

Hancock Recreation Center



811 East 41st Street
Austin, TX 78751

512-453-7765



<http://www.austintexas.gov/department/hancock-recreation-center>

Rental Agreement **FY 2016**

Building and Facility Rental Fee Schedule

Indoor Facilities Rental Deposit: \$200.00
\$300.00 with champagne or wine
(Refundable after rental if left in good condition)

Ballroom: **Resident/nonprofit:**
\$577.25 for 4 hour rental (4 hour minimum rental)
\$144.00 for each additional hour

Non-Resident/Commercial:
\$679.00 for 4 hour rental (4 hour minimum rental)
\$170.00 for each additional hour

Kitchen: \$25.00 flat fee with Ballroom rental

Ballfield: **Resident/nonprofit:**
\$41.00 per 1 hour rental

Non-Resident/Commercial:
\$46.00 for 1 hour rental

Light: \$25.00 flat fee with ballfield

Building and Facility Rentals Cancellation Policy:

1. If the City of Austin cancels, all deposits and fees are returned to the renter.
2. If the renter cancels more than two weeks before the rental begins, all deposits and fees are returned to the renter.
3. If the renter cancels within two weeks before the rental begins, 50% of the rental fee and 100% of the deposit are returned to the renter.
4. If the renter does not show up for the rental, no refund is given.
5. All cancellations must be made in writing, emails may be sent to Jessica.Gilzow@austintexas.gov

Building and Facility Rental Policies and Procedures

Description

Hancock Recreation sits in the middle of the Hancock Golf Course. The Center features a ballroom with hardwood floors, a kitchen, and three classrooms. Located on the grounds are a basketball court, covered playground, picnic tables and a small sports field.

How to Reserve

Contact Program Supervisor at 512-453-7765 or Jessica.Gilzow@austintexas.gov
Reservations must be made no less than 14 days prior to the date requested

Renter's Copy



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Confirmed Reservation

All reservations will be confirmed upon receipt of deposit, a signed rental agreement, and rental fees paid in full.

Deposit

Payment of a deposit secures your reservations. Dates are not held without a deposit. The balance of your reservation fee is due no later than 14 business days prior to your requested reservations. If the balance is not paid in full before that date, your request will be forfeited and deposit refunded. Deposit will be refunded in either part or whole upon inspection of the facility at the conclusion of the reservation. Deposit refunds are issued via check from the City of Austin and should be received within four to six weeks after the reservation. NOTE: Any damage, usage not approved, extra time to depart, or maintenance required “out of the ordinary” after the reservation is completed, will be charged to you and taken out of your deposit. If the deposit does not cover the cost, you will be billed for the balance. Failure to pay for additional costs within a 30-day period will result in a referral of accounts for legal collection.

Payment

Rental fees must be paid in person at Hancock Recreation Center no less than 14 days prior to the reservation. We accept cash, money orders, credit card, and personal checks payable to the City of Austin. There will be a service charge for all returned checks. Renter will be responsible for all rental fees where applicable and all direct costs.

Policies

The person or organization reserving the facility shall be responsible for the enforcement of all Department, and City of Austin policies/procedures during the period of the reservation. The person or organization is also responsible for the conduct and behavior of the group using the facility as well as enforcement of Reservation Agreement policies.

Arrival/Departure

Reservations are arranged for a specific period of time, known as arrival/departure time. The arrival time is the time you have requested to begin the reservation. The reservation must end at the departure time previously arranged. Use of the site or facility beyond the hours paid for shall result in the assessment of additional charges.

Clean-Up

All decorations and trash must be picked up, bagged and deposited in the cans provided. All tables and chairs used must be wiped clean and folded. Failure to complete any of these tasks will result in a partial and/or complete loss of the clean-up/damage deposit. Cleaning equipment is available on site. The Parks and Recreation Department will not be responsible for any items left behind. The Program Supervisor has the final release on the condition of the park/facility.

Renter's Copy

Damage

All clean up and/or damage repairs completed by Parks and Recreation Department staff will be deducted from renter's deposit. Any amount in excess of the deposit will be billed to the renter. Failure to make any attempt to clean up and/or pay for additional cleanup costs will result in denial of future reservation privileges and forfeit of deposit. Failure to pay for additional costs within 30 days will result in denial of future reservation requests and a referral of accounts for legal collection. The City of Austin reserves the right to refuse to rent to groups or users who have a demonstrated history of being careless or reckless.

Alcohol

Hancock Recreation Center allows the use of champagne or wine during rentals. Should renter decide to have wine/champagne, the deposit will increase from \$200 to \$300. Beer or hard liquor is NOT allowed. Champagne and wine consumption shall take place in the ballroom, porch, and kitchen areas.

NO Tobacco (Smoking)

According to City Ordinance, § 12-5-3 Smoking is prohibited in all buildings, or portions thereof, owned and under the management and control of the city, or occupied by city officials and employees. A person commits an offense if they knowingly smoke within 15 feet of any pedestrian entrance of a public place. The use of such will result in the immediate cancellation of your event. Police will be notified, all guests will be escorted off the park premises, and legal action may be taken. Please take the time to notify your guests of this City Ordinance.

Decorations

No staples, tacks, or nails may be used to attach decorations. Use of an easily removable device is required, i.e. tape.

Handicap Accessibility

The City of Austin is committed to compliance with the Americans with Disabilities Act. Please notify us if you require special assistance for participation in our programs or the use of our facilities.

Sound Permit

All amplified sound requires a City of Austin "Sound Permit" issued by the Parks and Recreation Department Reservation Office at 200 South Lamar. The renter will be required to adhere to the decibel level per City Ordinance 821 020-H.

Recycling

Hancock Recreation Center encourages recycling paper and aluminum products. Please place paper waste in the large blue container by the front door.

Utilities

The building is heated/cooled by a computerized thermostat controlled **off-site**. The temperature cannot be adjusted immediately during your event. Alternative use of lighting, i.e. candles, must be approved by Program Supervisor.

Renter's Copy

Curfew

The curfew is 10pm Sunday through Saturday. Curfew may be extended to midnight with special permission. Police strictly enforce curfew hours and violators are subject to fines and/or arrest

Security

It shall be the responsibility of the person or organization making the reservation to provide the necessary security to insure orderly behavior and protect property. A security plan with proof may be required and will need to be reviewed by the Program Supervisor fifteen (15) days in advance.

1. Reservations are not made to minors, eighteen (18) and under.
2. All children and teen parties must have one (1) adult Chaperon per ten (10) minors.

Endorsements

Rental of PARD facility does not constitute City of Austin or PARD endorsement of viewpoints expressed by participants in the program. Advertisements or announcements implying such endorsements are not permitted.

Collection of money on site

Solicitation, admission or other charges, money-raising activities, and/or sales are not allowed without the approval of PARD management. Such events are required to show proof of General Liability insurance.

Insurance

The Parks and Recreation Department requires some renters to purchase insurance based upon the type of event. Renter may be required to purchase a general liability insurance policy naming the City of Austin as an additional insured. A copy of the policy must be submitted to Hancock Recreation Center prior to the event date.

No Stopping, Standing or parking on park land

According to City Ordinance, § 16-5-16, No person shall park any motor vehicle, motorcycle or other motor-driven device on any public park, or recreation center, which is owned, operated or maintained by the city, except in parking areas designated for such purposes.

Violations

The City of Austin Parks and Recreation Department reserves the right to cancel any event and has the authority to remove any person(s) from the facility if it is felt that any part(s) of this agreement were broken or that the facility is not being used for the purpose for which this agreement is intended. Facility user(s) not abiding by the City Ordinances and regulations contained herein may be suspended from use of the facility and all fees and deposits paid, forfeited. Future use of City facilities may also be denied.

Observed Holidays - No Reservation Periods

On a limited number of Federal Holidays or Observances and other dates, the Parks and Recreation Department does not coordinate reservations for picnic sites or facilities due to the high volume of public use. **On these dates, all picnic sites are first-come first-served.**

Month	Holiday	Length of Observance	Type of Holiday
January	New Year's Day	Day Only	Federal Holiday City Holiday
January	MLK Day 3 rd Monday in January	Day Only	Federal Holiday City Holiday
February	President's Day 3 rd Monday in February	Day Only	Federal Holiday City Holiday
March / April	Easter Sunday	Day Only	Federal Holiday City Holiday
May	Memorial Day Weekend last Monday in May	Weekend and Holiday	Federal Holiday City Holiday
July	Independence Day - July 4th	Day Only Weekend of Holiday if Sat/Sun	Federal Holiday City Holiday
September	Labor Day Weekend 1 st Monday in September	Weekend and Holiday	Federal Holiday City Holiday
November	Veteran's Day	Day Only	City Holiday
November	Thanksgiving - 4 th Thursday in November	Holiday and Day After	Federal Holiday City Holiday
December	Christmas Eve and Christmas Day 24 th and 25 th respectively	Holidays and Day After	Federal Holiday (25 th) City Holidays

REQUEST FOR FACILITY AND EQUIPMENT RENTAL

Requester's Information:

Today's Date: _____
Name: _____
Company Name _____
Address: _____
City/State/Zip: _____
Home/Cell Phone: _____
Work Phone: _____
Email: _____

Event Details:

Rental Date: _____
Rental Time: _____
Requested Room/Space: _____
Estimated Attendance: _____
Equipment Needs: _____
Event Description: _____

Deposit: (check one) Without Alcohol (\$200) With Alcohol (\$300)

Number of Rental Hours: _____

Rental Fee: (calculated by staff) _____

Rental Fee Due Date: (business day 2 weeks prior to Rental Date) _____

Approvals:

Site Supervisor



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Hancock Recreation Center **Rental Agreement**

This agreement is for a reservation at Hancock Recreation Center, which is a facility of the Austin Parks and Recreation Department and is granted with the distinct understanding that the undersigned will comply with the following rules and regulations:

- 1) Reservation is not confirmed until receipt of deposit, signed rental agreement and rental fees are paid in full. A tentative reservation will be held for up to 14 days from the first date scheduled. If not confirmed by total payment within that time, the tentative reservation will be automatically cancelled.
- 2) The requestor assumes the financial responsibility for replacing or repairing any damages to the facility resulting from activity and or group using the facility.
- 3) When decorating, tacks, staples, and nails are prohibited. You must use transparent tape or masking tape to secure decorations anywhere in the facility.
- 4) We DO NOT set up tables and chairs.
- 5) Renters must take care of ALL clean up. This includes all decorations, trash, tables and chairs. Trash must be bagged and deposited in the cans provided. All tables and chairs used must be wiped clean and folded. Failure to complete any of these tasks will result in a partial and or complete loss of the clean-up/damage deposit. The Parks and Recreation Department will not be responsible for any items left behind.
- 6) Deposit will be returned within 4-6 weeks after the reservation if property is left clean and in good condition.
- 7) If the City of Austin cancels, all deposits and fees are returned to the renter. If the renter cancels more than two weeks before the rental begins, all deposits and fees are returned to the renter. If the renter cancels within two weeks before the rental begins, 50% of the rental fee and 100% of the deposit are returned to the renter. If the renter does not show up for the rental, no refund is given.
- 8) No beer, hard liquor, or smoking is allowed.
- 9) Renters MUST provide their own security.
- 10) No admission fees or money will be collected from the attendees at this event.

Signature of Requestor: _____ Date: _____

Deposit Receipt Number: _____ Rental Fee Due Date: _____

Provide Copy of Signed Agreement to Renter



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Hancock Recreation Center Rental Closing Walk-Thru Check List

This form **MUST** be completed by facility staff with the renter at the end of their rental period. In order to process the deposit refund **ALL** tasks listed must be completed by the renter **BEFORE** the end of the allotted rental time.

Renter: _____ Phone: _____

Address: _____ Email: _____

- ALL trash and recycling has been taken out & liners replaced (including bathroom trash)

- ALL floors used have been swept, and any spills have been mopped

- ALL rooms used by renter have been checked for damages and found to be in as good condition as they were at beginning of rental (no broken windows, doors, tiles, etc.)

- ALL furniture has been returned to its original locations

Note any damages: _____

Signature of Staff: _____ Date: _____

Signature of Renter: _____ Date: _____

Deposit Receipt Number: _____ Refund Receipt Number: _____

Provide Copy of Signed Agreement to Renter



**This Page for Office Use Only:
Reservation Fee Sheet**

Cleaning / Damage Deposit:

Circle One or Both	Deposit Fee	Receipt #	Date Received	Refund Amt	Receipt #	Date Processed
Ballroom	\$200.00					
Ballroom + Wine / Champagne	\$300.00					
Ball Field	\$100					

**Ballroom (Non-Admissions Based/Outside of Hours of Operation)
Capacity: Up to 225 people**

Description	Resident/ Non-Profit Fee	Non-Resident/ Commercial Fee	Quantity	Sub-Total
Block Rental (4 hour minimum)	\$457.25	\$559.00		
Additional Hours	\$114.00	\$140.00		
Staff & Utilities (Per hour)	\$30.00	\$30.00		

**Kitchen
For storage and prep, no cooking/baking**

Description	Fee	Quantity	Sub-Total
Kitchen	\$25.00	1	

Ball Field

Practice/Game Rental Rates:	Resident/ Non-Profit Fee	Non-Resident/ Commercial Fee	Quantity	Sub-Total
Weekday Daytime Rate (8AM-5PM)	\$41.00	\$46.00		
Weekday Evening Rates (5PM-10PM)	\$50.00	\$50.00		

Meeting Room

Private Room Rental (During Hours of Operation) Capacity: Up to 30 people w/ tables & chairs (1 hour minimum)

Description	Fee	Quantity	Sub-Total
Room During Business Hours	\$50.00		

Date Paid	Receipt Number	Grand Total

Equipment Used	Misc. Information	A/C or Heat Scheduled



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