

FLORENCE RECREATION CENTER
2501 Whitson Way
Mesquite, TX 75150
972-279-7477

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.

SEATING CAPACITY

Meeting Room 102

Auditorium Style

50

Banquet Style

36

Amenities: There are 6 tables and 30 chairs in the meeting room. This facility does not have a kitchen.

RESIDENT RENTAL FEES: (FEES ARE DOUBLE FOR NON-RESIDENTS)	OPERATIONAL HOURS	NON-OPERATIONAL HOURS
MEETING ROOM 102	\$20 per hour (MON-THURS AFTER 6 P.M.)	NA
1/2 GYM (2 HR MAXIMUM)	\$15 per hour	NA
GYMNASIUM (2 HR MINIMUM)	NA	\$25 per hour
RECREATION BUILDING MEETING ROOM & GYM (4 HR MINIMUM)	NA	\$75 per hour

(No reservations are made on Sunday's at this facility.)

OPTIONAL SERVICES	FLAT RATE
ROOM SET UP	\$50
ROOM TAKE DOWN/CLEANING	\$100

Cleaning/Damage Deposit: \$100 for Recreation Building reservations - due when the reservation is made. If no damages or violations are reported, deposit will be refunded within three weeks after the conclusion of the reservation.

Plan Ahead: Reservations are made eleven calendar months at a time. Example: Beginning November, reservations for November through September 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 knows about the event, the better service and support can be provided. **NO DANCES ARE ALLOWED** at this recreation center. 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. ID is required during the reservation process. **ALCOHOL IS NOT PERMITTED.**

Allow Enough Time: The patron is responsible for the set up and take down of tables and chairs and cleaning of the facility. Time allotted for this must be factored into the reservation period. 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 \$50 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 7 days from the scheduled date of the reservation. 25% of the reservation fee will be assessed for any changes or cancellations more than 7 days from the scheduled date of the reservation. Any fee that is \$25 or less (\$50 for non-residents) is non-refundable.

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

For more information contact the Parks and Recreation Administration office at 972-216-6260 or visit our website at www.cityofmesquite.com.

