



PARKS & RECREATION

Department of Parks & Recreation
DAN HERNANDEZ – DIRECTOR
FACILITY REQUEST FORM

WALNUT RECREATION CENTER
 3075 N WALNUT RD
 LAS VEGAS, NV 89115
 (702)455-8402

FACILITY USER INFORMATION

YOUR NAME:	STREET ADDRESS:	
GROUP NAME:	CITY/STATE/ZIP:	PHONE(S):

RENTAL REQUEST INFORMATION

DATE OF REQUEST:	TIME:	MAXIMUM ATTENDANCE:
DATE OF RENTAL/USE:	TIME:	WILL FOOD BE SERVED? Y N
PLEASE DESCRIBE ACTIVITY:		PAYMENT DUE BY:

For Office Use only

EMAIL ADDRESS:	Added Time
EXTERNAL	INTERNAL

Room	Community Rates	Commercial Rates
Meeting Room A	\$60 for the 1 st 2 hours & \$20 for each additional hour. Room accommodates up to 50 people.	\$120 for the 1 st 2 hours & \$40 for each additional hour. Room accommodates up to 50 people.
Meeting Room B	\$60 for the 1 st 2 hours & \$20 for each additional hour. Room accommodates up to 50 people.	\$120 for the 1 st 2 hours & \$40 for each additional hour. Room accommodates up to 50 people.
Meeting Room C	\$60 for the 1 st 2 hours & \$20 for each additional hour. Room accommodates up to 50 people. *Room C Doesn't include the Kitchen.	\$120 for the 1 st 2 hours & \$40 for each additional hour. Room accommodates up to 50 people *Room C Doesn't include the Kitchen.
Kitchen	\$40 for the 1 st 2 hours & \$20 for each additional hour.	\$80 for the 1 st 2 hours & \$20 for each additional hour.
Meeting Room D (Multi-purpose Room)	\$60 for the 1 st 2 hours & \$20 for each additional hour. Room accommodates up to 50 people.	\$120 for the 1 st 2 hours & \$40 for each additional hour. Room accommodates up to 50 people.
Dance Room	\$100 for the 1 st 2 hours & \$40 for each additional hour.	\$200 for the 1 st 2 hours & 80 for each additional hour.
Gymnasium	\$100 for the 1 st 2 hours & \$40 for each additional hour.	\$200 for the 1 st 2 hours & 80 for each additional hour.
Staff: minimum 2 staff required	\$15 an hour per staff charges during regular business hours. \$30 an hour per staff charges during non-business hours.	\$15/\$30 an hour per staff charges.

NOTES:

Clark County Parks and Recreation
Walnut Recreation Center
 Rooms and Service Charges

SERVICE CHARGES		
(1) Room:	Standard Room Charge:	
(1) Additional Hours:	Hours _____ X hourly charge	
(2) Room:	Standard Room Charge:	
(2) Additional Hours:	Hours _____ X hourly charge	
(3) Room:	Standard Room Charge:	
(3) Additional Hours:	Hours _____ X hourly charge	
(4) Room:	Standard Room Charge:	
(4) Additional Hours:	Hours _____ X hourly charge	
(5) \$15/\$30 an hour staff charges	Hours _____ X hourly charge	
LIABILITY INSURANCE REQUIRED: IF SO, WHOM:		
TOTAL COST OF ROOMS & OTHER CHARGES (Before clean-up/security Deposit) Full Payment is due 10 days prior to the rental date. Payments can be made in the form of: In State Check, Cash, Money Order, or Credit Card. Payments may not be made over the phone.		
Refundable Cleaning/Damage Deposit - The \$100 Refundable Cleaning/Damage Deposit is due the day of your reservation in the form of an instate check or blank money order (NO CASH) with a valid I.D. Deposit refunds are based on the condition the facility was returned, if any damages occur or policies & procedures are broken, Renter may forfeit all or a portion of the deposit. You will be notified the week following your reservation to determine if your refund was granted.		
COMPLETE COST OF EVENT (Including clean-up deposit)		

Staff Taking Request _____

Date _____

Print Name _____

Date _____

Signature _____

Date _____

Clark County Board of Commissioners
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 MARILYN KIRKPATRICK * JAMES GIBSON
 ROSS MILLER* MICHAEL NAFT
 KEVIN SCHILLER, County Manager