

# DUNFORD RECREATION CENTER

1015 Green Canyon  
 Mesquite, TX 75150  
 972-279-9285

The individual and/or organization granted this reservation agrees to abide by the Rules and Regulations as stated on the **Facility Reservation Policy** and all City, State and Federal laws.

<u>SEATING CAPACITY</u>	<u>AUDITORIUM STYLE</u>	<u>BANQUET STYLE</u>
Galloway Room	50	36
Green Canyon Room	120	80

**Amenities:** There are 20 – 6’ x 30” tables; 5 – 36” round tables and 120 chairs. The Galloway Room has a kitchen with a refrigerator, microwave oven and a sink.

*RESIDENT RENTAL FEES:	HOURLY RATES	
	OPERATIONAL HOURS	NON-OPERATIONAL HOURS (MINIMUM FOUR HOURS)
Galloway Room	20.00	NA
1/2 Gym (2 hr maximum)	15.00	NA
Gymnasium	NA	50.00
Recreation Building	NA	100.00
Green Canyon Room (MINIMUM FOUR HOURS)		
Monday–Thursday	25.00	NA
Friday & Saturday	35.00	35.00

\* Fees are double for non-resident reservations. ID is required during the reservation process.

### Tips for a successful event:

**Plan ahead:** Reservations are made four calendar months at a time. Example: Beginning November, reservations for November through February may be made. Staff recommends viewing the facility prior to making the reservation. The recreation center may be viewed during operational hours.

**Provide details:** The more the Parks and Recreation staff know about the event, the better service and support can be provided. **No dances are allowed** at any recreation centers. A minimum of two adult chaperones for each 25 minors is required. Chaperones must be present before the reservation and remain throughout the entire function. **Alcohol is not permitted.**

**Allow enough time for setup and cleanup:** The patron is responsible for the set up and take down of tables and chairs. The building will be opened and closed by a staff member who will remain on duty throughout the reservation according to the time period stipulated on the rental contract. A \$25 per hour custodial fee will be assessed if conditions must be improved for the next reservation.

**Cancellations or Changes:** 50% of the reservation fee will be assessed for any changes or cancellations less than one week (7 days) from the scheduled date of the reservation. 25% of the reservation fee will be assessed for any changes or cancellations more than one week (7 days) from the scheduled date of the reservation. Any fee that is \$25.00 or less (\$50.00 for non-residents) is non-refundable.

**Gymnasium Rental:** All participants are required to have a participation card for reservations during operational hours.

Call the Parks and Recreation Administration office at 972-216-6260 or visit our website at [www.cityofmesquite.com](http://www.cityofmesquite.com) for more information.