



# City of Moore Parks and Recreation

## Recreation Center Facility Rental Application

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



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

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

Address: \_\_\_\_\_  
Street City Zip

Cell Phone: (\_\_\_\_) \_\_\_\_\_

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

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

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

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

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

Regular Rental Hours: **Monday-Friday:** 6am-9pm    **Saturday:** 9am-5pm    **Sunday:** 1pm-5pm

**\*2-hour minimum rental period. Times may vary based on room availability.  
 Rentals must be booked at least 24 hours in advance.**

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

Estimated Number of People Attending: \_\_\_\_\_

Rooms	Rates	Please Check Box That Applies	<input checked="" 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"/>
Prep 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"/>

**\*Deposits will be refunded within 2 weeks after your event, as long as the facility area being rented is left clean and without damages. This will be assessed by staff following your rental.**

Optional Add-Ons	Rates	Please <input checked="" type="checkbox"/> the box you wish to add
Outside Food & Drink	\$35	<input type="checkbox"/>
Audio Visual Equipment	No Charge	<input type="checkbox"/> Projector (Meeting Room #1) <input type="checkbox"/> Microphone (Meeting Room #1) <input type="checkbox"/> Television (Meeting Room #2) <input type="checkbox"/> Laptop w/ HDMI Cord

# Renter and Guest Policies and Procedures

Renters and guests must follow the established rules and regulations of The Station. Violations of such regulations or misrepresentation of use may be cause for immediate cancellation of the rental without a refund, or withholding of deposit. In addition, renters must adhere to the following guidelines:

1. Rentals must be booked with a 24-hour notice. Reservations must be made in-person and by a person 18 years of age or older. The full rental amount **WITH** deposit must be paid in full at the time of booking to reserve a room. All money paid will be deposited at the time of reservation. 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.  
**Renter initials:** \_\_\_\_\_
2. Deposit will be refunded within 2 weeks after the reservation date. Station staff will assess the room immediately following the rental to determine refund status. To receive a full deposit refund:
  - Renters and guests must be out of the room by the reservation end time (Additional charges will be applied after 15 minutes).
  - Room(s) must be cleared of trash/tape/decorations, floor should be clean and vacuumed with no food or stains, and counter/tabletops must be cleared off.
  - Room(s) must be free of damages to equipment including tables, chairs, walls, carpets, etc.
  - All rental policies and procedures must be followed by renter and guests.**Renter initials:** \_\_\_\_\_
3. Failure to clean the room(s), return tables & chairs, and/or any carpet stains will result in a forfeiture of the deposit. The renter is held liable for their group's actions including any damages or losses caused to The Station and/or Aquatics Facility during rental. 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.  
**Renter initials:** \_\_\_\_\_
4. Renter must be present during the entire event and be available to assist with admittance. All rental guests will receive a wristband if other areas outside of the Meeting Rooms will be accessed. It is the renter's responsibility to supervise all guests, including restricting guests to authorized areas only. Rentals shall not infringe on or restrict the use of other facilities in The Station. Charging admission or selling merchandise/food requires prior approval.  
**Renter initials:** \_\_\_\_\_
5. Renter must provide a specific floor plan on the attached room diagram. Use will be restricted to the terms of the *Rental Contract* including area reserved, time of entry and departure, intended activity, etc. Adequate time must be allotted and reserved for set up and tear down – Early entry is strictly limited to 15 minutes prior to rental start time. Decorations shall not be attached to the walls, ceilings, windows, or sprinkler systems and shall not alter or damage any surfaces. No rice, confetti, or straw shall be used in or around Station property. 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. No electrical appliances are allowed without prior approval.  
**Renter initials:** \_\_\_\_\_
6. In all circumstances, the Parks and Recreation Department retains full authority for final approval and denial of facility reservation requests. 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. No alcohol is permitted on The Station or park grounds. Smoking/E-Cigarettes and use of other tobacco products is prohibited. Anyone with a weapon or illegal substance in their possession will be removed and the police will be notified.  
**Renter initials:** \_\_\_\_\_
7. 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.  
**Renter initials:** \_\_\_\_\_

**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:** \_\_\_\_\_

## FOR OFFICE USE ONLY

Approved By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Dep. Amount: \_\_\_\_\_  
Paid Amount: \_\_\_\_\_ Cash/ CC / Check #: \_\_\_\_\_  
Receipt #: \_\_\_\_\_ **Supervisor Approval:** \_\_\_\_\_