



**Community Recreation Center Rental Information**  
**14050 Heartside Place • Farmers Branch, Texas 75234 • 972-247-4607**  
 Maria Minter • 972.919.8753 • maria.minter@farmersbranchtx.gov

**Private Rentals:**

Proof of FB residency required to receive the resident rate; a current Texas driver’s license or Texas State issued ID w/a FB address. Renter is the responsible party and must be in attendance. Non-residents eligible to rent Gym 2 and Community Rooms only and are limited to six months in advance of initial rent date. Non-residents must present a current Texas drivers license or Texas State issued ID. All interested parties must be 21 years of age or older to rent the facility.

**Farmers Branch Businesses:**

The business must be based within the Farmers Branch city limits. If paying by check, the check must have a Farmers Branch address imprint. Businesses paying by cash or credit card must provide a copy of their Farmers Branch water bill. Farmers Branch businesses are subject to security deposit and rental fees.

**Farmers Branch Non-Profit Reservations:**

Farmers Branch non-profits are defined as Farmers Branch based groups with a 501(c)3 status. During operating hours non-profit groups are not charged an hourly fee but are required to pay a deposit. Non-profit groups may reserve a community room or the conference room on a quarterly basis, with not more than one reservation per quarter. Non-profit groups pay private fees after operating hours. Non-profit groups other than Farmers Branch churches, schools (public and private), and scouting groups must present a roster each quarter with 51% Farmers Branch residency. Payments made by check must have the non-profit’s name and Farmers Branch address imprinted permanently on the face of the check. Proof of residency is required. Number of hours and numbers of room used is dependent on availability. Quarters are January through March, April through June, July through September and October through December.

**RENTAL AREA INFORMATION**

The following areas within the facility are available to rent during specified hours.

*On-going rentals are not permitted. Athletic “events” must be coordinated/approved through the Athletics Coordinator.*

	<b>Square Feet</b>	<b>Occupancy</b>	<b>Deposit Operating Hours</b>	<b>Hourly Operating Hours Resident/Non-resident</b>	<b>Deposit After Hours</b>	<b>Hourly After Hours Resident/Non-resident</b>
<b>Magnolia Room</b>	1,862	125	\$200	\$50	\$200	\$75
<b>Conference Room</b>	323	15	\$50	\$30	\$200	\$75
<b>Oak Room</b>	1,447	97	\$50	\$30/\$50	\$200	\$75/\$100
<b>Pecan Room</b>	1,448	97	\$50	\$30/\$50	\$200	\$75/\$100
<b>Mesquite Room</b>	1,470	98	\$50	\$30/\$50	\$200	\$75/\$100
<b>Dance Studio</b>	1,458	30	\$50	\$30/\$50	N/A	N/A
<b>Gymnasiums 1 &amp; 2</b>	9,112/ 9,352	contact staff	\$50	Half Court:\$30/\$50 Full Court:\$50/\$75	\$200	Full Court Only \$100/\$150
<b>Recreational Gymnastics*</b>	contact staff					
<b>Tree House (6 mos-6 yrs)</b>	500	20	\$50	\$30	\$200	\$75

- \*Recreational Gymnastics Gym is available for “Parties with the Coach” – contact staff for additional information.
- Saturday parties beginning prior to 5:00 p.m. and complete by 7:00 p.m. will be charged the \$50 deposit. Saturday parties beginning prior to 5:00 p.m. but renting past 7:00 p.m. pay the \$200.00 deposit. Sunday parties beginning prior to 4:00 p.m. and complete by 6:00 p.m. will be charged the \$50 deposit. Sunday parties beginning prior to 4:00 p.m. but renting past by 6:00 p.m. will be charged the \$200 deposit.
- The kitchen can be used as part of your rental (dependent upon availability and amenities may be shared). Amenities include a microwave, refrigerator/freezer, ice machine, sink, dishwasher, and coffee service for a nominal fee. Using the kitchen does not give you exclusive rights to the kitchen unless specified at the time of your rental.

## AVAILABLE RENTAL HOURS

	Operating Hours (when not in use)	Extended Friday*	Extended Saturday*	Sunday*
Magnolia	Yes	9:00p-12:00a	5:00p-12:00a	12:00-9:00p
Conference	Yes	9:00p-12:00a	5:00p-12:00a	12:00-9:00p
Oak	Yes	9:00p-12:00a	5:00p-12:00a	12:00-1:00 & 4:00-9:00p
Pecan	Yes	9:00p-12:00a	5:00p-12:00a	12:00-1:00 & 4:00-9:00p
Mesquite	Yes	9:00p-12:00a	5:00p-12:00a	12:00-1:00 & 4:00-9:00p
Dance Studio	Yes	9:00p-12:00a	5:00p-12:00a	12:00-9:00p
Gymnasiums	<b>contact staff</b>	9:00p-12:00a	5:00p-12:00a	4:00-9:00p
Tree House	Yes	N/A	5:00p-8:00p	12:00-8:00p

\*Minimum of two hours

**Extended/after hour rentals are dependent upon staff availability.**

### **FB Community Recreation Center Operating Hours**

Monday through Friday 6 am - 9 pm

Saturday 7 am - 5 pm

Sunday 1 pm - 4 pm (please note balloons not available on Sundays)

### **Magnolia Room Hours**

Monday and Wednesday

School year 4:30 pm - 8 pm

Monday through Friday

Summer and non-national holidays 12 pm - 8 pm

### **Tree House Hours (can be rented when not being used for childcare or classes)**

Hours for childcare are Mondays & Wednesdays 9-11 am and Monday through Thursday 6-8 pm

### **Facility Closed**

New Year's Day

Easter

Thanksgiving

Christmas Eve

Christmas Day

### **5:00 pm closings**

Good Friday

Memorial Day

4<sup>th</sup> of July

Labor Day

Day after Thanksgiving

New Year's Eve

## **ADDITIONAL INFORMATION**

This facility is licensed through the MPLC (Motion Picture Licensing Corporation). Movies must be pre-approved prior to showing at your event/rental.

The following items can be used (upon availability) as part of your rental with no additional charge.

- Warming kitchen (may be shared)
- Frost translucent chairs, 6 ft. rectangular tables(seats 6-8), 60 in. round tables (seats 8)
- Audio/Visual components available

Additional amenities with fees involved.

- Coffee packs are \$2.00 each
- Balloons are \$7/dozen (colors and quantities limited and not available on Sundays, dependent upon helium as well)
- Use of helium only is .30 cents per balloon (small to medium size, quantities limited)

## GENERAL INFORMATION

<b>FEES</b>	Half of the rental fees and all of the security deposit are due at the time of reservation. Balance of rental fee is due one week prior to the party date. If the reservation is made less than two weeks prior to the rental date, fees must be paid with cash or a credit card.
<b>DEPOSIT</b>	The rental fee and security deposit are deposited. Security deposits are refunded within seven (7) to fourteen (14) working days after the scheduled reservation and/or when all conditions of the contract are met – no damage to facility or property, cleaning, decorating requirements, rental equipment removal and rental time observed. Security deposits paid by credit card with all conditions of the rental agreement having been met will be credited with balance due to the original card within (3) three working days following the rental. All refunds are subject to the final discretion of the Recreation Center Manager. MasterCard, Visa, and Discover credit cards accepted.
<b>CANCELLATION POLICY</b>	If rental agreement is canceled in writing at least thirty (30) days in advance, renter will receive the security deposit and rental fees that have been paid. If written notice is received less than thirty (30) days prior to the event, the security deposit and rental fees paid will be forfeited. If paying by check and the check is returned (insufficient funds), the renter’s reservation will automatically be canceled. The check writer will be held liable for insufficient fund charges in accordance with current City policy. Parties will not receive a refund for hours not used.
<b>LIABILITY</b>	All renters agree to pay for any damage done to the facility, grounds or furnishings by themselves, their guests, caterers, or employees during or pertaining to their rentals. A signed contract covering this aspect will be required at the time of rental application. If damage should occur, notification will be given to the renter as soon as damages have been determined. If repairs or clean up by Recreation Center staff is required the renter will be financially responsible for the cost of the repairs and clean up not covered by the deposit. The City of Farmers Branch is not responsible for anyone injured on the premises, personal property left on the site, or rental equipment. Persons renting a portion of the Community Recreation Center may request use of a designated area (outside or inside) for a bounce house. A “Request for Use” and “Hold Harmless Agreement” must be submitted at least two weeks prior to the rental and, if permission is granted, documentation of general liability insurance (\$1,000,000.00 per occurrence) from the company supplying the bounce house must be provided listing the City of Farmers Branch as an additional insured. This information must be turned in prior to the rental. Other activities/entertainment used as part of your rental may also require the above mentioned paperwork. Please notify staff if you have any questions or concerns.
<b>ALCOHOL</b>	Possession/Consumption of alcoholic beverages on City property, including the Recreation Center (grounds) is PROHIBITED by Chapter 50 of the Farmers Branch Code of Ordinances. If a member of your party is found in violation of Chapter 50 the following will occur: <ol style="list-style-type: none"> <li>1) You and your party will be asked to leave the premises immediately.</li> <li>2) You and each member of your party in violation of Chapter 50 (as it pertains to alcohol) will be dealt with accordingly.</li> </ol> Your security deposit will be forfeited.
<b>SET UP AND TAKE DOWN</b>	Renters are responsible for set up** and take down of all items used such as tables and chairs. Tables and chairs must be stacked as requested and placed in original storage area (15 chairs per dolly and 10 tables per cart). Storage areas must have a clear pathway for doors to open and items cannot be stored by or near breaker boxes. <b>**If scheduling allows the rented area (tables and chairs) may be set up ahead of time by city staff.</b>
<b>CLEAN UP</b>	Renter is responsible for all clean up and related items to be completed during the scheduled reservation time. All decorations, litter and other debris must be disposed of properly. Trash must be bagged and left in a designated area. The Recreation Center staff will inspect the facility after rental is complete. Failure to comply with rules and regulations will result in the forfeit of the security deposit.
<b>ENTERTAINMENT</b>	After hours, lyric appropriate music is allowed during your event (harpist, string quartets, disc jockeys, and bands). Music is allowed during your event during operating hours if the noise level is kept to a minimum. Staff may determine lyric <b>and noise level</b> appropriateness.
<b>FOOD</b>	Parties are allowed to bring their own food and drink (non-alcoholic) on-site.

<b>FIRE PROVISIONS</b>	<ul style="list-style-type: none"> <li>• Smoking is not allowed inside the Recreation Center or anywhere in Don Showman Park/Barney Wood Athletic Complex.</li> <li>• Candles must be securely supported on a substantial non-combustible surface and candle flames must be protected (votives, etc.).</li> <li>• “Trick” candles are prohibited.</li> <li>• Natural vegetation (live trees, wreaths) are prohibited unless a certificate of flame retardency is submitted to staff prior to bringing items on site.</li> <li>• Decorative vegetation (bales of hay) requires a certificate of flame retardency submitted to staff prior to bringing items on site.</li> <li>• Sterno cans are allowed for food warming purposes. All other type warming units must be pre-approved through the Fire Department prior to the event.</li> <li>• Pyrotechnics are prohibited (including sparklers).</li> <li>• Fog machines are prohibited.</li> <li>• Entrances and exits may not be obstructed.</li> <li>• Fire Department non-emergency number is 972-919-2640.</li> </ul> <p>Parties are required to maintain occupancy capacities. Parties may be canceled with no refund if occupancy requirements are exceeded during the rental time.</p>
<b>CLIMATE CONTROL</b>	Please contact a staff member for assistance.
<b>DECORATIONS</b>	<p>The use of “Tac’ N Stick” is permitted; the use of tacks, staples, tape, or adhesives of any kind is prohibited. Floral wire and/or ribbon are permitted as long as no nails or tacks are attached to walls or furnishings. The renter is responsible for leaving the facility in its original condition. If cleaning by Recreation Center staff is needed after the reservation, staff time will be deducted from the security deposit at the rate of \$25.00 per hour.</p> <p>Fresh flowers, plants, and balloons may be used. The renter is responsible to ensure that live plants have a dish under them to prevent damage and/or incidents. While it is not permissible to throw rice or confetti; birdseed and dried flowers may be thrown outside but must be cleaned up.</p>
<b>SETUP/ DELIVERIES</b>	The renter or event representative for your party must be available to accept and inspect deliveries. Deliveries can be made during operating hours during the time(s) your area is reserved. Any theft, damage or loss of rental items left at the Farmers Branch Community Recreation Center is the responsibility of the renter. The City of Farmers Branch assumes no liability for loss or damage of rental items (tables, chairs, serving equipment, etc.).
<b>CONFLICT/ EXCLUSION/ NOISE</b>	The Recreation Center Manager may cancel any scheduled reservation should the activities planned be in conflict with the stated rules or special activities of the City of Farmers Branch. The City of Farmers Branch reserves the right to ask any guests or individuals exhibiting unacceptable behavior to leave the building. No illegal activities of any kind will be allowed on the premises. All rentals at the Recreation Center are of a non-exclusive nature – rental of areas does not mean exclusive use of the entire Recreation Center. There are no discounts for renting more than one area at a time. Noise levels may be limited/adjusted during your rental.
<b>AUTOMOBILES</b>	Deliveries for functions to be held at the Center must be made during operating hours and during the time(s) you have reserved. Use the entrance located at the south side of the building in the parking lot (facing Amber). Must park/unload in parking lot.
<b>ANIMALS</b>	Animals are not allowed (except service animals aiding the impaired).
<b>SECURITY</b>	Security deemed necessary by the renter or City of Farmers Branch staff will require use of Farmers Branch police personnel. The renter will be responsible to make this arrangement and paying all fees. Police Department personnel may be reached at 972-484-3620, please ask for the part-time work coordinator.
<b>SUPERVISION</b>	Children, under age 17, must be supervised. An adult to child ratio of 1:20 is required.
<b>FUNDRAISING/ GAMBLING</b>	Gambling with money is prohibited. Renters may not sell goods or services at the Recreation Center nor are they allowed to charge admission to a function they are hosting as a rental at the facility.
<b>COMPUTER USE</b>	If you are using a community room and need access to the web your computer must have wireless components. Instructions for wireless use are available. It is highly recommended that you set up your equipment prior to use to confirm all equipment functions properly. Cords are provided to hook up your laptop to the projector and sound. Laptops are not available for use.
<b>LOGO</b>	The name of the City of Farmers Branch, Farmers Branch logo, trademarks or other distinguishing marks may not be used by renters, except when noting the address on invitations, maps, etc.

# RENTER INFORMATION FORM

Private                      Non-profit

DL# \_\_\_\_\_

Renter Name \_\_\_\_\_

Organization Name                      Street Address                      Apt. #                      City                      Texas                      Zip Code

E-Mail \_\_\_\_\_ Home Phone (        ) \_\_\_\_\_

Work Phone (        ) \_\_\_\_\_ Mobile Phone(        ) \_\_\_\_\_

Type of Event \_\_\_\_\_ Guest of Honor \_\_\_\_\_

Date Reservation Made \_\_\_\_\_ Date of Event\* \_\_\_\_\_ # of Guests \_\_\_\_\_

Start Time (include set-up) \_\_\_\_\_ End Time (include clean-up) \_\_\_\_\_

Facility Room Request(s) \_\_\_\_\_

\*Organizations/Groups check here if there will be multiple dates requested throughout the fiscal year.  
New paperwork is due each October from all organizations and groups.

**Amenities Requests** - (included in rental fees excluding coffee, balloons, and take down of room service)

All Community Rooms are equipped with a projector, screen, television, VCR and DVD players.

Type of tables	Number of tables	Number of Chairs per table
<input type="checkbox"/> Rectangular- 6'	_____	_____
<input type="checkbox"/> Round- 60"	_____	_____

<input type="checkbox"/> Podium	<input type="checkbox"/> Microphone
\$2.00 ea/Coffee Packs	<input type="checkbox"/> Regular _____ /\$ <input type="checkbox"/> De-Caf _____ /\$

Balloons\* \_\_\_\_\_ dozen @ \$7/dozen color \_\_\_\_\_ helium only \_\_\_\_\_ @.30/each  
\*dependent upon helium availability; balloons not available on Sundays

## FEE TOTALS

**Deposit**    \$50                       \$200 (date) paid \_\_\_\_\_                       cash    check# \_\_\_\_\_                       MC    V    D

# of operating hours \_\_\_\_\_ X \$30/hr or \$50/hr                      \$ \_\_\_\_\_

# of after hours \_\_\_\_\_ X \$75/hr or \$100/hr                      \$ \_\_\_\_\_

# of after hours \_\_\_\_\_ X \$100/hr or \$150/hr                      \$ \_\_\_\_\_

Additional Amenities w/fees involved –  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

**Grand Total (incl. deposit) \$ \_\_\_\_\_**

½ rental fees paid                      \$ \_\_\_\_\_ date \_\_\_\_\_                       cash    check# \_\_\_\_\_                       MC    V    D

Balance due                      \$ \_\_\_\_\_ date \_\_\_\_\_                       cash    check# \_\_\_\_\_                       MC    V    D

Balance paid                      \$ \_\_\_\_\_ date \_\_\_\_\_                       cash    check# \_\_\_\_\_                       MC    V    D

**I have read and understand and agree to abide by the General Information provided to me.**

<b>Signature</b>	<b>Print Name</b>	<b>Date</b>
------------------	-------------------	-------------

# GENERAL STATEMENT OF UNDERSTANDING

The Farmers Branch Community Recreation Center is operated by the City of Farmers Branch, Texas, for the benefit of the general public. Permission for private use of the facility is a privilege granted by the City of Farmers Branch. Because the Center has been assembled, maintained and operated for the general public, it is necessary that certain rules and regulations be established to protect its best interest.

## **HOLD HARMLESS AGREEMENT**

In consideration of the City of Farmers Branch, Texas, allowing me to rent the facilities at the Recreation Center, I/we voluntarily assume all risk of loss, damage, or injury and agree to fully indemnify, release and hold harmless the City of Farmers Branch, Texas, and its officials, employees, and/or agents, jointly and/or severally, from every claim because of loss, damage, or injury of any kind because of such activity, **regardless of whether such loss, damage, or injury is caused by the negligence of the City of Farmers Branch, its officers, agents, and employees or by any other cause.**

Therefore, the following UNDERSTANDING must be agreed upon before permission to use the facility is granted.

I have read the General Regulations, Reservation Policy & Procedures, General Statement of Understanding, and the Hold Harmless Agreement and I agree to abide by these conditions. Non-adherence may result in forfeiture of portions or entire deposit. Renter will be held responsible for damage and non-adherence to regulations.

In addition, I understand that the City of Farmers Branch is not responsible for any services not directly related to the City of Farmers Branch that may be used for my event (ie: business cards on site for event contacts).

---

**Signature**

**Print Name**

**Date**

=====

## **CHAPTER 50 OF THE FARMERS BRANCH CODE OF ORDINANCES**

Chapter 50 of the Farmers Branch Code of Ordinances PROHIBITS Possession/Consumption of alcoholic beverages or tobacco products on City property (inside and outside of facility). If you or a member of your party is found in violation of Chapter 50 as it pertains to alcohol and tobacco products the following can occur:

- You and your party will be asked to leave the premises immediately.
- You and each member of your party in violation of Chapter 50 (as if pertains to alcohol and tobacco products) can be cited/fined.
- You will forfeit the right to receive your deposit.

I have read and am in agreement with the above-mentioned policy.

---

**Signature**

**Print Name**

**Date**