

## Room Rental Guideline and Check List (Initial each box after reading)

Charleston Room, Max 50 persons, 963 sq ft 10 narrow tables, 40 chairs, 1 square table	\$60 for 1 <sup>st</sup> 2 hours \$20 for each additional hour	\$120 for 1 <sup>st</sup> 2 hours \$40 for each additional hour
Lake Mead Room, Max 50 persons, 963 sq ft 10 narrow tables, 40 chairs, 1 square table	\$60 for 1 <sup>st</sup> 2 hours \$20 for each additional hour	\$120 for 1 <sup>st</sup> 2 hours \$40 for each additional hour
Red Rock Room Max 50 persons, 963 sq ft 6 round tables, 40 chairs, 2 square tables	\$60 for 1 <sup>st</sup> 2 hours \$20 for each additional hour	\$120 for 1 <sup>st</sup> 2 hours \$40 for each additional hour
Kitchen; Must also rent Red Rock Room No tables or chairs	\$40 for 1 <sup>st</sup> 2 hours \$20 for each additional hour	\$80 for 1 <sup>st</sup> 2 hour \$40 for each additional hour
Big Horn Room, Max 25 persons, 832 sq ft 5 square tables, 25 chairs	\$40 for 1 <sup>st</sup> 2 hours \$20 for each additional hour	\$80 for 1 <sup>st</sup> 2 hour \$40 for each additional hour
Valley Of Fire Room, Max 100, 2,080 sq ft 9 round tables, 100 chairs, 3 square tables	\$80 for 1 <sup>st</sup> 2 hours \$20 for each additional hour	\$160 for 1 <sup>st</sup> 2 hours \$40 for each additional hour
Whole Gym for sports only, 10,332 sq ft No tables or chairs	\$100 for 1 <sup>st</sup> 2 hours \$40 for each additional hour	\$200 for 1 <sup>st</sup> 2 hours \$80 for each additional hour
Half Gym for sports only, 5,166 sq ft No tables or chairs	\$70 for 1 <sup>st</sup> 2 hours \$28 for each additional hour	\$140 for 1 <sup>st</sup> 2 hours \$56 for each additional hour
Dance Room, Max 100, 2,112 sq ft No tables or chairs,	\$80 for 1 <sup>st</sup> 2 hours \$20 for each additional hour	\$160 for 1 <sup>st</sup> 2 hours \$40 for each additional hour
Staff charge are applied to all rental reservations	\$30 per hour on all reservations	\$30 per hour on all reservations
Scoreboard/console rental	\$40 per hour	\$80 per hour
Portable dance floor rental, 18' x 18', must rent entire rental	\$20 per hour - \$60 min.	\$40 per hour - \$120 min.
Portable stage rental, must rent entire rental	\$10 per hour - \$30 min.	\$20 per hour - \$60 min.

- Security Deposit:** Upon arrival & before setting up for said event you the renter agrees to pay a \$100.00 security deposit to the rental staff on duty in the form of check or money order. Cash will not be accepted.
- Reservations:** All reservations are on a first come first serve basis. Said rental time must include said setup & breakdown time. All rooms must be returned the way you find it. Once said reservation is paid there will not be time adjustments.
- Renter on Premises:** The person who makes the reservation must be on the premises during the rental & must accept full responsibility for the group.
- Cancellations:** All cancellations must happen 30 days prior to the event to receive a full refund.
- Tables & Chairs:** All tables & chairs used for said event must be cleaned & stacked in the same manner they were provided. Cambridge will provide tables & chairs as the standard room set-up. But will not set them up or move them between rooms. Renter must provide additional tables & chairs. Renter's security deposit will be kept for tables, chairs & equipment not returned as it were found.
- Floors:** All floors used for said event must be cleaned after the event. These areas include the kitchen, multi-purpose room, hallway & bathrooms. Cleaning refers to the sweeping, picking up dirt & mopping of each area. Renter is to supply all cleaning materials.
- Gymnasium:** No one is allowed to bring food items or drinks of any kind into the gym. No gum allowed in the building.
- Kitchen:** All the kitchen items (countertops, oven, microwaves, sinks & refrigerator) used for said event must be washed and sanitized. All food items must be removed from all counters & areas. **No gas grills** are allowed.
- Bathrooms:** The two bathrooms (men's & women's) must be cleaned. Trash cans must be emptied & replaced with a new garbage liner. Mirrors, countertops, sinks, & toilets must be washed down & all toilets must be flushed. Floors are to be swept & mopped. Renter is to supply all cleaning materials.
- Decorations:** All decorations must be removed. **No helium balloons or fog machines** are permitted in the building. All string & tape must be removed. No tacks or nails may be used.
- Garbage:** All garbage accumulated from the event, this includes outside areas (if the rental group uses the playground or park area) must be put into large garbage bags. Renter is to supply all garbage bags. All plastic bags must be removed & placed in the trash dumpster located in the back of building.
- Parking Lot:** The lot area used by guests of said event must be cleaned of all trash. Parking places in front of building has 50 spots & 6 are for persons with disabilities.
- Smoking:** Smoking is prohibited inside all Clark County buildings. Smoking is allowed in designated areas outside the building, & receptacles for ashes & cigarette butts are provided in these areas.
- Alcohol:** Alcoholic beverages are **not allowed** in any Clark County buildings; 100 feet from youth play areas (playgrounds, pools, basketball courts, etc.) & any county parking lots. **Glass bottles are prohibited** in any Clark County park.
- Entertainment:** DJs &/or bands must stop playing & begin breaking down equipment approximately 45 minutes prior to the end of the rental hours. This time frame ensures that the renter & staff have adequate time to complete all functions prior to the end of the rental.
- Closing:** Staff will begin locking & securing the building prior to the end of the rental time. The building will be closed no later than 10:00 p.m. Cambridge Recreation Center closes at 10:00 p.m. All persons on this property after such time are subject to trespassing violations and the police will be notified if required.
- Noncompliance &/or Violations:** If any or all of the above listed items are not completed and/or violated said \$100.00 deposit will not be refunded. If said reservation runs over time by more than 15 minutes said deposit will be forfeited & rental party can be subjected to trespassing violations.

The undersigned acknowledges that they have received, read & accepted Cambridge Recreation Center's room rental agreement. Said agreement was updated October 11, 2011 & incorporated by this reference.

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_