



# City of Moore Parks and Recreation

## The Station at Central Park Indoor Facility Rental Application

The Station at Central Park 700 S. Broadway Moore, OK 73160

Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

First & Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

Street

City

Zip

Home Phone: (\_\_\_\_) \_\_\_\_\_

Cell Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone Service Provider \_\_\_\_\_

Email: \_\_\_\_\_

Gender: \_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_

Reservation Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Recreation Center Hours: **Mon-Friday:** 5am-10pm **Saturday:** 8am-6pm **Sunday:** 12pm-6pm

Reservation Start Time: \_\_\_\_:\_\_\_\_ AM/PM End Time: \_\_\_\_:\_\_\_\_ AM/PM

Event Name: \_\_\_\_\_

Number of People Attending: \_\_\_\_\_ Will you be having an inflatable at your event? Yes/No

### **\*2 Hour Minimum Rental Period**

Rooms	Rates	Please Check Box That Applies	<input type="checkbox"/>
Meeting Room #1 (up to 100 ppl)	\$80/hr + \$100 deposit*	Large Room	<input type="checkbox"/>
Meeting Room #2 (up to 50 ppl)	\$45/hr + \$50 deposit*	Small Room	<input type="checkbox"/>
Meeting Rooms 1 & 2 (up to 150 ppl)	\$115/hr + \$100 deposit*	Both Meeting Rooms	<input type="checkbox"/>
Catering Kitchen	\$30/hr + \$25 deposit*	Connected to Rm #2	<input type="checkbox"/>
Basketball Court (1 small court)	\$50/hr + \$50 deposit*	Special Approval Only	<input type="checkbox"/>
Entire Basketball Gym Area	\$200/hr + \$150 deposit*	After Hours Only	<input type="checkbox"/>
Entire Recreation Center	\$1,000/hr + \$500 deposit*	After Hours Only	<input type="checkbox"/>

**\*Cleaning deposits will be refunded after your event (up to two weeks) as long as the facility being rented is left clean and nothing has been damaged.**

### Reservation Add-Ons

Add-Ons	Rates	Please <input checked="" type="checkbox"/> the box you wish to add
Audio Visual*	See Staff	<input type="checkbox"/>
Recreation Staff Event Set-Up*	See Staff	<input type="checkbox"/>
Outside Food & Drink	\$35	<input type="checkbox"/>

**\*If you checked the box for the staff to setup your event, you must provide a layout.**

**\*If you checked the box for Audio Visual, you must bring your own computer and HDMI cable.**

If renting a meeting room, would you like square tables or round tables? \_\_\_\_\_

## **Renter and Guest Policies and Procedures**

Renters and guests must follow the established Station rules and regulations. Violations of such regulations or misrepresentation of use may be cause for immediate cancellation of the rental without a refund. In addition, these guidelines must be followed:

1. Renter must be present during the entire event.
2. Rentals must be booked with a 24 hour notice.
3. Reservations must be made in person and by a person 18 years of age or older.
4. The full amount **WITH** deposit must be paid in full to reserve a room. Deposit will be refunded if room is free of trash, tape & decorations, room is vacuumed and chairs & tables put away.
5. All money paid will be deposited at the time of reservation.
6. Returned check payment with insufficient funds will result in a cancellation of rental plus \$25 fee. This payment must be paid in full, in cash, at Moore City Hall Cashier's Office. Rental will be re-established if available once the insufficient funds are paid in full.
7. Renter shall be available to assist with admittance. All rental guests will receive a wrist band if other areas outside of the Activity Room will be used.
8. If a specific layout is desired, renter must provide a specific floor plan and/or special requests on the *Rental Request Form*.
9. It is the renter's responsibility to supervise all guests, including restricting guests to authorized areas only. The renter is held liable for their group's actions including any damages or loses caused to The Station and/or Aquatics Facility during rental.
10. Use will be restricted to the terms of the *Rental Contract* including area reserved, time of entry and departure, intended activity, etc.
11. Rentals shall not infringe on or restrict the use of other facilities in The Station.
12. No alcohol is permitted on The Station or park grounds.
13. Smoking/E-Cigarettes and use of other tobacco products is prohibited.
14. Anyone with a weapon or illegal substance in their possession will be removed and the police will be notified.
15. No electrical appliances are allowed without prior approval.
16. Charging admission or selling merchandise/food requires prior approval.
17. Decorations shall not be attached to the walls, ceilings, or sprinkler systems. Decorations shall not alter or damage any surfaces.
18. No rice, confetti, or straw shall be used in or around The Station property.
19. Renters are asked to keep the noise at a reasonable level. Only music suitable for a public facility will be permitted (judgment made by the Manager on Duty). The volume is subject to control by the Manager on Duty
20. Adequate time must be allotted and reserved for set up and tear down.
21. Failure to clean the room(s), return tables & chairs, and/or any carpet stains will result in a forfeiture of the deposit.
22. The Station at Central Park reserves the right to require liability insurance with the City of Moore and the Moore Public Works Authority listed as additional insured.
23. Damage and/or destruction of the above named property will result in repair and/or replacement fees. If damage exceeds the deposit amount, the difference will be billed directly to the renter. Payment will be due within 72 hours of billed date.
24. In all circumstances, the Parks and Recreation Department retains full authority for final approval and denial of facility reservation requests.

### **Rental Refund Policy**

100% of cost minus \$25 processing fee will be refunded on any cancellation request prior to 5 business days (Monday – Friday) prior to start of your reservation

100% of deposit plus \$25 processing fee will be collected on any cancellation request within 5 business days (Monday – Friday) from the start of your reservation

0% of cost will be refunded on any no show or unused hours on reservation

\* All Refunds May Take Up to 2 Weeks to Process

**NON-LIABILITY OF LESSOR-GENERAL PROVISION:** This agreement is made upon the express condition that the Lessor shall be free from all liabilities and claims for damages and/or suits for or by reason of any injury or injuries to any person or persons or property of any kind whatsoever, whether the person or property of Lessee, its agents or employees, or third persons, from any cause or causes whatsoever while in or upon said premises or any part thereof during the term of this agreement or occasioned by any occupancy or use of said premises or any activity carried on by Lessee in connection therewith, and Lessee hereby covenants and agrees to indemnify and save harmless the Lessor from all liabilities, claims, suits or losses however occurring or damages growing out of the same The City of Moore also disclaims any and all responsibility for accidents or injuries occurring during the time of your use of this of this facility. The City of Moore reserves the right to enter the premises at any time.

**I have read and understand the above rules:**

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FOR OFFICE USE ONLY

Approved By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Dep. Amount: \_\_\_\_\_

Paid Amount \_\_\_\_\_ Cash/ CC / Check # \_\_\_\_\_

Proof of Address: D.L.  Water Bill  Other (specify)  \_\_\_\_\_

Receipt # \_\_\_\_\_ **Supervisor Approval** \_\_\_\_\_

