



DEPARTMENT OF PARKS & RECREATION
 JANE PIKE, DIRECTOR
 2601 SUNSET RD. LAS VEGAS, NV 89120-3515

HOLLYWOOD COMMUNITY SERVICES CENTER
 1650 SOUTH HOLLYWOOD, LAS VEGAS, NV (702) 455-0566
FACILITY REQUEST FORM

FACILITY USER INFORMATION

YOUR NAME:	GROUP NAME:	TODAY'S DATE:
STREET ADDRESS:		CITY/STATE/ZIP:

RENTAL INFORMATION (ONCE RESERVATION HAS BEEN APPROVED, IT WILL NOT BE ADJUSTED)

DATE OF RENTAL:	TIME (INCLUDING SET UP AND CLEAN UP):	ROOM REQUESTED:
PHONE NUMBER #1	PHONE NUMBER #2	WILL FOOD BE SERVED?
PLEASE DESCRIBE ACTIVITY:		MAXIMUM ATTENDANCE:

SPECIAL INFO: Numbers needed: Chairs _____ Rectangular Tables _____

PLEASE CHECK BOX IF ANY OF THE FOLLOWING APPLY: CHARGING ADMISSION CONCESSIONS

OTHER EQUIPMENT NEEDED _____

PLEASE NOTE: By signing below applicant fully understands that filling out this request form in no way guarantees reservation of a facility at Hollywood Community Services Center. Applicant will be notified of availability as soon as possible within the six-week session that the rental request takes place. After the request has been approved, It is the applicant's responsibility to make payment in full to officially reserve the facility. Setup and clean up are the responsibility of the Renter. Total rental time must include all set up and clean up time that will be required. Additional fees will be assessed if rooms are not cleaned, organized and returned to their proper order. Any costs incurred by Clark County staff will be billed to Renter.

Refund Policy: Check refunds may take 4 to 6 weeks to process. Refunds will be issued if canceled:
 30 days or more prior to the first day of use -100%, 14 days prior to the first day of use - 75%, Less than 14 days prior to the first day of use - 50%, No Refunds after the reservation date for no-show.

Applicant's Signature _____

FOR OFFICE USE ONLY

SERVICE CHARGES (COMPLETE PAYMENT DUE UPON REQUEST APPROVAL TO RESERVE DATE/S)

STANDARD ROOM CHARGE - ROOM#	
ADDITIONAL HOURS = # HOURS _____ X HOURLY CHARGE _____	
STANDARD ROOM CHARGE - ROOM#	
ADDITIONAL HOURS = # HOURS _____ X HOURLY CHARGE _____	
STANDARD ROOM CHARGE - ROOM#	
ADDITIONAL HOURS = # HOURS _____ X HOURLY CHARGE _____	
ADDITIONAL STAFFING = # STAFF _____ X HOURS _____ X HOURLY CHARGE _____	
TOTAL COST OF EVENT	

STAFF TAKING REQUEST _____ DATE _____
 STAFF APPROVING REQUEST _____ DATE _____

HOLLYWOOD RECREATION CENTER
ROOM RENTAL GUIDELINES

Please initial each section and sign your name below indicating your willingness to abide by the rules governing Room Rentals at the Hollywood Recreation Center. Failure to adhere to the following guidelines may cause the rental to be terminated at the renter's expense.

- The person who originates the rental must be at least 21 years old and remain in the building for the entire length of the rental. _____
 - Renter must adhere to the rental times on the permit. Additional time will not be granted the day of the rental (unless times are available). _____
 - No fees or concessions may be charged. _____
 - County facilities may not be used for the purposes of direct or indirect financial gain. _____
 - Reserved times must include set-up and clean up. _____
 - The rental includes the multi-purpose room and bathrooms. All the other rooms shall remain off limits during the rental (except if the kitchen is rented). _____
 - Children attending the event are the renter's responsibility and must be supervised at all times. In the event of unruly children, the renters will receive one warning to control the children. If the behavior continues, the Park Police or Metro will be contacted and the rental may be terminated. _____
 - Helium balloons are not allowed anywhere in the building unless weighed or tied down. Any balloons left on ceiling will result in the forfeiture of the \$100 deposit. _____
 - Maximum capacity is 70 people (MP room) and 40 people (Art room), no exceptions. _____
 - County tables and chairs may be used, but must be returned to their original positions properly. _____
 - Center decorations may not be removed from the walls of the multi-purpose room; however, rental decorations must be removed from room prior to leaving. _____
 - If the kitchen is rented, it must be cleaned, including the stove and microwave. Failure to do so, will result in the forfeiture of the \$100 deposit. _____
 - Alcoholic beverages, smoking, and/or illegal drugs are not permitted on premises. _____
 - Cleaning the facility and disposing of trash is the responsibility of the renter. Trash must be taken to the dumpsters. Insufficient cleaning will result in the forfeiture of the \$100.00 deposit. _____
- **Refund will be issued if canceled:**
30 days or more prior to the first day of use -100%: 21 days prior to the first day of use – 75%
14 days prior to the first day of use – 50%: Less than 14 days prior to the first day of use – No Refund
Full refund will be given if the County cancels rental. _____

Participant's Signature

Date

Clark County Representative

Date