

## **City of Plano Recreation Facility Room Rental Policy**

1. Recreation programs and activities shall receive first consideration in scheduling.
2. Reservations and rentals may be made up to two months in advance.
3. After hours rentals must be made at least two weeks in advance and must be paid for at the time of booking to secure the reservation. No dates will be held without payment in full.
4. Reservations and rentals must be made in person on a first come first served basis for persons at least 21 years of age.
5. The individual signing the Agreement must be at the function for the duration of the scheduled activity and have Room Rental Permit in hand.
6. Minimum rental time during facility hours is one hour. Staff reserves the right to limit the duration of the rental.
7. After hours rentals require a two-hour minimum rental and may begin 30 minutes after facility closing.
8. Maximum occupancy numbers must be adhered to during the rental. Staff may limit access to any persons that would exceed the maximum occupancy of the rental.
9. Reservations during facility operating hours shall begin no sooner than 30 minutes after the scheduled opening time for the center. Reservations must also be schedule to end at least 30 minutes prior to facility closing.
10. Renter must provide a minimum of 1 adult for every 12 youth participant's aged 7 and older. For groups with children younger than 7, a 1 adult to every 3 child ratio will be required.
11. The individual signing the Agreement is responsible and shall be responsible for any loss or damage to the property or equipment during the rental/reservation. Renter is fully responsible for any damages based upon actual repair or replacement costs.
12. Admission fees charged by the renter, or solicitation of funds in conjunction with a reservation, require approval of the Director of Parks and Recreation. The Director of Parks and Recreation must also approve the sale of food and beverages.
13. Renter may use the center only during prearranged time. Requested time must include set up and clean up time.
14. No group shall assign its space or reservation to another group.
15. Individuals and organizations making a reservation must comply with all facility rules and regulations, as well as all City, State, and Federal laws, ordinances, and policies.
16. The City facility will not accept shipments of freight or rental materials for the lessee.
17. Music or other entertainment must be pre-approved to ensure compatibility with facility activities as determined by the facility supervisor.
18. No birdseed, rice, confetti, fog machine, bubbles, sequins, or butterflies may be used in the building.
19. No glass containers of any kind are permitted.
20. Rentals/Reservations must remain in the areas reserved.
21. No open flames are allowed in the rooms. Center-piece candles must be protected by hurricane glass. Birthday candles on cakes are permissible.
22. No equipment or displays may be set up outside of the building.

23. Renter is responsible for the table/chair set up/ take down, and area clean up. Facility must be returned to the condition as it was at the beginning of the rental. Please note that the facilities are open to the public during the day. Cleanup is determined as follows:
  - All décor and or belongings must be removed by the event ending time as stated in the contract.
  - Tables and floors must be cleared of trash.
  - Trash must be bagged, tied and placed in a central location.
  - Nothing can be hung from ceilings or walls.
  - The lessee must clean up all spills.
  - The lessee is completely responsible for his or her guests.
  - The lessee shall remove excessive trash in the parking lots or any common area used during the rental/reservation.
  - The renter must remove all equipment/supplies at the end of the reservation time. The facility will not be responsible for any property and equipment left at the facility following the rental.
24. The center does not provide AV equipment, extension cords, boom boxes, dishware, serving utensils, tape, ladders, coffeemakers, refrigeration, etc.
25. No signage promoting the event may be hung in the building.
26. Vending machine coin slots may not be taped over, nor can machines be covered in any way.
27. The recreation staff does not provide assistance in setting up, or carrying supplies or other materials brought in by the renter.
28. Pre-prepared food and catering is permitted in designate areas. Warmers with candles allowed only when catering and are not to be used with tablecloths. Food cannot be prepared on site.
29. Tobacco and alcohol usage are prohibited.
30. The Parks and Recreation Department is not liable for any interruptions caused by power outages, emergency situations or heating/air conditioning failures during the reservation time.
31. A reduced rate for Plano based non-profits is available for reservations during regular facility hours for a maximum 4 hour rental time. Saturday, after hours reservations, and any hours after the 4 hour maximum are subject to regular rental rates. The reduced rate is available one reservation at a time. Standing reservations are subject to the regular rental rates after the first reduced rate reservation. Once a discounted reservation is completed, the next discounted reservation may be made, based on facility availability.
32. Non-profits organizations are defined as groups that can show proof of non-profit status as a 501(c)3.
33. Inaccurate or untruthful statements made by the renter in the rental application or violation(s) of any rules and regulations for the use of the City facilities may result in permanent cancellation of the person's or organization's rental and/or recreation privileges.
34. Recreation staff reserves the right to revoke any reservation/rental if the program is not in full compliance with this policy. Any expenses incurred by the renter will be the renter's responsibility.
35. Failure to comply with the above Policy will result in the denial of future program use. The Recreation Services Manager will decide questions regarding interpretation of the above Policy.
36. Rentals cancelled more than 7 days out from the rental date will be refunded the full amount minus a \$5 administration fee. Rentals cancelled less than 7 days from the rental date will be refunded the full amount minus a \$10 administration fee.



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Lessee Signature

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Date