Pyle Adult Recreation Center
Special Use Guidelines and Fees

After-hours special use times are:
- Friday — 5:00 pm to 11:00 pm
- Saturday — 4:00 pm to 11:00 pm
- Sunday — Not available

During **regular business hours**:
- Room requests that expect 60 people or more attending the event fall under these Special Use Guidelines and Fees.

General Guidelines and Requirements

- A Special Use Application must be submitted before request can be processed.
- Submitted request must receive approval from facility management.
- Request should be submitted at least 30 days prior to date needed.
- The Person in Charge who has completed the Special Use Application must be present for the duration of the event.
- Requested date will not be held until a security deposit is received.
- Facility rental fee is due two (2) weeks from facility agreement approval.
- **Certificate of Insurance** is due two weeks prior to the event (see Certificate of Insurance memo).
- Groups are responsible for their room set up and break down/clean up.
- Kitchen is not available for use.

Rates

Multi-purpose Room	**$200** for 4 hours (minimum)/ **$50** each additional hour
Security deposit (required)	**$250** (refundable after staff review of facility)

Equipment provided upon request (depending upon availability)

P.A. System with microphone	no charge
Pull down screen	no charge

A laptop computer and/or lcd projector are not available for rental.

Alcoholic Beverages
- NOT PERMITTED

Verification of Building Use
Once you have received a rental contract to sign and all conditions of use have been met (deposit received, rental fee received, certificate of insurance received, etc.) then you have verification of building use. ***Do not advertise* your event until you have met all conditions of use** and a designee of the Pyle Adult Recreation Center has given you written consent to proceed.

Selling or Promoting Products
Selling or promoting a commercial product/service or anything for personal gain is prohibited in city facilities.

Facility Set-up/Clean-up
Set-up and clean-up of the contracted area is the responsibility of the user. All facilities must be left in good order. Chairs, tables, etc. must be cleaned and put away in the appropriate manner and in the designated location. Trash must be bagged and deposited into the trash dumpsters outside the building (southwest side of the building).

Requested time must allow for set-up/clean-up of the event. It is up to the Person in Charge to ensure that the requested time limits are adhered to. You may not enter your reserved room until the start time on your contract and all event attendees must be out of the building by the end time on the contract.

Reservation Changes/Cancellations
Changes or cancellations of reservations may be made *only* by the Person in Charge named on the Special Use application. This also applies to any requests made during the event. Please let the Pyle Center know of any changes in the reservation within one week prior to event date.

Thank you for using Pyle Adult Recreation Center for your event!