

City of Burleson
Parks and Recreation Department
Center Use Policies and Procedures

Policy: The facilities operated by the City of Burleson Parks and Recreation Department shall be available for use by the public on a reservation basis subject to the conditions outlined below. The purpose of these guidelines is to establish standard procedures for administering the policy and to insure fairness in the letting of the facilities.

I. Administration

The Burleson Parks and Recreation Department is responsible for the administration of the policy.

- II. The Burleson Recreation Center is only available for rent during normal operating hours. Rental requests in excess of normal operating hours may only be accepted with the approval of the Center Operator. The Recreation Center will not be available for rental on City Holidays.**

III. Responsibility

A. User agrees to indemnify and hold harmless the City, its agents and employees from and against any claims for damages to persons or property arising out of any use of the Recreation Center and premises by user. The user does hereby assume all liability and responsibility for bodily injuries, claims, or suits for damages to persons or property of whatsoever kind or character, whether real or asserted, occurring in connection with the use of the Recreation Center or premises by user, his or her agents, servants, employees, contractors or subcontractors. The City assumes no responsibility for any personal property placed in or about the facility.

B. Facility Rentals

1. Non Sport Events: User agrees to leave the premises in as good or better condition than which existed prior to their usage. *Please refer to the Facility Cleaning Checklist.* All trash must be properly disposed of. All tables and chairs shall be cleaned off by the User. All decorations must be removed. If the food preparation area is used, all utensils and appliances must be cleaned, spills mopped up, scuffmarks removed and floors shall be swept.
 2. Sport Rentals: User agrees to leave the premises in as good or better condition than which existed prior to their usage. Please refer to the Facility Cleaning Checklist. All trash must be disposed of properly.
- C. User agrees to assume all responsibility for any damages done to the premises as a result of their usage, even above the deposit amount. An authorized Parks and Recreation Department representative shall have two business days following an event to determine and assess any damages done to the premises. It shall be the responsibility of the Parks and Recreation Department staff to notify User of any damages during this two-day period. User shall assume repair and /or replacement costs based on the Center Operator's assessment.

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- D. **NO ORAL** agreements for use of the recreation facility shall be valid. All reservations must be confirmed with a written contract, signed and approved by Center staff and the user fees paid with the deposit.
- E. User shall comply with all federal, state and local laws including all ordinances of the City of Burleson and all rules, regulations and requirements of the Parks and Recreation, Police and Fire Departments. No User shall schedule an event, which will have a larger attendance than the seating capacity of the reserved area. User shall not be permitted to nail, tack, screw, or otherwise physically attach materials to any part of the recreation center. This includes attaching tape to a painted surface. All decorative materials must be treated with flame proofing and meet the requirements of the City of Burleson Fire Codes. All decorations must remain inside the area that is reserved.
- F. User shall not collect fees in the Recreation Center or the area surrounding the facility unless approval has been granted in writing by an authorized representative of Parks and Recreation Department. All reservations where monies are collected are subject to approval by the Parks and Recreation Department. The City will receive 15 percent of total collections (admissions, concessions, etc.) or \$50, whichever is greater. This will be in addition to all applicable reservation fees.
- G. Decoration and clean up time is included in the reservation time reserved and will be added to the reservation fee. User requiring services or equipment other than that normally provided by the center shall be furnished by the user and subject to the Recreation Center Supervisor or Recreation Manager's approval. User agrees to assume all necessary expenses incurred.
- H. The group using the building must not attempt to gain access to the building before the reservation time and must vacate the building at the end of the reservation time. The time specified on the application is the only time that may be used. If the building is not vacated at the specified time on the contract, additional time will be charged per minute to the reservation at a rate of **DOUBLE** the original rate. The user will be expected to monitor their rental without having to be told by staff that time has expired.
- I. User shall be permitted to use only the areas, which are designated at the time the reservation is reserved. User shall not do or permit to be done, in or upon any portion of the Center or its premises, anything that will obstruct or interfere with the rights of the other users of the building. At no time shall a User sub-lease or assign its reservation to another individual, group, or organization.
- J. Rental cancellations:
Customers who have to cancel an event will have the option of rebooking their event. If the event cannot be rescheduled, the contract holder is subject to the following:

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- *Rentals cancelled 30 calendar days or more prior to booking will receive 100% of the deposit.*
 - *Rentals canceled 29 - 15 calendar days prior to booking will receive 50% of the deposit.*
 - *Rentals canceled 14 calendar days or less prior to the event date will forfeit all of deposit.*
 - *Rentals downgraded from 2 rooms to 1 room 30 calendar days or more prior to the event date will be refunded 100% of the deposit paid for the additional room.*
 - *Rentals downgraded from 2 rooms to 1 room less than 30 calendar days prior to the event date will forfeit the portion of the deposit paid for the additional room.*
- K. Alcohol is prohibited at the Burleson Recreation Center.
- L. Smoking and other tobacco uses are prohibited inside the building or within 50 feet of public entries.
- M. User shall not gamble, or give anyone permission to gamble, on the premises of the Center Facility.
- N. The Recreation Center may be used for political activities if and only if the event is not involved with fundraising. Political literature and other printed or recorded materials may not be distributed to other facility users.

IV. Youth Events

- A. Youth events are defined as those that have a primary participation base of attendees ages 13-20. All youth events will require security arranged through the Burleson Police Department and approved by the Recreation Manager 14 days prior to the event. The Parks and Recreation Department and Burleson Police Department will determine event security requirements. All fees and charges are the responsibility of the contract holder.

V. Entertainment

- A. Appropriate music is allowed during rental events unless staff determines that it is offensive, explicit or excessively loud. Center management will have the final decision as to appropriateness.
- B. Disc jockeys, string quartets, and bands will not be allowed during the rental time.
- C. Equipment sound will be set at a reasonable level as determined by staff. Sound levels may be subject to adjustment during the rental period.
- D. Fog, smoke and bubble machines are prohibited within the recreation facility.
- E. Center management must approve food and beverage caterers for all public or private events.

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VI. Eligibility for Use of Facilities and Equipment

- A. Reservations will be accepted from persons 21 years of age or older.
- B. An adult chaperone is required for every 20 guests under 21 years of age. Chaperones must be present at the facility before it is opened for the activity and must remain throughout the entire function.

VII. Requirements*

- A. Persons requesting a reservation will complete and submit a Recreation Center Rental Request form 14 days prior to requested rental date. The completed application must be returned to the Recreation Center with the deposit. The application is then approved after management has determined that the activity and other requests are suitable for the area being requested. *A damage deposit (payable by cash or credit card only) is required on all rentals. Upon completion of the rental, if the user has remained in compliance with their Center Use Agreement, the deposit will be refunded. Refund is subject to any remaining balance due on household. Deposits paid with cash will be refunded by a check from the City Finance Department. Deposits paid with credit card will be refunded back to same credit card. Allow 7 to 10 business days for refund processing and mailing.*

VIII. Fees

- A. An additional fee of \$15.00 per hour per staff attendant will be added to the standard fee for after-hours rentals.
- B. The City of Burleson does not provide individual or group discounts based on organization status. Non-profit agencies will be charged the same rental fees as other customers at all Centers.
- C. Organizations utilizing the Recreation Center repetitively for three consecutive months or more may be eligible for a 10 percent discount (churches, basketball teams, etc).
- D. All fee waivers must be approved by the Director of Parks and Recreation.

IX. Security

- A. Staff shall reserve the right to determine whether security shall be required during a scheduled activity and, in collaboration with the Burleson Police Department, shall determine the level of security required for events.
- B. Facility staff shall make all necessary arrangements for security, with the understanding that the User shall be responsible for all such expenses. If User refuses to assume the cost of such police security, then the reservation shall be subject to cancellation and forfeiture of deposit. Staff shall determine the ratio of officers to participants for most activities.
- C. Youth events (dances, parties or similar events) may require additional security and control measures.

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X. Conflicts and Exclusions

- A. The Parks and Recreation Department reserves the right to refuse or cancel any rental request should the event present a conflict with the Mission of the Parks and Recreation Department.
- B. The Parks and Recreation Department reserves the right to cancel a rental request upon violation of facility use policies. Rentals fees and damage deposits could face forfeiture and refusal of any future rentals depending on the nature of the violation(s).
- C. The City reserves the right to refuse service to any guests or individuals exhibiting unacceptable behavior.
- D. Rental of space within the Recreation Center does not infer exclusive use of the entire facility.
- E. Facility use rules and regulations are established to protect users, staff and city property.

XI. Misrepresentation

- A. The City of Burleson reserves the right to withhold a portion or all of the security deposit or rental fees. City officials may shut down an event if the contract holder has misrepresented information on the facility use agreement or on other documents provided as part of the rental agreement.

Examples of misrepresentation include but are not limited to:

- Failure to disclose the true nature of the activity or sponsor
- Failure to arrange adequate security
- Exceeding space capacity or the number of participants agreed to on the rental contract
- Selling of merchandise and/or services without a permit
- Charging admission fees without a permit

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FACILITY USE AGREEMENT
Addendum A- Youth Events

The purpose of this addendum is to provide additional direction and control relative to facility use events involving youth/teen groups with a primary base of participants ages 13-20.

I. Security and Control

- A. Any activity requiring security must be booked at least 14 days in advance to ensure that security can be arranged.
- B. Staff shall reserve the right to determine whether security shall be required during a scheduled activity and, in collaboration with the Burleson Police Department, shall determine the level of security required during the occupancy of the Facility.
- C. Facility staff will ensure that all necessary arrangements for security will be made by the User, with the understanding that the User shall be responsible for all such expenses. If User refuses to assume the cost of such police security, then the reservation shall be subject to cancellation and forfeit of all rental fees.
- D. For dances, parties or similar activities, the ratio shall be two police officers for up to 100 youth, plus one additional officer for every 50 additional youth. Additional security may be required based on attendance and activity.
- E. Youth event organizers will be required to provide the Center Operator with a list of invited guests and other individuals for their event(s) at least 14 days prior to the event. Upon entry to the facility, participants may be required to wear a wristband or other device for identification purposes.
- F. One adult chaperone is required for every 20 guests under the age of 21. Chaperones must be present at the facility before the event can proceed, and they must remain throughout the entire function.

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FACILITY USE AGREEMENT
Addendum B-Participation

Participant Name _____

Address _____ Phone Number _____

Date of Rental _____ Time _____ Number of Youth/Teens _____

Estimated # of Male Youth/Teens (ages 13-20) _____

Names of Adult Male Chaperones:

1. _____ Phone Number _____

2. _____ Phone Number _____

3. _____ Phone Number _____

4. _____ Phone Number _____

5. _____ Phone Number _____

6. _____ Phone Number _____

7. _____ Phone Number _____

8. _____ Phone Number _____

Estimated # of Female Youth/Teens (ages 13-20) _____

Names of Adult Male Chaperones:

1. _____ Phone Number _____

2. _____ Phone Number _____

3. _____ Phone Number _____

4. _____ Phone Number _____

5. _____ Phone Number _____

6. _____ Phone Number _____

7. _____ Phone Number _____

8. _____ Phone Number _____

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Rental Contract

XII. Rental Cancellations and Payment Policy:

A. Customers who have to cancel an event will have the option of rebooking their event. If the event cannot be rescheduled, the contract holder is subject to the following:

- Rentals cancelled 30 calendar days or more prior to booking will receive 100% of the deposit.*
- Rentals cancelled 29-15 calendar days prior to booking will receive 50% of the deposit.*
- Rentals cancelled 14 calendar days or less prior to the event date will forfeit all the deposit*
- Sport rental cancellations may be subject to an administrative fee not to exceed \$50.00.*
- Rentals downgraded from 2 rooms to 1 room 30 calendar days or more prior to booking will be refunded 100% of the deposit paid for the additional room.*
- Rentals downgraded from 2 rooms to 1 room less than 30 calendar days prior to the event date will forfeit the portion of the deposit paid for the additional room.*

Refunds are subject to any remaining balance due on household. All damage deposits will be processed for refund within ten business days of the rental or cancellation. Deposits paid with cash will be refunded by check from the City Finance Department and mailed to the renter. Deposits paid with credit card will be refunded back to same credit card.

B. Rental fees and deposits can only be paid by cash or credit card.

- Rental must be paid in full 48 hours before rental or the booking and deposit will be forfeited.*
- Late fee penalty: Additional time will be charged per minute at a rate of double the original rate. The fee will be deducted from the deposit.*

By signing below, I acknowledge that I have received and read the rental contract for the Burleson Recreation Center. The City reserves the right to immediate termination of this contract if there is failure to obey all local ordinances, laws, and facility rules.

All ordinances regarding Parks and Recreation may be found at
<http://www.burlesontx.com/84/Ordinances-Resolutions> - Chapter 58 Parks & Recreation

Deposit Checklist: all items on cleaning checklist must be completed for full refund of deposit (sweep, mop, take out trash, etc.) Refunds normally take 5 -7 business days to be refund.

_____ *Initial*

Room or building will be accessible only during reservation time on receipt.

_____ *Initial*

Print Name

Signature

Date