



Facility Rental Request Form

2017

PRIMARY CONTACT INFO AND/OR ORGANIZATION

Event is Being Sponsored by: INDIVIDUAL BUSINESS/ORGANIZATION Today's Date: _____

Contact Name*
First _____ Last _____

Company/Organization (If Applicable)
Name _____ Date of Birth _____

Contact Information
Address _____
City _____ State _____ Zip _____
Home _____ Work _____ Ext _____
Cell _____ Fax _____
Email _____

***Contact person must sign the associated contract, be the responsible party for the event and must be present on the day of the rental.**

EVENT INFORMATION

Requested Date: _____ Baby/Bridal Shower Birthday Party Set Up YES NO (\$50 fee)
Start Time: _____ Business Meeting Recital Break Down YES NO (\$50 fee)
End Time: _____ Wedding Reception Family/Social Gathering Expected Attendance _____

Time requested includes setup & breakdown/cleanup Other: _____ Will a Bounce House be present during rental? YES NO
Insurance is required if a bounce house will be present.

Will your reservation be after normal business hours? YES NO

Please note: All rentals that are reserved after normal business hours will be subject to an additional \$25 fee each hour.

Reoccurring Reservation? YES NO Begin Date: _____ End Date: _____ WEEKLY MONTHLY

Please provide reoccurring dates or details (if random or daily): _____

Please initial beside each disclosure, acknowledging and accepting each term.

Request Process

All requests are considered on a 'first come, first serve' approval basis. All Rental Requests are processed as they are received, allowing a minimum of **2 business days for approval or denial**; after which you will be notified via the telephone number provided on the form

Deposits

A deposit must be made in full to reserve the requested date(s), time(s) and location(s). **All deposits must be made within 7 days of the approval** notification contact; after which, if a deposit has **not** been made **in full**, the requested rental date(s), time(s) and location(s) will

After Hours

All facility rentals reserved after hours will be subject to an **additional hourly fee of \$25, per hour**, (per rental) for any time that falls after the facility's hours of business.

Recreation Center Business Hours:	MON - FRI 6:30AM - 9PM	SAT 9AM - 5PM	SUN CLOSED
Senior Center Business Hours:	MON - THU 8AM - 3PM	FRI 9AM - 3PM	SAT & SUN CLOSED

Payments

The total balance of the rental must be paid in full a **minimum of 7 days** from the requested event date. If payment in full is not made by this time, all reserved rentals are subject to cancellation without refund of the rental deposit.

Cancellations

Cancellations due to inclement weather and considerable unforeseen circumstances must be made with notification. All other cancellations must be in writing and submitted to the Recreation Center 7 days before the reserved rental. Cancellations that are not due to inclement weather or a considerable unforeseen circumstance will be subject to a \$15 refund fee.

Check Out Process

All facility areas must be returned and maintained in clean and operating order. All rentals are subject to a Check Out process in which a Recreation Center Staff member will go through a checklist ensuring all break down and cleaning has been done. All or some of the rental

Bounce Houses

Cases in which a bounce house is permitted at a rental location, the responsible party must provide a minimum of \$1,000,000 liability insurance coverage with the **City of Duncanville - Parks & Recreation** and the address of the rental location listed. This will be at the expense of the renter.

Refunds

Refunds are subject to a \$15 processing fee. As rental deposits are **not** considered refunds, they will be returned in full. Please allow 5 - 21 days for any payments or refunds.

Returned Funds

All returned checks or payments will be subject to payment in full in addition to a \$35 bank fee made with certified funds (i.e. money order or cash).

General Rules/Policies

No alcohol, red liquids or open flames are allowed at any of our indoor rental locations and some outdoor location. Finally, please maintain all amplified music to a reasonable level. All rental is subject to cancellation upon violation of these policies.

Date: _____ Signature _____

CONTINUE APPLICATION ON OTHER SIDE

RELEASE DATE: _____
 DENIED APPROVED PERMIT ENTERED
OFFICE USE ONLY:

FACILITY(IES) REQUESTED

DUNCANVILLE RECREATION CENTER

\$200 REFUNDABLE DEPOSIT REQUIRED

Refundable deposit not included in hourly rate.

CHECK ALL REQUESTS	MEETING ROOM TYPE	MAX CAP	DUNCANVILLE RESIDENT HOURLY RENTAL RATE*	NON-RESIDENT HOURLY RENTAL RATE*	AMT OF TABLES PROVIDED	ADDITIONAL TABLES REQUESTED		SPECIAL NEEDS Please provide info below
<input type="checkbox"/>	Conference Room	15	\$20.00	\$40.00	N/A			<input type="checkbox"/>
<input type="checkbox"/>	Aerobics Room	60	\$40.00	\$80.00	10	<input type="checkbox"/>	AMT	<input type="checkbox"/>
<input type="checkbox"/>	Teen Room	40	\$40.00	\$60.00	8	<input type="checkbox"/>	AMT	<input type="checkbox"/>
<input type="checkbox"/>	Meeting Room #1	25	\$25.00	\$40.00	5	<input type="checkbox"/>	AMT	<input type="checkbox"/>
<input type="checkbox"/>	Meeting Room #2	25	\$25.00	\$40.00	5	<input type="checkbox"/>	AMT	<input type="checkbox"/>
<input type="checkbox"/>	Meeting Room #3	25	\$25.00	\$40.00	5	<input type="checkbox"/>	AMT	<input type="checkbox"/>
<input type="checkbox"/>	Kitchen	N/A	\$15.00	\$25.00	N/A			<input type="checkbox"/>
<input type="checkbox"/>	Half Gym Rental	175	\$55.00	\$65.00	30	<input type="checkbox"/>	AMT	<input type="checkbox"/>
<input type="checkbox"/>	Full Gym (Approval Required)	350	\$110.00	\$125.00	60	<input type="checkbox"/>	AMT	<input type="checkbox"/>
<input type="checkbox"/>	Full Facility (Approval Required)	700	APPROVAL REQUIRED	APPROVAL REQUIRED	TBD	<input type="checkbox"/>	AMT	<input type="checkbox"/>

The maximum capacity will determine the amount of chairs provided for your rental.

D.L. HOPKINS SENIOR CENTER

\$250 REFUNDABLE REQUIRED

Refundable deposit not included in hourly rate.

CHECK ALL REQUESTS	MEETING ROOM TYPE	MAX CAP	DUNCANVILLE RESIDENT HOURLY RENTAL RATE*	NON-RESIDENT HOURLY RENTAL RATE*	AMT OF TABLES PROVIDED	ADDITIONAL TABLES REQUESTED		SPECIAL NEEDS Please provide info below
<input type="checkbox"/>	Parkview Room	150	\$100.00	\$150.00	20	<input type="checkbox"/>	AMT	<input type="checkbox"/>
<input type="checkbox"/>	Northside Room	100	\$75.00	\$100.00	TBD	<input type="checkbox"/>	AMT	<input type="checkbox"/>

The maximum capacity will determine the amount of chairs provided for your rental.

DUNCANVILLE PARKS

\$100 REFUNDABLE DEPOSIT REQUIRED

Refundable deposit not included in hourly rate.

CHECK ALL REQUESTS	PARK FACILITY	DUNCANVILLE RESIDENT HOURLY RENTAL RATE*	NON-RESIDENT HOURLY RENTAL RATE*	ELECTRIC PROVIDED	GRILL PROVIDED	RESTROOMS PROVIDED	SPECIAL NEEDS Please provide info below
<input type="checkbox"/>	Armstrong Park - Pavilion	\$50.00	\$70.00	✓	⊗	✓	<input type="checkbox"/>
<input type="checkbox"/>	Armstrong Park - Amphitheater	\$60.00	\$120.00	✓	⊗	✓	<input type="checkbox"/>
<input type="checkbox"/>	Armstrong Park - Gazebo	\$20.00	\$40.00	✓	⊗	✓	<input type="checkbox"/>
<input type="checkbox"/>	Chris Paris Park - Pavilion	\$10.00	\$20.00	⊗	✓	⊗	<input type="checkbox"/>
<input type="checkbox"/>	Harrington Park - Pavilion SM	\$20.00	\$40.00	⊗	✓	✓	<input type="checkbox"/>
<input type="checkbox"/>	Harrington Park - Pavilion LG	\$30.00	\$50.00	✓	⊗	✓	<input type="checkbox"/>
<input type="checkbox"/>	Red Bird Park - Pavilion	\$30.00	\$50.00	✓	✓	✓	<input type="checkbox"/>
<input type="checkbox"/>	Lakeside Park - Pavilion	\$30.00	\$50.00	✓	✓	✓	<input type="checkbox"/>
<input type="checkbox"/>	Lakeside Park - Field 1	\$15.00	\$30.00				<input type="checkbox"/>
<input type="checkbox"/>	Lakeside Park - Field 2	\$15.00	\$30.00				<input type="checkbox"/>
<input type="checkbox"/>	Lakeside Park - Football Field	\$15.00	\$30.00				<input type="checkbox"/>
<input type="checkbox"/>	Lakeside Park - Field Lights	\$15.00	\$30.00				<input type="checkbox"/>
<input type="checkbox"/>	Lakeside Park - Volleyball (rented w/Pavilion)	\$10.00	\$20.00				<input type="checkbox"/>
<input type="checkbox"/>	Lakeside Park - Volleyball (rented w/Pavilion)	\$5.00	\$10.00				<input type="checkbox"/>
<input type="checkbox"/>	Lakeside Park - Basketball (rented w/Pavilion)	\$10.00	\$20.00				<input type="checkbox"/>
<input type="checkbox"/>	Lakeside Park - Basketball (rented w/Pavilion)	\$5.00	\$10.00				<input type="checkbox"/>

Special Needs Information:

Date: _____ Signature: _____