

RUTHERFORD RECREATION CENTER

900 Rutherford Dr.
 Mesquite, TX 75149
 972-216-7790

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>
Meeting Room	100	75
Senior Citizen Activity Room	80	65

Amenities: The senior room has a kitchen with a refrigerator, stove, icemaker and a sink. It includes 4 – 6’ tables; 8 – round tables and 50 chairs. The meeting room includes 3 – cafeteria tables (each seats about 16); 2 – 6’ tables and 60 chairs.

*RESIDENT RENTAL FEES:	HOURLY RATES	
	OPERATIONAL HOURS	NON-OPERATIONAL HOURS (MINIMUM FOUR HOURS)
Meeting Room	20.00	NA
½ Gym (2 hr maximum)	15.00	NA
Gymnasium	NA	50.00
Recreation Building (Includes kitchen, senior room not included)	NA	100.00

Senior Citizen Activity Room (MINIMUM FOUR HOURS)	OPERATIONAL HOURS	NON-OPERATIONAL HOURS (MINIMUM FOUR HOURS)
Monday–Thursday	25.00 (after 5 p.m.)	NA
Friday	NA	35.00
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 for more information.

