



# Facility Rental Request Form

## 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) Please initial to confirm break down/set up.  
 Start Time: \_\_\_\_\_  Business Meeting  Recital Break Down YES NO (\$50 fee)  
 End Time: \_\_\_\_\_  Wedding Reception  Family/Social Gathering Expected Attendance \_\_\_\_\_ Initial \_\_\_\_\_  
 Time requested must include 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):  
 \*reoccurring dates may only be done month by month for 3 months at a time.

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 submitted.
- Deposits**  
A deposit must be made in full to reserve the requested date(s), time(s) and location(s). **All deposits must be made in full the day of rental request, rental request will not be complete if deposit cannot be made.**
- 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.

<b>Recreation Center Business Hours:</b>	<b>MON - FRI 6:30AM - 9PM</b>	<b>SAT 9AM - 5PM</b>	<b>SUN CLOSED</b>
<b>Senior Center Business Hours:</b>	<b>MON - THU 8AM - 3PM</b>	<b>FRI 9AM - 3PM</b>	<b>SAT &amp; SUN CLOSED</b>

- 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 deposit may be retained if a reservation is left in an unfavorable condition.
- 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. Staff Initial: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

OFFICE USE ONLY: PERMIT ENTERED  APPROVED  DENIED  RELEASE DATE:

FACILITY(IES) REQUESTED								
DUNCANVILLE RECREATION CENTER								
<b>\$200 REFUNDABLE DEPOSIT REQUIRED</b>								
<i>Refundable deposit not included in hourly rate.</i>								
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 <small>Please provide info below</small>
<input type="checkbox"/>	Conference Room	15	\$25.00	\$45.00	N/A			<input type="checkbox"/>
<input type="checkbox"/>	Aerobics Room	60	\$45.00	\$90.00	10	<input type="checkbox"/>	AMT	<input type="checkbox"/>
<input type="checkbox"/>	Teen Room	40	\$55.00	\$85.00	8	<input type="checkbox"/>	AMT	<input type="checkbox"/>
<input type="checkbox"/>	Meeting Room #1	25	\$40.00	\$55.00	5	<input type="checkbox"/>	AMT	<input type="checkbox"/>
<input type="checkbox"/>	Meeting Room #2	25	\$40.00	\$55.00	5	<input type="checkbox"/>	AMT	<input type="checkbox"/>
<input type="checkbox"/>	Meeting Room #3	25	\$40.00	\$55.00	5	<input type="checkbox"/>	AMT	<input type="checkbox"/>
<input type="checkbox"/>	Kitchen	N/A	\$20.00	\$30.00	N/A			<input type="checkbox"/>
<input type="checkbox"/>	Half Gym Rental	175	\$55.00	\$60.00	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								
<b>\$250 REFUNDABLE REQUIRED</b>								
<i>Refundable deposit not included in hourly rate.</i>								
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 <small>Please provide info below</small>
<input type="checkbox"/>	Parkview Room *After Hrs Fee Included	150	\$135.00*	\$190.00	20	<input type="checkbox"/>	AMT	<input type="checkbox"/>
<input type="checkbox"/>	Northside Room *After Hrs Fee Included	80	\$110.00*	\$165.00	TBD	<input type="checkbox"/>	AMT	<input type="checkbox"/>

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

DUNCANVILLE PARKS								
<b>\$100 REFUNDABLE DEPOSIT REQUIRED</b>								
<i>Refundable deposit not included in hourly rate.</i>								
CHECK ALL REQUESTS	PARK FACILITY	DUNCANVILLE RESIDENT HOURLY RENTAL RATE*	NON-RESIDENT HOURLY RENTAL RATE*	ELECTRIC PROVIDED	GRILL PROVIDED	RESTROOMS PROVIDED	SPECIAL NEEDS <small>Please provide info below</small>	
<input type="checkbox"/>	Armstrong Park - Pavilion	\$50.00	\$75.00	✓	⊗	✓	<input type="checkbox"/>	
<input type="checkbox"/>	Armstrong Park - Amphitheater	\$80.00	\$150.00	✓	⊗	✓	<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 (Tables)	\$20.00	\$40.00	⊗	✓	✓	<input type="checkbox"/>	
<input type="checkbox"/>	Harrington Park - Pavilion LG (No Tables)	\$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 (New pavilion not available)	\$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 (Request requires lights) Field lights require added fee to be turned on.	\$15.00	\$30.00				<input type="checkbox"/>	
<input type="checkbox"/>	Lakeside Park - Volleyball	\$10.00	\$20.00				<input type="checkbox"/>	
<input type="checkbox"/>	Lakeside Park - Basketball	\$10.00	\$20.00				<input type="checkbox"/>	

All rentals who charge an entrance fee or sell concessions will be required to apply for a special events permit. In order to submit an application the renter is required to pay an amount of \$100.  
No Red Liquids will be allowed to be served in any rental space of the facility. Staff Initials: \_\_\_\_\_

Special Needs Information:

Date: \_\_\_\_\_ Signature: \_\_\_\_\_