



togetherforbetter

Department of Parks & Recreation

TRACK & FIELD REQUEST FORM – PEARSON COMMUNITY CENTER

Day Put In:

FACILITY USER INFORMATION		Staff Taken By	HH#
YOUR NAME:		STREET ADDRESS:	
GROUP NAME:		CITY/STATE/ZIP:	PHONE(S):

RENTAL REQUEST INFORMATION – Requests may not be approved within 2 weeks of request date.

(1) DATE OF REQUEST:	Time:	Requested:	Track	Field
PLEASE DESCRIBE ACTIVITY:		Lights (check one):	Yes or No	
EMAIL:	PAYMENT DUE BY:	DATE PAID:		
Track/Field Use Permits: Community Rate: \$12/hour		Facility Monitor 1 or 2 at \$15/hour each		
Commercial Rate: \$24/hour		Community/Commercial rate: \$7/\$10 hours – Light Fee		
Event Permits: \$24/hour -\$10 Light Fee		(SPECIAL EVENTS REQUIRE ADDITIONAL FORM)		

ASSOCIATED FEES: *Event Set-up/Tear Down \$100/event/day

INTERNAL USE *Equipment Rental \$100/use \$200 refundable deposit/use

Total # of participants using County Track/Field: _____

Total # Teams using County Track/Field: _____

EVENT PERMITS

Price includes use of mats, standards, crossbars and hurdles. A facility monitor is required for all events. County staff will perform set-up and tear down of equipment. A fee will be assessed if County staff are asked to provide this service. Positioning of items, such as hurdles, is the responsibility of the user. Use of field/track lighting requires additional fee.

Days Practice and/or Games are to be scheduled	Times Practice and/or Games are to be scheduled	Dates Beg – End of Season/Tournament Play no longer than 18 weeks	Track & Field # Area	Practice, League, or Tournament
Example M, W, F	6pm – 10pm	6/2 – 8/2	Track/Field	League

Special Notes:

Clark County Parks and Recreation Center
Pearson 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 of 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, brooms, dustpans, mop bucket, cleaning solutions, and 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.
- _____ **SECURITY DEPOSIT: THE DAY OF THE EVENT.** Upon arrival and before setting up for your event, you (the renter) agree to pay a \$100.00 security deposit via an **INSTATE CHECK** with a valid **INSTATE I.D. or BLANK MONEY ORDER** to the reservation staff on duty. **NO ONE** will be allowed in the room or gym, and the reservation will not start until the person listed on the rental agreement arrives and staff has received the \$100.00 cleaning deposit. If you do not retrieve your deposit within 3 business days your deposit will be sent to the bank. Refunds are issued within 6-8 weeks, refunds request to be mailed. If damages/overtime exceed \$100.00 cleaning fee – you will be billed for the amount due.
- _____ **RENTAL GUESTS/CHILDREN:** Patrons must not congregate in the parking lot, track area, rest rooms, lobby area, hall ways, in front, side, and/or back of the building. Patrons must be in rental area at all times. Children attending the reservation are renter's responsibility and must be supervised at ALL times.
- _____ **SETUP/BREAK DOWN: RENTERS ARE RESPONSIBLE FOR SET UP AND BREAK DOWN OF THE ROOM.** All reservations must include set-up and breakdown time. **Renters will not be allowed in the room until the scheduled reservation time and DEPOSIT is received.**
- _____ **EQUIPMENT :** Renters must provide a tablecloth for each table. All tables used for your event must be cleaned and stacked neatly. 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 outside storage doors. 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 the kitchen, 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 and 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: ROOM C DOESN'T INCLUDE THE KITCHEN, THE KITCHEN REQUIRED A SEPARATE FEE.** 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. The stove is for warming purposes only, no cooking is allowed. 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. All plastic bags must be removed and placed inside the trash dumpster (on the west end of the building). **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.

_____ **SMOKING:** Smoking is 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. Monday – Saturday and 9:00 p.m. 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 calculated at \$30 per hour for two staff outside of normal hours.

_____ **Noncompliance and/or violations:** If any or all of 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 of events and/or birthday meetings sponsored by organizations with proof of non-profit tax-exempt status pursuant to 25 U.S.C 501 (c) (3 or 4) that may or may not charge the public fees. 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.

_____ **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 FORFIT 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