



# City of Troy – Parks and Recreation Center



Facility Rentals - \*must be 19 years or older to fill out this form

Must be emailed or turned into the Recreation Center – Cassidy.smartt@troyal.gov

Type of User:  Individual  Business  Organization  City of Troy

Person in Charge: \_\_\_\_\_ Today's Date: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Begin Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Arrival Time: \_\_\_\_\_ (if need more than 30 mins)

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Purpose of Event:

Birthday Party  Reunion  Other: \_\_\_\_\_

Please mark which facility you are wanting to book (rates are on the back of this page)

Murphree Park  Washington Park  Academy Street Park  Other \_\_\_\_\_

Troy Parks and Recreation Center Only: (if you need rooms 1&2, check both)

Multipurpose Room 1 (45 capacity)  Multipurpose Room 2 (45 capacity)

Multipurpose Room 3 (30 capacity)  Board Room (14 capacity)

Kitchen (additional \$25)  Side 1 of Gym  Side 2 of Gym

**Must book a room to have the following parties**

Playground Party  Basketball Party (in gym)  Swimming Party (includes indoor pool, seasonal for outdoor pools/splashpad)

Exclusive Pool Party - \$200 fee for 2 ½ hours secures one of three aquatics areas, 1 ½ hour in pool and one hour in multipurpose room (NOT AVAILABLE DURING JUNE & JULY – SATURDAY'S & SUNDAYS)

Number of People: \_\_\_\_\_ **There is a limit of 30 people, including adults, per party. More are welcome, but there will be an additional fee per party member. It is responsibility of the Host to supervise all children in the party.**

Special Requests: \_\_\_\_\_

**TROY PARKS AND RECREATION HAS A NON-REFUNDABLE POLICY. NO REFUNDS WILL BE GIVEN. PARTY WILL NOT BE PUT ON CALANDER UNTIL FULL PAYMENT IS RECEIVED. PLEASE SIGN THIS FORM VERIFYING THAT YOU HAVE RECEIVED A COPY OF THE RULES AND YOU UNDERSTAND THE GUIDLELINES PROVIDED HEREIN ABOVE. YOU MUST BE 19 YEARS OR OLDER TO SIGN THIS FORM.**

Host of Party Signature \_\_\_\_\_

Date \_\_\_\_\_

For Department Use Only

Paid: \_\_\_\_\_

TRPD Received: \_\_\_\_\_

Room Only: \_\_\_\_\_

Programs Coordinator \_\_\_\_\_

Date \_\_\_\_\_

Director \_\_\_\_\_

Date \_\_\_\_\_

# Troy Parks and Recreation Center Rental Fees

**Troy Parks and Recreation has a NON-REFUNDABLE POLICY.  
No Refunds will be given.**

## Murphree/Washington/Academy Street

1 Hour: \$20    2 Hours: \$30    3 Hours: \$40    4 Hours: \$50    4+ Hours: \$80

## Recreation Center

Multi-Purpose Room 1	\$40/per hour	45 Capacity
Multi-Purpose Room 2	\$40/per hour	45 Capacity
Multi-Purpose Room 3	\$40/per hour	45 Capacity
Board Room	\$40/per hour	14 Capacity
Kitchen Charge	\$25 per day	
1 Side of the Gym	\$500 per day	
Full Gym	\$1,000 per day	
Birthday Party/Aquatics Party	\$80 for 3 hours	30 Capacity (including adults)

\*reminder any playground, basketball, or swimming party – have to have a multipurpose room\*

**Please note: Troy Parks and Recreation Center must receive FULL payment before it is put on the calendar**

# Rules and Policies for Rentals

## Apply to any rental at Troy Parks and Recreation Center or Facilities

- Every City of Troy Parks and Recreation facility is provided for the enjoyment of all youth, adults and seniors of all ages. Inappropriate behavior, language and actions will not be tolerated. The event may be cancelled immediately without refund if any of these inappropriate actions are reported or observed.
- Absolutely no alcoholic beverages or smoking are allowed on City of Troy property, including facilities listed above. Smoking may be allowed if there are specific, designated areas, if any, which are so designated.
- Troy Parks and Recreation is not responsible for any personal belongings lost or stolen.
- The renter is expected to adhere to any instructions as directed by an employee of the City of Troy.
- You may decorate but tape, pins or nails are NOT allowed on the walls or tables.
- NO wet clothes in the hallways, after pool parties you must change into dry clothes.
- Your party should be cleaned up by the end of the event time, if you go over your scheduled time frame, you will be charged an additional \$40.
- Please understand that the swimming pools and splashpad are public facilities and the general public will still be allowed to share these facilities during your party, unless you book a Private Party.
- The time frame is 3 hours for pool parties. Participants will swim for a 1 ½ hours and the other 1 ½ hours will be spent in the reserved multipurpose room.

## Murphree/Washington/Academy Street Parks

- **The renter must always have a copy of their paid receipt at the event.** It may be possible that a group or individual may be at your rented facility or arrived during your scheduled event and attempt to have a party or event, but only the holder of the paid receipt is determined to be the rightful occupant of the reserved facility. You are advised to call 334-566-4031 if another individual/group attempts to occupy your reserved facility, the staff at TRPD will call the Troy Police Department immediately to help resolve the situation.
- The renter must fill out the official Troy Parks and Recreation Reservation Form for the facility of Murphree Park, Washington Park and Academy Street Park no later than Wednesday, 5 p.m., if that event is expected to be held on a Saturday or Sunday
- Reservation of the pavilion at Murphree Park and Washington Park **does** allow you sole access to the facility during your rented time, but the playgrounds and bathrooms are available to all public during your scheduled event.
- IN ACCORDANCE WITH CITY OF TROY ORDINANCE, SEC. 17-4 LOUD OR EXCESSIVE NOISES:
  - (2) It is hereby declared a nuisance and shall be unlawful to operate or play any radio, television, phonograph, musical instrument, or similar device which produces or reproduces sound, whether from a business or a residence, in such a manner as to plainly audible AT A DISTANCE OF FIFTY (50) FEET to any person in a commercial, residential, multi-family dwelling, OR PUBLIC PLACE.
  - (3) Violation of this section shall be a violation and punishable by a fine not to exceed five hundred (\$500)

# Rules and Policies for Rentals

## Swim Test for any Swimming Parties – Ages 12 and under

For the safety of our members and guests, swimmers 12 years of age and younger must choose from these options which shall be the sole responsibility of said swimmer's adult parent or guardian.

1. Wear a lifejacket. For swimmers who opt to wear a lifejacket, lifejackets can be provided by the lifeguards and may be used in place of taking the swim test or swimming within arm's reach of a parent.
2. Be always within arm's reach of a parent or guardian
3. Pass the Troy Parks and Recreation swim test.

## Troy Parks and Recreation Swim Test

1. Start in at least 5 ft. of water.
2. Swim 15 yards without assistance, stopping, touching the wall, or touching the bottom.
3. If pass, take a picture with the filled-out Troy Parks and Recreation swim test completion certificate.
4. Next time you would like to come swim, show the lifeguard the picture of the completion certificate and get your green wristband.

## User Agreement

I have read, understand, and agree to comply with the City of Troy and Troy Parks and Recreation General Guidelines and Policies.

I hereby fully release and discharge the City of Troy, its officers, agents, and employees from any and all claims from injuries, including death, damages or loss, which may arise, or which may be alleged to have arisen out of, or in connection with any activities regarding City of Troy Parks and Recreation facilities.

I further agree to indemnify and hold harmless and defend the City of Troy, its officers, agents and employees from any and all claims resulting from injuries, including death, damages and losses, including, but not limited to the general public, which may arise or may be alleged to have arisen out of, or in connection with the above event(s) regarding City of Troy Parks and Recreation facilities.

Signing this form means you have read through all the rules and swim test instructions for all pool parties.

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No Refunds will be given.**

Signature of Host of Party: \_\_\_\_\_ Date: \_\_\_\_\_