



Park Services--Recreation



Facility Rental Information Packet

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FACILITY RENTAL POLICY

The City of Memphis Park Services—Recreation makes its public spaces at community centers, senior centers, aquatic facilities and athletic fields available for rental. In order to maintain the quality and usability of the spaces and their amenities, any and all reservations, agreements and contracts for the use of the facilities must adhere to the following stipulations:

I. Mission

Park Services—Recreation is designed to provide a safe and honest environment that will offer a wide variety of programs and services which meet the identified needs of the community.

II. Allowable Rentals

One of the purposes of the facilities is to afford space and appropriate amenities for groups desirous of holding social, educational or community oriented functions. In compliance with the policies of the City of Memphis, recreation facilities may not be used for political fundraising events. No Recreation facility shall be utilized for private instructional purposes; to sell assorted merchandise or for any purpose deemed detrimental to the overall good of the community.

III. Event Preparation

Arrangements regarding building access, deliveries, additional set-up, and removal of equipment or supplies (provided by renter) must be made in advance, reviewed and approved by the site manager. Additional service fees will apply for events exceeding the stated time of the event on the rental agreement in the amount of per tier hour.

IV. Event Fee Structure

1. Fees

The fee structure is dictated by the size, scope and amenities of each facility. A Four Tier system has been developed which allows for reasonable prices far below private facility fees. Unless otherwise pre-approved by Administration, there is a two-hour minimum rental service time for each site. Any rental exceeding the agreed upon time limit, which includes preparation and clean up time, will incur an additional fee of the tier price per hour. If any rental consists of more than 150 people, an additional fee will be charged for the additional staff cost at a rate of \$12.00 per hour. If additional rooms are needed outside of regular operational hours, such as the gym, game room, etc., an additional fee per tier price per hour will be assessed.

A rental deposit of \$100.00 must be made in advance to secure a rental at **any site**, regardless of the tier. **The rental fee, based on the tier structure, is to be received 30 days prior to the scheduled event.** Failure to make payment within the aforementioned timeline will result in the potential cancellation of your rental reservation and the forfeiture of your rental deposit. Please see Cancellation Policy.

Fee Structure for Community Centers, Senior & Special Center Rentals

Tier 1 \$125.00 per hour	Tier 2 \$100.00 per hour
Hickory Hill CC Bert Ferguson CC Skinner Center McWherter Senior Center Orange Mound Senior Center Lewis Senior Center Frayser Raleigh Senior Center	Glenview CC Cunningham CC Raleigh CC Katie Sexton CC Whitehaven CC McFarland CC Riverview CC Davis CC
Tier 3 \$75.00 per hour	Tier 4 \$50.00 per hour
Orange Mound CC Mitchell CC Marion Hale CC Lester CC Charles Powell CC Bickford CC Dave Wells CC Gaisman CC Ed Rice CC Hollywood CC	Pine Hill CC Gaston CC Douglass CC North Frayser CC

2. Use During Regular Operation Hours

Person(s) or group(s) desirous of utilizing available space during normal operating hours who will be conducting non-profit and not for profit charitable activities may request the space at no charge. With some Community Center's, which will be identified during the reservation process, the customary deposit of \$100.00 will be levied and the cost of manning the site (at \$12.00 per hour/per staff member) will also apply. The deposit will be returned if there are no damages incurred during the rental. This does not apply to Aquatics. Please see Aquatic rental information for specifics.

If the space is unavailable due to center programming, the authorized site manager may elect to alter the schedule of the center activities and charge the customary rental fees. Said fees will offset any expense incurred due to the rearrangement of services at the site.

3. Use Outside of Regular Operation Hours

Person(s) or group(s) desirous of utilizing space outside of normal operating hours or for those events which will end after normal closing times will be assessed the normal fee based on the tier structure as noted previously. All events and activities on the premises must be completed by 1:00AM, including scheduled events and clean-up of the facility. Exceeding agreed upon ending time of the event will result in the charge of the tier price per hour.

4. For Profit Events

Entities wishing to rent center space for events which are fundraisers and for profit must remit 20% of the total proceeds to the Recreation Department in addition to the regular tier fee amounts. A written report outlining total proceeds from the event including ticket sales, on and off premises, must be prepared whereby DPS will calculate the 20% fee amount and collect the fee at that time. Monies collected on site are subject to audit by DPS full time staff.

5. Youth Rental Events

Rental clients and employees desirous of renting facilities for a function which is geared towards teens 13-19 years of age must also post a security payment of \$200.00 for the event. This payment is in addition to the normal tier payment required. DPS will provide armed security officers at a 1:50 ratio for the event to ensure the safety and security of the patrons. Only uniformed MPD or Sheriff Deputies can be utilized in addition to this arrangement and will be the responsibility of the renter based on the previously mentioned ratio. Also, a \$1,000,000 liability insurance policy naming the City of Memphis as additional insured will be required. The City of Memphis curfew ordinance will apply.

6. Outside Equipment

The rental client is responsible for supplying any equipment needed for the event which exceeds the provided tables and chairs. All of the non-recreation equipment must be removed from the site at the conclusion of the event. Failure to do so will result in a penalty fee of **\$200.00** which covers storage and cartage. All equipment that could result in potential injury to participants such as moon walkers, wall climbers, etc., will require

proof of the required \$1,000,000 liability insurance naming the City of Memphis as additional insured and is subject to approval by a Park Services Representative.

The respective centers cannot be held responsible for lost or stolen supplies, equipment or other property belonging to the rental client or the client's suppliers. Each site provides a limited number of tables and chairs for use during the event.

The rental client must provide sufficient moving equipment and staff for the set-up and removal of supplies. The floors of each site are especially susceptible to damage; therefore, sliding or dragging of chairs, tables, and other equipment on these surfaces is **strictly prohibited**.

7. Caterers and Use of Kitchen Facilities

All food served during events must be prepared by the rental client or caterer. Center staff does not offer food services but access is granted to the kitchen facilities. If Senior Centers are utilized, an additional employee **must** be used at the additional cost amount of \$12.00 per hour to monitor the kitchen so that the assets of the center are protected. All posted notices about stoves, cabinets, refrigeration and other kitchen facilities must be adhered to. Due diligence and care must be taken to restore the kitchen to its original clean and sanitary conditions after completion of the event. Failure to do so will result in a **forfeit of the rental deposit**.

8. Cleanliness

Rental clients and their suppliers are responsible for the removal of items brought into the center and for ensuring adequate cleanliness. **All trash and debris must be placed in sealed bags in the receptacles outside the center at the conclusion of the event.** Tables and chairs belonging to the Center must be free of food and properly cleaned.

9. Hazards

All electrical cords and equipment provided by the rental client must be installed so as not to present a hazard for guests and must be in accordance with the Memphis Fire Department safety guidelines. Any equipment, such as stage lighting must be approved through the center manager at least 3 days in advance of the event.

10. General Regulations

The City of Memphis Parks-Recreation department is subject to various regulations, which require the following prohibitions:

- No smoking anywhere inside of the facilities.
- No fog machines are allowed to be used on the premises.
- No open flames. (Votive candles may be used when placed inside glass holders or containers.)
- Nothing may be, nailed or stapled to any of the facility walls, ceilings, floors or furnishings.
- Helium filled balloons must be anchored, and cannot be released. All balloons must be removed following the event.
- Only the approved entrances and exits may be used during the event, designated at the time of the rental client walkthrough.

- Arrangements may be made for caterers and delivery personnel to use alternate entrances (if available).
- Hosts, guests and all contracted personnel will conduct themselves in a manner befitting that of a city property.
- No loud music on the campus of the facility.
- All rental guests must clear the premises immediately following the conclusion of the event.

11. Off Limit Areas

To ensure the safety and security of the facility and its contents, as well as to minimize the liability to the rental client, all non-rented areas are off limits to the guests, clients, caterers and other client support persons. Failure to comply with this directive may result in expulsion from the property and forfeiture of rental fees and deposits.

12. Entrances/Exits

One Entrance/Exit will be made available during the event. If more than one Entrance/Exit is necessary, the rental client is obliged to provide for security at this spot. For events held during regular public hours, the rental client may be asked to provide signage marking the event as private, so as to avoid public confusion with other simultaneous Recreation sponsored events. The signage **must** be approved by authorized Recreation management.

13. Damages

The rental client assumes full responsibility for any damages to the physical premises and properties of the Parks—Recreation department and for any personal injuries that occur within the hours during which the event takes place. Any damages or personal injuries should be reported to staff and documented on the Incident Report by the end of the event.

14. Cancellation Policy

For scheduled events which are processed 30 days or more in advance, the following cancellation schedule will apply. Full, 100%, one-half, 50% and one-fourth, 25% refunds will be given when a completed Refund Request form for the event has been received. The following table delineates the refund schedule.

The request must be made by the individual who originally made the reservation. Memphis Park Services will issue refunds for cancelled reservations according to the following schedule:

- 30 days before the scheduled event.....100% refund
- 15 days before the scheduled event.....50% refund
- 10 days before the scheduled event.....25% refund
- Less than 10 days before the scheduled event.....0% refund

IF your **event** is **cancelled** while in progress **due to violation** of Memphis Park Services rules, **your damage deposit** will be **forfeited**. In the event that the Community Center is closed due to inclement weather or emergency reasons, all money will be refunded.

For events which are scheduled and booked **less than 30 days in advance** of the event, the following cancellation process will apply:

- | | |
|--|-------------|
| ▪ 3 weeks before the scheduled event | 100% refund |
| ▪ 15 days before the scheduled event | 50% refund |
| ▪ 10 days before the scheduled event | 25% refund |
| ▪ Less than 10 days before the scheduled event | 0% refund |

The refund request must be made by the individual who originally made the reservation. Some exceptions can be made and approved by the Parks Administrator or Deputy Director upon recommendation by the Center Director.

15. Alcohol Policies

Alcohol is not permitted at any of the events on City property, in the parking lot or adjacent to City of Memphis Parks or other designated City property. Failure to adhere to this policy will result in a forfeiture of the deposit and rental clients will not be allowed to rent facilities for future events.

16. Rental Staff

A representative of the facility will be on site throughout the duration of event. Rental staff is on hand to address any concerns during set up and break down of the event. They are responsible for opening and closing the facility securely after the event.

17. Security

Park Services Recreation does not provide armed nor unarmed security for the events with the exception of approved youth rentals. Any security personnel should be licensed and bonded and will be the responsibility of the rental client. It is encouraged to utilize MPD or Sheriff Deputies on a 1:50 ratio when security is deemed necessary.

18. Parking

Each facility has on site parking with various numbers of parking slots. Handicapped designated parking areas must be observed. In some instances, on street parking is available as well. Recreation is not responsible for items left in vehicles parked on the property or for damages to vehicles on site.

19. Exceptions

The Park Services Recreation Department reserves the right to make exceptions to the rental policy with prior approval by the Recreation Deputy Director or the designee.

Statement Of Liability

Park Services—Recreation will not be liable for any claims for injury or damages resulting from or arising out of the use of the city's facilities or premises. The Rental Agreement holder agrees to indemnify Park Services Recreation and hold it harmless against any and all such claims, damages, losses, and expenses. If requested by Park

Services, the agreement holder shall carry a certificate of insurance documenting general liability coverage for the event.

20. Pricing

The Recreation Department, via its many sites, offers a variety of rental opportunities at each of our properties and sites. Please refer to the information below regarding specifics for each site/facility.

a. Community Centers

Presently there are 24 community centers located throughout the City of Memphis. For rental purposes, each center is grouped into one of four tiers.

Tier 1 facilities rent for **\$125.00** per hour and include the following locations:

Hickory Hill CC

Bert Ferguson CC

Tier 2 Facilities rent for **\$100.00** per hour and include the following locations:

Glenview CC

Cunningham CC

Raleigh CC

Katie Sexton CC

Whitehaven CC

McFarland CC

Riverview CC

Davis CC

Tier 3 Facilities rent for **\$75.00** per hour and include the following locations:

Orange Mound CC

Mitchell CC

Marion Hale CC

Lester CC

Charles Powell CC

Bickford CC

Dave Wells CC

Gaisman CC

Ed Rice CC

Hollywood

Tier 4 Facilities rent for **\$50.00** per hour and include the following locations:

Pine Hill CC

Gaston CC

Douglass CC

North Frayser CC

b. Senior Centers

The four (4) Senior Centers also have rental space available and are grouped into **Tier 1** which rents for **\$125.00** per hour. The following locations are:

McWherter Senior Center

Orange Mound Services Center Complex

Lewis Senior Center

Frayser Raleigh Senior Center

c. Skinner Developmental Center

The Skinner Development Center is a special needs center which offers rentals for some of the rooms and amenities contained therein. This site is deemed a **Tier 1** facility and as such, rents are charged at **\$125.00** per hour

d. Aquatic Facilities

The following fees structure reflects fees charged for the aquatic facilities of Recreation.

Outdoor Pools and Bickford Indoor Aquatic Center

\$300.00 per rental with a three (3) hour minimum per site

\$100.00 for each additional hour

\$100.00 Refundable clean up deposit must accompany each rental request.

\$1,000,000.00 Insurance Policy is required of the rental client. Pool capacity is 100 participants.

Hickory Hill Aquatic Center

\$525.00 per rental with a three (3) hour minimum rental time.

\$175.00 for each additional hour

\$100.00 refundable clean up deposit

\$1,000,000.00 Insurance policy

Pool rental capacity is 120 participants

Aquatics will provide:

1 Manager

1 Head Life Guard

2 Life Guards

The hours of rental for the outdoor pools is Monday through Saturday after 6:00 p.m. during pool season.

Hickory Hill Aquatic Center availability is Monday through Friday after 9:00 p.m. and Saturday after 2:00 p.m. Additionally, the Hickory Hill Community Center Aquatic Party room is available for rent at \$100.00 per rental with a two (2) hour minimum and \$50.00 for each additional hour. A refundable clean up deposit of \$50.00 is also charged. The Party Room capacity is 30 participants.

Aquatics will provide tables, chairs and help to set up for most events. Aquatics will turn on all water toys and the slide for the party. All aquatic rentals must be made with the Aquatics Manager (located on site at Hickory Hill Community Center) or, the Aquatics Director (located at Bickford Community Center Pool).

e. Athletic Fields

RENTAL FEES FOR ATHLETICS

FIELD PERMITS:	Day time reservations (2 hr session)	\$10.00 per session
	Night time reservation (1 1/2 hr session)	\$30.00 per session
TOURNAMENTS:	One day tournament	\$275.00 + night light fees if used
	Two day tournament	\$475.00 + night light fee if used
SOCCKER GAMES:	Youth and/or Adult	\$10.00 per game
MIAA SOCCER BASEBALL-SOFTBALL:		\$10.00 per game

AVAILABLE

FACILITIES:	Rodney Baber Baseball/Softball Complex 1-4
	Rodney Baber Baseball/Softball Complex 5-8
	Willow Road Baseball/Softball Complex 1-4
	Will Carruthers Baseball/Softball Complex
	Tobey Park Baseball/Softball Complex 2-3-4
	Kennedy Baseball/Softball Complex 1-5
	Kennedy Baseball/Softball Complex 6-9
	Bert Ferguson Softball and Baseball Fields (day only)
	Sea Isle Soccer Field (day only)
	Sea Isle Baseball Field
	Willow Road Soccer Fields (day only)
	May Soccer Complex 1-9 (day only)
	Wilson Soccer Fields (day only)
	Gotshall Soccer Fields (day only)



City of Memphis Parks—Recreation

Facility Rental Letter of Agreement

Please sign and date this agreement after you have read and understood the terms and conditions of the Rental Agreement.

If we fail to meet our obligations under this agreement for any reason beyond our control, our failure is completely excused and we may cancel this agreement by returning your deposit. The following is a partial list of events that, if they occur, would be considered reasons beyond our control: strikes, labor disputes, accidents, acts of war, and acts of God. If for any reason the reserved space is not available for the event, we may substitute other space of comparable quality, and you agree to accept said space.

Full refunds will be given only in instances where cancellation of rental was made based on the scale previously referenced. Certain portions of rental fees are retained to cover loss from potential rentals which were not booked due to the booking you received.

I have read and understand the terms and conditions of the rental policy and agree to pay, and ensure all payment of charges. I also understand that all deposits are non-refundable, except in events mentioned above (or at the discretion of the Deputy Director) and this agreement is void if the client cannot show proof of liability insurance (if required).

Balance due for rental of space for the special event must be received no later than previously stated time frame or this letter will be considered null and void.

Company or Group Name

Date of Event

Facility/Room Reserved

Time of Event

Authorized Signature of Renter

Date

Authorized Recreation Representative

Date