

PARKDALE RECREATION & SENIOR CENTER
3200 FERNDALE STREET
LAS VEGAS NV 89121
(702) 455-7517

Party Room Available for Rent

Looking for a space to rent for your next gathering? We have great spaces available in both the Recreation and Senior Center for your next meeting, baby shower, bridal shower, wedding reception, graduation party, birthday party, holiday party, or any other event! Please visit the Center and complete all required paperwork for availability and fees.



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Clark County Board of Commissioners
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DON BURNETTE, County Manager
JANE PIKE, Director of Parks & Recreation
Clark County is an Equal Opportunity Employer



Parkdale Recreation & Senior Center
 3200 Ferndale St.
 Las Vegas, NV 89121
 (702) 455-7517 Phone
 www.ClarkCountyNV.gov

Parkdale Room Rental

Room	Community & Non-Profit	Commercial
Senior Center Multipurpose	\$80 for the first 2 hours, \$20 for each additional hour	\$160 for the first 2 hours, \$40 for each additional hour
Recreation Center Multipurpose	\$80 for the first 2 hours, \$20 for each additional hour	\$160 for the first 2 hours, \$40 for each additional hour
Recreation Center Half Gymnasium	\$70 for the first 2 hours, \$28 for each additional hour	\$140 for the first 2 hours, \$56 for each additional hour
Senior Center Kitchen	\$20 per hour, minimum of 2 hours	\$40 per hour, minimum of 2 hours
Recreation Center Patio	\$60 for the first 2 hours, \$20 for each additional hour	\$120 for the first 2 hours, \$40 for each additional hour
Staff Charge	\$15 per hour, minimum of 2 hours	\$15 per hour, minimum of 2 hours

Deposit: Upon arrival and before setting up for your event you, the renter, agrees to pay a \$100.00 deposit to the rental staff on duty in the form of **check or money order ONLY**.

Reservations: All reservations are on a first come first serve basis. Your rental time must include your set up and breakdown time. All rooms must be returned to the way you found it. Once your reservation is paid there will not be time adjustments. The person who makes the reservation must be on premises during the rental and accepts full responsibility for rental guests.

Gum: Gum is prohibited in all Clark County Community Centers

Smoking: Smoking is prohibited inside all Clark County buildings. Smoking is allowed in designated areas outside the building and receptacles for ashes and cigarette butts are provided in these areas.

Alcohol: Alcoholic beverages are **not allowed** in any Clark County buildings, parks and any County parking lots. Glass bottles are prohibited in any Clark County property.

Prohibited Items: GLASS BOTTLES, GAS GRILLS, ALCOHOL, FOG MACHINES.



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Department of Parks & Recreation
 Jane Pike, Director of Parks & Recreation
 2601 E. Sunset Rd. Las Vegas, NV 89120

FACILITY REQUEST FORM
 PARKDALE RECREATION & SENIOR CENTER
 3200 Ferndale St., Las Vegas, NV 89121 (702)455-7517

FACILITY USER INFORMATION		
NAME:		
STREET ADDRESS:		CITY/STATE/ZIP:
PHONE #1:		PHONE #2:
TODAY'S DATE:	DATE OF RENTAL:	TIME OF RENTAL:
PURPOSE OR ACTIVITY:		MAXIMUM # IN ATTENDANCE:
ROOM REQUESTED:		WILL FOOD BE SERVED?
<p><i>CLARK COUNTY PARKS & RECREATION WILL PROVIDE NO EQUIPMENT, OTHER THAN TABLES AND CHAIRS. FOG MACHINES, GAS GRILLS, ALCOHOL & GLASS BOTTLES ARE PROHIBITED.</i></p>		
<p>SET UP & CLEAN UP WILL BE THE RESPONSIBILITY OF THE RENTER AND MUST BE ACCOUNTED FOR IN RENTAL TIME. DEPOSITS WILL NOT BE RETURNED IF ROOMS ARE NOT CLEANED, ORGANIZED AND RETURNED TO THEIR PROPER ORDER. EVENT SHOULD END AT LEAST 30-45 MINUTES BEFORE SCHEDULED END TIME TO ALLOW FOR PROPER CLEAN UP.</p>		
<p>A \$100 CLEANING DEPOSIT IS DUE THE DAY OF THE RENTAL (<u>CHECK, MONEY ORDER OR CASHIER'S CHECK ONLY</u>). DEPOSITS ARE ELIGIBLE FOR REFUND IF FACILITY IS IN ACCEPTABLE CONDITION AND ALL RULES WERE FOLLOWED. RENTER WILL BE CONTACTED TO PICK UP DEPOSIT NO LATER THAN 3 DAYS AFTER EVENT. RENTER MUST BRING RENTAL RECEIPT AND PICTURE I.D. TO PICK UP DEPOSIT.</p>		
<p>ALL RENTERS MUST VACATE THE PROPERTY BY 11:00 P.M. REFUSAL TO VACATE WILL RESULT IN THE LAS VEGAS METROPOLITAN POLICE DEPARTMENT BEING SUMMONED.</p>		
<p>APPLICANT MUST UNDERSTAND THAT COMPLETEING A RENTAL APPLICATION DOES NOT GUARANTEE A RESERVATION. APPLICANT WILL BE NOTIFIED OF AVAILABILITY AS SOON AS POSSIBLE. <i>UPON APPROVAL OF REQUEST, IT IS APPLICANT'S RESPONSIBILITY TO MAKE PAYMENT IN FULL TO OFFICIALLY RESERVE FACILITY. NO RESERVATIONS WILL BE HELD PRIOR TO PAYMENT.</i></p>		
FOR OFFICE USE ONLY		
ROOM:	2 Hours x \$ (Room Rate)	\$
ADDITIONAL HOURS:	____ Hours x \$ (Hourly Rate)	\$
STAFF CHARGES:	____ Hours x \$15.00 x 2 Staff	\$
2 ND ROOM/ARA:	____ Hours x \$ (Hourly Rate)	\$
TOTAL CHARGES		\$
INCIDENTAL DEPOSIT (CLEANING & DAMAGES): Amount due on the day of Reservation in the form of check, cashier check or money order ONLY		\$100.00

FOR OFFICE ONLY:

Staff Taking Request _____ Date _____

Room Requested: MP ROOM KITCHEN
 GYMNASIUM OTHER _____

Insurance Requirement: Not Required Required Submitted _____

Business License Form: Not Required Required Submitted _____

Notes: _____

Community Rates:

	First 2 Hours	3 Hours	4 Hours	5 Hours	6 Hours	7 Hours	8 Hours
Gym	\$70.00	\$98.00	\$126.00	\$154.00	\$182.00	\$210.00	\$238.00
Staff Charge	\$60.00	\$90.00	\$120.00	\$150.00	\$180.00	\$210.00	\$240.00
TOTAL	\$130.00	\$195.00	\$260.00	\$325.00	\$390.00	\$455.00	\$520.00

	First 2 Hours	3 Hours	4 Hours	5 Hours	6 Hours	7 Hours	8 Hours
MP Room	\$80.00	\$100.00	\$120.00	\$140.00	\$160.00	\$180.00	\$200.00
Staff Charge	\$60.00	\$90.00	\$120.00	\$150.00	\$180.00	\$210.00	\$240.00
TOTAL	\$140.00	\$190.00	\$240.00	\$290.00	\$340.00	\$390.00	\$440.00

REFUND POLICY:

Full refund will be issued if cancelled by the department

Refund to be issued if cancelled by the renter:

30 days or more prior to first day of use – 100%

14 days prior to first day of use – 75%

Less than 14 days prior to first day of use – 50%

No refunds after reservation date for no-show

RECEIPT NUMBER: _____ PERMIT NUMBER: _____

STAFF SCHEDULED TO WORK: 1. _____ 2. _____

NOTES:

Clark County Parks and Recreation
Parkdale Recreation & Senior Center
Rental Checklist

The following checklist is designed to help you with setup, cleanup and checking out of the facility. After you have completed all the items listed below, the County Representative (Rental Staff) will walk the facility with you and check the items that meet approval. Please note, that the rental staff cannot sign off on this checklist, unless all items have been completed.

The following cleaning supplies will be provided: Trash liners, brooms, dustpan, mop, mop bucket, paper towels, toilet paper, glass cleaner and cleaning solutions.

- **Security Deposit:** Upon arrival and before setting up for your event you the renter agree to pay the \$100.00 security deposit to the rental staff on duty. If you do not retrieve your deposit after 5 business days your deposit will be sent to the bank and you will have to wait 6-8 weeks for your requested refund check to be mailed.
- **Tables:** All tables used for your event must be cleaned and stacked in the storage area neatly and exactly as they were removed. All tape and string must **be** removed from every table.
- **Chairs:** All chairs used for your event must be cleaned and stacked neatly of approximately 10-12 chairs. Chair stacks should be placed where you removed them.
- **Floors:** All floors used for your event must be cleaned. These areas include the kitchen, multi-purpose room, hallway and bathrooms. Cleaning refers to the sweeping, picking up dirt and mopping of each area.
- **Kitchen:** All the kitchen items (countertops, microwaves, sinks and refrigerator) used for your event must be washed. All food items must be removed from all counters and areas your group utilized. **No gas grills** are permitted in the building.
- **Counters:** All counters used for your event must have the decorations, food items, etc. removed and they must be washed down.
- **Bathrooms:** The bathrooms (Senior Center men's and women's or Recreation Center men's, women's & family) used for your event must be cleaned. Trash cans must be emptied and replaced with a new liner. Mirrors, countertops, sinks, and toilets must be washed down and all toilets must be flushed. Floors are to be swept and mopped.
- **Decorations:** All decorations your group uses for your event must be removed; including tape and helium balloons. **No fog machines** are permitted in the building. All string and tape must be removed from the center.
- **Garbage:** All garbage accumulated from your event, this includes outside areas if your group utilized the playground or park area, must be put into plastic bags. All plastic bags must be removed and placed in the trash dumpster located in the parking lot near the pool. Rental staff will unlock the dumpster if necessary.
- **Playground:** If your rental group utilizes the playground it must be cleaned of all trash from your event.
- **Parking lot:** The lot area used by guests of your event must be cleaned of all trash.
- **Gum:** Gum is prohibited in all Clark County community centers.
- **Smoking:** Smoking is prohibited inside all Clark County buildings. Smoking is allowed in designated areas outside the building, and receptacles for ashes and cigarette butts are provided in these areas.
- **Alcohol:** Alcoholic beverages are **not allowed** at any time
- **Glass bottles are prohibited** in any Clark County park.
- **Closing:** Clark County ordinance states that all Clark County parks and recreation centers close at 11:00 p.m. All persons on this property after such time are subject to trespassing violations. If you have a DJ and/or band they too must stop playing and begin collecting their equipment approximately 45 minutes prior to the end of your paid rental hours. This time frame ensures that you, the renter, and the Clark County Representative have adequate time to complete this renter's checklist. It also ensures that the representative has time to lock and secure the building prior to the end of your rental time, but no later than 11:00 p.m.
- **Noncompliance and/or violations:** If any or all of the above listed items are not completed and/or violated your \$100.00 deposit or a portion there of will not be refunded.

I, _____ the renter whose signature appears below does hereby agree to abide by the above checklist. In addition the renter will be responsible for repair and/or cleanup costs incurred by Clark County if the facility is damaged, vandalized or heavy clean-up is necessary as a result of the renter's use. Renter agrees to reimburse Clark County for any such expenses.

Renter's Signature – Upon payment of facility permit

Date

Renter's Signature – Upon completion of event

Date

Clark County Representative - Upon completion of event

Date

Clark County Parks & Recreation

Facility and Park Reservation Request Form

Event Name: _____

Name of Organization: _____ Organization Main #: _____

Authorized Representative: _____ Title: _____

Contact #: _____ Alternate Contact #: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____ e-mail address: _____

National or State Affiliation Parent Organization: _____

Total # of Teams Using County Fields: _____ Total # of Participants: _____

Average Number of Participants per day _____

Please indicate if any of the following are planned as a part of your reservation:

Sales of any kind: Yes NO Food service or concession stand: Yes NO Alcoholic beverage service: Yes NO

Ticket sales or admission fees: Yes NO Fundraising: Yes NO

Site/Park Name	Location <small>(Address / Cross-Streets)</small>	Room #/Area	Day(s)	Time	Date(s)
Sample: <i>Parkdale Senior Center</i>	<i>3200 Ferndale St / D.I. & Boulder Hwy</i>	<i>Multipurpose Rm</i>	<i>Saturday</i>	<i>4:00-8:00 p.m.</i>	<i>1/31/15</i>

Special Dates (No Reservations on Holidays or Holiday Weekends)

Special Notes:

Attach additional sheets as needed

Clark County is required to verify that organizations requiring a Business License or Charitable Registration are in accordance with Clark County Code Chapter 6 are in good standing with the Department of Business License. Please note that permits will not be issued until all information has been received and verified by the Department of Business License which may result in being unable to accommodate your initial request. To expedite, please submit copies of the following documentation with your request for reservation:

- IRS 501C (if requesting the Community Rate)
- State of NV Incorporation Status
- Clark County Charitable Registration (if requesting the Community Rate)
- Clark County Business License if applicable
- Documentation of Affiliation with State or National Parent Organization if applicable (Listed on Form)
- A Certificate of Insurance listing Clark County NV as a additionally insured (\$1 million per occurrence, \$2 million aggregate) will be required prior to the issuance of rental permit(s).

Please return completed packet via email to PRParkdaleCenter@ClarkCountyNV.gov or mail to:

~~Parkdale~~ Recreation & Senior Center
3200 Ferndale Street
Las Vegas, NV 89121
702-455-7517

For Office Use Only:

Business License Approval Date: _____ **Commercial or Non Profit Representative & Title:** _____

Parks & Recreation Approval Date: _____ **Representative & Title:** _____