

**Effective: June 1, 2009**

# Activity Room & Gym Policies

## FALL/SPRING HOURS

Mon - Thurs 12pm-9pm  
Fri 12pm-6pm  
Sat 9am-1pm  
Sun CLOSED

## SUMMER HOURS

Mon - Thurs 10am-8pm  
Fri 10am-6pm  
Sat 9am-1pm  
Sun CLOSED

## RENTAL FEES

Room Deposit - \$75 refundable  
(entire rental deposit and room fees are due at time of booking)

All Activity Rooms - \$25 per hour  
Individual Room - \$15 per hour  
Gymnasium - \$25 per hour  
Kitchen fee - \$15 flat rate

\* We accept Cash, Checks, Visa, MC \*

\*\* No food or drinks permitted in the gymnasium. Reservations must be made two weeks prior to the event. All rental fees and deposit are due at the time of booking.

\*\* Memberships are required to reserve a room at the recreation center. To inquire about a membership, please see a staff member for details.

## **Room Setup/Tear Down**

Room rentals are only be available during the designated times at which you have reserved them. If client needs additional time to decorate additional hours before/after will need to be purchased. At the conclusion of the event, all floors will be swept up, tables and chairs stacked, and trash to be taken to the outside dumpster. All must be solidified in order to receive the rental deposit back. Client must check with staff member on duty before departing facility. Rental Deposit refunds (if solidified) will be mailed back or picked up by the client approximately 10-14 days after the event.

## **Room Capacity**

The combined activity rooms can hold approximately 80 people. All party attendance must stay under this designated limit set by the fire marshal. The recreation center has 5 round tables and approx 10 long tables for use with your rental at no extra charge.

## **Children**

All children ages 12 or under must be present with an adult when outside the event area. No running or horseplay will be tolerated in the lobby area.

## **Catering**

Catering is permitted at CTRC. The caterer must supply their own trash bags. CTRC will supply the initial bags for the event but client/caterer will be responsible thereafter for own bags and throwing trash in dumpster at conclusion of the event.

## **Game Room/Gymnasium/Weight Room**

The rec center game room, gymnasium, and weight room are closed to outside events unless event is during regular business hours. Children ages 12 and under need to be supervised by an adult at all times.

For rental reservations or to look at the rental rooms that are available, please contact any of the recreation staff at (972) 264-6890. The City of Grand Prairie Parks and Recreation Department and the Charley Taylor Recreation Center are not responsible for any equipment, supplies, materials, clothing, or other related items brought to the Center or transported to the Center by any group or individual attending a function at the facility.



# Activity Room & Gym Policies Cont'd

## \*FALL/SPRING HOURS

Mon - Thurs 12pm-9pm  
Fri 12pm-6pm  
Sat 9am-1pm  
Sun CLOSED

## \*SUMMER HOURS

Mon - Thurs 10am-8pm  
Fri 10am-6pm  
Sat 9am-1pm  
Sun CLOSED

\*Fall/Spring hours of operation are defined as *September– May*

\*Summer hours of operation are defined as *June - August*

## Deposit Refunds

The room rental deposit is refundable if all of the following is completed at the conclusion of the event.

Staff will check room at conclusion of event for:

- All trash out to dumpster
- All chairs stacked in one corner of room
- All tables stacked in one corner of room
- All blinds pulled down and closed in
- All floors swept
- Kitchen area counters and fridge clear
- Oven/Stove turned off
- All marker boards erased

If these following are done, deposit will be refunded within 10-14 business days after the rental took place. If paid by credit card, refund should process within 3-4 days starting the following **Monday after rental.**

## Liability

The City of Grand Prairie Parks and Recreation Department and the Charley Taylor Recreation Center do not assume any liability on groups or individuals attending a function at the Recreation Center.

## Building Policies

- Use of the Recreation Building is restricted to the use of the room specified on your rental contract and the restroom facilities. There may be scheduled activities in other areas of the building during your rental.
- No smoking
- No alcohol
- Candles in enclosed containers only
- No tape / duct tape of any kind to be used on the walls or floors of classrooms or gym. Failure to comply will result in loss of rental deposit.

## Note on Reservations

Extra setup time for reservations will not be available. Clients needing time to setup for event will need to purchase an additional hour before/after event. Building attendant will arrive at scheduled time designated by client on rental contract. No exceptions.

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