



DEPARTMENT OF PARKS & RECREATION
 CAMBRIDGE RECREATION CENTER
 ACTING DIRECTOR – MINDY MEYERS
 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 (RESERVATION IS NOT APPROVED UNTIL DEPOSIT HAS BEEN PAID!)		
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: <input type="checkbox"/> Charging Admission <input type="checkbox"/> Concessions		
EMAIL ADDRESS:		
For Office Use Only		
SERVICE CHARGES (COMPLETE PAYMENT DUE "TWO WEEKS" AFTER REQUEST APPROVAL)		
SPECIAL INFORMATION: EXTERNAL <input type="checkbox"/> INTERNAL <input type="checkbox"/>		
Standard Room Charge - Room#		
Additional Hours = # Hours _____ X hourly charge		
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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		
Concession \$25 each or negotiated percentage		
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. Event should end at least one (1) hour before schedule end-time, to allow for clean up. All rules must be followed.