

Starkville Parks and Recreation Facility Rental Form

EVENT INFORMATION

Date of Reservation: _____ Rental Group: _____

Time of Event: _____ am/pm to _____ am/pm Name of Event: _____
(Include set-up and break-down time in request)

Affiliation: Commercial Civic/Non-Profit Private City-Related SPARD Affiliated

Expected Number of Participants: _____ Will there be participants under the age of 18? Yes No

Description of Event: _____

Will there be food and/or beverages served? Yes No If yes, what kind? _____

Is this event a fundraiser or will there be a ticket or gate fee? Yes No If yes, how much? \$ _____

(Must be approved by Park Staff)

CONTACT INFORMATION

Contact Person: _____ Email: _____

Day Phone: (____) _____ Cell Phone: (____) _____ Fax: (____) _____

Address: _____ Street _____ City _____ State _____ Zip _____

FACILITY SPACE REQUESTED (check all that apply) – Fees are on next page

- Entire Recreation Center McKee Small Pavilion McKee Large Pavilion (near playground)
 JL King Park Pavilion Needmore Center Moncrief Pavilion Moncrief Pool Party

Recreation Center:

- Basketball Court #1
 Basketball Court #2
 Racquetball Court #1
 Racquetball Court #2
 Stage
 Concession
 Activity Room (Rm# 103)
 Conference Room (Rm #101)
 Meeting Room #1 (Rm #202)
 Meeting Room #2 (Rm #209)

Audio/Visual:

- Projector
 Laptop
 TV/DVD Combo
 Sound System
 Podium with microphone

Deposit amount _____
Amount remaining _____
Receipt #'s _____
Check #'s _____

SETUP INFORMATION

Please list any equipment needs (tables, chairs, etc.):

Please describe the requested setup (i.e.: U-shaped, theater style, classroom, etc):

I have read and agree to comply with all Starkville Parks and Recreation Department policies and procedures in making this reservation. I agree to pay all deposits and fees associated with this reservation as discussed with SPARD representatives.

The Person or Group that is renting the facility is responsible for all Damages. The Person or Group that is renting the facility shall indemnify, hold harmless, and defend the City, its officers, agents, employees and volunteers from and against any and all claims, losses, damages, causes of action, suits, and liability of every kind, including all expenses of litigation, court costs, and attorney's fees, for injury to or death of any person or for damage to any property arising out of or in connection with renting the facility. Such indemnity shall apply regardless of whether the claims, losses, damages, causes of action, suits, or liability arise in whole or in part from the negligence of the City, any other party indemnified hereunder, the Person or Group renting the facility, or any third party. It is the intent of the parties that this

provision shall extend to, and include, any and all claims, causes of action or liability caused by the concurrent, joint and/or contributory negligence of the City, an alleged breach of an express or implied warranty by the City or which arises out of any theory of strict or products liability. The Person or Group renting the facility waives, releases, relinquishes and discharges the City, its officers, agents, employees and volunteers from all claims, demands, and causes of action of every kind and character, including the cost of defense thereof, for any injury to or death of any person and any loss of or damage to any property that is caused by or alleged to be caused by, arising out of, or in connection with the rental of the facility, whether or not said claims, demands, or causes of action are covered in whole or in part by insurance.

Signature of Contact: _____ Date: _____

SPRD Employee: _____ Date: _____

RENTAL FEES

Deposits

Gymnasium	\$250 (whole gym)*
Needmore Center	\$300*
Pavilions	\$50*
Pool Parties at Moncrief Pool	\$50*

Fees

Full Gymnasium Rental	\$200 per hour OR \$750 per day DEPOSIT REQUIRED FOR ALL GYM RENTALS Includes setup, use of sound (if requested), use of concession stand and SPARD staff member on-site.		
½ Court Rental	\$25 per hour		
Full Court Rental	\$50 per hour		
Moncrief Park Pool Party	\$50 per hour		
Activities Room	\$50 per hour OR \$200 per day		
Travis Outlaw Center Meeting Rooms	\$25 per hour		
Needmore Center Urban Renewal Area	\$150 per day		
Needmore Center Non-Urban Renewal Area	\$300 per day		
Pavilions		Half Day (please mark time)	Full Day
		<input type="checkbox"/> 8 a.m. to 1 p.m. <input type="checkbox"/> 2 p.m. to 7 p.m.	
	J.L. King	\$45 – Mon. – Thurs. \$60 – Fri. – Sun.	\$80 – Mon. – Thurs. \$100 – Fri. – Sun.
	McKee Large (near playground)	\$45 – Mon. – Thurs. \$60 – Fri. – Sun.	\$80 – Mon. – Thurs. \$100 – Fri. – Sun.
	McKee Small	\$30 – Mon. – Thurs. \$40 – Fri. – Sun.	\$50 – Mon. – Thurs. \$75 – Fri. – Sun.
	Moncrief	\$30 – Mon. – Thurs. \$40 – Fri. – Sun.	\$50 – Mon. – Thurs. \$75 – Fri. – Sun.
	Patriots	\$30 – Mon. – Thurs. \$40 – Fri. – Sun.	\$50 – Mon. – Thurs. \$75 – Fri. – Sun.

RENTAL INFORMATION AND POLICIES

Tables and Chairs

The Travis Outlaw gymnasium is equipped with 30 round tables (6 foot diameter), 8 rectangle tables (8 feet long) and 380 chairs. A diagram must be provided of the requested event setup for rentals at the Travis Outlaw gymnasium.

Policies

1. Facility is not reserved until all deposits and fees are paid.
2. Facility must be adequately cleaned before renters leave the premises at the conclusion of the event. Renter must either arrange for a cleaning service or pay SPARD staff for cleanup at a rate of \$50/hour.
3. There is limited access to electricity (for bounce houses, food or other purposes). It is recommended that all renters provide their own generators.
4. No balloons allowed inside the gym UNDER ANY CIRCUMSTANCES. These cause the ceiling sensor in our fire alarm to trip and requires the Fire Department to reset. Any event allowing balloons inside the gym may be assessed additional fees.
5. Depending on the size and type, events may require Starkville Police Officers to be hired for security. Please contact Andy Round at 662-323-3141 to request officers.
6. Any cancellations made within a five business days of the event will result in all deposits being kept.
7. The renter agrees to be solely responsible for any and all damages related to and arising out of the use of the Facility during the term of this Agreement when the Facility is being used by the renter. The renter agrees to be solely responsible for all repairs or costs of repairs to the Facility and for any and all related damages as set forth herein.
8. Renter agrees to abide by all posted park rules and applicable city ordinances.
9. All lights should be turned off and all areas rented should be left clean and in an orderly fashion. Any damages discovered or which might have occurred during the rental should be reported to the SPARD office.
10. No alcoholic beverages are allowed in the parks.
11. No loud music or boom boxes are allowed. If the police department or SPARD are notified about loud music, the renter will receive one warning. If the noise continues, the rental will be considered cancelled and no refunds will be issued.
12. Pavilions may be rented for either a half day or full day. Half day rentals must either choose to rent from 8 a.m. to 1 p.m. or 2 p.m. to 7 p.m. unless otherwise approved by SPARD staff.
13. No more than one gym rental is allowed per day due to setup restrictions. The gym will be available for set up beginning at 7 am Monday through Friday, and beginning at 11 am on Sunday.
14. Anyone who abuses the privilege of using an SPARD facility may be denied future rentals, including the revocation of any application already approved for future use.
15. There shall be no fund-raising activities, door charge, or sale of any article for private gain unless written approval from the SPARD Director has been obtained.
16. Gambling in any form is not allowed in any facility.
17. No hanging decorations are allowed. Absolutely no tape or staples are to be used in ceilings or walls.
18. Chairs, tables or other city property is not to be removed from any facility for any reason. Outdoor use of tables or chairs that are stored indoors is not allowed.
19. Any lights and thermostats shall be turned off and all doors locked upon leaving the facility.
20. Permits are non-transferable.
21. Permits for groups composed of minors will only be issued to an adult who accepts responsibility for supervision of the rental.
22. All activities shall cease and the facility be cleaned by the posted closing time unless otherwise approved by the City of Starkville Board of Aldermen.