



PARKS & RECREATION

Department of Parks & Recreation  
**DAN HERNANDEZ – DIRECTOR**  
**FACILITY REQUEST FORM**

WALNUT RECREATION CENTER  
 3075 N WALNUT RD  
 LAS VEGAS, NV 89115  
 (702)455-8402

**FACILITY USER INFORMATION**

YOUR NAME:	STREET ADDRESS:	
GROUP NAME:	CITY/STATE/ZIP:	PHONE(S):

**RENTAL REQUEST INFORMATION**

DATE OF REQUEST:	TIME:	ROOM(S) REQUESTED:
DATE OF RENTAL/USE:	TIME:	MAXIMUM ATTENDANCE:
PLEASE DESCRIBE ACTIVITY:		WILL FOOD BE SERVED?

**For Office Use only**

**EMAIL ADDRESS:**

EXTERNAL	INTERNAL
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Room	Community Rates	Commercial Rates
Meeting Room A	\$60 for the 1 <sup>st</sup> 2 hours & \$20 for each additional hour. Room accommodates up to 50 people.	\$120 for the 1 <sup>st</sup> 2 hours & \$40 for each additional hour. Room accommodates up to 50 people.
Meeting Room B	\$60 for the 1 <sup>st</sup> 2 hours & \$20 for each additional hour. Room accommodates up to 50 people.	\$120 for the 1 <sup>st</sup> 2 hours & \$40 for each additional hour. Room accommodates up to 50 people.
Meeting Room C	\$60 for the 1 <sup>st</sup> 2 hours & \$20 for each additional hour. Room accommodates up to 50 people. <b>*Room C Doesn't include the Kitchen.</b>	\$120 for the 1 <sup>st</sup> 2 hours & \$40 for each additional hour. Room accommodates up to 50 people <b>*Room C Doesn't include the Kitchen.</b>
Kitchen	\$40 for the 1 <sup>st</sup> 2 hours & \$20 for each additional hour.	\$80 for the 1 <sup>st</sup> 2 hours & \$20 for each additional hour.
Meeting Room D (Multi-purpose Room)	\$60 for the 1 <sup>st</sup> 2 hours & \$20 for each additional hour. Room accommodates up to 50 people.	\$120 for the 1 <sup>st</sup> 2 hours & \$40 for each additional hour. Room accommodates up to 50 people.
Dance Room	\$100 for the 1 <sup>st</sup> 2 hours & \$40 for each additional hour.	\$200 for the 1 <sup>st</sup> 2 hours & 80 for each additional hour.
Gymnasium	\$100 for the 1 <sup>st</sup> 2 hours & \$40 for each additional hour.	\$200 for the 1 <sup>st</sup> 2 hours & 80 for each additional hour.
Staff: minimum 2 staff required	\$15 an hour per staff charges.	\$15 an hour per staff charges.

**NOTE:** Deposit - include a separate check or money order be returned if facility is left in acceptable condition. Additional fees will be assessed, if rooms are not cleaned, organized & return to their proper order. **\*\*Please Note\*\*** Set-Up & Clean-up is the responsibility of the facility **renter**. Any costs incurred by Clark County staff will be billed to renter.

Clark County Parks and Recreation  
**Walnut Recreation Center**  
 Rooms and Service Charges

<b>SERVICE CHARGES</b>		
<b>(1) Room:</b>	<b>Standard Room Charge:</b>	
(1) Additional Hours:	Hours _____ X hourly charge	
<b>(2) Room:</b>	<b>Standard Room Charge:</b>	
(2) Additional Hours:	Hours _____ X hourly charge	
<b>(3) Room:</b>	<b>Standard Room Charge:</b>	
(3) Additional Hours:	Hours _____ X hourly charge	
<b>(4) Room:</b>	<b>Standard Room Charge:</b>	
(4) Additional Hours:	Hours _____ X hourly charge	
<b>(5) \$15 an hour staff charges</b>	<b>Hours _____ X hourly charge</b>	
<b>LIABILITY INSURANCE REQUIRED: IF SO, WHOM:</b>		
<b>TOTAL COST OF ROOMS &amp; OTHER CHARGES</b> (Before clean-up/security Deposit)		
<b>CLEANING DEPOSIT – TO BE RETURNED THE NEXT BUSINESS DAY IF FACILITY IS IN ACCEPTABLE CONDITION.</b> Cleaning Deposit is \$100.00 the day of the event. (Check or Money Order) NO CASH.		
<b>COMPLETE COST OF EVENT</b> (Including clean-up deposit)		

Staff Taking Request \_\_\_\_\_

Date \_\_\_\_\_

**Clark County Board of Commissioners**  
 STEVE SISOLAK, Chairman,  
 CHRIS GIUNCHIGLIANI, Vice-Chair,  
 SUSAN BRAGER • LARRY BROWN  
 JAMES B. GIBSON • MARILYN KIRKPATRICK  
 LAWRENCE WEEKLY

YOLANDA KING, County Manager