



CITY OF BELMONT

PARKS & RECREATION

APPLICATION FOR USE OF J. PAUL FORD RECREATION CENTER

Requested Rental Date: _____ Requested Rental Time: _____ until _____

*Rental times must include setup and cleanup

Person/Organization using facility: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Driver's License # _____

Phone: _____ Email: _____

Secondary Contact: _____ Phone: _____

Rental Purpose: _____

Estimated number of attendees: _____

FEES : 2 HOUR MINIMUM

	Rate	Deposit
City Resident	\$35.00/ hour	\$50.00 cash deposit
Non-Resident	\$40.00/ hour	\$50.00 cash deposit

Cancellation Policy

4 weeks or more prior to rental date: Fee and deposit refunded

2-4 weeks prior to rental date: Fee refunded only

2 weeks or less prior to rental date: No refund

I, _____, have been provided a copy of the rules and regulations for renting the recreation center and understand that any violation of these rules/regulations may result in extra fees and possible forfeiture of future rental privileges.

Signature of Applicant: _____ Date: _____

Payment Information :

Deposit
(Cash only)

Staff Initials

Amount Paid

Fee

Staff Initials

Amount Paid

Cash/Check # (Circle one)

Key Information :

Recreation Center Key # _____

Picked up on (Date): _____

Applicant Initials: _____

Staff Initials: _____

Returned on (Date): _____

Applicants Initials: _____

Staff Initials: _____

General Rules:

1. Available Rental hours: Friday 5:00pm – 11:00pm, Saturday 12:00pm – 11:00 pm, Sunday 9:00am – 10:00pm
2. Payment: \$50.00 deposit can only be accepted in cash. The rental fee can be accepted in cash or check form.
3. NO ALCOHOLIC BEVERAGES ARE ALLOWED ON THE PREMISES. (This includes the parking lot)
4. Smoking is not permitted inside the building. Smokers are asked to use the disposal area designated at the entrance. Underage smoking is prohibited.
5. No confetti.
6. No tape on the walls or ceilings.
7. No furniture (tables, chairs, etc.) is permitted to be outside.
8. Keys are to be picked up the business day prior to requested rental date.

Renter Behavior:

1. Two adult chaperones (21 years or older) must be inside the building during any children or teen parties.
2. The chaperones are expected to keep party attendees inside the building during the event. Teenagers and children are not permitted to be outside during the event.
3. Chaperones must stay with any party goers until their ride has come or all party attendees have left the premises.
4. If any Belmont Parks and Recreation staff detects misbehavior by the attendees, it is their duty to inform the chaperones so that the chaperones can fix the situation.
5. All equipment should be returned to its original place at the close of the rental.
6. While renters may utilize the kitchen area, DO NOT remove/use any items that are there upon your arrival.
7. Any tables or chairs used during the rental are to be used properly (Ex: standing on tables or chairs is not permitted)
8. Excessive noise is not permitted.
9. Some lights must be on during a party.
10. If the area you have reserved is occupied and they will not leave, call **704-825-3792** during normal business hours, Monday through Friday. For assistance at nights and on weekends, please call **704-866-3300** .

Clean up:

1. The applicant will be responsible for completing the Clean-Up Checklist that is provided upon picking up the key to the building.
2. Cleaning supplies are provided by the Recreation Center and are located in the closet across from the restrooms.
3. The Center Supervisor will check the building for cleanliness on the next business day. If it is not satisfactory, the Center Supervisor will inform the applicant that the state of the building was not satisfactory and that their deposit has been forfeited.
4. **The applicant must return the key by the next business day. If it is not returned between 9:00 AM – 5:00 PM, the deposit will automatically be forfeited.**
5. If you choose to have a Recreation Staff member clean the center, there will be a \$100.00 charge.

Thank you for choosing our facility for your event. Please make sure you complete the following cleaning checklist before you leave the facility. Supplies are in the closet across from the restrooms.

- Clean up all decorations.
- Clean up all food and drinks and take them with you.
- Clean all mirrors in community room.
- Sweep bathrooms.
- Clean toilets and sinks, including the sink in the kitchen if it was used.
- Empty all trash cans and take bags to the rollouts on the side of the building.
- Put new trash bags into trashcans.
- Wipe down used countertops, tables, and chairs.
- Put chairs and tables back onto carts.
- Dust mop (dry) entire floor.
- Mop (wet) entire floor, including the bathrooms.
- Please return any papers, forms, and brochures that were moved off of the front stand to their proper place.
- Adjust thermostat to either 78 degrees during spring and summer months and 70 degrees during the fall and winter months.

Recreation staff will inspect the building before returning your deposit on the next day of operation. If there are any questions of cleanliness or damage, the deposit will not be returned. **Please note: if the key to the facility is not returned on the NEXT business day between 9 :00 AM – 5:00 PM, your deposit will not be returned.**

Cleaning to be completed by: (circle one) Renter Parks & Recreation Staff

Supervisor Name: _____