

Policies for Rental of The Colony Recreation Center

Reservation Procedure

Approval of all requests will be contingent upon Recreation Center staffing availability. Requests must be made a minimum of two weeks from the date of the rental. A City employee will be scheduled to be on duty during all activities. Depending on the size and nature of the event, more than one building supervisor may be required at an additional fee. The facility will only be available for use during hours that will not conflict with Parks and Recreation Department scheduled programs or activities.

There will be a \$200 maintenance deposit required for all groups/organizations renting The Colony Recreation Center. The money will only be deposited by the City for the repair of any damages, misuse or neglect of the facility during that organization's usage. If damages exceed the amount of the deposit, it is the responsibility of the renting party to pay the additional cost of repairs.

Reservations are not secured until full payment has been received. Failure to pay will result in rental cancellation.

Reservation requests will be handled on a case by case basis, and may require a written request be made to the Director of Parks and Recreation or an appearance before the Parks and Recreation Board.

Fee Schedule

Gym Rental - 1/2 Court (during hours)

\$25/hr

Gym Rental - Full Court (during hours)

\$50/hr.

Activity Room Rental

\$15/hr.

Activity Room Birthday Party Rental

\$30/hr.

Gym Rental (after hours)

\$60/hr.

Activity Room Rental (after hours)

\$40/hr.

Recreation Center Building Rental (after hours)

\$80/hr.

Rental Requirements

Depending on the nature of the event, the Parks and Recreation Department reserves the right to require an off duty police officer be present and be paid by the renting party. Events of 100+ people require an off duty police officer, paid by the renting party. Events of 150 – 200 may require 2 off duty officers. Officers charge \$30+ per hour. A minimum of 2 weeks notice is required. Contact Capt. Chris Chandler at 972-625-1887.

Youth oriented events (ages 18 and under) require adult chaperones at the ratio of one adult for every 15 youth attending. A chaperone list must be provided including names and telephone numbers one week prior to rental.

Depending on the nature of the event, the City reserves the right to require liability insurance covering the event and naming the City of The Colony as additional insured.

Cleaning the Facility

Clean up of the facility is the responsibility of the renting party. The facility must be cleaned and equipment replaced to its original condition ready for the next reservation. The responsible party must review the condition of the facility with the PARD attendant prior to and after the function.

Patrons are responsible for cleaning facility entries and restrooms. Litter created by a reservation must be removed from the facility.

Food Preparation

Any food preparation on site will require a Health Permit be obtained from the Inspections Department at the expense of the renting party.

Building/Equipment & Damage Fees

Damages must be reported to the Recreation Center employee immediately, whether they are caused by accident, mischief, vandalism, or an act of nature. Rental of the entire facility will exclude the use of the fitness center, racquetball court #2, and the locker rooms.

Equipment may not be removed from the facility

The City of The Colony will not be responsible for items left in the building by groups using it.

Alcoholic Beverages & Smoking

No smoking or alcohol consumption is allowed on the premises.

Decorations

Interior painted walls are not to be decorated. Nails and pins may not be used to hang decorations. Evidence of decorations will result in assessment of fees incurred, based on the time needed to clean or repair the affected areas.

Admission Fee and Other Charges

Reservations must not include admissions, collection or solicitation of products fees.

Cancellation Fees:

A 20% fee will be charged for cancellations. Cancellations made within 48 hours are not eligible for refund

**RENTAL AGREEMENT
THE COLONY RECREATION CENTER**

1. We shall pay all of our rental fees and maintenance deposits as required, in a timely manner.
2. We understand that until all rental fees and deposits are paid, the reservation is not confirmed.
3. We shall be financially responsible for any damages, misuse, or neglect for the facility that occur during our rental of the building.
4. We shall properly clean the facility at the conclusion of our rental (including floors, tables and chairs, restrooms, etc.)
5. We agree to limit our activities to our scheduled time periods. All necessary set up and clean up time must be reserved and paid for.
6. We shall return tables and chairs to their proper locations at the conclusion of the event.
7. We will report any problems or damages that occur during our usage to the building supervisor immediately upon discovery.
8. We agree to exercise care and concern at all times when using the facility, and will not disturb or utilize items or equipment without prior consent.
9. We understand the City of The Colony accepts no liability for any damage to persons arising from use to The Colony Recreation Center, and any persons or organizations using said facility must agree herewith.
10. We will not allow smoking or alcohol consumption in the facility at any time during our utilization.
11. City ordinance prohibits use of candles or any device that requires flame.
12. We have received, read, and fully understand the policies and guidelines for rental of The Colony Recreation Center, and agree to abide by those rules.

I have read and understand the policies for rental of The Colony Recreation Center and by signing the agreement below, I accept responsibility on behalf of me and the members of my organization or party to abide by the rules and conditions set forth for the use of The Colony Recreation Center.

Name:			Phone:		
Address:		City:		State:	Zip:
Type of Function (be specific):		Approved by:		Date:	
Date of Rental:		Time of Rental:	Area of Rental:		Cost of Rental:
Estimated Attendance:	Deposit Return Received by:			Date:	
Special Instructions:					
Signed:				Date:	