

**Mansfield Activities Center reservation requirements:**

- Made at least 14 days in advance in person at the Mansfield Activities Center
- Renter is 21 years or older, on-site for the duration of the rental
- Made on written form with 2 forms of ID
- Pay all rental fees on date request is made
- Only 2 active dates at any time
- Any rental for 12-25 year olds, or any type that expects 100+ may need an off-duty officer



# Mansfield Activities Center Rental Request Form

## RENTER INFORMATION

Renter Name:	Organization:	
Address:	Guest of Honor Name: <small>{To help us direct guests}</small>	
City:	State:	Zip Code:
Phone #:	Second Signer (optional):	
Email:	Second Signer Phone #:	

## RENTAL INFORMATION

Date of Event:	Estimated Attendance**:	
Day of the Week: Sun Mon Tue Wed Thu Fri Sat		
Event/Party Time (time that guests are informed to arrive and depart):		
Rental Start Time*:	AM/PM	Rental End Time*:
		AM/PM
<small>*You must include set up &amp; clean up time in rented time.</small>		
Event Type:		
<input type="checkbox"/> Bridal Shower	<input type="checkbox"/> Sports Practice	<input type="checkbox"/> Wedding and/or Reception** <small>requires add'l \$150 deposit</small>
<input type="checkbox"/> Baby Shower	<input type="checkbox"/> Birthday Party: Age** _____	<input type="checkbox"/> Anniversary Party: _____
<input type="checkbox"/> Quinceañera**	<input type="checkbox"/> High School Graduation**	<input type="checkbox"/> Other: Type _____
<input type="checkbox"/> Church Service	<input type="checkbox"/> College Graduation**	<input type="checkbox"/> Meeting: Type _____
<small>**Any event expecting 100+ or any event for 12-25 year olds needs to complete an Off-Duty Officer Screening Form.</small>		
Details of Event:		
<input type="checkbox"/> Food (please list): _____	<input type="checkbox"/> <b>Bounce House</b> (If from outside company, proof of ins required)	
<input type="checkbox"/> Entertainment (please list): _____	<input type="checkbox"/> BBQ Grill (parking lot only; 15 ft from bldg. w/ extinguisher)	
<input type="checkbox"/> Animals (list type & company name): _____	<input type="checkbox"/> Dancing	
<input type="checkbox"/> Music - iPod type with speaker (< 100dB at source) <small>{no subwoofer}</small>	<input type="checkbox"/> DJ or live music or subwoofer - <small>requires add'l \$150 deposit AND rental of all 4 rooms (\$110/\$125 per hour)</small>	

## FACILITY INFORMATION

<b>Facility Requested:</b>					
<b>Name</b>	<b>Res/NR Hrly</b>	<b>Capacity</b>	<b>Name</b>	<b>Res/NR Hrly</b>	<b>Capacity</b>
<input type="checkbox"/> Pecan Room	\$30/\$35	49	<input type="checkbox"/> Pecan-Cypress Rooms + Kitchen	\$65/\$75	160
<input type="checkbox"/> Cypress Room	\$40/\$45	111	<input type="checkbox"/> Oak Room	\$30/\$35	49
<input type="checkbox"/> Pecan-Cypress Rooms	\$50/\$55	160	<input type="checkbox"/> Magnolia Room	\$30/\$35	49
<input type="checkbox"/> Cypress Room + Kitchen	\$55/\$65	111	<input type="checkbox"/> Half-Gym: South (mats)* \$30/\$35		
<input type="checkbox"/> Full Gym*	\$60/\$70 (non-operating hrs only)		<input type="checkbox"/> Half-Gym: North (glass)* \$30/\$35		
<small>*No food, drink, tables, chairs or balloons. Sports related events only.</small>			<small>*No food, drink, tables, chairs or balloons. Sports related events only.</small>		
<b>Amenities:</b>					
<input type="checkbox"/> 60" Round Aluminum Tables (no chairs) (\$10/set of 5)			<input type="checkbox"/> Bounce House (\$50/rental, half or full gym rental req'd, 2 hr min)		
<input type="checkbox"/> 60" Round Aluminum Tables (no chairs) (\$10/set of 5)			<input type="checkbox"/> Gaga Ball Pit (\$50/rental, half or full gym rental req'd, 2 hr min)		
<input type="checkbox"/> 60" Round Gray Tables (no chairs) (\$10/set of 5)					

**FULL POLICIES LISTED ON BACK - SIGNATURE REQUIRED**

SUPERVISOR USE ONLY		STAFF USE ONLY	
<input type="checkbox"/> Event with 100+ attendance - Notify Kyle Lanier with Mansfield PD.	Supervisor Approval:	<input type="checkbox"/> Policies Signed	<input type="checkbox"/> Policy Review
<input type="checkbox"/> Officer Required		<input type="checkbox"/> Copy of Driver's License	<input type="checkbox"/> Copy of MAC Card
<input type="checkbox"/> Bounce House Insurance Received		<input type="checkbox"/> \$100 Security Deposit	<input type="checkbox"/> \$150 add'l DJ or Wedding Deposit
		<input type="checkbox"/> Request is 14+ days in advance	Rental #:
		<input type="checkbox"/> Off-Duty Officer Screening Form (100+ ppl or 12-25 yrs)	Booking Staff:
		<input type="checkbox"/> Email Sent	Date:

# Mansfield Activities Center Rental Policies

## Availability:

- 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 deadline to have the facility cleaned and vacated each day is 9 pm or the final rented time for that day.**
- 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:

- **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 Depts.
- **The security deposit shall be forfeited if renter moves the piano in the Cypress Room.**
- **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.
- **The gymnasium is for sports related events only.** The following are not allowed in the gymnasium: Food and drink, gum, cleats, marking shoes, tables and chairs, hard baseballs/softballs, or tape on the floor.
- 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 anything that will obstruct or interfere with the rights of the other renters of the building. Kitchen may only be rented same duration as room.
- At no time shall a renter sub-lease or assign its rental to another individual, group, or organization.
- Rentals with a DJ, live band or any subwoofers must rent all 4 room spaces.
- An additional rental deposit of \$150 is required for any rental with a DJ, live band, subwoofers or any wedding or wedding reception rental.
- **Amplified music or sound, whether from DJ or other mode (i.e. iPod), must not exceed 100 dB at the source and must not interfere with front desk operations. Music shall be turned down at staff's request. Room doors should remain closed when music is playing.**

## Decorations:

- 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 or scotch tape are preferred, if necessary. **Tape may not be used on the floor.** 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:

- **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). **The floor should be swept and mopped** (no stickiness remaining). **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. 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. If the renter stays past building closing time for that day, additional time will be charged at TRIPLE the original rate.

- The security deposit is in addition to the facility rental fees and 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 within 30 days of completion of rental by check or to the credit card that made payment. All renters will forfeit their deposit by noncompliance of the policies.

## Security Requirements:

- Children are expected to remain in the areas that have been rented for the event with appropriate adult supervision at all times. One chaperone (21 years+) 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, prior rental history, 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.
- 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. A background check will be completed on the renter if screened for an off-duty officer. Rentals cannot provide their own security.
- 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:

- **Sidewalk chalk, confetti eggs, glitter and water balloons are prohibited.**
- Commercial solicitation and transactions are prohibited (no selling, admission fees, fundraising, etc).
- Alcoholic beverages, gambling, smoking (in the building or within 30 feet of entrances), smokeless tobacco, and controlled substances are prohibited on the premises. Firearms are prohibited except as authorized by law.

## Cancellation & Disclaimer:

- Cancellation of a rental, after the agreement is signed and deposit made and fees paid, must be submitted in writing and will be subject to a \$25 handling fee.
- 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.
- **Bounce Houses/Amusements from outside companies:** Must be approved by PARD Director or designee. Liability insurance policy listing the City of Mansfield as additionally insured with limits of \$500,000 will be required. **Limit of 1 bounce house per each half of gym.** Generators cannot sit directly on gym floor; must use carpet square (provided).
- 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.

Please initial the boxes on the left.

\_\_\_\_\_  
Renter's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Second Signer's Signature

\_\_\_\_\_  
Date