



DEPARTMENT OF PARKS & RECREATION
 CAMBRIDGE RECREATION CENTER
 DANIEL HERNANDEZ, DIRECTOR

3930 CAMBRIDGE STREET LAS VEGAS, NV 89119 (702) 455-7169 FAX (702) 455-8690

FACILITY REQUEST FORM

FACILITY USER INFORMATION		
YOUR NAME:	GROUP NAME:	TODAY'S DATE:
STREET ADDRESS:		CITY/STATE/ZIP:
RENTAL INFORMATION (DATE OF RENTAL MUST BE AT LEAST 2 WEEKS BEYOND TODAY'S DATE)		
DATE OF RENTAL:	START TIME:	ROOMS REQUESTED:
PHONE NUMBER:	END TIME:	MAXIMUM ATTENDANCE:
PLEASE DESCRIBE ACTIVITY:		WILL FOOD BE SERVED?
Please check box if any of the following apply: Charging Admission Concessions		
EMAIL ADDRESS:		
For Office Use Only		
FEES & CHARGES (RENTAL IS NOT APPROVED UNTIL EMAIL IS RECEIVED AND DEPOSIT IS PAID)		
SPECIAL INFORMATION: EXTERNAL <input type="checkbox"/> INTERNAL <input type="checkbox"/>		
Standard Room Charge - Room#		
Additional Hours = # Hours _____ X hourly charge		
Standard Room Charge - Room#		
Additional Hours = # Hours _____ X hourly charge		
Standard Room Charge - Room#		
Additional Hours = # Hours _____ X hourly charge		
Standard Room Charge - Room#		
Additional Hours = # Hours _____ X hourly charge		
Staff Charge: # Hours <u>\$ 30.00</u> X hourly charge (must have 2 staff working)		
LIABILITY INSURANCE <input type="checkbox"/> Is required <input type="checkbox"/> Is not required		
Additional Fees and charges: Scoreboard/console/portable dance floor, ect...		
TOTAL COST OF ROOMS & OTHER CHARGES (Before clean-up deposit)		
Clean-up/security Deposit - TO BE RETURNED IF FACILITY IS IN ACCEPTABLE CONDITION		\$100.00
COMPLETE cost of event (INCLUDING clean-up/security deposit)		

Staff taking order: _____ Date: _____

Staff approving request: _____ Date: _____

Staff working event: _____

NOTE: **Please Note - Set up and Clean up are the responsibility of the Renter. Additional fees will be assessed, if rooms are not cleaned, organized and returned to their proper order. Any costs incurred by Clark County staff will be billed to Renter. All rules must be followed; time modifications are not allowed the day of the rental.**

Room Rental Guideline and Check List

	Community Rate	Commercial Rate
Valley of Fire Room, Max 100 persons, 2,080 sq ft 10 round tables, 50 chairs,	\$80 for 1 st 2 hours \$20 for each additional hour	\$160 for 1 st 2 hours \$40 for each additional hour
Red Rock Room, Max 50 persons, 963 sq ft 6 round tables, 50 chairs,	\$60 for 1 st 2 hours \$20 for each additional hour	\$120 for 1 st 2 hours \$40 for each additional hour
Lake Mead Room, Max 50 persons, 963 sq ft 6 round tables, 50 chairs,	\$60 for 1 st 2 hours \$20 for each additional hour	\$120 for 1 st 2 hours \$40 for each additional hour
Charleston Room, Max 100 persons, 963 sq ft 10 narrow tables, 40 chairs,	\$60 for 1 st 2 hours \$20 for each additional hour	\$120 for 1 st 2 hours \$40 for each additional hour
Kitchen (Must include Red Rock Room) No tables or chairs	\$40 for 1 st 2 hours \$20 for each additional hour	\$80 for 1 st 2 hours \$40 for each additional hour
Whole Gym for sports only , 10,332 sq ft No tables or chairs	\$100 for 1 st 2 hours \$40 for each additional hour	\$200 for 1 st 2 hours \$80 for each additional hour
Sanitation Fee	\$30 Per Rental	\$30 Per Rental
Staffing Fee	\$30 per hour outside of operating hours	\$30 per hour outside of operating hours
Scoreboard/console rental	\$40 per hour	\$80 per hour
Portable dance floor rental, 18' x 18', must rent entire rental	\$20 per hour - 3 hour min	\$40 per hour - 3 hour min

- Security Deposit:** Upon arrival & before setting up for said event you the renter agrees to pay a \$100.00 security deposit to the rental staff on duty in the form of check or money order. Cash will not be accepted.
- Reservations:** All reservations are on a first come first serve basis. Said rental time must include said setup & breakdown time. **All personal items (including decorations) must be removed by the end of the rental time. Staff will disinfect and return tables and chairs only to storage.** Once said reservation is paid there will not be time adjustments.
- Renter on Premises:** The person who makes the reservation must be on the premises during the rental & must accept full responsibility for the group. This individual must check in on the day of the rental with security deposit to Cambridge Staff.
- Cancellations:** All cancellations must happen 30 days prior to the event to receive a full refund.
- Tables & Chairs:** All tables & chairs used for said event must be left out and cleaned of all debris.
- Floors:** All floors used for said event must be swept (mopped if required) after the event.
- Gymnasium:** No one is permitted to bring food items or drinks of any kind into the gym. Water only.
- Bathrooms:** The two bathrooms (men's & women's) must be returned in the condition it was given.
- Decorations:** All decorations must be removed. **Helium balloons are not permitted.** All string & tape must be removed. No tacks or nails may be used.
- Garbage:** All garbage accumulated from the event must be put in plastic trash bags and taken to the dumpster.
- Parking Lot:** The lot area used by guests of said event must be cleaned of all trash. Parking places in front of building has 50 spots & 6 are for persons with disabilities.
- Smoking:** Smoking is prohibited inside all Clark County buildings. Smoking is allowed in designated areas outside the building, & receptacles for ashes & cigarette butts are provided in these areas.
- Alcohol:** Alcoholic beverages are not allowed in any Clark County buildings; 100 feet from youth play areas (playgrounds, pools, basketball courts, etc.) & any county parking lots.
- Entertainment:** DJs &/or bands must stop playing & begin breaking down equipment approximately 45 minutes prior to the end of the rental hours. This time frame ensures that the renter & staff have adequate time to complete all functions prior to the end of the rental.
- Closing:** Staff will begin locking & securing the building prior to the end of the rental time. The building will be closed no later than 10:00 p.m. Only Clark County staff members are permitted after said time. Patrons on this property after such time are subject to trespassing violations and the police will be notified if required.
- Liability** – The person listed on your reservation permit assumes all liability and responsibility for guests.
- Noncompliance &/or Violations:** If any or all of the above listed items are not completed and/or violated your \$100.00 deposit will not be returned. If your reservation runs over time by more than 15 minutes your deposit will be forfeited & rental party can be subjected to trespassing violations.
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The undersigned acknowledges that they have received, read & accepted Cambridge Recreation Center's room rental agreement. Said agreement was updated June 15, 2021 & incorporated by this reference.

Printed Name: _____ Signature: _____ Date: _____