

Use Guidelines:

1. The activity must allow participants to be included citywide.
2. The applicant may not be a for-profit entity, and the event may not be for a commercial purpose.
3. The activity is not being conducted for the purpose of fund-raising or financially supporting commercial activities.
4. Room request changes will only be accommodated pending the availability of the alternate room.
5. Occupancy limits, as posted, will be strictly enforced.
6. The Parks and Recreation Department reserves the right to cancel a room use without notice in the event the room is needed for a higher priority use.
7. The Parks and Recreation Department does not sanction or necessarily support any activity taking place at a Parks and Recreation facility.
8. Any advertising of programs sponsored by an outside agency is required to be approved by the Recreation Services Manager in advance of the use. Distribution of printed materials by the user or attendees of the activity shall be limited to the room that has been reserved for the activity. Printed notices of an upcoming activity are not allowed unless approved by the Recreation Services Manager. If the Recreation Services Manager approves posting notice of the meeting, the Manager may restrict the time and place of such posting.
9. Parks and Recreation staff will have access to and may enter the room at any time.
10. Individual and group users are responsible for any and all damage during the use of the room and for the cost of any cleaning or repair that may be necessary as a result of use of the room.
11. The Parks and Recreation Department is not responsible for room set up.
12. Any special arrangements, uses outside normal and reasonable activities, or unusual requests will be documented on the request form and require the approval of the Recreation Services Manager.
13. All uses will comply with all Federal, State and City laws and ordinances and any and all rules and regulations applicable to the particular recreation or senior center.

In order for you or your organization to be eligible for consideration for room use, please do the following:

1. Submit a formal request on the designated form to the specific recreation center where room usage is desired. Submit application no less than seven calendar days or more than 30 days in advance.
2. Use period may be no longer than 90 days per request.
3. Requests must be submitted in person.

Request forms may be obtained from recreation centers or on the web at <http://www.elpasotexas.gov/parks>
If you have any questions concerning the guidelines, please contact Recreation Services Manager Joe Rodriguez, at (915) 544-0753.

Applicant Initial: _____ Date: _____

**PARKS AND RECREATION DEPARTMENT
REQUEST FOR ROOM USE**



Organization/Club/Group Name: _____

User Name: _____

Address: _____

City, State, Zip: _____ **E-mail:** _____ **Phone:** _____

Name of Recreation/Senior Center Requested: _____

Room Requested: _____

Date(s)/Day(s)/Time(s) Requested: _____

Duration of Request (no longer than 90 days): _____

Describe activity:

Today's Date: _____

I agree to the attached guidelines.

User Name (printed)

Recreation/Senior Center (printed)

User Signature

Recreation/Senior Center Signature