



# DUNCANVILLE RECREATION CENTER

## RENTAL REQUEST FORM

<b>Recreation Center Business Hours</b>	Mon-Fri 6:30am – 9pm	Saturday 9am-5pm	Sunday CLOSED
<b>Senior Center Business Hours</b>	Mon-Thurs 8am – 3pm	Friday 9am-3pm	Sat & Sun CLOSED

### RESERVATION REQUIREMENTS

- Proof residency for residential rates (i.e., driver’s license or utility bill from City of Duncanville)
- Made at least **7 days** in advance in person at the Duncanville Recreation Center and any changes requested at least **4 days** in advance
- Deposit due day of rental request submission
- 2 separate deposits required for more than 1 room being rented on the same day at different locations
- Reoccurring reservations allowed for a period of 3 months at which point you can reapply after a period of 6 months

### PRIMARY CONTACT INFORMATION

<b>Full Name:</b>		<b>Company/Organization:</b>	
<b>Date of Birth:</b>		<b>Email:</b>	
<b>Address:</b>		<b>Cell Number:</b>	
<b>City:</b>		<b>State/Zip:</b>	

Contact person must sign the associated contract, be the responsible party for the event, and be the one in communication with the Recreation attendant. They must also be present on the day of the rental.

### EVENT INFORMATION

<b>Requested Date(s):</b>		<b>Staff set-up? (+ \$50 fee)</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Start Time:</b>		<b>Staff breakdown? (+ \$50 fee)</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>End Time:</b>		<b>Bounce house present? *Insurance required</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Type of Event:</b>		<b>Number of chairs:</b>	
<b>Expected Attendance:</b>		<b>Number of tables:</b>	

### RULES & REGULATIONS

<b>Request process</b>	All requests are considered on a first come first serve basis.
<b>Deposits</b>	<b>Deposits must be made in full</b> the day of the rental request. Reservation will not be held without a deposit.
<b>After Business Hours</b>	All facility rentals reserved after business hours will be subject to an additional hourly fee of <b>\$25 per hour</b> .
<b>Payments</b>	The total balance of the rental must be paid in full a minimum of 7 days before the requested date. Payments not made in full by this time are subject to cancellation without refund of the rental deposit.
<b>Cancellations</b>	Cancellations due to inclement weather and considerable unforeseen circumstances require a cancellation form to be filled out at the Recreation Center. All other cancellations will be subject to a <b>\$15 fee</b> .
<b>Refunds</b>	Refunds are subject to a <b>\$15 processing fee</b> . Deposits will be returned in full, but this can take <b>2-3 days to process</b> . Cash and checks can take 5-21 business days.
<b>Returned Checks</b>	All returned checks or payments will be subject to payment in full in addition to a <b>\$35 bank fee</b> made with certified funds.
<b>Bounce Houses</b>	In cases where a bounce house is permitted at a rental location, the responsible party must provide a minimum of <b>1,000,000 liability insurance</b> coverage with the City of Duncanville Parks and Recreation added to the policy. This will be at the expense of the renter. All bounce houses at any Duncanville Park <b>must provide their own source of electricity</b> (generators etc.)
<b>Tents</b>	For guidelines/permits contact the fire department – Steve Wakeland or Pam McCallister. (817-780-5047)
<b>Food/Alcohol</b>	To arrange for alcohol on the premises, a bartender must obtain a TABC Alcohol permit (tabcpermit.com) and a security guard must be present at the event. Renters will otherwise be subject to fines up to <b>\$200</b> for each offense (see Duncanville Ordinance No. 2248, Sec. 12-205). For other food guidelines/permits contact the Health Inspector – Tammy Island. (972-780-4963)
<b>General Rules/Policies</b>	No access to location before or after purchased rental time. No red liquids, nothing taped to walls, or open flames are allowed in any of our indoor rental locations. No alcohol and/or open flames are allowed at our parks (permanent grills are provided.) Please maintain all amplified music to a reasonable level. Any rental is subject to cancellation upon violation of these policies.
<b>Check Out Process</b>	All facility areas must be returned and maintained in clean and operating order. All rentals are subject to a check out process and all or some of the rental deposit may be retained if a reservation is left in an unfavorable condition.
<b>AV Equipment</b>	The Recreation center does not provide AV/sound system devices or equipment such as microphones, speakers, etc.

*\*Please initial beside each disclosure, acknowledging and accepting each term. A copy of this application must be present the day of rental should a city employee request verification*

**DUNCANVILLE RECREATION CENTER**

*\$200 REFUNDABLE DEPOSIT REQUIRED \*Refundable deposit not included in hourly rate*

*\$250 REFUNDABLE DEPOSIT REQUIRED (for gym rentals only)*

CHECK ALL REQUESTS	MEETING ROOM TYPE	MAX CAP	DUNCANVILLE RESIDENT HOURLY RENTAL RATE	NON-RESIDENT HOURLY RENTAL FEE	AMOUNT OF TABLES PROVIDED	ADDITIONAL TABLES REQUESTED
<input type="checkbox"/>	Teen Room	40	\$55	\$85	10	AMT:
<input type="checkbox"/>	AV Equipment (Meeting Rooms)	--	\$50 flat	\$50 flat	--	AMT:
<input type="checkbox"/>	Meeting Room #1	25	\$40	\$55	5	AMT:
<input type="checkbox"/>	Meeting Room #2	25	\$40	\$55	5	AMT:
<input type="checkbox"/>	Meeting Room #3	25	\$40	\$55	5	AMT:
<input type="checkbox"/>	Kitchen	--	\$20	\$30	--	AMT:
<input type="checkbox"/>	Half Gym Rental	175	\$55	\$60	30	AMT:
<input type="checkbox"/>	Full Gym (Approval required)	350	\$110	\$125	60	AMT:
<input type="checkbox"/>	Full Facility (Approval required)	700	NEED APPROVAL	NEED APPROVAL	TBD	AMT:

**D.L. HOPKINS SENIOR CENTER**

*\$250 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 FEE	AMOUNT OF TABLES PROVIDED	ADDITIONAL TABLES REQUESTED
<input type="checkbox"/>	Parkview Room <i>*After hours fee included</i>	150	\$135	\$190	TBD	AMT:
<input type="checkbox"/>	Northside Room <i>*After hours fee included</i>	80	\$110	\$165	TBD	AMT:

**DUNCANVILLE PARKS**

*\$100 REFUNDABLE DEPOSIT REQUIRED \*Refundable deposit not included in hourly rate*

CHECK ALL REQUESTS	MEETING ROOM TYPE	WITH PAV RES	PAV NON-RES	DUNCANVILLE RESIDENT HOURLY RENTAL RATE	NON-RESIDENT HOURLY RENTAL FEE	ELECTRIC PROVIDED	GRILL PROVIDED	RESTROOMS PROVIDED
<input type="checkbox"/>	Armstrong Park Pavilion			\$50	\$75	✓	✗	✓
<input type="checkbox"/>	Armstrong Park Amphitheater			\$80	\$150	✓	✗	✓
<input type="checkbox"/>	Armstrong Park Gazebo			\$20	\$40	✓	✗	✓
<input type="checkbox"/>	Armstrong Lions Baseball			\$15	\$30			
<input type="checkbox"/>	Armstrong Lions Lights			\$15	\$30			
<input type="checkbox"/>	Chris Paris Park Pavilion			\$10	\$20	✗	✓	✗
<input type="checkbox"/>	Harrington Park Pavilion SM			\$20	\$40	✗	✓	✓
<input type="checkbox"/>	Harrington Park Pavilion LG			\$30	\$50	✓	✗	✓
<input type="checkbox"/>	Red Bird Park Pavilion			\$30	\$50	✓	✓	✓
<input type="checkbox"/>	Lakeside Park Small Pavilion			\$30	\$50	✓	✓	✓
<input type="checkbox"/>	Lakeside Park Large Pavilion			\$50	\$75	✓	✓	✓
<input type="checkbox"/>	Lakeside Park Field 1			\$15	\$30			
<input type="checkbox"/>	Lakeside Park Field 2			\$15	\$30			
<input type="checkbox"/>	Lakeside Park Football Field			\$15	\$30			
<input type="checkbox"/>	Lakeside Park Field Lights			\$15	\$30			
<input type="checkbox"/>	Lakeside Park Volleyball	\$10	\$20	\$5	\$10			
<input type="checkbox"/>	Lakeside Park Basketball	\$10	\$20	\$5	\$10			
<input type="checkbox"/>	Game Prep for Fields			\$40 flat rate	\$40 flat rate			

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_