

CLARK COUNTY PARKS AND RECREATION
CAMBRIDE RECREATION CENTER
RESERVATION REQUEST FORM 2025
 3930 CAMBRIDGE ST, LAS VEGAS, NV 89119 | (702) 455-7169

Facility User Information		
Renter Name:	Today's Date:	
Organization:	Phone:	
Address:		
Email:	DOB:	
Event Name:	Max. Attendance:	
Describe Activity/Event:	Requested Date(s):	Rental Time: (Include set up & clean up time)

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. It is recommended that an event should end at least one (1) hour before schedule end-time, to allow for clean-up. All rules must be followed to ensure return of security deposit.

Room Requested (please check):

ROOM INFORMATION	Capacity	Community Rate	Commercial Rate
Gymnasium (Sports ONLY)	700	\$100 for the 1 st (2) hours \$40 for each additional hour	\$200 for the 1 st (2) hours \$80 for each additional hour
Valley of Fire Room	100	\$80 for the 1 st (2) hours \$20 for each additional hour	\$160 for the 1 st (2) hours \$40 for each additional hour
Red Rock Room	50	\$60 for the 1 st (2) hours \$20 for each additional hour	\$120 for the 1 st (2) hours \$40 for each additional hour
Lake Mead Room	50	\$60 for the 1 st (2) hours \$20 for each additional hour	\$120 for the 1 st (2) hours \$40 for each additional hour
Charleston Room	50	\$60 for the 1 st (2) hours \$ 20 for each additional hour	\$120 for the 1 st (2) hours \$40 for each additional hour
Kitchen		\$40 for the 1 st (2) hours \$ 20 for each additional hour	\$80 for the 1 st (2) hours \$40 for each additional hour
Dance Room	32	\$40 for the 1 st (2) hours \$ 20 for each additional hour	\$80 for the 1 st (2) hours \$40 for each additional hour
Big Horn Room	30	\$30 for the 1 st (2) hours \$ 20 for each additional hour	\$60 for the 1 st (2) hours \$40 for each additional hour
Scoreboard/Console		\$40 per hour, must reserve for entire rental	\$80 per hour, must reserve for entire rental
Staff	Staff are required for all reservations. Cost will be calculated at \$30 per hour outside of normal operating hours.		

Charging admission or concessions? Yes / No

Food or Drinks? Yes / No

For Office Use Only		For Office Use Only		
Room	Community	Commercial	Total Hours	Total Cost
Gymnasium (1st 2 hours)	\$100	\$200		
Additional Hours	\$40	\$80		
Valley of Fire Room (1st 2 hours)	\$80	\$160		
Additional Hours	\$20	\$40		
Red Rock Room (1st 2 hours)	\$60	\$120		
Additional Hours	\$20	\$40		
Lake Mead Room (1st 2 hours)	\$60	\$120		
Additional Hours	\$20	\$40		
Charleston Room (1st 2 hours)	\$60	\$120		
Additional Hours	\$20	\$40		
Kitchen (1st 2 hours, must include Red Rock Room)	\$40	\$80		
Additional Hours	\$20	\$40		
Dance Room (1st 2 hours)	\$40	\$80		
Additional Hours	\$20	\$40		
Big Horn Room (1st 2 hours)	\$30	\$60		
Additional Hours	\$20	\$30		
Scoreboard/Console (must reserve for entire rental)	\$40	\$80		
Staff Charge Per Hour (2 staff are required) = \$ 30.00	\$30	\$30		
Security/Cleaning Deposit (Will be refunded 2-4weeks after the conclusion of the rental)				\$100.00
FINAL COST OF RENTAL				

Renter's Signature:	Date:
Staff Taking Request:	Date:
Staff Approving Request:	Date:

3930 CAMBRIDGE ST, LAS VEGAS, NV 89119 | (702) 455-7169 | M-F 7:00 AM - 8:00 PM



togetherforbetter

FACILITY RENTAL CHECKLIST

Please read and review the guidelines below. These terms are non-negotiable and are to be adhered to by all members of your rental group. It is the responsibility of the renter/group to seek clarification on the below items prior to the rental date. On the day of the rental, center staff will walk the facility with you and check all items have meet approval and been completed.

The following cleaning supplies will be provided for convenience and upon request: Trash liners, brooms, dustpans, mop bucket, paper towels, and cleaning solutions.

Initial below:

_____ **RESERVATIONS:** All reservations are on a first come first serve basis. **Please allow 15 minutes to go over the rental contract with a staff member.** The Reservation Request may take up to 3 -5 business days for approval. Once the reservation is paid, there **will not be time adjustments.** **On the day of the reservation the renter/person signing this document must remain on the property for the duration of the rental.**

_____ **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.

_____ **SECURITY DEPOSIT: *THE DAY OF THE EVENT.*** **Included in your fees and charges is a cleaning security deposit of \$100.** This is a *refundable* deposit that is separate from your permit price. You may **NOT** enter the reservation area without it. The check/cash/money order is refundable pending post-reservation inspection and returned in person or mailed to the address on file. The payment made via Visa/Mastercard will be returned in 7-14 business days, depending on your bank's policies. **If damages/overtime exceed the \$100.00 cleaning fee - you will be billed for the amount due.**

_____ **GYMNASIUM:** Food and Drinks (except water) are **PROHIBITED** in GYM.

_____ **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, or outside of the building. Patrons must always be in rental area. Children attending the reservation are renter's responsibility and must ALWAYS be supervised.

_____ **SETUP/BREAK DOWN: *RENTERS ARE RESPONSIBLE FOR SET UP AND BREAK DOWN OF TABLES AND CHAIRS IN THE ROOM.*** Staff is not for set-up or tear-down. All reservations must include set-up and breakdown time.

_____ **EQUIPMENT/SUPPLIES: ONLY** tables and chairs are provided for use. All tables and chairs used for your event must be cleaned and stacked neatly on storage carts. All equipment must be cleaned and sanitized at the end of event. All decorations must be removed from equipment. Renter's are encouraged to cover tables with tablecloths. Supplies such as pens, paper, first aid supplies, plates, utensils, etc. are **NOT PROVIDED.**

_____ **FLOORS AND COUNTER:** All floors used for your event must be cleaned. **Cleaning refers to sweeping, picking up debris, and spot mopping each area (Equipment can be provided by staff). Failure to sweep and mop could result in your security/cleaning deposit not being returned.** All counters used for your event must have the decorations, food items, etc. removed, and must be wiped clean and sanitized.

_____ **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.

_____ **KITCHEN:** All the kitchen items (countertops, sinks, oven, and refrigerator, etc.) used for your event must be cleaned. All food items must be removed from all counters and areas. **NO GAS OR PROPANE 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** are NOT ALLOWED IN THE CENTER AT ALL. **Staples and tacks are not permitted – TAPE & STRING ONLY.**

_____ **TRASH:** All trash accumulated from your event; this includes outside areas must be put into large plastic bags. All plastic bags must be removed and placed inside the trash dumpster. If trash cans get dirty during the reservation, it is the renter’s responsibility to clean the trash cans. **NO TRASH MAY BE PLACED NEXT TO THE DUMPSTER. PLEASE DO NOT PLACE TRASH IN PARKING LOT TRASH CANS OR OUTSIDE COMMUNITY CENTER BUILDING.**

_____ **PARK/PARKING LOT:** The lot area used by guests of your event must be cleared of all trash. Glass bottles and alcohol 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.

_____ **PROHIBITED ITEMS:** Alcohol, glitter/confetti, smoking, gum, propane or gas grills, fog machines, and helium balloons.

_____ **CLOSING:** No rentals will extend after 10:00 pm. Parks close at 11:00 pm. All persons on property after such time are subject to trespass violations. Staff will begin locking & securing the building prior to the end of the rental time.

_____ **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. 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.

_____ **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.**

DISCLAIMER

I, _____ acting on behalf of myself, 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.

Renter’s Name:	
Renter’s Signature:	Date:

