

**Clark County Parks and Recreation
Walnut Recreation Ctr.
Renter's Facility
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, paper towels, cleaning solutions, and upon request.

_____ **FACILITY RESERVATION:** Once you have been approved for your reservation (via verbal communication, voice message, and/or email) you will have 5 business days to pay half the balance of your 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 the remaining balance need to be paid in full. 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 and it takes up to wait 6-8 weeks for your refund request to be mailed. If damages/overtime exceed \$100.00 cleaning fee – you will be billed for amount due.

_____ **PAYMENTS FOR RENTAL: Cash, In State Check, and/or Debit/Credit Card.**

_____ **CHILDREN:** Children attending the reservation are renter's responsibility and must be supervised at all times. Staff will remind the renter if children are misbehaving. If they continue to be unruly, Park Police will be notified and the rental will be terminated.

_____ **RENTAL GUESTS:** Patrons must not congregate in the parking lot, park area, rest rooms, lobby area, hall ways, in front, side, and/or back of the building. Guests must be in rental area at all times.

_____ **ROOMS: *RENTERS ARE RESPONSIBLE FOR SET UP AND BREAK DOWN OF THE ROOM.*** Each room has its own unique set up with tables and chairs. If you would like different tables, Walnut staff will provide the tables **BUT IT'S THE RENTER'S RESPONSIBILITY** changing the tables. All reservations must include set-up and breakdown time. Please keep back door closed during you rental time. **Renters will not be allowed in the room until Rental Time.**

_____ **TABLES:** Renters must provide 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 the tables across the floor.

_____ **CHAIRS:** 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:** 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.
- _____ **COUNTERS:** 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 DOES N'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.
- _____ **BATHROOMS:** All bathrooms used for your event must be cleaned. Trash cans must be emptied and replaced with a new trash liner. Mirrors, countertops, and sinks must be wiped clean, all toilets must be flushed, and debris removed from floors.
- _____ **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 are not permitted). Chairs, ladders or step stools are not permitted during set – up, event, or clean up.
- _____ **GARBAGE:** All garbage accumulated from your event, this includes outside areas if your group utilized playground or park area, must be put into plastic bags. 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- IT MUST BE INSIDE 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.
- _____ **GUM:** Is prohibited in all Clark County community centers.
- _____ **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 8:00 p.m. Monday's – Thursday's and 11:00 p.m Fridays and Saturdays. All persons on property after such time are subject to trespass violations.
- _____ **STAFF CHARGES:** A minimum of two (2) staff will be required for all reservations. Staff cost will be calculated at \$15 per hour per staff outside of normal operating 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.**
- _____ **ROOMS, KITCHEN and GYMNASIUM:** spaces are available only when Clark County Parks and Recreation programs and other County business meeting on activities are not scheduled. Rental are based on standard operating hours; use outside of normal operating hours will required additional staff cost fee

_____ **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.

_____ **MISCELLANEOUS:**
_____ All reservations must include set-up and breakdown time. No entry is permitted prior to your reservation time.
_____ No time adjustments or room changes will be made to reservations paid in full.

_____ **Bounce Houses will be allowed only in the gymnasium. Bounce House vendors must be from an approved Clark County list. Clark County Parks and Recreation must be listed on the Insurance Policy.**

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