



Montopolis Recreation Center
 1200 Montopolis Drive
 Austin, TX 78414
 Phone: 512-978-2300
 Fax: 512-978-2301

REQUEST FOR FACILITY AND EQUIPMENT RENTAL

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

Event Details:

Rental Date: _____
 Rental Description: _____
 Rental Time: _____
 Room Requested: _____
 Equipment Needs: _____
 Estimated attendance: _____
 Special Requests: _____

Fees

Security/Cleaning Deposit:	Date:	Cash/CC or Check #:	Receipt #:
Rental Fee:	Date:	Cash/CC or Check #:	Receipt #:
Rental Fee:	Date:	Cash/CC or Check #:	Receipt #:
Rental Fee:	Date:	Cash/CC or Check #:	Receipt #:

Approvals:

 Site Supervisor

 Program Manager

 Division Manager (if required)

 Director (if required)

Facility Rental Rates

Rental Deposit: \$200.00 (refundable after rental if left in good condition)

Gymnasium: (299 max occ.)
(Only rented for athletic events)

Resident/nonprofit:
\$216 (4 Hour Minimum Rental)
\$54 for each additional hour

Non-Resident/Commercial:
\$254.25 (4 Hour Minimum Rental)
\$64 for each additional hour

Large Meeting Room
(89 max occ.)

Resident/nonprofit:
\$216 (4 Hour Minimum Rental)
\$54 for each additional hour

Non-Resident/Commercial:
\$254.25 (4 Hour Minimum Rental)
\$64 for each additional hour

Small Meeting Room
(40 max occ.)

Resident/nonprofit:
\$163.25 (4 Hour Minimum Rental)
\$41 for each additional hour

Non-Resident/Commercial:
\$192 (4 Hour Minimum Rental)
\$48 for each additional hour

Kitchen with Rental: \$75.00 (includes ice machine)

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.

Athletic Field/Outdoor Courts Rental Fees

Clean-up Deposit: \$100.00 (more than 3 hours)

Rental Fee: Daily (more than 3 hours): \$150.00 per day
Maintenance Fee: \$50.00 per day (dragged and chalked)

Rental	Res/Non	2015
Weekday daytime rate (8AM – 5PM)	Resident	\$24.00
Weekday daytime rate (8AM – 5PM)	Non-Resident	\$27.00
Weekday evening rate (5PM – 10PM)	Resident	\$41.00
Weekday evening rate (5PM – 10PM)	Non-Resident	\$46.00
Weekend daytime rate (8AM – 5PM)	Resident	\$29.00
Weekend daytime rate (8AM – 5PM)	Non-Resident	\$32.00
Weekend evening rate (5PM – 10PM)	Resident	\$51.00
Weekend evening rate (5PM – 10PM)	Non-Resident	\$56.00

Ball Field Lights: \$50.00 per field / flat rate

Field Cancellation Policy:

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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 less than two weeks before the rental begins, 50% of the deposit is returned and 100% of the rental fees are returned to the renter.
4. If the renter does not show up for the rental, no refund is given.

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 weekend	Weekend of Holiday	Federal Holiday City Holiday
May	Mothers Day Weekend 2 nd Sunday in May	Weekend of Holiday	Federal Observance
May	Memorial Day Weekend last Monday in May	Weekend and Holiday	Federal Holiday City Holiday
June	Fathers Day Weekend 3 rd Sunday in June	Weekend of Holiday	Federal Observance
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	Holidays 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



Montopolis Recreation Center

1200 Montopolis Drive

Austin, TX 78414

Phone: 512-978-2300

Fax: 512-978-2301

Montopolis Recreation Center
Rental Agreement

This agreement is for a reservation at Montopolis Recreation Center, which is a facility of the Austin Parks and Recreation Department.

Date of Reservation: _____ Time Requested: _____
 Requestor: _____
 Rental Description: _____
 # Of Guests: _____ Today's Date: _____
 Address: _____ Daytime Phone: _____
 Evening Phone: _____ Email: _____

This agreement 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 alcoholic beverages allowed. Smoking is not allowed inside.
- 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: _____

Building and Facility Rental Policies and Procedures

Description

The Montopolis Recreation Center and park, contains a gymnasium, kitchen, boxing room, two meeting rooms, playscape, a dance room, swimming pool and a lighted multipurpose field. Limited parking is available.

Fees

See attached fee schedule.

How to Reserve

Contact Program Supervisor Michelle Rojas at 512-978-2300 or michelle.rojas@austintexas.gov
Reservations must be made no less than 30 days prior to the date requested

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 the Montopolis 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.

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.

NO Alcohol

According to City Ordinance, § 11-1-4, it shall be unlawful for any person to knowingly or willfully sell, possess with the intent to sell or consume any alcoholic beverage within any recreation center or on any outdoor area adjacent to and made a part of the center's facilities which shall include, but not be limited to, all fields and playgrounds, parking lots, play slabs and playscapes connected with the center. Consumption and/or possession 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.

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.

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.

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 the Montopolis Recreation Center prior to the event date.

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.

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.

Recycling

The Montopolis Recreation Center encourages recycling paper and aluminum products. Our staff will assist in any way possible.

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.

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.

Curfew

The curfew is 10pm Sunday through Saturday.

Police strictly enforce curfew hours and violators are subject to fines and/or arrest.

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.

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.