

North Richland Hills Recreation Center
 6720 N.E. Loop 820
 North Richland Hills, TX 76180
 www.nrhtx.com

NRH Parks and Recreation

Recreation Center Facility Rental Guide



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 Recreation Center
 6720 N.E. Loop 820
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General Facility Rental Information

- All rentals must be made in person at the North Richland Hills Recreation Center. Rentals can be booked Monday - Friday between the hours of 9:00 a.m. - 6:00 p.m. unless other arrangements have been made through a facility supervisor. No tentative or oral phone reservations will be made.
- All rentals must be booked at least two weeks in advance. There is a maximum of 2 rentals per month for any private or public person or group.
- A \$100 security deposit is **required** at the time of reservation. The security deposit is a separate fee and does NOT apply towards the rental fees. If there are no damages to the room(s) rented, and all policies have been followed, the security deposit will be returned within 12 to 14 business days.
- ** Set-up and clean-up time must be included in your rental time. The user is responsible for all room rental set-up and clean-up. Cleaning supplies are provided. All trash must be taken to the facility's outdoor dumpster.**
- All rentals **MUST** complete a check-out form with the Recreation Center Front Desk staff before leaving the facility. Not doing so will delay or subtract from your security deposit return.
- ** Very limited gym times are available to rent. ONLY athletic activity is allowed with gym rentals. Please call in advance for gym rental availability.**
- Each room available comes with a standard number of chairs and tables. If additional chairs or tables are needed for your rental there are additional fees. Additional chairs are \$.25 per chair and additional tables are \$2 per table. All tables are 6ft. rectangle tables.
- Complete and full payment of rental must be completed 3 days prior to your scheduled rental. Any cancellation must be made 3 days prior to the rental, a \$5 cancellation fee will be charged. Full payment is due if cancellations are not received prior to 3 days before the rental.

ROOM RENTAL PRICING AND SET-UP INFORMATION

Rooms	Sq. Ft	Seating W/Tables	Seating W/O Tables	Fee	After Hours Fee	Standard Set-Up
UPSTAIRS						
Room B1	750	40	60	\$22/hour	\$34/hour	2 Tables/35 Chairs
Room B3	800	45	60	\$22/hour	\$34/hour	3 Tables/45 Chairs
Room B4	690	35	60	\$22/hour	\$34/hour	2 Tables/35 Chairs
Assembly	2955	100	200	\$55/hour	\$67/hour	7 Tables/75 Chairs
DOWNSTAIRS						
Dance Studio	1360	75	100	\$32/hour	\$44/hour	5 Tables/45 Chairs
**Gym Half Court		Athletic Activities ONLY!		\$38/hour	\$50/hour	None
**Gym Full Court		Athletic Activities ONLY!		\$63/hour	\$75/hour	None

IT IS THE RESPONSIBILITY OF THE USER TO SET-UP AND CLEAN-UP THE RENTED SPACE.



City of North Richland Hills
Parks and Recreation
Facility Usage Rules and Regulations

1. **APPLICATION:** "Applications for use of the facilities shall be reviewed by the Director of Parks and Recreation and/or Assistant Director. These rules are intended to prevent civil strife, unrest, mob violence and property damage. If, after review of the application, the director finds that the intended use of the facilities would, in reasonable probability, promote unrest, or cause civil strife, mob violence, or property damage, he/she may disapprove the application. If the applicant disagrees with the decision he/she shall have three (3) days to bring an appeal to the City Manager. The City Manager, after hearing the appeal, shall have the power to affirm, reverse or modify the decision of the director. If the applicant is aggrieved by the decision of the City Manager, he/she shall have the right to appeal the City Manager's decision to a District Court of Tarrant County. The appeal must be filed within ten (10) days of the City Manager's decision. The City shall not be liable for attorney's fees or court cost and the appeal shall be conducted based upon the substantial evidence rule and not 'trial de novo'."

*Application for use shall be submitted in the form of a completed contract and signed by the applicant.

*Recurring reservation requests shall be submitted in writing noting the specific day, date and time.

- No tentative or oral agreements are accepted.

2. **DEPOSIT:** All approved applications must be accompanied by a deposit in order to be valid and placed in the reservation system. The deposit of \$100 is refundable if the area used has been left in good order and all conditions of the contract have been met. Facility Check-out form must be completed immediately following the rental to complete the deposit process. Deposit refunds will be mailed to the user within 12 to 14 working days after completion of the reservation.

3. **FEES/PAYMENT:** Rental fees shall be paid three (3) full business days in advance of the reservation date. The event is subject to cancellation should this payment not be received. All recurring rentals shall be required to pay quarterly (three month increments) for all reservations scheduled for the quarter. Any additional reservations within the quarter, made after initial payment for the quarter, will require immediate payment.

4. **BUSINESS HOURS:** All facility usage requests and payments are required to be completed within the business hours of **Monday through Friday 9:00am-6:00pm.** All rentals must be made two weeks in advance of the rental date.

5. **CANCELLATION:** A written cancellation notice signed by the applicant must be received at least three (3) days (72 hours) prior to the scheduled event in order for user to receive a refund minus a \$5.00 handling charge. A forfeiture of the rental fee will result if and/or when a user fails to give a three (3) day cancellation notice.

6. **RESERVATION AVAILABILITY:** Reservation times are available during the recreation center operating hours for designated areas not in use during the requested time. Any rental requests for after operating hours require staff presence. An additional fee of \$12 per hour is added to the base room rental fee for all overtime rentals.

7. **RESERVATION TIME:** The user cannot gain access to the building prior to the scheduled reservation and must vacate the building promptly at the end of the reservation time. Set-up and clean-up time should be included in the scheduled reservation time. No reservation time shall exceed 12:00am (midnight). All reservations occurring after normal operating hours shall be limited to a minimum of 3 hours. A minimum reservation time of two (2) hours is required for residents making application for usage and a minimum reservation time of three (3) hours is required for non-resident applicants.

8. **RESERVATION LIMITATIONS:** Facilities may be reserved by a user (or user group) a maximum of two times per month. City sponsored activities and special events will have priority over any requested and/or scheduled facility reservations. If possible, the department will accommodate the reservation to another area comparable to the originally reserved area.

9. **USER COLLECTING FEES:** Any person and/or organization charging fees and/or selling a product or service will incur a charge equal to 5% of the gross sales, in addition to the rental rates applicable.

10. **CLEANING:** All areas used must be cleaned before leaving the premises. This includes sweeping or vacuuming floors, depositing all trash in the trash receptacle and transporting to the outside dumpster, wiping tables, returning room to original set up. The user is responsible for contacting staff on-duty in order to sign the appropriate check out form. Forfeiture of deposit will be applied if check out form is not completed by rentee. Basic cleaning supplies are furnished by the recreation center.

11. **DECORATIONS:** Decorations are allowed but are limited to those which do not cause damage to the walls, ceilings, or any part of the room. Items such as nails, thumbtacks and permanent tape may not be used. All decorations must be removed from the premises at the end of the contracted period. No furnishings within the center may be moved to be utilized for the rental except the equipment provided for within the reservation contract.

12. **DAMAGES:** The user agrees to assume all responsibility for any damages done to the Center and/or equipment as a result of their usage. The user will be charged for repair and/or replacement based on the assessment of any damages or violations of the rules.

13. **LIABILITY:** The user agrees to hold harmless the City and its employees from and against any claims for damages to persons or property arising out of any use of the Center and its premises by the user. Users are responsible for their guests adherence to the policies herein described.

14. **FOOD/DRINK:** Food and drinks are allowed only with rentals having paid a security deposit. Rental of rooms with tile flooring is suggested, whenever possible for rentals serving food and/or drinks. The user is responsible for any clean up and damages occurred.

15. **THERMOSTAT CONTROL:** Thermostats are preset in the Center. Any tampering and/or resetting will be grounds for removal and forfeiture of deposit.

16. **TOBACCO/ALCOHOL:** No smoking, use of tobacco products or alcoholic beverages are allowed in the Recreation Center.

17. **COURTESY:** General rowdiness, running, scuffling and profane or abusive language is not permitted in the Recreation Center.

18. **SEED:** Bird seed, rice, rose petals, etc., may not be thrown inside the Center. Outside the Center, bird seed may be thrown.

19. **PROHIBITED:** Lotteries, games of chance, drawings and/or raffles are prohibited except as provided by State law and approval of the Parks and Recreation Director.

20. **SECURITY:** The Parks and Recreation Department shall reserve the right to determine whether police security shall be required during a scheduled activity and the amount of security required during the occupancy of the Recreation Center. All necessary arrangements for police security will be made by staff with the understanding the user shall be responsible for all such expenses.

21. **CHAPERONES:** Two adult chaperones will be required for functions of 50 youth or less with one additional chaperone for each 15 youth. Chaperones shall be present when the Center is opened and remain present through the completion of the activity and until all youth have left the Center and City grounds. Youth should be restricted from leaving from and returning to the rental area without chaperones.

22. **PHONE:** A pay phone is available to anyone in the reservation party. City phones are for City business only.

23. **EQUIPMENT RENTAL:** Room rental agreements contain a pre-designated number of tables and chairs. Additional tables and chairs are available at an additional rental fee. Some audiovisual equipment is available for rental at an additional fee. All liability and/or damage responsibility as described herein is applicable for equipment usage.

24. **GYMNASIUM RENTALS:** The gymnasium may be reserved for sporting activities only. Absolutely no food or drinks are allowed in the gymnasium. Athletic shoes only are allowed on the gymnasium floor. Athletic equipment is not provided with the rental. Set-up of volleyball poles and net is available at an additional fee.