

Facility Reservation: REQUEST FORM

Requester's Information:

Name	
Company Name	
Address	
City / State / Zip	
Primary Phone	
Alternate Phone	
Email Address	

Event Details:

Rental Description			
Room(s) Requested	<p><u>Indoor facilities:</u></p> <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Full Building <input type="checkbox"/> Full Gymnasium (athletic events only) <input type="checkbox"/> Partial Gymnasium <input type="checkbox"/> Stage <input type="checkbox"/> Full Meeting Room <input type="checkbox"/> ¼ Meeting Room <input type="checkbox"/> ½ Meeting Room </div> <div> <input type="checkbox"/> ¾ Meeting Room <input type="checkbox"/> Kitchen <p><u>Outdoor facilities:</u></p> <input type="checkbox"/> Pavilion <input type="checkbox"/> Athletic Field(s) </div> </div>		
Total Estimated Attendance	Is the event open to the public?	Will there be food served?	Will there be amplified sound on premises?

<input type="checkbox"/> Single Date:	<input type="checkbox"/> Multiple Dates:	<input type="checkbox"/> Weekly; Circle Days of Week: <div style="text-align: center;">M Tu W Th F Sa Su</div> <p>Date Range: _____</p>
Start Time	End Time	Notes:

Approvals:

Site Supervisor

Program Manager

Facilities



Gymnasium



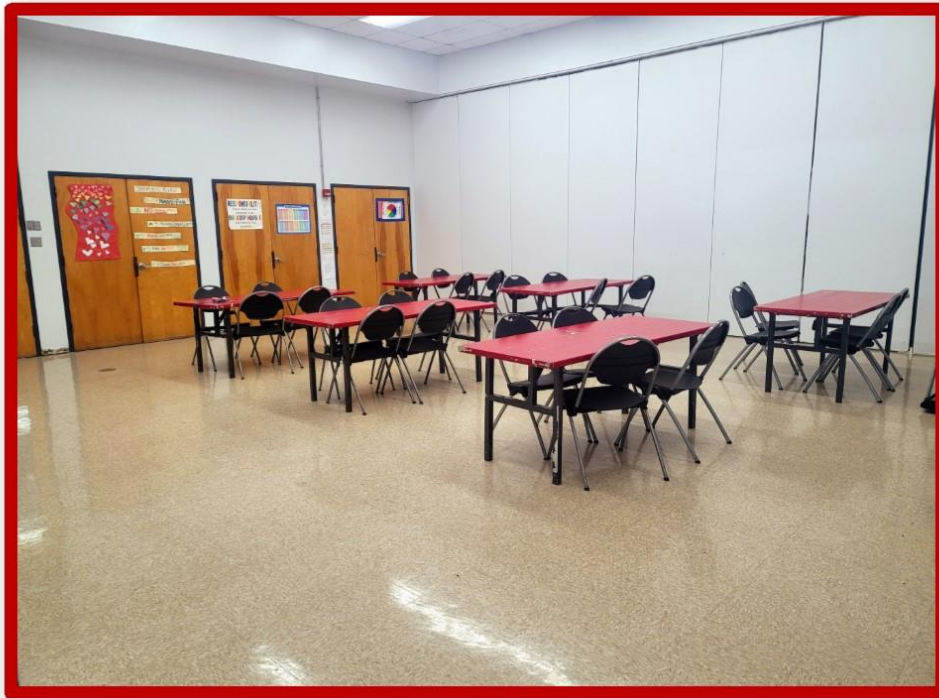
Stage



Meeting Room



1/4 Meeting Room



1/2 Meeting Room



3/4 Meeting Room



Kitchen



Pavilion



Softball Field



Football Field

Building and Facility Rental Fee Schedule

Indoor Facilities Rental Deposit: (refundable)	\$200.00
Full Building: (Gymnasium, Stage, Lobby, Meeting Room, and Kitchen. Building closure. Sundays Only.)	<p><u>Resident/Non-profit:</u> \$1,140 for 6 hours (6 hour minimum rental) \$180.00 for each additional hour</p> <p><u>Non-Resident/Commercial:</u> \$1,320 for 6 hours (6 hour minimum) \$210 for each additional hour</p>
Full Gymnasium: (only rented for athletic events)	<p><u>Resident/Non-profit:</u> \$216.00 for 4 hours (4 hour minimum rental) \$54.00 for each additional hour</p> <p><u>Non-Resident/Commercial:</u> \$254.25 for 4 hours (4 hour minimum) \$64 for each additional hour</p>
Partial Gymnasium: (front or back)	<p><u>Resident/Non-profit:</u> \$108.00 for 4 hours (4 hour minimum rental) \$27.00 for each additional hour</p> <p><u>Non-Resident/Commercial:</u> \$126.25 for 4 hours (4 hour minimum) \$32 for each additional hour</p>
Stage with Rental:	\$15.00 per hour
Full Meeting Room:	<p><u>Resident/Non-profit:</u> \$216.00 for 4 hours (4 hour minimum rental) \$54.00 for each additional hour</p> <p><u>Non-Resident/Commercial:</u> \$254.25 for 4 hours (4 hour minimum rental) \$64.00 for each additional hour</p>

1/4 Partial Meeting Room: (1/4 section with Mirrors)	<u>Resident/Non-profit:</u> \$56.00 for 4 hours (4 hour minimum rental) \$16.00 for each additional hour <u>Non-Resident/Commercial</u> \$64 for 4 hours (4 hour minimum rental) \$14.00 for each additional hour
1/2 Partial Meeting Room: (1/2 section, middle, no kitchen access)	<u>Resident/Non-profit:</u> \$128 for 4 hours (4 hour minimum rental) \$32.00 for each additional hour <u>Non-Resident/Commercial</u> \$108.00 for 4 hours (4 hour minimum rental) \$27.00 for each additional hour
3/4 Partial Meeting Room: (2 sections)	<u>Resident/Non-profit:</u> \$162 for 4 hours (4 hour minimum rental) \$41.00 for each additional hour <u>Non-Resident/Commercial</u> \$190.25 for 4 hours (4 hour minimum rental) \$48.00 for each additional hour
Kitchen with Rental:	\$75.00 (includes ice machine)
Kitchen ONLY	\$25.00 per hour (includes ice machine)
Outdoor Facilities Rental Deposit: (refundable)	\$100.00
Pavilion:	<u>Exclusive rights without electricity</u> \$15.00 per hour (4 hour minimum) <u>Exclusive Rights with electricity</u> \$25.00 per hour (4 hour minimum)

Permits:

Sound Permit - Commercial or Advertising Purposes	\$30
Sound Permit - Private Party	\$20
Sound Permit - Public Interest, Political or Non-Profit	\$10
Moonwalk, Rockwall & Dunking Booth Permits:	\$10
Water for <u>dunking booths</u>:	\$50

Temporary Food Establishment Permit can be obtained through the Austin/Travis County Health and Human Services Department. Phone Number: 512-978-0300

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 Rental Fee Schedule

Outdoor Facility Deposit: \$100.00 (more than 3 hours)

Ball Field Lights: \$50.00 per field / flat rate (non-exclusive rights)

Exclusive rights to the field – Includes the lights:

<u>Hourly Rentals (3 hours maximum):</u>		
Rental Day/Time	Rental Type	Per Hr.
Weekday Daytime rate (8AM – 5PM)	<u>Resident/Nonprofit:</u>	\$24.00
	<u>Non-Resident/Commercial</u>	\$27.00
Weekday Evening rate (5PM – 10PM)	<u>Resident/Nonprofit:</u>	\$41.00
	<u>Non-Resident/Commercial</u>	\$46.00
Weekend Daytime rate (5PM – 10PM)	<u>Resident/Nonprofit:</u>	\$29.00
	<u>Non-Resident/Commercial</u>	\$32.00
Weekend Evening rate (5PM – 10PM)	<u>Resident/Nonprofit:</u>	\$51.00
	<u>Non-Resident/Commercial</u>	\$56.00

<u>Event/Tournament Rentals:</u>		
Rental Length	Res/Non	Total
Partial Day (3-6 hours)	<u>Resident/Nonprofit:</u>	\$150.00
Partial Day (3-6 hours)	<u>Non-Resident/Commercial</u>	\$165.00
Full Day (6+ hours)	<u>Resident/Nonprofit:</u>	\$210.00
Full Day (6+ hours)	<u>Non-Resident/Commercial</u>	\$223.00

Field 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 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.

Givens Recreation Center: Building & Facilities Rental Agreement

Date of Reservation: _____ Time Requested: _____
Rental Description: _____

This agreement is granted with the distinct understanding that the undersigned will comply with the following rules and regulations:

Deposit / Payment

- Reservation is not confirmed until receipt of deposit and signed rental agreement.
- Rental fees are due in full 14 days prior to the scheduled reservation.
- Given that there are no damages to the facility, the space is left clean, and the *Facility Reservation Check List* form is complete, the deposit will be returned within 4-6 weeks.

General

- Park curfew is 10pm.
- Smoking and alcohol beverages are prohibited on park grounds.

Rental Set Up / Clean Up

- Be sure to include time for set-up. The space will not be available prior to your event.
- We do not set up tables or chairs.
- Renters must take care of ALL clean up.
- Failure to complete any of the tasks listed on the *Facility Reservation Check List* form at the end of your reservation will result in a partial and or complete loss of the deposit.
- The Parks and Recreation Department will not be responsible for any items left behind.

Specifics for the Gymnasium

- A site plan for the event must be approved by Site Supervisor prior to reservation.
 - Be sure to include all equipment to be used in space.
- Food and drinks are **not** permitted in this space. This includes event spectators.
- “Floor tape” is the only tape allowed on the gym floor. Floor tape is not provided by site.
- Helium balloons are prohibited.

Specifics for the Meeting Room

- When decorating, tacks, staples, and nails are prohibited. You must use transparent tape or masking tape to secure decorations anywhere in the facility.

*Specifics for the **Kitchen***

- Only one appliance per outlet is allowed, with a maximum of ____ appliances.

*Specifics for the **Lobby***

- Use of lobby equipment requires Site Supervisor approval.

Concession Stand / Vendors

- To operate a concession stand or a sell items during an event, each vendor must register with the City of Austin Parks and Recreation Department by completing the *Temporary Concession* application and process through the Office of Special Events.
- **Please note:** Food and drinks are not permitted in the gymnasium, which includes concession stand items.

Insurance / Permits

- If insurance or permits are required for your reservation, you must provide verification to the Site Supervisor prior to your reservation.

Austin Parks and Recreation Department Permits:

- Permits through the Austin Parks and Recreation Department can be obtained at the Office of Special Events located at 200 South Lamar.
- Permits may not be issued without an event reservation. It is suggested that you secure your permits at least 14 days before your event.

Sound Permit - Commercial or Advertising Purposes	\$30
Sound Permit - Private Party	\$20
Sound Permit - Public Interest, Political or Non-Profit	\$10
Moonwalk, Rockwall & Dunking Booth Permits:	\$10
Water for dunking booths:	\$50

Temporary Food Establishment Permit:

- This permit is obtained through the Austin/Travis County Health & Human Services Department. Phone Number: 512-978-0300.

Facility Damages

- The requestor assumes the financial responsibility for replacing or repairing any damages to the facility resulting from activity and or group using the facility.

Cancellations:

- 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.

Printed Name of Requestor: _____

Signature of Requestor: _____ Date: _____

Givens Recreation Center: Athletic Fields Rental Agreement

Date of Reservation: _____ Time Requested: _____

Rental Description: _____

This agreement is granted with the distinct understanding that the undersigned will comply with the following rules and regulations:

Deposit / Payment

- Reservation is not confirmed until receipt of deposit and signed rental agreement.
- Rental fees are due in full 14 days prior to the scheduled reservation.
- Given that there are no damages to the facility, the space is left clean, and the *Facility Reservation Check List* form is complete, the deposit will be returned within 4-6 weeks.

General

- Park curfew is 10pm.
- Smoking and alcohol beverages are prohibited on park grounds.
- Evening Rates include lights
- Fields/courts are reserved on an “as is” condition

Rental Set Up / Clean Up

- Be sure to include time for set-up. The space will not be available prior to your event.
- Rental does not include field/court maintenance
- All trash must be collected and placed in trash cans or dumpers, if not this will result in denial of future reservations.
- Givens Recreation Center may cancel reservations if fields/courts are needed for tournaments, league play, the fields/courts are deemed unsafe or damage could be caused if the fields/courts are used.
- The Parks and Recreation Department will not be responsible for any items left behind.

Concession Stand / Vendors

- To operate a concession stand or a sell items during an event, each vendor must register with the City of Austin Parks and Recreation Department by completing the *Temporary Concession* application and process through the Office of Special Events.

Insurance / Permits

- If insurance or permits are required for your reservation, you must provide verification to the Site Supervisor prior to your reservation.



Givens Recreation Center
3811 East 12th Street
Austin, TX 78721
Phone: 512-974-2430

Austin Parks and Recreation Department Permits:

- Permits through the Austin Parks and Recreation Department can be obtained at the Office of Special Events located at 200 South Lamar.
- Permits may not be issued without an event reservation. It is suggested that you secure your permits at least 14 days before your event.

Sound Permit - Commercial or Advertising Purposes	\$30
Sound Permit - Private Party	\$20
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Printed Name of Requestor: _____

Signature of Requestor: _____ Date: _____

Building and Facility Rental Information Packet

Description

On November 12, 1974, the Parks and Recreation Advisory Board voted to recommend to City Council that the name of Oak Springs Park be changed to Dr. Everett H. Givens Park. The City Council adopted the recommendation to rename the park in the memory of Dr. Givens, a well-known East Austin dentist and civic leader. The Park houses the recreation center, neighborhood swimming pool, pavilion, two lighted tennis courts, playscape, a large picnic area, and two softball fields. Givens Recreation Center consists of a full size gymnasium, meeting/dance room, weight / boxing room, kitchen, and administrative offices.

How to Reserve

Contact Program Supervisor at 512-974-2430 or Katie.Lust@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 Givens 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 landscapes 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 Givens 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

Givens 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

**Givens Recreation Center**3811 East 12th Street

Austin, TX 78721

Phone: 512-974-2430

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.

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

Facility Reservation Checklist

This form must be completed by facility staff with the renter at the end of their rental reservation. In order to process a full refund all tasks included on this list must have been completed by the renter before the end of the allotted rental time.

User Name:	
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Reservation:

- ☐ Reservation Request Form Submitted
- ☐ Rental Agreement Signed and Submitted
- ☐ Deposit Paid- *Event Confirmed*
- ☐ Rental Fees Paid

Clean Up:

- ☐ Pick up litter from property, bag, and place it in appropriate areas/trash containers. If they have lids, close them.
- ☐ Remove all decorations and personal items brought on site (this includes TAPE, STRINGS, RIBBONS!) Do not leave displays or large props/items on the site.
- ☐ Floors – Sweep loose litter, sand and debris. Clean up large spills/food particles on ground.
- ☐ Return chairs and tables to their original location in an orderly fashion.
- ☐ Break down any boxes/recycling, and take home to your household recycling service.
- ☐ All rooms used for the rental have been checked for damages and found to be in as good condition as they were at the beginning of rental (no broken equipment, windows, tiles, décor taken down, etc.)
- ☐ Reservation ended, and cleaned up before the end of the use period.

○ Time event ended: _____

Notes:

Signature of Staff: _____ Date: _____

Signature of Renter: _____ Date: _____

Deposit Receipt Number: _____ Refund Receipt Number: _____