

# FACILITY RESERVATION INFORMATION



City of Carrollton rental areas are available to everyone over 21; a discount is given to renters who reside in Carrollton.

## Residency

- In order to qualify for Resident pricing, renter must provide proof of residence in Carrollton (requires photo ID and proof of address).
- Person listed at the top of the application is considered the Renter; all fees are based on this person's residency.

Our rental areas are available for social, civic, business, cultural, recreational, or charitable purpose such as birthday parties, quinceñeras, family reunions, group meetings, church gatherings, weddings and receptions, free seminars, team practices, organizational development, and more.

Reservations may be made up to three months (90 days) ahead. No advance minimum notice is required during regular hours. After-hour rentals require advance notice and supervisor approval.

Our rooms include chairs and tables (selection varies by facility) at no additional cost.

## Fees

- No fees can be charged, no items can be sold, and no classes can be operated in the rented areas.
- Reservations cannot be held as tentative.
- All fees must be paid up front (including: security deposit, hourly fees, any after-hours fees, and rental add-ons).
- After-hours rentals will be assessed staffing fees at a rate of \$25 per hour, per staff member, and management will determine staffing needs based on times and event type.
- Some rentals, at management's discretion, may require an off-duty police officer to be present at the rate of \$40 per hour inside and \$45 per hour outside, in addition to the staff rate.

## Renter Responsibilities

- Renter must be present from start to finish of rental.
- Renter is responsible to keep guests within the rented areas.
- Renter must maintain proper adult/minor ratios
- Renter must adhere to rules outlines in *Facility Reservation Policy*.

## Set-up / Clean-up

- Set-up and Clean-up of the rental areas must be done within the rented time.
- Any time needed before or after will be charged at an additional rate.
- Set-up and Clean-up will be performed by the renter, not facility staff.

All guests, equipment, entertainment, food and beverages will enter/exit the facility through the main doors.

Storage of equipment in advance of or after the rental is not available.

## Prohibited Items

- No open flames (includes smoke/fog machines)
- No gambling
- No smoking (includes e-cigarettes)
- No controlled substances
- No alcohol (exception: after-hour rentals at the Senior Center or A.W. Perry Homestead Museum, with approval and compliance with an *Application to Serve Alcohol* and payment of any and all additional fees.)

## Facility Rentals Refund Policy:

- Up to one week before rental, a refund/credit will be given less the \$5 administrative fee.
- Within one week of rental, 50% percent of deposit or fees (whichever is less) will be deducted from refund.
- Excluding weather-related facility closures, refunds will not be issued for rentals after the rental start time has passed.

## Outdoor Facilities

(Police Non-Emergency Number 972-466-3333)

**Hours:** Dawn to Dusk (around 7am-10pm)

Phone Number: 972-466-3080

Facility:	Deposit:	Resident/Non-Res Fee:	Max Attendance
Amphitheater 2035 E Jackson Rd; 75006 (Key required. Pick up and return to recreation center)	\$100	\$30 / \$40 per hour	1500
Gazebo 1103 W. 3 <sup>rd</sup> ; 75006 (Special event permit required for reservations over 50 people.)	\$100	\$35 / \$45 per hour	50
Mary Heads Carter Pavilion 2320 Heads Ln; 75006 (Kelly Blvd, north of Keller Springs Rd)	\$100	\$50 / \$60 per hour	120
A.W. Perry Homestead Museum Grounds 1509 N Perry Rd; 75006 (north of Belt Line Road, west of Josey Lane)	\$150	\$200 for 3 hrs, \$75 for each additional hr	100
Special Equipment Deposit -Required when using portalets, large tents, bounce houses, or other large structures in city parks	\$100	NONE	N/A
Alcohol Deposit (with <i>Application to Serve Alcohol</i> )	\$200	NONE	N/A

## Rosemeade Recreation Center

1330 E Rosemeade Pkwy; Carrollton, TX 75007

**Hours:** M-Th 5:30a-10p; F 5:30a-9p; Sa 9a-8p; Su 12p-8p\*

Phone Number: 972-466-9800

Area:	Deposit	Resident/Non-Res Fee:	Max Occupancy:	Size:	Sq.Ft.
Room A	\$100	\$25 / \$35 per hour	27	20x27	540 ft <sup>2</sup>
Room B/C	\$100	\$25 / \$35 per hour	36	24x30	720 ft <sup>2</sup>
Room D	\$100	\$25 / \$35 per hour	18	24x15	360 ft <sup>2</sup>
Spin Room	\$100	\$25 / \$35 per hour	18	24x15	360 ft <sup>2</sup>
Dance Room	\$100	\$85 / \$115 per hour	191	66x58	3828 ft <sup>2</sup>
Gym A or B - half-court	\$100	\$35 / \$50 per hour	125	72x48	
Gym A or B - full-court	\$100	\$60 / \$75 per hour	250	72x96	
Entire Facility (after hours only)	\$250	\$250 / \$300 per hour	1000		(Price includes staffing costs)

Available Amenities: (150) Chairs and (15) 6' tables are available at no additional cost but should be reserved with room.

## Crosby Recreation Center

1610 E Crosby Rd; Carrollton, TX 75006

**Hours:** Mon-Fri 6am-9pm; Sat 9a-6p; Sun [closed]\*

Phone Number: 972-466-9810

Area:	Deposit:	Resident/Non-Res Fee:	Max Occupancy:	Size:	Sq.Ft.
Broadway Room	\$100	\$25 / \$35 per hour	38	32x24	768 ft <sup>2</sup>
Pioneer Room	\$100	\$25 / \$35 per hour	38	32x24	768 ft <sup>2</sup>
Elm Fork Room	\$100	\$60 / \$80 per hour	103	59x35	2065 ft <sup>2</sup>
Trinity Room	\$100	\$85 / \$115 per hour	156	56x56	3136 ft <sup>2</sup>
Gym A - half-court (Fri/Sat or after hours only)	\$100	\$35 / \$50 per hour	125	72x48	
Gym A - full-court (after hours only)	\$100	\$60 / \$75 per hour	250	72x96	
Entire Facility (after hours only)	\$250	\$250 / \$300 per hour	500		(Price includes staffing costs)

Rental Add-ons:

Service Kitchen	\$25 per hour
In-room Audio/Video	\$15 per hour
Portable Stage (8' X 8')	\$25 flat-rate

Available amenities: (24) 6' Round tables; (21) 4' Round tables; (30) 6' Rectangle tables; (18) 5' Meeting tables; (350) stacking chairs; at no additional cost.

## Josey Ranch Lake Senior Center

1720 Keller Springs Rd; Carrollton, TX 75006

**Hours of Operation:** Mon, Wed, Fri 8a-5p; Tues 8a-7:30p;

Thurs 8a-9:30p; Sat 9a-1p; Sun [closed]\*

**After Hours Rentals Only\***

Phone Number: 972-466-4850

Area:	Deposit:	Resident/Non-Res Fee:	Max Occupancy:	Size:	Sq.Ft.
Texas Room* - 3 hr min	\$250	\$160 / \$240 per hour	261	55x95	5225 ft <sup>2</sup>
Texas Room A* - 3 hr min	\$100	\$60 / \$80 per hour	82	55x30	1650 ft <sup>2</sup>
Texas Room B* - 3 hr min	\$150	\$120 / \$150 per hour	179	55x65	3575 ft <sup>2</sup>
Blue Bonnet Room*	\$100	\$25 / \$35 per hour	32	31x21	651 ft <sup>2</sup>
Lone Star Room*	\$100	\$25 / \$35 per hour	42	31x27	837 ft <sup>2</sup>

Rental Add-ons:

Service Kitchen	\$25 / \$35 per hour
In-room Audio/Video	\$15 per hour

Available amenities: (29) 6' Round tables; (10) 4' Round tables; (17) 6' Rectangle tables; (20) 5' Meeting tables; (240) padded stacking chairs, and (160) stacking chairs are available at no additional cost but should be reserved with room.

\* After-hours rentals will be assessed staffing fees at a rate of \$25 per hour, per staff member, and management will determine staffing needs based on times and event type. Some rentals, at management's discretion, may require an off-duty police officer to be present at the rate of \$40 per hour inside and \$45 per hour outside, in addition to the staff rate.

# FACILITY RESERVATION APPLICATION



THIS NAME AND ADDRESS IS WHERE CHECK REFUNDS WILL BE SENT – MAKE SURE IT IS LEGIBLE, COMPLETE, AND CORRECT

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_ Apt# \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone # (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

Email \_\_\_\_\_

Additional Contact \_\_\_\_\_

Phone # (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

Facility: \_\_\_\_\_ Date: \_\_\_\_\_ Time \_\_\_\_\_ until \_\_\_\_\_

Type of Function: \_\_\_\_\_ # of Guests \_\_\_\_\_

[ 72" round \_\_\_\_\_ ] [ 48" round \_\_\_\_\_ ] [ 6'rectangle \_\_\_\_\_ ] [ 5'rectangle \_\_\_\_\_ ] [ Chairs \_\_\_\_\_ ]

Facility: \_\_\_\_\_ Date: \_\_\_\_\_ Time \_\_\_\_\_ until \_\_\_\_\_

Type of Function: \_\_\_\_\_ # of Guests \_\_\_\_\_

[ 72" round \_\_\_\_\_ ] [ 48" round \_\_\_\_\_ ] [ 6'rectangle \_\_\_\_\_ ] [ 5'rectangle \_\_\_\_\_ ] [ Chairs \_\_\_\_\_ ]

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Type of Function: \_\_\_\_\_ # of Guests \_\_\_\_\_

[ 72" round \_\_\_\_\_ ] [ 48" round \_\_\_\_\_ ] [ 6'rectangle \_\_\_\_\_ ] [ 5'rectangle \_\_\_\_\_ ] [ Chairs \_\_\_\_\_ ]

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Type of Function: \_\_\_\_\_ # of Guests \_\_\_\_\_

[ 72" round \_\_\_\_\_ ] [ 48" round \_\_\_\_\_ ] [ 6'rectangle \_\_\_\_\_ ] [ 5'rectangle \_\_\_\_\_ ] [ Chairs \_\_\_\_\_ ]

## Initial agreement after reading all points below, then print name, sign, and date:

- \_\_\_\_\_ I will be present at the start of the rental and remain throughout rented time; I will be the contact person for staff during the event.
- \_\_\_\_\_ Room will not be opened before I arrive; I will complete all setup during rented time; and clean up must be completed before rental ends.
- \_\_\_\_\_ Nothing will be allowed into the room before the rented time including decorations, guests, food, DJ or caterers.
- \_\_\_\_\_ At the completion of the rental, all guests need to move to the outside of the building in order to inspect the room.
- \_\_\_\_\_ I am the only one who may make rental changes, including: changing room, date, time, table/chair requests, and cancellation.
- \_\_\_\_\_ All participants must remain inside the rented rooms at all times. I am responsible to make guests aware of this policy and will be in charge of returning them to the room. Guests refusing to follow this policy after being warned may be asked to leave.
- \_\_\_\_\_ I am responsible to stay until cleaning is completed and paperwork is signed. Rental is complete when: floors clean, tables/chairs clean and returned to closet, trash taken to dumpster, guests have exited the building, and personal items are removed from facility.
- \_\_\_\_\_ I have fully read and agree to the *Facility Reservation Policy* and *Carrollton PARD Facility Refund Policy* (attached).
- \_\_\_\_\_ Cash/check deposits take up to 30 days after the rental to process. Visa/MasterCard deposits take up to 7 days to process.
- \_\_\_\_\_ **(ALCOHOL Rental Only)** Renter must fill out and turn in *Application to Serve Alcohol* along with this form.

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**FACILITY RESERVATION POLICY**

APPLICANT GRANTED THIS RESERVATION AGREES TO ABIDE BY THE FOLLOWING:

**BASIC RENTAL INFORMATION** - Designated city facilities are available for social, civic, business, cultural, recreational, or charitable purposes. Reservations will be accepted from adults 21 years or older. A rental application form must be completed. Reservations can be scheduled up to three months (90 days) in advance. City programs and events hold priority over rentals in facility scheduling. Reservations will be made only after the renter has read, agreed to abide by, and signed this policy, and paid the security deposit and rental fees. Rental meetings must be open to the public without regard to race, age, sex, religion, national origin, political affiliation, or disabilities. Attendance is limited by the capacity of the rooms as established by the Building Code and the Fire Marshall. Reservations are taken on a first-come basis. City staff is permitted the authority to determine unacceptable behavior of individuals while on the premises, with the right to cancel reservations or request an offender to leave. Future use shall be denied those violating City Ordinance and Policies.

**DEPOSIT** - Cash, credit card, check or money order for deposit is required. The security deposit is a separate fee and is deposited. If paid by check, the deposit is refundable 30 days after the date of purchase when all conditions of the reservation are met. Checks will not be accepted within 30 days of rental date. Other forms of payment will be processed for refund within a week after the event. Reserved area must be left in a clean condition and without any damage by renter. Rentals must remain within the allotted time, or additional fees will be incurred. If these conditions are not met the renter forfeits their deposit. If damages occur beyond the deposit, renter will be held responsible for the difference.

**CHARGING FEES/SALES** - No admittance fee or any other charge for attendance may be attached to any function. No part of the city premises may be used for money raising activities unless the renter has pledged the proceeds to a charitable or public service program. The City has the authority to audit the renter's financial books or to require a financial statement. It is unlawful to sell or offer for sale any food, drinks, confections, merchandise, or services, unless such person has a written agreement or a permit issued by the Parks and Recreation Department.

**DAMAGES** - The individual for whom the reservation is made shall be responsible for any loss or damage to the property during the tenure of their reservation and shall reimburse the City for replacement cost of the property. A company or organization must designate a responsible individual for the rental. Applicant agrees to abide by all City, State and Federal laws. The City will not be liable for damage, injury or loss to person or property that may occur during the occupancy of the facility. The renter will agree to hold the City of Carrollton and its employees fully harmless for any actions that may arise out of the use of the facility.

**PUBLICITY** - In the event publicity concerning the meeting is circulated which lists the facility as the location, this disclaimer must be included: *"This event is not sponsored by the city of Carrollton."* Neither the name nor address of the facility may be used as the official address or headquarters of an organization.

**RENTAL COMPLETION** - At the end of the rental period the renter shall return the room to its original arrangement remove food and personal items and clean the area before leaving. Renter must clean floors, place all trash in plastic bags and take trash to dumpster. For outdoor facilities the renter must provide any needed cleaning supplies and must remove all equipment and supplies at the end of the rental. The City will not store nor be held responsible for any property left on the premises. The renter and department staff will complete a facility checklist before, during and at the conclusion of the rental.

**CHAPERONES** - Renter agrees to provide a minimum of three (3) adult chaperones, parents or adults 21 years of age or over for the first fifty (50) youth (under 18 years of age) and one additional chaperone for each twenty (20) additional guests. Chaperones must be present at all times.

**SET-UP / CLEAN-UP** - Set-up and clean-up must fall within the rental time. Renters are responsible for setup and take down of all rental equipment. Department staff will not be available to assist. A limited number of tables and chairs are available for use. Check with staff prior to the rental about inventory available at the site. The center does not furnish eating utensils, plates, cups, serving dishes, serving utensils, tablecloths, decorating supplies, microphones, podiums, extension cords, or other equipment. The center does furnish cleaning supplies. Tables, chairs, floors, and walls must be cleaned and left in original condition. An extra charge will be assessed and deducted from the deposit if the rental exceeds the contracted time and/or expected attendance. Rentals may be extended after posted closing time for cleanup only by special arrangement. Refunds will not be issued for rentals ending earlier than stated on the reservation agreement.

**AFTER-HOURS:** After-hours rentals will be assessed staffing fees at a rate of \$25 per hour, per staff member, and management will determine staffing needs based on times and event type. Some rentals, at management's discretion, may require an off-duty police officer to be present at the rate of \$40 per hour inside and \$45 per hour outside, in addition to the staff rate.

**GENERAL REGULATIONS:**

- The use of controlled substances or alcohol is prohibited on the premises. No smoking inside facility or near the exit doors.
- Gambling is not permitted on the premises.
- Decorations must be authorized by department staff. Nails, thumbtacks, etc. must not be used to attach decorations to the structure or to the furnishings. Decorations must meet all fire codes (no open flames, votives, smoke/fog machines, sternos, etc.) Gel sternos are allowed.
- Birdseed may be thrown outside only (no rice or confetti).
- Food purchased or catered for rental events must be from a Carrollton establishment.
- Permits are required for special events. Please contact Building Inspections at 972-466-3225.
- The city is not responsible for weather and recommends renters have a backup plan for outdoor functions.
- Contact the Police Non-Emergency number for outdoor reservation issues at 972-466-3333.

**CANCELLATIONS/REFUNDS** – Renter agrees to read and abide by Carrollton PARD refund policy.

**Facility Rentals Refund Policy:**

- Up to one week before rental, a refund/credit will be given less the \$5 administrative fee.
- Within one week of rental, 50% percent of deposit or fees (whichever is less) will be deducted from refund.
- Excluding weather-related facility closures, refunds will not be issued for any rentals after the rental start time has passed.

Signature of responsible party: \_\_\_\_\_ Date: \_\_\_\_\_