

Tyson Recreation Center Rental Guidelines

- We accept Visa, Master Card, Discover, cash, or check
- All fees must be paid in full when booking your rental
- Your rental contract must be signed when booking your rental
- Please familiarize yourself with the rental guidelines
- Any cancellations should be made at the earliest possible date
- No refunds or credits are given if a cancellation or change is made within 72 hours of your rental time
- A refund is given (minus \$5 processing fee) if a cancellation or change of date is made more than 72 hours before your rental time
- Refunds may take up to 10 - 15 working days to process (no cash refunds available)
- Due to unforeseen circumstances, HP&R reserves the right to reschedule/cancel your facility rental

Facility Supervision

A Facility Supervisor (FS) will be scheduled for your rental. The FS will set up for your rental, open the doors at the time your signed contract states, monitor your event, be available to assist in the case of an emergency, and will check the clean-up of your rental.

Rental Guidelines

- A maximum of 50 people are allowed at any Tyson Rec Center rental
- The adult signing the rental contract is required to stay on the premises during the contracted time
- For safety purposes, we encourage more than one adult to stay on site during your rental
- You will be admitted entrance into Tyson at the time your contracted time states
- We strongly recommend 15 - 30 minutes of set-up time (please consider this with how much decorating you may have as we are unable to allow entrance prior to your contracted time)
- Unless you have paid the optional \$50 cleaning fee, we require a minimum of 30 minutes for your rental clean-up time (this is required to be built in to your contracted time)
- You will be required to exit the space at the time your rental is contracted to end
- On the day of your rental, we are unable to accommodate additional time before/after what your contract states. If you are in need of additional time, call days before your rental to inquire if this is possible (availability of FS and applicable fees apply).
- You are welcome to bring your own food and drinks (don't forget a lighter and birthday candles)
- We are unable to provide the following: microwave; dishware, utensils, cups (all must be paper/plastic); batteries; candles.
- Special equipment (electrical equipment, lighting, instruments, platforms, etc) requires prior approval
- No commercial or "for profit" use of the facility is permitted
- Due to unforeseen circumstances, HP&R reserves the right to reschedule or cancel your facility rental

Rules

- Rentals are for the Multi-Purpose Room (Indoor Playground) and the East Room
- A majority of the Multi-Purpose Room's Indoor Playground equipment is designed for children 5 years old and under but we are able to accommodate other age groups
- Food and drinks are only allowed in the East Room (alcohol, tobacco products, and vaping are not allowed on the premises)
- Adults are required to provide supervision at all times
- Rentals may accommodate a maximum of 50 people
- Balloons must be secured at all times and are restricted to the classroom area
- To preserve the integrity of our facility, we do not allow confetti, streamers, silly string, piñatas, or any decor to be adhered to walls/ceiling. All decorations must be free-standing.
- You are responsible for any property damage to the building or equipment during your rental

Set-Up/Clean-Up

- The FS will set up the appropriate number of tables and chairs for your rental
- Rental clean up must begin at least 30 minutes prior to your rental end time. The FS will inspect the rooms with you at the conclusion of your rental. All clean-up requirements need to be checked off by the FS before exiting the building.
 - You may utilize the following at your rental:
 - 3 six foot long (adjustable) tables
 - 20 child size chairs and 2 high chairs
 - 1 six foot long (non-adjustable) table
 - 21 adult size chairs
 - Refrigerator/freezer
 - 24" flat screen TV
 - DVD player with USB capabilities
 - Indoor Playground
 - You are responsible for the following clean up:
 - Wipe off tables and chairs with disinfectant wipes
 - Sweep and mop floor in the classroom area
 - Return tables and chairs to their original location
 - Put all the toys in their proper totes
 - Place all garbage in the outside garbage can located on the east side of the building
 - Clean any other messes created during your rental
 - Remove all other items you brought in

*** Any information listed here is subject to change without prior notice ***

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