

**CLARK COUNTY PARKS AND RECREATION
DESERT BREEZE COMMUNITY CENTER INDOOR RESERVATION REQUEST FORM**

8275 SPRING MOUNTIAN DR, LAS VEGAS, NV 89117 | (702) 455-8334 | E-mail request to: DesertBreezeCC@ClarkCountyNV.gov

Facility User Information

Renter Name:		Phone:
Address:		
Email:	DOB:	MAX ATTENDANCE:
Rental Date Requested:	Rental Time (Include set up & clean up time):	
Charging Admission or concessions? Yes / No	Food or Drinks: Yes / No	Liability Insurance: Yes / No
Please describe activity/event:		

CHECK	ROOM INFORMATION	Capacity	Community Rate	Commercial Rate
	Standard Classroom	26	\$60 for the 1 st (2) hours \$20 for each additional hour.	\$120 for the 1 st (2) hours \$40 for each additional hour.
	Multi-Purpose Room or Meeting Room	67	\$80 for the 1 st (2) hours \$20 for each additional hour.	\$160 for the 1 st (2) hours \$40 for each additional hour.
	Gymnasium	707	\$100 for the 1 st (2) hours \$40 for each additional hour.	\$200 for the 1 st (2) hours \$80 for each additional hour.
	Half Gymnasium (Sporting Events ONLY)	354	\$70 for the 1 st (2) hours \$28 for each additional hour	\$140 for the 1 st (2) hours \$56 for each additional hour
	Dance Studio	30	\$80 for the 1 st (2) hours \$20 for each additional hour	\$160 for the 1 st (2) hours \$40 for each additional hour.
	Staff	Staff are required for all reservations. Staff cost will be calculated at \$30 per hour for 2 staff outside of normal operating hours.		

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. It is recommended that an event should end at least one (1) hour before schedule end-time, to allow for cleanup. All rules must be followed.

For Office Use Only					
Room	Circle	Community	Commercial	Total Hours	Total Cost
Standard Room Charge (Minimum of 2 hours)		\$60	\$120		
Additional Hours (after 2 hours)		\$20	\$40		
Multi-Purpose Room or Meeting Room Charge (Minimum of 2 hours)	Multi or Meeting	\$80	\$160		
Additional Hours (after 2 hours)		\$20	\$40		
Whole Gym Charge (Minimum of 2 hours)	1 or 2	\$100	\$200		
Additional Hours (after 2 hours)		\$40	\$80		
Half Gym Charge (Minimum of 2 hours)	A B C D	\$70	\$140		
Additional Hours (after 2 hours)		\$28	\$56		
Dance Studio (Minimum of 2 hours)		\$80	\$160		
Additional Hours (after 2 hours)		\$20	\$40		
Scoreboard(Console) Rental &/or Concessions each		\$40/hour	\$80/hour		
Staff Charge (2 staff are required per hour) = \$ 30.00					
Security/Cleaning Deposit (CHECK or BLANK MONEYORDER)					\$100.00
FINAL COST OF RENTAL					

Renter's Signature:	Date:
Staff Taking Request:	Date:
Staff Approving Request:	Date:

FACILITY RENTAL CHECKLIST

Please read and review the below guidelines. These terms are non-negotiable and are to be adhered to by all members of your rental group. It is the responsibility of the renter/group to seek clarification on the below items prior to the rental date. On the day of the rental, center staff will walk the facility with you and check all items have meet approval and been completed.

The following cleaning supplies will be provided for convenience and upon request: Trash liners, brooms, dustpans, mop bucket, paper towels, and cleaning solutions.

Initial below:

- _____ **FACILITY RESERVATION: Please allow 15 minutes to go over the rental contract with a staff member.**
Reservation Request: May take up to 3 -5 business days for approval. Once said reservation is paid there **will not be time adjustments.** On the day of the reservation the renter/person signing this document must remain on the property for the duration of the rental.
- _____ **Refunds:** 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 in the form of CHECK OR MONEY ORDER. **NO ONE** will be allowed in the room and the reservation will not start until the person listed on the rental agreement arrives and staff has received the \$100.00 security deposit. If you do not retrieve your deposit within 3 business days your deposit will be sent to the bank. Refunds are issued within 6-8 weeks. If damages/overtime exceed \$100.00 cleaning fee – you will be billed for the amount due.
- _____ **GYMNASIUMS:** Food and Drinks (except water) are PROHIBITED in Gym1 A/B. Gym 2 C/D food and drinks are allowed with a \$30 floor cover fee.
- _____ **RENTAL GUESTS/CHILDREN:** Patrons must not congregate in the parking lot, restrooms, lobby area, hallways, or outside of the building. Patrons must always be in rental area. Children attending the reservation are renter's responsibility and must ALWAYS be supervised.
- _____ **SETUP/BREAK DOWN: RENTERS ARE RESPONSIBLE FOR SET UP AND BREAK DOWN OF THE ROOM.** All reservations must include set-up and breakdown time. **Renters will not be allowed in the room until the scheduled reservation time and DEPOSIT is received.**
- _____ **EQUIPMENT/SUPPLIES: ONLY** tables and chairs are provided for use. All tables and chairs used for your event must be cleaned and stacked neatly on storage charts. All equipment must be cleaned and sanitized at the end of event. All decorations must be removed from equipment. Renter's are encouraged to cover tables with tablecloths. Supplies such as pens, paper, first aid supplies, plates, utensils, etc. are **NOT PROVIDED.**
- _____ **FLOORS AND COUNTER:** All floors used for your event must be cleaned. These areas include room(s) rented, hallways and bathrooms. Cleaning refers to sweeping, picking up debris and mopping each area. All counters used for your event must have the decorations, food items etc. removed, and must be wiped clean and sanitized.
- _____ **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.
- _____ **DECORATIONS:** All decorations used for your event must be removed at the conclusion of your rental. **ALL HELIUM** balloons (NOT ALLOWED IN THE GYM) must be tied down. If any balloons are released in the building it is the renter's responsibility to retrieve the balloons. All string and tape must be removed from walls (**staples and tacks are not permitted TAPE ONLY**). **Absolutely no glitter or confetti.**
- _____ **Trash:** All trash accumulated from your event; this includes outside areas must be put into large plastic bags. All plastic bags must be removed and placed **inside** the trash dumpster. **NO TRASH MAY BE PLACED NEXT TO THE DUMPSTER. PLEASE DO NOT PLACE TRASH IN PARKINGLOT TRASH CANS OR OUTSIDE COMMUNITY CENTER 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.

_____ **SMOKING:** Smoking is prohibited inside all Clark County buildings. Smoking is allowed only in designated areas outside the building,

_____ **PROHIBITED ITEMS:** Alcohol, glitter/confetti, smoking, gum, propane or gas grills, fog machines, and helium balloons (gym).

_____ **CLOSING:** No rentals will extend after 11:00pm. All persons on property after such time are subject to trespass violations.

_____ **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.

_____ **NONCOMPLIANCE AND/OR VIOLATIONS:** **If any or all 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.**

DISCLAIMER

I, _____ acting on behalf of myself, 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.

Renter's Name:	
Renter's Signature:	Date:

Attach Additional Forms as Needed:

Clark County is required to verify that organizations requiring a Business License or Charitable Registration are in accordance with Clark County Code Chapter 6 are in good standing with the Department of Business License. Please note that permits will not be issued until all information has been received and verified by the Department of Business License which may result in being unable to accommodate your initial request. To expedite, please submit copies of the following documentation with your request for reservation:

- IRS 501C (if requesting the Community Rate)
- State of NV Incorporation Status
- Clark County Charitable Registration (if requesting the Community Rate)
- Clark County Business License if applicable
- Documentation of Affiliation with State or National Parent Organization if applicable (Listed on Form)
- A Certificate of Insurance listing Clark County NV as additionally insured (\$1 million per occurrence, \$2 million aggregate) will be required prior to the issuance of rental permit(s)

SECURITY DEPOSIT
Day of Reservation Use ONLY

Payment Type Received	
	Cash
	Check Check Number:
	Money Order Check Number:

Date			
PAID DEPOSIT		STAFF RECEIVING DEPOSIT	
Renter Name		Staff Name	
Renter Signature		Staff Signature	

Date			
PICKED UP DEPOSIT		STAFF RETURNING DEPOSIT	
Renter Name		Staff Name	
Renter Signature		Staff Signature	

Deposit Returned:

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

If not returned, then explain why:
