

RENTAL REQUEST INFORMATION USE OF CITY RECREATION CENTERS

PURPOSE OF BUILDING

Recreation Centers operated by the Parks & Recreation Department are established by law, for public recreation purposes. Building use is specified for:

- First - Programs planned and directed by the department
- Second - Programs planned and directed by groups sponsored or co-sponsored by the department
- Third - Programs planned and directed by the City of Greensboro

USE BY OUTSIDE GROUPS

Rentals granted to outside groups and organizations for recreational activities are subject to the following limitations:

1. No groups using the facility may charge fees or admissions, sell advance tickets, take collections, take donations, sell subscriptions, etc. of any type. **Fundraising is prohibited.**
2. No unlawful activities or use shall be made of the facility.
3. No rentals can be made on a repetitive basis.

RULES AND REGULATIONS GOVERNING USE

1. Groups using the building will be responsible for orderly behavior and must conform to City Ordinances, Department Policies, and individual Center rules and regulations. (Ex.: No alcoholic beverages, no weapons of any kind, no drugs of any kind, no unusually loud noises, must maintain good moral standards, etc.).
2. The Parks & Recreation Department will determine if police security will be required before the rental is issued.
3. Group will underwrite any property damage due to their use of the facility. This liability is assumed by the recipient of the rental.
4. No concession rights will be granted to outside groups using the building.
5. A Center Leadership staff member must be on duty when the building is in use. Subject to staff availability.
6. Rental fees include utilities, normal maintenance and use of the Center's equipment such as table, chairs, platforms, blackboards, etc. Provided this equipment is not needed for department use.
7. The department will not transport equipment from any other facility for use by a reservation group.
8. All areas of the facility used by rental groups must be cleaned to the satisfaction of Center Personnel.
9. No decorations shall be attached to the walls, ceiling, or floors without the approval of the Center Director. Time for decorating must be cleared with the Center Director and decorations must be completely taken down immediately following the event.
10. Parents or guardians must sign the application for minors or youth groups requesting use of the facilities, and must assure adequate adult chaperones for such events.
11. Center's seasonal hours at night are 7-10p.m., Monday through Friday, and activities must cease at 10:00pm unless an extension is agreed upon before by the renting party and the Center Director, however, Centers must be closed by 12 midnight.
12. All rental fees must be paid in full at least two weeks prior to the rental date.

Signature of Renter _____ Date _____