

Center: \_\_\_\_\_

# Winston-Salem Recreation & Parks Recreation Center Usage Application

*Applicant must be at least 18 years of age, responsible for any/all damages, & in attendance during the entire event.  
There is a non-refundable \$50 deposit required to hold dates.*

Contact Name \_\_\_\_\_ Birthdate \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Address \_\_\_\_\_ Email \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Primary # \_\_\_\_\_ Day # \_\_\_\_\_

Usage Date(s): \_\_\_\_\_ Start time: \_\_\_\_\_ End Time: \_\_\_\_\_ Total Hours: \_\_\_\_\_

Day:  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

Frequency:  Once  Weekly  Monthly  Quarterly  \_\_\_\_\_

Function Type: \_\_\_\_\_ # Guest: Adults \_\_\_\_\_ Teens/Youth \_\_\_\_\_

Space Requested:  Ballroom  Game Room  Gym  Kitchen  Meeting Room A  Meeting Room B

Will sales, admission, or instruction fees occur during the event?  YES  NO

If yes please explain: \_\_\_\_\_

Will flyers or social media post be used to promote event?  YES  NO

Equipment Needed: Tables: \_\_\_\_\_ Chairs: \_\_\_\_\_ Other: \_\_\_\_\_

I am the authorized and responsible representative of the intended event. The information above is correct and details of the rental are accurate. I will hold all attendees responsible for complying with the regulations, policies, and fees governing the use of the facility as detailed in the FACILITY USAGE POLICIES & RULES. I understand that non-compliance can result in the termination of the agreement.

I have received a copy of the USAGE POLICIES & RULES:  YES  NO

I have received a copy of the USAGE RATES:  YES  NO

Signature \_\_\_\_\_ Date \_\_\_\_\_

OFFICE USE
Recreation Center: _____ Phone #: _____
Center Employee: _____ Date: _____
Event Type: <input type="checkbox"/> Community Meeting <input type="checkbox"/> Profit <input type="checkbox"/> Non-profit
Requirements: <input type="checkbox"/> Liability Insurance <input type="checkbox"/> Off Duty Officer

# Winston-Salem Recreation & Parks Recreation Center Usage Policies & Rules

## **RESERVATION: Initial** \_\_\_\_\_

- Recreation centers are rented for a minimum of four (4) hours between the hours of 8 am – 10 pm during non-operating hours and unavailable for use on City acknowledged holidays.
- A \$50 non-refundable/non-transferable deposit and rental agreement is required to hold the date
  - Deposit is applied to the total amount due
- All fees must be paid two (2) weeks prior to event
  - Payments within 30 days must be cash, certified check, money order, or credit card
  - Failure to pay in advance will result in cancellation of rental
- Recreation centers are only available during the indicated time stated on FACILITY USEAGE APPLICATION
  - Set-up, decorating, break down and clean up time cannot extend beyond time requested
  - Additional time may be purchased up to two (2) weeks before the event
- Only rooms reserved and paid for are made available during the rental
- Cancellation must be received in writing two weeks prior to your event
  - Refunds will be sent by mail (minus the deposit) within 4 weeks of cancellation
- Kitchens and game rooms must be reserved with another room and cannot be reserved independently
- WSRP employee will monitor the rental to ensure policies are being adhered to
- All flyers must be approved by WSRP before the event. Only approved information may be posted on social media.
- Certificate of liability insurance and/or police officers may be required for some events
  - If required must be secured with confirmation two weeks prior to event

## **FACILITY: Initial** \_\_\_\_\_

- **Alcohol is not permitted inside or outside of any recreation facility**
  - Presence of any alcohol at event will result in immediate termination of event without refund
- Smoking prohibited inside and within 30 feet of any recreation facility
- NO disruptive entertainment (loud music, inappropriate entertainment)
- All WSRP equipment used during event must be cleaned and returned to original locations
- NO glitter, confetti, or bubbles are permitted inside recreation centers
- NO taping or stapling on the walls
  - Painters tape and/or command strips are the only items permitted
- NO hanging decorations from the ceiling
- Grilling/frying is permitted a minimum of 25 feet away from building with approval of supervisor and location
  - Cooking fire extinguishers must be present

## **SET UP & CLEAN UP: Initial** \_\_\_\_\_

- Rental Groups are responsible for their set up and clean up
- Rooms should be returned to the original set up
  - Tables and chairs returned to correct rooms and set up
- Trash taken outside to dumpster (trash bags furnished by facility)
- Floors swept, mopped and cleaned of any spills
- Wipe down all tables, counter tops, and sinks
- NO food or grease poured down kitchen sink drain
- All litter outside from rental should be cleaned up
- Delivery and pick up of outside organization rental equipment must be approved by facility supervisor
- **All personal equipment or supplies must be removed from facility at end of rental**

I understand the USAGE POLICY & RULES and will hold guests and myself accountable for complying. I understand if these policies are not followed WSRP has the right to cancel Usage Agreement before or terminate during the event.

Name (Print): \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Recreation Center: \_\_\_\_\_ Rental Date: \_\_\_\_\_

## Winston-Salem Recreation Parks Recreation Center Usage Rates (Non-Profit)

Recreation Center Room Rates					
Room(s)	4 hours	5 hours	6 hours	7 hours	8 hours
<b>Ballroom</b>	\$150.00	\$187.50	\$225.00	\$262.50	\$300.00
<b>Game Room</b>	\$75.00	\$93.75	\$112.50	\$131.25	\$150.00
<b>Gym</b>	\$150.00	\$187.50	\$225.00	\$262.50	\$300.00
<b>Kitchen</b>	\$50.00	\$62.50	\$75.00	\$87.50	\$100.00
<b>Meeting Room A</b>	\$75.00	\$93.75	\$112.50	\$131.25	\$150.00
<b>Meeting Rooms B</b>	\$75.00	\$93.75	\$112.50	\$131.25	\$150.00
<b>Personnel</b>	\$80.00	\$100.00	\$120.00	\$140.00	\$160.00

Room availability differs according to each location

Friday Set up Fees			
Up to 2 hours	\$25.00		Up to 5 hours
			\$50.00

Set up is NOT offered at all locations and is based on recreation center availability

<b>Room Fee:</b> _____ <b>Set up Fee:</b> _____ <b>Total Balance:</b> _____
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All fees must be paid in FULL two weeks prior to the event.  
All payments made less than 30 days must be paid in cash, certified check, money order or credit card.  
Failure to pay in full two weeks prior to event will result in cancellation without notice.

**Name (Print):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Recreation Center:** \_\_\_\_\_ **Rental Date(s):** \_\_\_\_\_

OFFICE USE ONLY					
Deposit: _____	Date: _____	Receipt #: _____	FR #: _____	Balance: _____	
Payment: _____	Date: _____	Receipt #: _____	FR #: _____	Balance: _____	
Payment: _____	Date: _____	Receipt #: _____	FR #: _____	Balance: _____	
Payment: _____	Date: _____	Receipt #: _____	FR #: _____	Balance: _____	
Payment: _____	Date: _____	Receipt #: _____	FR #: _____	Balance: _____	

**Notes:**

## Winston-Salem Recreation Parks Recreation Center Usage Rates (Profit)

Recreation Center Room Rates					
Room(s)	4 hours	5 hours	6 hours	7 hours	8 hours
<b>Ballroom</b>	\$300.00	\$375.00	\$450.00	\$525.00	\$600.00
<b>Game Room</b>	\$150.00	\$187.50	\$225.00	\$262.50	\$300.00
<b>Gym</b>	\$300.00	\$375.00	\$450.00	\$525.00	\$600.00
<b>Kitchen</b>	\$75.00	\$93.75	\$112.50	\$131.25	\$150.00
<b>Meeting Room A</b>	\$150.00	\$187.50	\$225.00	\$262.50	\$300.00
<b>Meeting Rooms B</b>	\$150.00	\$187.50	\$225.00	\$262.50	\$300.00
<b>Personnel</b>	\$80.00	\$100.00	\$120.00	\$140.00	\$160.00

Room availability differs according to each location

Friday Set up Fees			
<b>Up to 2 hours</b>	\$25.00		<b>Up to 5 hours</b>
			\$50.00

Set up is NOT offered at all locations and is based on availability during operating hours

<b>Room Fee:</b> _____ <b>Set up Fee:</b> _____ <b>Total Balance:</b> _____
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All fees must be paid in FULL two weeks prior to the event.  
All payments made less than 30 days must be paid in cash, certified check, money order or credit card.  
Failure to pay in full two weeks prior to event will result in cancellation without notice.

**Name (Print):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Recreation Center:** \_\_\_\_\_ **Rental Date(s):** \_\_\_\_\_

OFFICE USE ONLY					
Deposit: _____	Date: _____	Receipt #: _____	FR #: _____	Balance: _____	
Payment: _____	Date: _____	Receipt #: _____	FR #: _____	Balance: _____	
Payment: _____	Date: _____	Receipt #: _____	FR #: _____	Balance: _____	
Payment: _____	Date: _____	Receipt #: _____	FR #: _____	Balance: _____	
Payment: _____	Date: _____	Receipt #: _____	FR #: _____	Balance: _____	

Notes: