



Date Received: _____
 Received By: _____
 Deposit Refund Date: _____

CITY OF CARROLLTON PARD - RESERVATION APPLICATION

THIS NAME AND ADDRESS IS WHERE REFUNDS WILL BE SENT – MAKE SURE IT IS COMPLETE AND CORRECT

Name/Organization _____ Date of Birth _____
 Address _____ Apt# _____ City _____ Zip _____
 Phone # (Home) _____ (Work) _____ (Cell) _____
 Room/Facility: _____ Date of Function: _____
 Time _____ until _____ Type of Function: _____ # of Guests _____

Tables

Chairs

Kitchen _____ # of 72" round _____ # of 6' rectangle _____ # of Chairs _____
 Time _____ until _____ # of 48" round _____ # of 5' rectangle _____

Amphitheater, Gazebo, Mary Heads Pavilion

Facility:	Deposit:	Resident/Non-Resident Fee:	Key Required?
Amphitheater	\$100	\$20/\$30 per hour	(Y) # _____ (to be picked up and returned to the recreation center)
Gazebo	\$100	\$25/\$35 per hour	(N)
Mary Heads Carter Pavilion	\$100	\$50/\$60 per hour	(N)

Rosemeade Recreation Center

Area:	Deposit:	Resident/Non-Resident Fee:	Max Occupancy:	Size:
Room A	\$100	\$15/\$25 per hour	25	20x27
Room B/C	\$100	\$15/\$25 per hour	38	24x30
Room D	\$100	\$15/\$25 per hour	15	24x15
Gym A/B half court	\$100	\$25/\$40 per hour	125	72x48
Gym A/B full court	\$100	\$50/\$65 per hour	250	72x96
Dance Room	\$100	\$75/\$105 per hour	70	66x58
Entire Facility (after hours only)	\$250	\$250/\$300 per hour	1000	

Crosby Recreation Center

Area:	Deposit:	Resident/Non-Resident Fee:	Max Occupancy:	Size:
Broadway Room	\$100	\$15/\$25 per hour	51	32x24
Pioneer Room	\$100	\$15/\$25 per hour	51	32x24
Elm Fork Room	\$100	\$50/\$70 per hour	130	59x35
Trinity Room	\$150	\$75/\$105 per hour	200	56x56
Hutton Room	\$100	\$15/\$25 per hour	15	19x12
Gym A half court	\$100	\$25/\$40 per hour	125	72x48
Gym A full court	\$100	\$50/\$65 per hour	250	72x96
Entire Facility (after hours only)	\$250	\$250/\$300 per hour	500	
Service Kitchen		\$25/35 per hour		
Elm Fork Kitchen		\$25/35 per hour		

Josey Ranch Lake Senior Center (after hours rentals only and does not include after hour staff fees)

Area:	Deposit:	Resident/Non-Resident Fee:	Max Occupancy:	Size:
Texas Room – 3 hr min	\$250	\$150/\$210 per hour	500	55x95
Texas Room A– 3 hr min	\$100	\$50 /\$70 per hour	165	55x30
Texas Room B– 3 hr min	\$150	\$100/\$140 per hour	335	55x65
Blue Bonnet Room	\$100	\$25/\$35 per hour	40	31x21
Lone Star Room	\$100	\$25/\$35 per hour	54	31x27
Tumbleweed Room	\$100	\$15/\$25 per hour	20	31x15
Add Kitchen to rental		\$25/\$35per hour		

*After hour rentals are pending staff availability at the rate of \$25 per hour per staff with a minimum of two staff present.
 **Max occupancy of rooms is calculated with auditorium style seating. Use of tables reduces the space and amount of occupancy.

List the names, addresses and phone # of (2) responsible parties who will be present during the entire rental and can speak for renter.

1. _____
 2. _____

*Please bring copy of reservation to your rental.
 If any problems arise, you may call Police Dispatch at 972-466-3333.*

FACILITY RESERVATION POLICY

APPLICANT GRANTED THIS RESERVATION AGREES TO ABIDE BY THE FOLLOWING:

BASIC RENTAL INFORMATION - Designated city facilities are available for social, civic, business, cultural, recreational, or charitable purposes. Reservations will be accepted from adults 21 years or older. A rental application form must be completed. Reservations can be scheduled up to three months (90 days) in advance. City programs and events hold priority over rentals in facility scheduling. Reservations will be made only after the renter has read, agreed to abide by, and signed this policy, and paid the security deposit and rental fees. Rental meetings must be open to the public without regard to race, age, sex, religion, national origin, political affiliation, or disabilities. Attendance is limited by the capacity of the rooms as established by the Building Code and the Fire Marshall. Reservations are taken on a first-come basis. City staff is permitted the authority to determine unacceptable behavior of individuals while on the premises, with the right to cancel reservations or request an offender to leave. Future use shall be denied those violating City Ordinance and Policies.

DEPOSIT - Cash, credit card, check or money order for deposit is required. The security deposit is a separate fee and is deposited. If paid by check, the deposit is refundable 30 days after the date of purchase when all conditions of the reservation are met. Checks will not be accepted within 30 days of rental date. Other forms of payment will be processed for refund within a week after the event. Reserved area must be left in a clean condition and without any damage by renter. If these conditions are not met the renter forfeits their deposit. If damages occur beyond the deposit, renter will be held responsible for the difference.

CHARGING FEES/SALES - Use of a facility for financial gain is prohibited. No admittance fee or any other charge for attendance may be attached to any function. No part of the city premises may be used for money raising activities unless the renter has pledged the proceeds to a charitable or public service program. The City has the authority to audit the renter's financial books or to require a financial statement. It is unlawful to sell or offer for sale any food, drinks, confections, merchandise, or services, unless such person has a written agreement or a permit issued by the Parks and Recreation Department.

DAMAGES - The individual for whom the reservation is made shall be responsible for any loss or damage to the property during the tenure of their reservation and shall reimburse the City for replacement cost of the property. A company or organization must designate a responsible individual for the rental. Applicant agrees to abide by all City, State and Federal laws. The City will not be liable for damage, injury or loss to person or property that may occur during the occupancy of the facility. The renter will agree to hold the City of Carrollton and its employees fully harmless for any actions that may arise out of the use of the facility.

PUBLICITY - In the event publicity concerning the meeting is circulated which lists the facility as the location, this disclaimer must be included: "This event is not sponsored by the city of Carrollton." Neither the name nor address of the facility may be used as the official address or headquarters of an organization.

RENTAL COMPLETION - At the end of the rental period the renter shall return the room to its original arrangement remove food and personal items and clean the area before leaving. Renter must clean floors, place all trash in plastic bags and take trash to dumpster. For outdoor facilities the renter must provide any needed cleaning supplies and must remove all equipment and supplies at the end of the rental. The City will not store nor be held responsible for any property left on the premises. The renter and department staff will complete a facility checklist before, during and at the conclusion of the rental.

CHAPERONES - Renter agrees to provide a minimum of three (3) adult chaperones, parents or adults 21 years of age or over for the first fifty (50) youth (under 18 years of age) and one additional chaperone for each twenty (20) additional guests. Chaperones must be present at all times.

SET UP/CLEAN UP - Set-up and clean-up time must fall within the rental time. Renters are responsible for setup and take down of all rental equipment. Department staff will not be available to assist. A limited number of tables and chairs are available for use. Check with staff prior to the rental about inventory available at the site. The center does not furnish eating utensils, plates, cups, serving dishes, serving utensils, tablecloths, decorating supplies, microphones, podiums, extension cords, or other equipment. An extra charge will be assessed and deducted from the deposit if the rental exceeds the contracted time and/or expected attendance. Rentals may be extended after posted closing time for cleanup only by special arrangement. Refunds will not be issued for rentals ending earlier than stated on the reservation agreement.

AFTER-HOURS - After-hours rentals will be assessed staff fees at the rate of \$25 per hour per staff with a minimum of two staff present. In addition to facility rental fees, all indoor facilities are subject to after hour staffing fees of \$50/hour for 1-299 people and \$75/hour for 300 plus people. Some rentals, at supervisory staff discretion, may require an off-duty police officer to be present as the second staff at the rate of \$50 per hour.

GENERAL REGULATIONS:

- The use of controlled substances or alcohol is prohibited on the premises.
- No smoking inside facility or near the exit doors.
- Gambling is not permitted on the premises.
- Decorations must be authorized by department staff. Nails, thumbtacks, etc. must not be used to attach decorations to the structure or to the furnishings. Decorations must meet all fire codes (no open flames, votives, sternos, etc.)
- Birdseed may be thrown outside only (no rice or confetti).
- The city is not responsible for weather and recommends renters have a backup plan for outdoor functions.
- Food purchased or catered for rental events must be from a Carrollton establishment.
- Permits are required for special events. Please contact Building Inspections at 972-466-3225.

CANCELLATIONS/REFUNDS – Renter agrees to read and abide by Carrollton PARD refund policy. See PARD Refund Policy for details.

Signature of responsible party: _____ Date: _____