

Manatee County Parks & Recreation Department  
 G.T. Bray Recreation Center  
 Rental Request Form

Name of Organization:								
Contact Person:								
Address:								
City:	State:	Zip Code:						
Home Phone:	Cell Phone:							
Email Address:								
Rental Date:	Anticipated Attendance:							
Purpose of Rental:								
<table style="width: 100%; border: none;"> <thead> <tr> <th style="text-align: left; border: none;"><u>Room Requested</u></th> <th style="text-align: left; border: none;"><u>Time Requested (include set-up and break down)</u></th> </tr> </thead> <tbody> <tr> <td style="border: none;">Art Room</td> <td style="border: none;">From _____ To _____</td> </tr> <tr> <td style="border: none;">Movie Room</td> <td style="border: none;">From _____ To _____</td> </tr> </tbody> </table>			<u>Room Requested</u>	<u>Time Requested (include set-up and break down)</u>	Art Room	From _____ To _____	Movie Room	From _____ To _____
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Art Room	From _____ To _____							
Movie Room	From _____ To _____							
<b><u>Special Requests</u></b>								
Tables	YES / NO	If YES, how many? _____						
Chairs	YES / NO	If YES, how many? _____						
<p><b>PLEASE READ AND SIGN THE WAIVER OF LIABILITY BELOW:</b></p> <p>Additionally, I have received and understand the Recreation Center Rental Guidelines. The RENTER shall be liable for damages to any property or injuries to any person which may arise from or be incident to the organization's activities, use, and occupation of the Property under this Agreement. RENTER shall, at its own expense, promptly repair any and all damage to the Property caused by said organization. RENTER shall defend, indemnify, and hold harmless Manatee County from any and all third-party claims, liabilities, loss or cause of action for property damage or bodily injury, including death, arising out of any act or omission of the RENTER or any defect in the property or its improvements arising out of or in connection with its activities, use, and occupation of the Property under this Agreement. Such indemnification shall include, but not be limited to, the payment of all claims, losses, and judgments of any nature whatsoever in connection therewith, and the payment of all related fees and costs, including any attorney's fees incurred by the County in connection with the RENTER's activities arising out of the performance of this Agreement.</p>								
_____	_____							
Signature	Date							

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Rental Guidelines

1. A \$100 refundable deposit is required for all rentals. If it is determined by the Facility Manager that the room is left in its original condition, the deposit will be refunded by mail (if paid by cash or check) or applied back to the credit card (if paid by credit card). An original credit card receipt must be submitted to process this deposit if paid by credit card. Please allow up to four weeks to receive the refundable deposit.
2. Room rentals are non-refundable. You may apply for a credit or change to another available date with fourteen (14) days notice.
3. **ABSOLUTELY NO ALCOHOLIC BEVERAGES ALLOWED IN ANY COUNTY PARK FACILITY.**
4. If you require additional time for room set-up and/or break down, this time must be paid for prior to your rental. Your rental will start and end at the exact time reservations were made. Please be cognizant of these times.
5. No items may be taped, pinned or tacked to any walls, floors or ceilings in the Recreation Center.
6. No confetti, glitter, piñatas, bubbles, silly string or other such items may be brought into the Recreation Center.
7. Staff time of \$25.00/hour is required for any rentals scheduled outside of our regular operating hours. Arrangements must be made in advance.
8. The behavior of all rental guests is the sole responsibility of the individual renting the facility. If it is determined by the staff member working that guests in attendance are unruly and/or unsafe they will be asked to leave. Law enforcement will be notified if necessary.
9. You and your guests may only utilize the areas rented and paid for. Other amenities that have not been reserved, such as the pool, gym, tennis courts, fitness center and teen room may not be used. There may be an opportunity for individuals to pay for these services. Please inform your guests what they have access to.
10. "Commercial" refers to any individual or group that requests use of County facilities for the purpose of publicity, advertising, sales, or for any other for-profit purposes. Additional fees may apply.