



**APPLICATION FOR USE OF RECREATION FACILITY**

FACILITY REQUESTED: \_\_\_\_\_

APPLICANT'S NAME: \_\_\_\_\_

DAY PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

FULL ADDRESS OF APPLICANT: \_\_\_\_\_

DATE REQUESTED: \_\_\_\_\_

Set Up: Starts \_\_\_\_\_ AM/PM Ends \_\_\_\_\_ AM/PM

Actual Event: Starts \_\_\_\_\_ AM/PM Ends \_\_\_\_\_ AM/PM

Take Down: Starts \_\_\_\_\_ AM/PM Ends \_\_\_\_\_ AM/PM

TYPE OF EVENT \_\_\_\_\_ PUBLIC \_\_\_\_\_ PRIVATE (DESCRIBE) : \_\_\_\_\_

\*Outside use of the facility requires a separate Special Events Permit application \_\_\_\_\_ (Renter's initials)

EST. # OF ATTENDEES: \_\_\_\_\_ EST. EVENT AUDIENCE: ADULTS \_\_\_\_\_ YOUTH \_\_\_\_\_

ENTERTAINMENT: \_\_\_\_\_ No \_\_\_\_\_ Yes DESCRIBE: \_\_\_\_\_

**FOR STAFF USE ONLY  
AREAS TO BE USED AND THE CHARGES FOR SAID USE:**

Check All That Apply: \_\_\_\_\_ Multipurpose Room (\$20/hr) \_\_\_\_\_ Kitchen (\$5/hr) \_\_\_\_\_ Lobby/Foyer (\$20/hr)

\_\_\_\_\_ Gym (\$50/hr) \_\_\_\_\_ Boxing Room (Bilberry Only \$20/hr)

Rental Fee: \$ \_\_\_\_\_ /hr x \_\_\_\_\_ hrs = \$ \_\_\_\_\_

Overtime Fee: \$15.00/hr x \_\_\_\_\_ hrs = \$ \_\_\_\_\_ x \_\_\_\_\_ staff member(s) = \$ \_\_\_\_\_

TOTAL: \$ \_\_\_\_\_ Staff: \_\_\_\_\_

Security Required: \_\_\_\_\_ No \_\_\_\_\_ Yes Officer Working Event: \_\_\_\_\_

Insurance Required: \_\_\_\_\_ No \_\_\_\_\_ Yes (Approved policy must accompany this form when sent to Rental Office)

Center Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date Sent to Rental Office: \_\_\_\_\_ Date Receipt was Received: \_\_\_\_\_

Rental Office Notes: \_\_\_\_\_

## **SPAR BUILDING RENTAL POLICIES AND PROCEDURES**

1. No event shall be permitted or conducted in any recreational facility which is in violation of any law or any policy or procedure of the City of Shreveport or the Department of Public Assembly and Recreation; including but not limited to, the Juvenile Curfew Ordinance.
2. All applicants entering into a rental agreement must be at least 21 years of age.
3. No rentals shall extend beyond 12:00a.m.
4. Applicants shall not permit anyone under the age of 17 to remain on the premises between the hours of 10:00pm and 5:00am; Monday through Thursday, or between the hours of 12:00a.m. and 5:00a.m.; Friday and Saturday.
5. Alcoholic beverages are not to be sold or consumed on city property without written permission from the City Council.
6. Smoking is not permitted inside city facilities and is only permitted outside the facility 25 feet from any exterior door. Excessive cigarette butts should be cleaned up by the applicant.
7. SPAR reserves the right to require the applicant to provide adequate security at all times during the rental. The level of security and the number of officers will be determined by the Shreveport Police Department – Special Event Division. Payment of officers is the responsibility of the applicant. SPAR requires 2 center staff for events with 100+ people.
8. Rental time includes set up, activity and general clean up. General clean up includes removal of all decorations, bagging and removal of all trash by the applicant.
9. Extension of rental hours shall be approved in writing by the Center Manager and paid in full prior to event at the SPAR Building Rental Office, 101 Crockett Street, Suite A. Extension of rental hours cannot be approved by on-site staff.
10. Applicant acknowledges staff has provided a tour of the facility, availability of space, rental fee rates and facilitation services to be provided. This facility will only provide \_\_\_\_\_ tables and \_\_\_\_\_ chairs. All other equipment and supplies are the applicant's responsibility to provide. (Applicant initials \_\_\_\_\_ Center Staff Name \_\_\_\_\_)
11. Once the completed rental application is received at the SPAR Building Rental Office, the applicant will be contacted to arrange for signature of the contract and payment in full of the rental. Acceptable forms of payment are: Cash, Money Orders made payable to the City of Shreveport and Credit/Debit Cards. American Express is not accepted. Checks will be accepted for rentals more than 15 working days prior to the rental date. Third party checks will not be accepted. Applicant will receive a copy of the contract along with a receipt of payment. SPAR Building Rental Office will email the facility a scanned copy of the signed contract and receipt of payment within 24 hours of receipt.
- 12. RECREATION CENTER STAFF ARE PROHIBITED FROM ACCEPTING PAYMENTS OR GRATUITIES OF ANY KIND.**
13. Applicant must contact the center staff at least 7 days prior to the event for final set up arrangements and must provide written proof that security arrangements through the Shreveport Police Department's Special Events Division has been made. Call 673-6945 or 673-6946. Setting up of tables and chairs is the responsibility of the center staff. Tables and chairs will not be moved the day of the event. Applicant is responsible for removal of all personal equipment, decorations, and supplies immediately following the event. SPAR and the City of Shreveport will not be responsible for any lost, stolen, or damaged equipment, decorations or supplies.
14. Caterers are required to provide their own set up. Clean up will begin immediately following the event. Any food or beverages remaining after the close of the function will be discarded. All trash must be removed by the applicant and placed in the outside dumpster or trash receptacles. Applicant is responsible for making the caterer aware of this requirement.
15. All entertainment (small bands, DJs, etc.) must be approved by the Shreveport Police Department. Center Manager will contact the Special Events Division to obtain such approval and will communicate any concerns to the applicant.
16. Applicant will be charged with any damages to the facility during the rental time. Replacement or repair costs will be determined by SPAR Administration.
17. All events are subject to inspection by respective SPAR Recreation Center and Administrative staff.
18. If there is any deviation of the event described in this application, the SPAR staff on site has the authority to call the Shreveport Police Department for support and cancel the event.

I, \_\_\_\_\_, have read and acknowledge receipt of the policy and accept all the terms and conditions set forth herein along with the policies and procedures established by the City of Shreveport and Shreveport Public Assembly and Recreation. I am aware that this rental agreement can be canceled/terminated at any time by the City of Shreveport if the rules and regulations are not followed or if any City, State or Federal Laws are broken.

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