



FLORENCE RECREATION CENTER

2501 Whitson Way
Mesquite, TX 75150
972-204-4957

The individual and/or organization granted this reservation agrees to abide by the Rules and Regulations as stated on the **Facility Reservation Policy** and all City, State and Federal laws. In order to receive the resident discount ID is required during the reservation process.

AMENITIES

Community Room: Prep kitchen with a sink and refrigerator – no stove. 8- 6’x30” tables, 48 chairs.

Event Room: 6- 6’x30” tables and 36 chairs.

RENTAL FEES		
Room	Available hours	Rates
Event Room \$50 cleaning and damage deposit	Monday- Thursday 6p-9p Friday 6p-9p Saturday 9a-9p Sunday 8a-6p	Mon-Thu - \$30 per hour residents Mon-Thu - \$60 per hour non-residents Weekend - \$40 per hour residents Weekend - \$80 per hour non-residents
1/2 Gymnasium (2 hr maximum)	Monday- Friday 6p-9p Saturday 9a-9p	\$25 per hour residents \$50 per hour non-residents
Gymnasium (2 hr minimum)	Sunday 8a-1p	\$40 per hour residents \$80 per hour non-residents
Recreation Building Event Room, Community Room & Gym (4 hr minimum) \$200 cleaning and damage deposit	Sunday 8a-1p	\$100 per hour residents \$200 per hour non-residents
Community Room *can only be reserved in person at the Parks and Recreation Administration office		
Monday – Thursday (3 hour minimum) Friday – Sunday (4 hour minimum) \$100 cleaning and damage deposit	Monday- Thursday 6p-9p Friday 6p-9p Saturday 9a-9p Sunday 8a-6p	Mon-Thu - \$35 per hour residents Mon-Thu - \$70 per hour non-residents Weekend - \$45 per hour residents Weekend - \$90 per hour non-residents
OPTIONAL SERVICES		
ROOM SET UP		\$50
ROOM TAKE DOWN/CLEANING		\$125

Cleaning/Damage Deposit: A cleaning and damage deposit will be due when the reservation is made. If no damages or violations are reported, deposit will be refunded within three weeks after the conclusion of the reservation.

Plan Ahead: Reservations are able to be made three calendar months ahead of the date you wish to reserve. Staff recommends viewing the facility prior to making the reservation. The recreation center may be viewed during operational hours.

Provide Details: The more the Parks and Recreation staff knows about the event, the better service and support can be provided. **DANCES AND DJS ARE NOT ALLOWED** at this recreation center. **ALCOHOL IS NOT PERMITTED.** **Bounce Houses are not permitted.**

Allow Enough Time: The patron is responsible for the set up and take down of tables and chairs and cleaning of the facility. Time allotted for this must be factored into the reservation period. The building will be opened and closed by a staff member who will remain on duty throughout the reservation according to the time period stipulated on the rental contract. A \$50 custodial fee will be assessed if conditions must be improved for the next reservation.

Cancellations or Changes: 50% of the reservation fee will be assessed for any cancellations less than 7 days from the scheduled date of the reservation. 25% of the reservation fee will be assessed for any cancellations more than 7 days from the scheduled date of the reservation. A \$35 fee will be charged for any changes to your reservation after a facility reservation is set. Any fee that is \$25 or less (\$50 for non-residents) is non-refundable.

For more information contact the Parks and Recreation Administration office at 972-216-6260 or visit our website at www.cityofmesquite.com.