



togetherforbetter

# Department of Parks & Recreation FACILITY REQUEST FORM – Indian Springs Community Center

Staff-Taken By: \_\_\_\_\_

Receipt# \_\_\_\_\_

Household# \_\_\_\_\_

## FACILITY USER INFORMATION

YOUR NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE(S): \_\_\_\_\_

GROUP NAME: \_\_\_\_\_

E-mail: \_\_\_\_\_

DOB: \_\_\_\_\_

## RENTAL REQUEST INFORMATION

TODAY'S DATE: \_\_\_\_\_

TODAY'S TIME: \_\_\_\_\_

DATE OF RENTAL: \_\_\_\_\_

RENTAL TIME: \_\_\_\_\_

(Please include set –up and break down time)



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### Clark County Parks & Recreation

**ADDITIONAL NOTES:**

EXTENDED TIME: \_\_\_\_\_

PLEASE DESCRIBE ACTIVITY:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PAYMENT DUE BY: \_\_\_\_\_

DAY PAID ON: \_\_\_\_\_

MAXIMUM ATTENDANCE: \_\_\_\_\_

\_\_\_\_\_ **CLEANING** you are responsible for maintaining and ensuring that gym is clean at the end of reservation.

Spaces are available only during times Department programs and other County business meetings/activities are not scheduled. Rates are based on the standard operation hours. Use outside of normal operating hours will require additional fees for staff costs. Room set-up and clean-up are included in the rental period.

Room	Community Rate	Commercial Rate
<i>Multi-Purpose Room Up to 100 people</i>	\$50 per hour, 2 hour minimum	\$110 per hour, 2 hour minimum \$70 per each additional hour
<i>Recreational Room Up to 65 people</i>	\$45 per hour, 2 hour minimum	\$90 per hour, 2 hour minimum \$60 per each additional hour

Minimum one (1) staff member must be present for community rentals and two (2) staff members for commercial rentals. Pending the size and nature



**Clark County  
Parks & Recreation**

of the event, more staff may be required. The price is \$15 per staff member, per hour. Rental pricing above includes staff wage for minimum required staff amount, but additional staff will require additional payment.

For commercial/profit events, there will be a charge of \$50 per vendor attending on top of the room rental costs.

If using space to hold an event open to the public or for profit you must provide liability insurance.

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 reservations will not be processed until all information has been received and verified. To expedite, please submit copies of the following documentation with your request for reservation to:

**Indian Springs Community Center:**

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



Clark County Parks and Recreation Center  
Indian Springs Community Center  
Facility Rental Checklist

The following checklist is designed to assist 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 for convenience: Trash liners, broom, dustpan, mop bucket, rag/paper towels and cleaning solutions upon request.**

\_\_\_\_ **FACILITY RESERVATION:** Please allow 15 minutes to go over the rental contract with a staff member. At that time, you will be given a date when down payment is due and when final payment is due. Reservation Request: May take up to 3 -5 business days for approval.

\_\_\_\_ **Refunds:** A 100% refund may be issued if the reservation is cancelled 30 days or more prior to first day of use. A 75% refund may be issued if the reservation is cancelled 14 days prior to first day of use. A 50% refund may be issued if the cancellation is made less than 14 days prior to the first day of use. No refunds will be issued after the reservation date for a no-show.

\_\_\_\_ **BATHROOMS:** All bathrooms must be returned in the condition they were given.

\_\_\_\_ **RENTAL GUESTS/CHILDREN:** Patrons must not congregate in the parking lot, restrooms, lobby area, hallways, in front, side, and/or back of the building. Patrons must remain in the rental area. Children attending the reservation are renter's responsibility and must be always supervised.

\_\_\_\_ **SETUP/BREAK DOWN: RENTERS ARE RESPONSIBLE FOR SET UP AND BREAK DOWN OF TABLES AND CHAIRS IN THE ROOM.** Staff is NOT to set-up or tear-down. All reservations must include set-up and breakdown time. **Renters will not be allowed in the room until the scheduled reservation time.**



\_\_\_\_\_ **EQUIPMENT:** All tables used for your event must be cleaned and placed back in their original spot. All tape and string must be removed from every table. Please don't drag tables across the floor. All chairs used for your event must be cleaned and stacked neatly. All tape and string must be removed from every chair.

\_\_\_\_\_ **FLOORS AND COUNTER:** All floors used for your event must be cleaned. These areas include multi-purpose room, hallways and bathrooms. Cleaning refers to sweeping, picking up debris and spot mopping each area. All counters used for your event must have the decorations, food items etc. removed and must be wiped clean.

\_\_\_\_\_ **MUSIC:** Music must be at respectable level and not infringe upon staff and/or other guests in the building. If you have a DJ/ Band, services must end 30 minutes prior to the conclusion of the event. This time frame ensures that you and Clark County staff will have adequate time to complete the rental checklist.

\_\_\_\_\_ **KITCHEN: Kitchen Area NOT INCLUDED in any Rental:** Only small appliances such as crockpot, blender, can opener or other comparable sized items may be used in building. NO GAS GRILLS are permitted in the building.

\_\_\_\_\_ **DECORATIONS:** All decorations used for your event must be removed at the conclusion of your rental. ALL HELIUM balloons must be tied down. If any balloons are released in the building it is the renter's responsibility to retrieve the balloons. **NO FOG MACHINES** are permitted in the building. All string and tape must be removed from walls (**staples and tacks are not permitted TAPE ONLY**). Chairs, ladders or step stools are not permitted during set – up, event, or clean up.

\_\_\_\_\_ **Trash:** All trash accumulated from your event; this includes outside areas must be removed and disposed of. All plastic bags must be removed and placed inside the trash dumpster (behind the community center). **NO TRASH MAY BE PLACED NEXT TO THE DUMPSTER. PLEASE DO NOT PLACE TRASH IN PARK AREA, PARK TRASH CANS, OR OUTSIDE RECREATION BUILDING.**

\_\_\_\_\_ **PARK/PARKING LOT:** The lot area used by guests of your event must be cleared of all trash. Glass bottles are prohibited in Clark County Parks and any county parking lots.

\_\_\_\_\_ **SMOKING:** Smoking and vaping are prohibited inside all Clark County buildings.

Smoking is allowed only in designated areas outside the building.

\_\_\_\_\_ **ALCOHOL: Alcoholic beverages are NOT ALLOWED in any Clark County facilities and/or parking lots.**



\_\_\_\_\_ **CLOSING:** No rentals will extend after 9:00 p.m. Sunday – Thursday and 10:00 p.m. Friday and Saturday. All persons on property after such time are subject to trespass violations.

\_\_\_\_\_ **STAFF CHARGES:** Staff will be required for all reservations. Staff cost will be included in rates unless additional staff is required at \$15 per hour per employee.

\_\_\_\_\_ **Noncompliance and/or violations: If any or all the above listed items are not completed your \$100.00 deposit will not be refunded. If any damages exceed \$100.00, you will be sent a bill with estimated damage costs.**

\_\_\_\_\_ **COMMUNITY RATES:** Community use includes exclusive use for private gatherings such as birthday parties, meetings, or events that are not open to the public and where admission for entry and/or participation fees is not being charged and does not include for profit events/goods being sold. The community rate is discounted from the standard commercial rate. With proof of non-profit tax-exempt status pursuant to 25 U.S.C 501 (c) (3 or 4). The community rate is discounted from the standard commercial rate.

\_\_\_\_\_ **COMMERCIAL:** Commercial use includes all other exclusive uses that do not meet the criteria for community use as defined above.

\_\_\_\_\_ **LIABILITY:** The person listed on your reservation permit assumes all liability and responsibility for guests.

\_\_\_\_\_ **No time adjustments or room changes will be made to reservations paid in full.**

**\*\* PAYMENT must be made 10 days after your reservation is confirmed (We are NOT taking payments on day the of reservation) \*\***

**PLEASE DO NOT OPEN THE DOORS INSIDE THE RESERVATION ROOMS. IF THE INSIDE DOORS ARE OPENED AT ANY TIME DURING THE RESERVATION. THE RENTER WILL FORFEIT THE \$100 DEPOSIT AND THE RESERVATION MAY BE SHUT DOWN**



**DISCLAIMER**

I, \_\_\_\_\_ acting on behalf of myself or my minor child, \_\_\_\_\_, do expressly and forever waive, release, and hold harmless and indemnify Clark County from and against any and all claims, demands, obligations, causes of action and lawsuits, and all damages, liabilities, fines, judgments and costs (including reasonable attorney's fees) associates with, arising from or alleged to have risen from the actions or omissions of myself, my minor child or the organization, its agents, employees or contractors, in connection with the activities operated, organized, arranged, or sponsored by the Clark County Department of Parks and Recreation.

**PHOTO/VIDEO RELEASE:** By registering for any Clark County Parks and Recreation program, I agree to allow publication of photos or video taken of my child/children or myself at any program, event or facility associated with Clark County Parks and Recreation Department.

_____	_____
Renters / Print Name	Date
_____	_____
Renters Signature	Date
_____	_____
Staff Signature	Date