

1. The Murphy Community Center and Murphy Activity Center accepts reservations in-person on a first come, first serve basis at the Murphy Community Center. Each applicant must provide payment in full by check or credit card with a signed contract.
2. Reservations may be made up to 90 days in advance; and at least two weeks prior to the requested date.
3. Time limit for reservation needs to include decorating and clean-up, so another group could be scheduled afterwards.
4. Reservations are available to residents and non-residents.
5. The Murphy Community Center staff will process a \$100 refundable clean-up/damage deposit on the Marie Adams, Homer Adams, Homer and Marie Adams reservations. The Boyd Gymnasium and Murphy Activity reservations will have a \$150.00 refundable cleaning/damages deposit. The renter will also be responsible for the cost incurred exceeding the deposits.
6. The Murphy Community Center staff will process an administrative fee for all reservations. Administrative fees are non-refundable.
7. The Murphy Community Center staff will process a \$25 administrative fee for reservations made during regular hours and a \$75 administrative fee for reservations made after normal business hours for all room reservations in the Murphy Community Center or the Murphy Activity Center. Administrative fees are non-refundable.
8. Reservation parties are responsible for removing all equipment, supplies, and trash at the end of their reservation time frame. The Murphy Community Center or Murphy Activity Center will not store nor be held responsible for any property left after the conclusion of the reservation. Please report any maintenance issues or hazards to the recreation staff at 972-468-4444.
9. Please leave the area clean and utilize the cleaning checklist to comply with cleaning expectations and policies. The cleaning checklist will be provided during your reservation by recreation staff or earlier by request. If the Murphy Community Center or Murphy Activity Center reserved area, tables, chairs and fixtures are found in a neat and orderly state and in the condition it was rented, all policies were followed, and no cost was incurred on behalf of the city as a result of the reservation, a full refund of the clean-up/damage deposit will be issued.

10. City sponsored meetings, events and recreational classes will take precedence. The Murphy Community Center or Murphy Activity Center has the right to cancel, move or reschedule a reservation at any time. This shall include the right to terminate a reservation during the activity if conditions so warrant.
11. All guest and children must stay in the room stated above during their reservation. Guests are allowed to tour the facility but cannot use the facility or any equipment during the reservation time. If any guests are interested in a tour of the facility they may do so after the reservation is complete.
12. Admission charges or the solicitation of funds in conjunction with a reservation requires the written approval of a Parks and/or Recreation Director. *Please refer to Chapter 16.02(19)-12.02(20) Regarding City Code of Ordinances. In no way does the signing of this reservation rental form constitute written permission, written approval or written agreement from either the City of Murphy or from the Parks and Recreation Director.*
13. The activity must be under the direct supervision of the person making the reservation.
14. Organizations must provide a minimum of two adult chaperons for youth functions of 15 - 30 persons. One additional chaperon must be provided for each additional 10 persons. Chaperons must be present before the reservation begins and must remain throughout the entire function. The parent signing the contract for youth functions must be present throughout the entire reservation.
15. Organizations reserving the center must comply with all applicable facility rules and regulations as well as all City, State, and Federal laws, ordinances, and policies.
16. Organizations will be held accountable for the actions of their members during the reservation.
17. Organizations reserving the center shall be responsible for all damages to the facility and/or equipment which occur as a result of the reservation.
18. Excessively loud entertainment, as determined by staff, shall not be permitted.
19. The center does not furnish any utensil, plates, cups, serving dishes, tablecloths, trash bags, or other equipment. Rental group must bring their own kitchen and serving equipment. .
20. Food and beverage may be consumed in designated areas only. Please see Catering Policy for more information.

21. Nails, thumb-tacks, etc. must not be used to attach decorations to the structure or to the furnishing. Decorations may be used on the tables only.
22. The number of persons meeting in the reserved room shall not exceed the maximum number permitted in that room according to fire code regulations.
23. Tobacco productions and firearms are not permitted anywhere in the center. Alcoholic beverages may only be consumed inside the authorized portions of the Facility (Murphy Community Center and/or Murphy Activity Center) and only during the permitted event. Permitted events will o Saturday evenings during the afterhours of the Community Center. Please see front desk for permitting instructions.
24. The Murphy Community Center and The Murphy Activity Center are not liable for any interruptions caused by power failures, emergency situations, audio video equipment failures, or heat/air conditioning failures during reservation time.
25. The Murphy Community Center and the Murphy Activity Center reserves the right to cancel a reservation at any time. This shall include the right to terminate a reservation during the activity if conditions so warrant.
26. Failure to comply with these policies will result in the denial of any subsequent use of the center.
27. After hours reservations are limited to one meeting per month, per group unless approved by the Manager of Recreation Services.

Cancellation Policy

The Murphy Community Center and The Murphy Activity Center will issue refunds under the following guidelines.

1. **No refunds will be issued if** rental is cancelled with notification less than five (5) working days before the date stated on the Rental Agreement, rental fee will be kept and deposit will be returned.
2. **Refunds will be issued if** rental is cancelled regardless of reason with notification of five (5) or more working days before the date stated on the Rental Agreement.

Amendment Policy

Amendments (date change, time extension, time subtraction, etc.) to the Rental Agreement must be made in person at the Murphy Community Center at least five (5) working days prior to the date stated on the Rental Agreement.