



DEPARTMENT OF PARKS & RECREATION
HELEN MEYER COMMUNITY CENTER
 4525 New Forest Dr, Las Vegas, NV 89147 (702) 455-7723 FAX (702) 455-
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:	START TIME:	ROOMS REQUESTED:
PHONE NUMBER:	END TIME:	MAXIMUM ATTENDANCE:
PLEASE DESCRIBE ACTIVITY:		WILL FOOD BE SERVED?
Please check box if any of the following apply: ☐ Charging Admission ☐ Concessions ☐ Renter Supplying Equipment		
NOTES:		
For Office Use Only		
SERVICE CHARGES (COMPLETE PAYMENT DUE AFTER REQUEST APPROVAL)		
SPECIAL INFORMATION: EXTERNAL ☐ INTERNAL ☐		
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		
Standard Room Charge - Room#		
Additional Hours = # Hours _____ X hourly charge		
Staff Charge: # Hours <u>\$ 34.00</u> X hourly charge (must have 2 staff working)		
LIABILITY INSURANCE ☐ Is required ☐ Is not required		
Concession \$40 Non-profit vendor or \$80 For-profit vendor each or negotiated percentage		
Additional Fees and charges: Patio table sets, other equipment, etc....		
TOTAL COST OF ROOMS & OTHER CHARGES (Before clean-up deposit)		
Clean-up/security Deposit - TO BE RETURNED IF FACILITY IS IN ACCEPTABLE CONDITION		\$100.00
COMPLETE cost of event (INCLUDING clean-up/security deposit)		

Staff taking order: _____ Date: _____

Staff approving request: _____ Date: _____

Staff working event: _____

NOTE: **Please Note** - Set up and Clean up are the responsibility of the **Renter**. **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. Event should end at least one (1) hour before schedule end-time, to allow for clean up. All rules must be followed.

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

The Helen Meyer Center has one multipurpose room that may be rented by the general public when they are not being used for county sponsored activities and events. All room rentals rates and policies are authorized and governed by the 2023 Clark County Parks and Recreation Fees and Charges Schedule (available upon request)

Multipurpose Room (Full Room), Max 80 persons 12 Square tables, 60 chairs	\$80, minimum two (2) hours \$20 for each additional hour	\$160, minimum two (2) hours \$40 for each additional hour
Multipurpose Room (Half Room), Max 30 persons 6 Square tables, 30 chairs	\$60, minimum two (2) hours \$20 for each additional hour	\$120, minimum two (2) hours \$40 for each additional hour
Staff charge are applied to all rental reservations	\$34 per hour on all reservations	\$34 per hour on all reservations

Community Rate

Commercial Rate

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.
No animals are allowed in buildings, unless it pertains to a County program. This provision shall not apply to service/ guide animals specifically trained and used to assist individuals with disabilities.
- ☐ **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. Helen Meyer will provide tables & chairs per 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 multi-purpose room, hallway & bathrooms. Cleaning refers to the sweeping, picking up dirt & mopping of each area. Renter is to supply all cleaning materials. **Patio:** Tables set up and break down are the responsibility of the renter.
- ☐ **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. Unless previously agreed upon the building will be closed no later than 8:00 p.m. Helen Meyer closes at 6:00 p.m during the weekdays.
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 Helen Meyer Community Center's room rental agreement. Said agreement was updated February, 2026 & incorporated by this reference.

Printed Name: _____ Signature: _____ Date: _____