



Department of Parks & Recreation
 2601 East Sunset Road
 Las Vegas, Nevada 89120

Hollywood Recreation Center
 1650 S. Hollywood Blvd.
 Las Vegas, Nevada 89142
 702-455-0566 or Fax 702-207-0700

FACILITY REQUEST FORM

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 (CHECK, MONEY ORDER OR CASHIER'S CHECK ONLY). 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. UPON APPROVAL OF REQUEST, IT IS APPLICANT'S RESPONSIBILITY TO MAKE 50 % PAYMENT TO OFFICIALLY RESERVE FACILITY. NO RESERVATIONS WILL BE HELD PRIOR TO PAYMENT.</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/AREA:	_____ 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

Community Rates:

	First 2 Hours	3 Hours	4 Hours	5 Hours	6 Hours	7 Hours	8 Hours
Whole Gym	\$100	\$140.00	\$180.00	\$220.00	\$260.00	\$300.00	\$340.00
Staff Charge	\$60.00	\$90.00	\$120.00	\$150.00	\$180.00	\$210.00	\$240.00
TOTAL	\$160.00	\$230.00	\$300.00	\$370.00	\$440.00	\$510.00	\$580.00

	First 2 Hours	3 Hours	4 Hours	5 Hours	6 Hours	7 Hours	8 Hours
Half 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	\$188.00	\$246.00	\$304.00	\$362.00	\$420.00	\$478.00

	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

	First 2 Hours	3 Hours	4 Hours	5 Hours	6 Hours	7 Hours	8 Hours
Kitchen	\$40.00	\$60.00	\$80.00	\$100.00	\$120.00	\$140.00	\$160.00

	First 2 Hours	3 Hours	4 Hours	5 Hours	6 Hours	7 Hours	8 Hours
Standard Classroom- sized room	\$60.00	\$80.00	\$100.00	\$120.00	\$140.00	\$160.00	\$180.00
Staff Charge	\$60.00	\$90.00	\$120.00	\$150.00	\$180.00	\$210.00	\$240.00
TOTAL	\$120.00	\$170.00	\$220.00	\$270.00	\$320.00	\$370.00	\$420.00

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, dust pan, mop, mop bucket, paper towels, toilet paper, glass cleaner and cleaning solutions.

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 18 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.
- Reserved times must include set-up and clean up time.
- 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.
- A \$100 cleaning deposit in the form of Money Order or check only will be held prior to rental and refunded after successful cleaning of rented room.
- Helium balloons are not allowed anywhere in the building.
- Maximum capacity is 70 people (MP room), no exceptions.
- County tables and chairs may be used, however, must be returned to their original positions properly.
- 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 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

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

Date

Clark County Representative

Date