

MAC Rental Request Form | Resident

Renter Details:

Event is being sponsored by:

- Individual
 Group/Organization _____

Renter's Name: _____

Phone #: _____

Address: _____

City: _____ Zip Code: _____

Event Details:

Date of Event: _____ Est. Attendance: _____

Day of the Week: Sun Mon Tue Wed Thu Fri Sat

Start Time*: _____ AM / PM **You must include set up*

End Time*: _____ AM / PM *and clean up time in the*
time you have rented.

Event Type:

- | | |
|---|---|
| <input type="checkbox"/> Bridal Shower | <input type="checkbox"/> Anniversary Party _____ |
| <input type="checkbox"/> Baby Shower | <input type="checkbox"/> Church Service |
| <input type="checkbox"/> Quinceañera | <input type="checkbox"/> Birthday Party : Age _____ |
| <input type="checkbox"/> High School Graduation | <input type="checkbox"/> Meeting: Type _____ |
| <input type="checkbox"/> College Graduation | <input type="checkbox"/> Other: Type _____ |
| <input type="checkbox"/> Sports Practice | |

Details of Event: _____

Renter Signature: _____ Date: _____

Special Considerations:

Will you have any of the following? Circle items you will have.

- Street closure, Mass Gathering (100+ ppl for 6+hrs), Event with General Public Invited (If yes, see Linda Johnson for Special Event Permit)
- Entrance fee, Animals, Concessions/Fundraising, Promotional Displays, Port-a-potties (If yes, Recreation Superintendent approval Req'd)
- DJ, Band, Boombox music, BBQ Grill (parking lot only), Bounce House (If yes, Supervisor approval required)



Please make sure to initial each policy section on the following page.
See a staff member for any questions.

Facility Requested:

- A Room (\$30/hr - 49 capacity)
 B Room (\$40/hr - 111 capacity)
 B Room + Kitchen (\$55/hr - 111 capacity)
 A&B Rooms (\$50/hr - 160 capacity)
 A&B Rooms + Kitchen (\$65/hr - 160 capacity)
 C Room (\$30/hr - 49 capacity)
 Craft Room (\$30/hr - 49 capacity)
 Half-Gym (\$30/hr)
 Full Gym (\$60/hr - non-operating hrs only)

Amenities:

- 60" Round Tables (\$10/set of 6)
 54" Round Tables (\$10/set of 6)

STAFF USE ONLY

- Policies Initialed
 Copy of Driver's License
 Copy of MAC Card
 \$100 Security Deposit
 Request is at least 14 days in advance

Rental #: _____

Booking Staff: _____ Date: _____

APPROVED NOT APPROVED
Supervisor: _____ Date: _____

OFFICER REQUIRED OFFICER NOT REQUIRED
Required: _____ Total Due: \$ _____

- Background Check Completed
 Event with 100+ attendance - Notify Kyle Lanier with Mansfield PD.

Information Required if your rental needs to be screened for an Off-Duty Officer

Please complete if your rental meets any of the following criteria:

- Any type of party for 12-25 year olds
- Any type of rental expecting 100 or more people
- Graduation Party
- Quinceaneras
- Sweet 16 Party

What is the expected number of teens (12-19) that will be attending? _____

What is the expected number of adults (20+) that will be attending? _____

Is this an open invite party? YES NO

Will there be a DJ? YES NO

Will there be a live band? YES NO

Will there be a boombox/iPod? YES NO

Will there be dancing? YES NO

What type of meal will be served?

- None
- Potluck
- Finger Foods
- Catered

Your completion of the above questions will allow us to more accurately determine if your rental will require the presence of an officer. Please include any other information you feel will help us make that determination:

Please initial that you have read and understand each of the Mansfield Activities Center's rental policies.

Availability

Initial:

The deadline to have the facility cleaned and vacated each day is 9 pm.

Renter cannot extend the time of rental on the day of rental. Any changes to rental times must be made at least 48 hours in advance and are subject to staff and facility availability. Fees are not returned for unused time that was rented.

The Director of PARD or designee has the right to refuse rental if the proposed event conflicts with scheduled events of PARD or if the proposed use is perceived to be physically detrimental to the facility. All rentals must be approved in writing by the Mansfield Activities Center Supervisor or designee. Exceptions to the rental policy may be permitted with prior approval of PARD.

Set Up Requirements

Initial:

It shall be the responsibility of the person signing the rental agreement to be on-site for the entire duration of the rental and to comply with and enforce all PARD policies, rules, and regulations pertaining to facility usage.

Renter shall comply with all laws – federal, state and local – including all ordinances of the City of Mansfield and all rules, regulations, and requirements of the Parks and Recreation, Police, and Fire Departments.

Renter is not allowed to move the piano or organ in the B room, otherwise the security deposit shall be forfeited.

Renter is responsible for the set up and clean up of the facility and must include time needed for set up, decoration, and clean up in the requested rental time.

The group using the building must not attempt to gain access to the building before the rented time. **The room will not be made available for use until the renter has arrived on the premises and checked in at the front desk.** If necessary, a secondary renter can be assigned by also signing the policies. The time specified on the agreement is the only time the facility may be used.

Renter shall be permitted to use only the areas which have been rented during the time that they have been rented. Renter shall not do or permit to be done, in or upon any portion of the facility or its premises, anything that will obstruct or interfere with the rights of the other renters of the building.

At no time shall a renter sub-lease or assign its rental to another individual, group, or organization.

If the renter's event creates a disturbance due to high noise volume, renter shall immediately reduce the volume at the request of staff.

Decorations

Initial:

A limited number of tables and chairs are available for use by the renter. Renter requiring additional services/equipment other than which are normally provided by the facility must be furnished solely by the renter and are subject to the facility's approval. Renter agrees to assume all necessary expenses.

Renter shall not be permitted to nail, tack, screw, or otherwise physically attach materials to any part of the facility. Masking tape, painter's tape or scotch tape are preferred, if necessary. No items may be hung from the ceiling. All decorative materials must be treated with flame proofing and meet the requirements of the City of Mansfield Fire Codes.

Candles used as table decorations are not allowed. The use of Sterno, if properly contained in catering equipment, is allowed. Birthday candles which are temporarily lit are allowed.

All decorations must remain inside area that is rented and completely removed at conclusion of rental.

Cleaning Requirements

Initial:

All trash must be bagged and disposed of properly in the dumpster at the southwest corner of the rear parking lot. Clean trash can liners must be inserted into trash cans (supplied by the facility). All tables and chairs shall be wiped clean and put in their original location. Tables and chairs must not be stacked on the floor; they should be stacked on the appropriate carts.

The group using the building must vacate the building at the end of the rented time. The time specified on the agreement is the only time that the facility may be used. If the building is not vacated at the time specified on the agreement, additional time will be charged to the rental at a rate of DOUBLE the original rate.

The security deposit will be returned if the condition of the premises is assessed by the staff to be in compliance. Refunds for deposits are requested weekly by staff and will be returned to the renter by mail by the Finance Department within 30 days of completion of rental. All renters will forfeit their deposit by noncompliance of the policies.

Security Requirements

Initial:

Children are expected to remain in the areas that have been rented for the event with appropriate adult supervision.

One chaperone (at least 21 years old) shall be required for every 25 minors (up to 18 years of age). Chaperones shall be present when the rental begins, be present throughout the rental time, and shall not leave the area until all youth have vacated the immediate area.

PARD staff shall reserve the right to determine whether police security shall be required during a scheduled activity and, in collaboration with the Mansfield Police Department, shall determine the amount of security required during the occupancy of the facility. If the renter refuses to assume the cost of such police security, then the rental shall be subject to cancellation. Rentals deemed to require an off-duty MPD officer will include, but are not limited to the following:

- A rental for a 12-25 year old including but not limited to birthday parties and graduations.
- A rental where 100 or more people are expected to attend, regardless of function.

The character, use, and age of attendees will be evaluated on a case by case basis to determine if on-site security is necessary to protect the property, staff, and attendees. PARD will consider prior rental history when determining the need for an off-duty MPD officer.

The renter will be responsible for payment to secure MPD officers at the rate of \$40 per hour, per officer, with a minimum of 4 hours. Payment for police security will be paid by cash the night of the event directly to the assigned officer. If a rental requires an off-duty officer, a background check will be completed on the renter.

All applications must state the maximum expected attendance. A rental may be shut down immediately by the Mansfield Activities Center staff or Mansfield Police Department without refund of deposit or rental fees on the following conditions:

- If expected attendance exceeds maximum number stated by greater than 10%.
- Breach of the Peace.

Prohibited Activities and Items

Initial:

Commercial solicitation and transactions are prohibited.

Alcoholic beverages, gambling, smoking (in the building or within 30 feet of entrances), smokeless tobacco, controlled substances, and carrying a concealed weapon are prohibited on the premises.

Cancellation

Initial:

Cancellation of a rental, after the agreement is signed and deposit made and fees paid, will be subject to a \$25 handling fee.

Disclaimer

Initial:

PARD reserves the right to cancel a rental at any time. Any rental found to be in violation of the rules stated will be subject to loss of its security deposit and shall be grounds for prohibiting future use of PARD facilities.

Renter 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 facility and its premises by renter. The renter 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 facility or its premises by renter, his or its agents, servants, employees, contractors or subcontractors. The City assumes no responsibility for any property placed in or about the facility.

I have read and understand the Mansfield Activities Center Rental Polices.

Renter's Printed Name

Today's Date

Renter's Signature