



CITY OF SPARKS PARKS AND RECREATION DEPARTMENT
RECREATION GYM RULES

1. A fully completed Facility Use Application packet, admin fee and reservation deposit must be submitted in person and approved before the Recreation Gym can be reserved (no rental groups larger than 400). City of Sparks programs take precedence.
2. Proof of City of Sparks residency is required to secure the resident rate. Acceptable forms of proof are a copy of the Applicant's driver's license with current physical address and a copy of a utility bill/insurance card showing the Applicant's name and service address.
3. Rental insurance through Wells Fargo One Beacon/Atlantic Specialty Tenant User's Liability Insurance Policy is required and rates vary per event ranging from \$134 to \$258. If Applicant chooses to provide insurance, the insurance policy must be \$1,000,000 and name the City of Sparks as additional insured. The policy must include the additional insured endorsement page.
4. A minimum of four (4) hours is required for each rental. Rentals are permitted between the hours of 6:00 a.m. and 12:00 a.m. only – no exceptions. All functions must end no later than 11:00 p.m. in order to allow ample time for cleanup and departure from the facility by 12:00 a.m. Approved rental hours include set up and clean up.
5. All fees must be paid in full 30 days prior to the use date or the reservation will be subject to cancellation with admin fee and reservation/cleaning deposit forfeited. Reservations made with less than 30 days until the rental date must be paid in full with cash or credit card when the application is submitted.
6. Deposit refunds are issued in check form and mailed per the 'refund to' information contained in the Facility Use Application. The 'refund to' information for resident rentals cannot be altered once the application is approved. Allow up to 28 days for the refund process. Please note: **Cleaning/reservation deposits and admin fee are subject to forfeiture if information reported on the application is inaccurate.**
7. The Sparks Parks and Recreation Office must be notified immediately of any changes/cancellations to the facility rental by calling (775) 353-2376 **and** followed up in writing via email at recinfo@cityofsparks.us or by mail: Sparks Parks and Recreation Office, 98 Richards Way, Sparks, NV 89431. **No changes to the application less than 60 days prior to the rental date.**
8. Cancelled reservations will be refunded all paid fees minus the reservation deposit and admin fee, except for reservations made less than 30 days prior to the rental date - no refunds will be granted for these rentals.
9. The Recreation Gym must be left clean and undamaged (i.e. trash picked up, etc.) otherwise part or all of the deposit may be withheld, and if the damages exceed the deposit the Applicant will be charged accordingly.

10. Tables and chairs will be available on racks and must be put back in the same manner as found. Tables used for food service or messy activities are required to be covered (tablecloths are not provided by recreation facility). Following the rental, all tables and chairs must be cleaned by Applicant before returning to storage.
11. If the rental is open to the general public and food/beverages will be served, a health permit MUST be obtained from the Washoe County Environmental Health Department. They are located at 1001 East 9th St. in Reno and their number is (775) 328-2434. Proof of permit must be provided to the Recreation Office prior to the rental.
12. No outside cooking devices of any kind are permitted in the building, including but not limited to BBQ's, deep fryers, etc. No propane or gas or other types of fuel are permitted in the building.
13. A Liquor Permit must be purchased through the Sparks Parks and Recreation Office if alcoholic beverages are served. If the rental is open to the public and alcoholic beverages will be sold and served to the public, a special permit MUST be obtained from the Sparks Police Department located at 1701 East Prater Way. Proof of permit must be provided to the Recreation Office prior to the rental. Alcohol is not permitted outside of the Recreation Gym.
14. The serving of any alcoholic beverages must stop no later than 10:30 p.m.
15. Use and operation of public address (P.A.) System:
 - A. Applicant must supply a high impedance microphone and with a standard phone plug 1/4" two-conductor (phone plug – same as Radio Shack #274-1536).
 - B. The volume for the P.A. System is preset. There are four (4) phone jacks marked MIC 1 2 3 4, 1 being the highest volume and 4 being the lowest.
 - C. For questions concerning the P.A. System, please contact the Recreation Office at least one week in advance of the rental date.
16. No loud noise is permitted. A rental can be terminated if police have to respond due to complaints from surrounding neighbors.
17. Music must be turned off no later than 11:00 p.m.
18. Smoking is NOT allowed inside the Recreation Gym.
19. At no time are bounce/inflatable houses or dunk tanks permitted on the property.
20. The holder of the permit (or approved designee) must arrive at the start time listed in the application for a pre-event walk through.
21. Applicant must plan to complete all set up, take down and cleanup for the rental per the time frame specified on the Facility Use Application, not to exceed 12:00 a.m.
22. Placement of decorations must be approved by the Sparks Parks and Recreation Department prior to installation. All decorative material must be fireproof or fire retardant. Cellophane adhesive, nails, screws, staples, glue, thumbtacks, etc. in walls or woodwork are prohibited. Masking tape only may be used for decorations. There are hooks located in the pillars along the north and south walls. You may bridge wire across the center from these hooks and hang decorations. (Note: You must supply your own ladder.)

23. At no time shall rice, confetti or birdseed be thrown inside of the building. Birdseed seed is recommended (outdoors) for our feathered friends.
24. Applicant is responsible for putting away all equipment and cleaning up the facility at the conclusion of the function - including disposal of trash (both inside and immediately outside of the facility) in trash dumpster, sweeping/mopping all floors, cleaning of restrooms, and removal of all decorative material, wire, masking tape, etc. Any group not doing so will be charged for these services (part or all of the deposit may be withheld).
25. Maintenance questions/issues that arise during the rental should be directed to the staff on duty. For any other problems while utilizing the facility, please call the Sparks Police Department's non-emergency line at (775) 353-2231.
26. The City of Sparks contracts with ESI Securities Inc. (ESI) to provide security and facility oversight during all rentals at the Recreation Gym facility. Applicant is responsible for all ESI fees and will be charged for these services as follows:
 - Total security fees vary depending on the nature and length of the function.
 - ESI Security Services (ESI) will determine the number of security personnel required for each function based on the information provided on the application.
 - A minimum charge of \$32 up to \$64 per hour for security will be charged upon receipt of the application.
 - Additional security fees required for a function will be paid from the deposit. Any fees due in excess of the deposit amount will be billed following the function and are due within 5 working days from the invoice date.
27. At the conclusion of the rental, Applicant is required to take part in a post-event walk through and review/sign the facility checkout sheet as provided by staff on duty. The post-event walk through is not the final inspection. The final inspection will occur the week following the event and the Applicant will be notified if there are any outstanding issues.
28. The individual or organization granted use of the facility shall be held responsible for reimbursing the City of Sparks for any loss or damage to the City of Sparks property. Due to the nature of a function, additional city services may be required to insure a successful event. Applicant will be charged accordingly for these services.
29. The City of Sparks is not responsible for accidents, injury or loss of individual property in its building or on its grounds.
30. Applicant shall observe, obey and comply with all city, county, state and federal laws, rules and regulations.

I, the undersigned, have read and understood the above information.

Signature: _____

Date: _____

Print Name _____