellation Policy**

- a. If notice of cancellation is given prior to 10 days of the reservation date, then half of the deposit and one half of the rental fees (if already paid) will be refunded.
- b. If notice of cancellation is given less than 10 days, then all of the deposit & the rental fees (if already paid) will be retained by the city.

(j) **Violations:** Violation of policies, procedures, and/or rules will result in the forfeiture of deposit. Future privileges and usage of the facility may also be affected. If significant damages occur, surpassing deposit amount, renter will be responsible for repayment or charges may be applied to the credit card provided with rental application. Damages include, but are not limited to, clean-up of tables, chairs, decorations, trash, extended rental time, and damage to furniture, equipment or the facility in any way.

Renter understands and agrees to hold harmless the City of Crowley, its agents and employees, from and against any and all claims, expenses, demands, judgments, and causes of action of every kind and character for personal injury, death, or damage to property, which could occur from or arise out of the activities or renters or its users. I have read and understand the rules and regulations governing the City of Crowley Recreation Center reservations. Renter also understands that the rules, regulations, and fees are subject to change without notice, as they are approved by City Council. Any changes, deletions or revisions to this agreement must be made in person and approved by all parties.

Signature of Renter _____

Date: _____

Printed Name: _____

