



CITY OF LA GRANGE RANDOLPH RECREATION CENTER

RENTAL INFORMATION

Please note that the City of La Grange Randolph Recreation Center is designated as a tobacco and alcohol free facility. No smoking, consuming, and/or selling of alcohol or tobacco is allowed on the premises.

RESERVATIONS

The Randolph Recreation Center – in its entirety or by individual room selection – may be reserved one year in advance. Reservations are on a first-come, first-serve basis. The City of La Grange Randolph Recreation Center’s programs will take priority over individual or group rentals.

RENTAL DEPOSIT

A **\$150 Deposit – payable by separate check** – is required to secure the reservation date. The deposit check will be held until inspection of the facilities following the scheduled event. Following inspection, if there was no damage to equipment or property, no missing or stolen items, and/or facilities were left clean, the deposit check will be returned to the renter.

Should there be damages to property or equipment, missing or stolen items, and/or facilities left unclean the deposit check will not be returned and promptly deposited, payable to the City of La Grange.

The refundable deposit will be at the Recreation Director’s discretion upon inspection of the facilities and consultation with assigned rental staff member.

RENTAL FEES

Rooms	Capacity	Cost/hour	Cost/4-hour block	Cost/full-day (8 hrs)
Gymnasium Only	300	\$25	\$90	\$200
East or West Meeting Room	30	\$15	\$50	\$125
Gym, East or West Room	370		\$125	\$225
Gym, East & West Room	400		\$150	\$275
Kitchen – per Event	N/A			\$75
Stage (NO Sound Equipment)	20	\$15	\$40	\$75
<u>OTHER</u>				
Portable Microphone (*Additional Deposit \$100 Required)				\$50
Table & Chair Set-up				\$35
Bounce House - per Event				\$50

Please NOTE: The Stage is NOT inclusive of any rental unless noted and paid for in the Rental Agreement.

The agreed upon **rental fees are due and payable three (3) days prior to the date of reservation.** Should payment or agreement of payment schedule with the Recreation Director not be paid by that time, the reservation will be cancelled and the deposit will be forfeited.

RENTAL TIME ALLOWANCES

A City of La Grange Recreation Department staff member will unlock and lock the facility for rentals. Renters will be allowed to enter the facility 15 minutes prior to the designated rental time and must exit at the stated end time. Should additional time be utilized the above fee schedule(s) will be applied.

When renting the Randolph Recreation Center the time allotment per rental **will not exceed the hour of 12 a.m. (Midnight)** – all activities and clean-up must be complete prior to this time.

TABLE/CHAIR SET-UP

On scheduled working days (Mon-Fri) the Randolph Recreation Center staff will be available to set-up tables and chairs for your event. This option must be communicated at the time of rental. The following diagrams are approximate and will be located in front of the stage area on the gym floor. (This option is allowed if there is no scheduled rental or event prior to your rental.)

Renter will be responsible for take-down/storage of tables and chairs following the event.

15 Tables MAXIMUM		100 Chairs MAXIMUM	
<u>5 straight rows</u>	<u>U-shaped</u>	<u>Box-shaped</u>	<u>Other/Renter Design</u>
XXXXXXXX	XXXXXXXX	XXXXXXXX	
XXXXXXXX	X X	X X	
XXXXXXXX	X X	X X	
XXXXXXXX	X X	X X	
XXXXXXXX	X X	XXXXXXXX	

LONG-TERM RESERVATIONS

All long-term reservations will require a one-time (\$150) deposit. At the completion of long-term rentals an evaluation of all the cumulative rentals will be reviewed, if there was no damage to equipment or property, no missing or stolen items, and/or facilities were left clean, the deposit check will be returned to the renter. Should there be damages to property or equipment, missing or stolen items, and/or facilities left unclean the deposit check will not be returned and promptly deposited, payable to the City of La Grange. The refundable deposit will be at the Recreation Director’s discretion.

RENTER’S CLEAN-UP RESPONSIBILITIES

It is the Renter’s responsibility to clean-up during and after the scheduled event.

- Bag all trash and place in BFI dumpster on the east side of the building
 - Gym, kitchen, east and/or west rooms, and bathroom trash receptacles
- Sweep all floors used during rental
 - Gym alcove – eastern area, entry area, kitchen, bathrooms
- Mop any spills on floors
- Dust mop entire gym floor
- Wash/Clean/Dry/Properly store all utensils used in kitchen

The cleaning of the facility must be completed immediately following your scheduled event/rental period – not the following day. The City of La Grange Recreation Department will furnish cleaning items for your convenience. At the conclusion of your rental period a Recreation staff member will inspect the facility for cleanliness. A Clean-Up Checklist will be provided for your convenience.

RENTAL – DO’s and DON’TS ~ will cause forfeiture of the Renter’s Deposit and/or Additional Fees

- Use **ONLY** the area you have rented
- Do Not drag items on/across the Gym floor
- Do Not Enter Stage Area (unless part of rental agreement)
- Do Not use rice, confetti, loose beads, glitter, and/or other destructive and hard-to-clean substances within the facility – birdseed is permissible outside the facility
- Balloons (air & helium) are permitted – please secure/anchor properly
- Use tape to secure decorations – Do Not use tacks, staples, and/or nails
- Remove **all** decorations at the conclusion of rental (including tape/adhesive)
- Do Not use supplies that are the property of the City of La Grange Recreation Department
- Tables and chairs are provided, **do not remove from the property**; store properly
- Food and beverages must be kept in designated areas – on tile floored areas
- The City of La Grange **may require the renter to provide security** – dependent on event type and size and/or have a City of La Grange Recreation staff member present for the duration of the event
- Cancellations **MUST** be received three (3) days prior to the event. Failure to do so will result in forfeiture of deposit
- Do Not Enter any other area/room that is Not part of the rental agreement

- Do Not Access the Randolph Recreation Center (via an assigned key) at any other time – ONLY to be used for designated date(s) and times as agreed upon via rental agreement.

CLEAN-UP CHECKLIST

Cleaning supplies will be furnished by the City of La Grange Recreation Department

Kitchen

Sweep and Mop

Clean, dry, properly store all utensils, bowls, and pots/pans

Wipe down and/or Clean stove, oven and microwave

Clean counters, roll carts/tables, and sink

Remove trash, replace with new receptacle liner

Trash to be placed in dumpster on far east end of complex

Remove any stored items in refrigerator, freezer or from cabinet areas

Do NOT remove or use items from the refrigerator and/or freezer that are the property of the City of La Grange

Ice Machine may be used, please follow proper sanitary use precautions – do NOT use hands and/or used containers to remove ice – an ice scoop is furnished for your convenience

Meeting Room(s)

Sweep and Mop

Wipe down/clean tables and chairs

Return tables and chairs to original set-up

Remove all decorations

Remove trash, replace with new receptacle liner

Trash to be placed in dumpster on far east end of complex

Check and Clean bathrooms for unsanitary conditions – remove trash, sweep/mop, flush and clean toilets

Gymnasium

Dust Mop Gym Floor

Mop any spills/sticky areas in the Gym Area (including Gym Floor!)

Sweep/Mop entry and east alcove areas

Remove all decorations/adhesives and dispose of properly

Remove trash, replace with new receptacle liner

Trash to be placed in dumpster at far east end of complex

Wipe down/clean tables and chairs with provided cleaning materials

Fold tables and chairs and store in designated area

Check and Clean bathrooms for unsanitary conditions – remove trash, sweep/mop, flush and clean toilets

Failure to comply with the above checklist – as well as those listed within this Rental Agreement – will result in forfeiture of Rental Deposit.

IF an emergency occurs, please contact Janet Rangel, Recreation Director at 979-966-3137/cell or City Staff member that is on Recreation Center duty.



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RENTAL AGREEMENT

Renter's Name: Mailing Address: City Zip Day Phone: Evening Phone: Cell: Organization (IF applicable):

Rental Type: Private Non-Profit

Rental Day/Date: Begin Time: am/pm End Time: am/pm

Circle Room(s) Rented

- Gymnasium Only West Meeting Room East Meeting Room Gym/East Room Gym/West Room Gym East/West Room Stage Area Kitchen Bounce House *Portable Microphone (\$100 Deposit Required) Ck *Table/Chair Set-up (\$35 fee)

For Staff Use Only

Deposit Amount: \$ Date of Receipt: Ck MO NO CASH Initials: Rental Fee Due: \$ Date of Receipt: Check/Cash/Money Order/Other Initials: Table-Chair Set-up: Yes/No Diagram:

Special Instructions:

Staff Member: Time unlock Time lock-up

Clean-Up Checklist Comments: Initials: