



\*\*The Splash Pad is available in the summer months

## **BRC Facility Rentals & Party Packages**

- **2-Hour Party:** Basketball or Indoor Pool  
[1hr, 15-min in activity area; 45-min in party room]
  
- **3-Hour Party:** Basketball and Pool (or extra time in one area)  
[2hr, 15-min in activity area(s); 45-min in party room]
  
- **Inflatables Rentals (Additional Cost) - setup on Basketball Court**
  - Slide
  - Castle
  - Hoops

\*\*Limit of 20 guests. If more than 20 guests it is \$5 for each additional person.

\*\* Rent the Slide & Castle, get the Hoops for free! Also, receive an extended limit of 5 participants at no extra cost.

- **Room Only (Large or Small Meeting Room) – 2 hour minimum**

\*\*Limit of guests are dependant on room rented

- **Basketball Rental**
  - 1 Goal 1 hour
  - 1 Goal 2 hour
  - Full Court 1 hour
  - Full Court 2 hour
  
- **Pool Rental**
  - Pool 1 hour
  - Pool 2 hour
  - Pool Lane 1 hour
  
- **Boy Scout Lane Rental**
  - Contact Program Manager for details

**Please see next page for Rules & Regulations**

# BARTLETT RECREATION CENTER RENTAL RULES & REGULATIONS

## I. Reservations:

- a. All reservations are made on a first come, first serve basis.
- b. The reservation is confirmed when the security deposit as well as the signed rental agreement is received.
- c. The security deposit amount is \$150.
- d. See cancellation policy below (Section II a-d) for our refund policy.

## II. Cancellations

- a. Events cancelled more than 60 days prior to the event will receive a full refund of money that has been paid.
- b. Events cancelled 30 - 60 days prior to the event will receive 75% of the security deposit and all of the paid rental balance.
- c. Events cancelled 15 - 29 days prior to the event will receive 50% of the security deposit and all of the paid rental balance.
- d. Events cancelled less than 14 days prior to the event will forfeit the security deposit, as well as the entire rental balance.

## III. Payment:

- a. The Bartlett Recreation Center (BRC) will accept payment in the form of cash, check or credit card.
- b. Final payment is required two weeks prior to the event.
- c. The responsible party acknowledges that if the event runs past the contractually agreed upon end time; the responsible party will be billed at a rate of \$25/ 15-minute increment which will be deducted from the security deposit.
- d. Any costs that exceed the security deposit will be the responsibility of the renter.

Initial:

## IV. Cleaning & Damages

- a. The responsible party is responsible for normal cleaning after an event including the disposal of trash into waste cans, collecting any event materials or decorations, and cleaning the kitchen area and all equipment (if used). Any left over food must be removed from the premises.
- b. Any and all costs associated with cleaning and/or damages related to the event that are deemed to be above and beyond normal wear and tear are subject to forfeiture of the security deposit.
- c. Any damages exceeding the security/rental deposit are the responsibility of the responsible party.
- d. The responsible party is expected to return facilities and property in the same condition in which it was provided.
- e. The security deposit will be refunded within 10 business days of the event, minus any charges incurred for damage, cleaning, or overages of the rental time.

## V. Activity Areas

- a. Each activity area is provided for 1-hour and 15-minutes unless additional time is purchased.
- b. You will have access to the party room for 45 minutes.
- c. You will be given 15-minutes prior to and 15-minutes after your party rental time to set-up and take down. (See Section III-c)

## VI. Setup/Decorating

- a. Taping, pasting, tacking, pinning, nailing, or otherwise attaching items to painted walls, windows, doors, ceilings, floors or the furnishings is not allowed.
- b. No use of, confetti, glitter, rice, bubbles, processed snow, fog machines or other substances requiring excessive cleanup will be allowed inside the building.

## VII. Fire Prevention:

- a. This a smoke-free facility.
- b. Sterno warmers are acceptable for use only in designated areas and shall be supervised at all times.

## VIII. Alcohol/Tobacco Products

- a. Neither alcohol nor tobacco products (including smokeless tobacco, e-cigarettes and “vaping” devices) are allowed in the facility at any time.

## IX. Entertainment:

- a. The responsible party is responsible for any applicable licenses for live or recorded music to be performed.

## X. Publicity:

- a. The responsible party is not to promote their event as a City of Bartlett or Bartlett Recreation Center sponsored event unless agreed upon in writing in advance of the event.

## XI. Hold Harmless:

- a. The responsible party agrees to indemnify, save and hold harmless the City of Bartlett, Bartlett Parks and Recreation, Bartlett Recreation Center and all those affiliated with these agencies in the event of any personal or bodily injuries, loss of life, theft or damages resulting from the use of the Bartlett Recreation Center and/or property.

Please sign and date below to verify you have reviewed all rules, regulations and all above information and that you understand and will comply with each rule and regulation as outlined.

\_\_\_\_\_  
Signature of Responsible Party

\_\_\_\_\_  
Date