

BUILDING PROCEDURES & RENTAL AGREEMENT

PAPERWORK & DEPOSITS

- A rental form must be filled out and deposit and or rental PAID before we reserve the spot in our rental calendar.
- ALL PAPERWORK must be filled out completely and deposits and or rental fee paid 72 hours PRIOR to rental date.
- A \$200 refundable building deposit will be charged for rentals at The Ralph C. Bishop Center, The Chucky Mullins Center, and the Canteen. If your rental is during normal business hours you will not have to pay the building deposit.
- The building deposit MUST BE A CHECK (NO CASH OR MONEY ORDERS).
- You will receive your deposit back after your event as long as there is NO damage to building.

RENTAL PRICES

- Gym Rental - (Bishop & Mullins Center) \$30 per hour plus \$200 refundable deposit.
- Room Rental - (Bishop & Mullins Center) \$15 per hour plus \$200 refundable deposit.
- Canteen - \$25 per hour plus \$200 refundable deposit.
- Pavilion Rental at any of our parks - \$35 per day

ADDITIONAL INFORMATION

- The Ralph C. Bishop Center, the Chucky Mullins Center, and the Canteen open for rentals at 8 a.m. and your event has to be cleaned up and over by 10:30 p.m. - if your event starts at 8 a.m. and you need to enter the facility before that time to set up you are required to get pre-approval.
- Each rental has 30 minutes to set up and 30 minutes to clean up without being charged for that time, ANYTHING more than that you will be required to pay for.
- If you are renting a location that requires a building deposit and you do not pay your rental fee at the time you turn your application in, you must pay your rental fee the week of your event.

**** OFFICE STAFF ONLY - DO NOT FILL OUT ****

LOCATION - _____

RENTAL DATE - _____

TIME TO BE OPENED - _____ TIME TO BE LOCKED - _____

NUMBER OF TABLES: _____ NUMBER CHAIRS: _____

TABLE COVERS - YES NO PODIUM - YES NO STAGE - YES NO

DEPOSIT AMOUNT - \$ _____ DEPOSIT RECEIPT NUMBER - _____ DATE OF DEPOSIT - _____

RENTAL AMOUNT - \$ _____ DATE RENTAL DUE - _____ RENTAL RECEIPT NUMBER - _____

RENTAL INFORMATION

Rental Location: _____
(Gym, Meeting Room 1 ,2 ,3 ,4, or 5, Canteen, Pavilion)

Rental Date: _____

Start Time: _____ End Time: _____

Time facility needs to be opened: _____

Event: _____

Description of Event: _____

Will there be a fee or admission charged for this activity? YES _____ NO _____

Is this activity open to the public? YES _____ NO _____

Total number of people attending: _____ Children _____ Adults _____

Will any of the following be involved? Please circle YES or NO
(These are items you will be responsible for bringing)

Food: YES NO Decorations: YES NO Table Covers: YES NO

Will you need any of the following delivered to your location? Please circle YES or NO
(These are items our department will supply at no extra cost)

Table covers: YES NO Podium: YES NO Stage: YES NO
(Table Covers supplied by our department are white paper covers)

Chairs: YES NO If yes, how many? _____

Tables: YES NO If yes, how many? _____

(Tables and chairs will be delivered to rental location, you are responsible for arranging them.)

FRONT OFFICE STAFF ONLY:

\$200 DEPOSIT PAID - YES NO DEPOSIT RECEIPT NUMBER: _____ DATE DEPOSIT PAID: _____

RENTAL PAID - YES NO RENTAL AMOUNT: _____ RENTAL DUE DATE: _____ RECEIPT NUMBER:

CONTACT INFORMATION

Date Application returned to Rec Center: _____

Contact Person: _____

Address: _____

Phone: _____

Home

Work

Cell

Name of Organization: _____

Organization Phone Number: _____

Group Insurance or Bond: YES _____ NO _____ (If yes, proof of coverage will be required. Some activities may require insurance or bond)

**I HEREBY ACKNOWLEDGE THAT I HAVE RECEIVED AND READ
ALL THE PROCEDURES, RULES AND PRICE RATES OF THE
RUSSELLVILLE PARKS AND RECREATION DEPARTMENT.**

Signature: _____

Date: _____

THIS PAGE IS FRONT OFFICE USE ONLY:

APPLICATION RECEIVED

BY: _____

DATE: _____

BUILDING DEPOSIT: YES NO

DEPOSIT AMOUNT: _____ DEPOSIT RECEIPT NUMBER: _____ DATE OF DEPOSIT: _____

DEPOSIT RECEIVED BY: _____

RENTAL AMOUNT: _____

DATE RENTAL

DUE: _____

DATE RENTAL RECEIVED: _____

RENTAL RECEIPT NUMBER: _____

RENTAL FEE RECEIVED BY: _____

ON CALL INFO SHEET:

LOCATION - _____

RENTAL DATE - _____

TIME TO BE OPENED - _____

TIME TO BE LOCKED - _____

NUMBER OF TABLES: _____ NUMBER OF CHAIRS: _____

TABLE COVERS - YES NO PODIUM - YES NO STAGE - YES NO

CONTACT PERSON: _____

CONTACT NUMBER: _____

