Indoor Recreation Facility Rental / Reservation Guidelines

Effective Date: January 1, 2026 Version: 1.0 Prepared by: Parks & Recreation

PURPOSE: The Rock Springs Parks & Recreation Department manages the Family Recreation Center (FRC) and the Civic Center (CC) for community use. While many areas in these facilities are generally available for community use at a low cost, special fees are applied to reservations because they guarantee exclusive access to areas that are otherwise open for shared use. Rentals, by contrast, are differentiated because they may require additional City resources and staff support, and often transform public spaces into private engagements. Our goal is to provide a fair and transparent process that balances individual and group needs with our responsibility to manage the FRC and CC for the benefit of the entire community.

1. Definitions

a. Reservation

A request to secure space at the FRC or CC for general use (such as meetings, practices, or small private activities) that is typically available to the community at a low cost. Reservations guarantee exclusive access during the reserved time in spaces that the public would otherwise share. Staff may limit reservations based on availability and time requested.

b. Birthday Parties

A request for the exclusive use of designated rooms within the Family Recreation Center (FRC) or Civic Center (CC) to host a private birthday celebration. Birthday parties typically involve groups of children and their families. Birthday parties are differentiated from reservations and rentals because they are designed as packaged events with designated amenities and specific rules regarding food, decorations, and supervision.

c. Rental

A formal agreement for exclusive use of a specific area within the FRC or CC, where additional City resources and staff support may be required. Rentals are differentiated from reservations because they often involve larger groups, private engagements, or special considerations such as setup, supervision, or additional permits for alcohol service.

2. Reservations

a. Reservation Process -

i. Inquiry – Contact the FRC or CC front desk, or submit a request online (if available). Reservations are accepted on a first-come, first-served basis.

1. Official Leagues or organized sports groups may be permitted to schedule a continuing reservation upon superintendent approval. These schedules must be established by the league president.

ii. Approval & Payment – Once approved, payment is required before the reservation begins.

iii. Frequency & Duration Limits – Gym reservations are limited to two (2), court spaces per week per individual or group to ensure equitable access for other parties and the public.

iv. Use of Space – Reservations begin and end at the scheduled times. At the conclusion, spaces return to public access, and staff may ask teams to vacate the reserved space. Meeting rooms must also be vacated promptly for subsequent use.

b. Reservation Obligations

i. Fees – Court reservations at the FRC or CC require payment of the court reservation fee plus either a daily admission fee or a valid membership. Court fees vary by size (e.g., half-court vs. full-court) and by time reserved. Meeting room reservations cover only the use of the room and do not require a daily admission fee unless participants wish to access other areas of the facility.

ii. Time – Reservations are charged for the entire block reserved, including any setup and cleanup. Reservations must be made at least 4 hours in advance; same-day reservations within 4 hours of the desired time will be taken on a case-by-case basis.

iii. Use of Space – Reserved areas are for the exclusive use of the reserving party. Users must respect adjacent areas and ensure general community access in the rest of the building.

iv. Cancellations & No-Shows – Cancellations and no-shows may result in forfeiture of fees and can jeopardize the ability to reserve spaces in the future, including suspension or denial of reservation privileges. We expect—and appreciate—reservation holders informing us as soon as possible if they cannot keep their reservation.

v. Clean-Up – Reserved areas must be left in a clean and usable condition for the next participant or group.

vi. Fee Schedule – A complete listing of reservation and rental fees is available from the Parks & Recreation Department and is considered part of this policy.

3. Birthday Parties

a. Reservation Process

i. Inquiry – Contact the FRC or CC front desk, or submit a request online (if available). Reservations are accepted on a first-come, first-served basis and must be made at least 14 days in advance.

ii. Approval & Payment – Reservations are confirmed only when payment is received in full. Payment is required upon reservation.

iii. Party Package & Duration – Birthday parties are booked in pre-set time blocks that include setup, activity, and cleanup. Standard packages include specified hours of use, based on the party package chosen. Additional time may be available for an added fee, based on facility availability.

iv. Private Party Reservations- Birthday parties that don't fall into a party package will be billed based on reservation guidelines.

v. Use of Space – Birthday party rentals include exclusive use of designated party rooms and shared use of the facility amenity selected for the party (e.g., pool, gym, or play area). At the conclusion, spaces return to public access, and staff may begin preparing for the next scheduled use.

b. Reservation Obligations

i. Fees – Birthday party fees include the party room and designated amenity use for the contracted time. Admission for all party guests is included unless otherwise specified. A complete listing of

birthday party fees and packages is available from the Parks & Recreation Department and is considered part of this policy.

ii. Time – Parties are charged for the full reserved block, including setup and cleanup. Early entry or late departure beyond the reserved time is not permitted.

iii. Supervision – The party host is responsible for providing adequate adult supervision of all children in attendance. For information regarding facility supervision requirements, please contact the host facility.

iv. Decorations – Decorations are permitted in designated party areas only and must not cause damage. Prohibited items include tape on painted walls, confetti, glitter, and open flames (other than birthday candles).

v. Food & Beverages – Party hosts are expected to provide their own cake, food, and beverages. Hosts should also plan to bring their own plates, cups, utensils, napkins, and any other serving supplies, unless otherwise noted. Alcohol is not permitted unless approved under the City's facility rental policies. Food and drinks are only allowed in designated party areas.

vi. Cancellations & No-Shows – Cancellations must be submitted at least 7 days in advance for a refund. Cancellations within 7 days or no-shows may forfeit all fees and may jeopardize future reservation privileges. We expect, and appreciate, reservation holders informing us promptly if they cannot keep their reservation. Any organizer who fails to show up at their reserved time, a No-Show, forfeits fees already paid.

vii. Clean-Up – The host is responsible for leaving the party area in a clean condition, including the removal of decorations, food, and trash. Excessive mess or damage may result in additional cleaning or repair fees.

4. Rentals

a. Rental Process

i. Inquiry – Contact the FRC or CC front desk to discuss availability and receive an application. Rentals are scheduled on a first-come, first-served basis.

ii. Application – Submit an Indoor Facility Rental Request Form with details of the event. For certain events (e.g., public events or those involving alcohol), forms must be submitted at least 45 days in advance.

iii. Approval & Payment – Once the application is approved, the renter must sign an agreement and provide full payment along with any required deposit. The rental is considered confirmed once payment is received.

iv. Unplanned Events – For urgent or short-notice needs (such as funeral receptions or celebrations of life), every effort will be made to accommodate if space and staff are available.

b. Rental Requirements & Obligations

i. Exclusive Use – Rentals provide exclusive use of the reserved area(s) within the FRC or CC during both operating and closed hours. If staff members are required, the organizer will be charged the hourly rate of the staff member(s) on-site during their rental.

ii. Fees & Deposits – Rentals may require staffing fees, equipment charges, and a refundable cleaning/damage deposit. The deposit required will be equal to the total rental fee. Deposits are refunded if the facility is left clean, undamaged, and in proper condition.

iii. Time – Rentals are charged for the entire reserved block, including setup and teardown. Renters must vacate the facility by the agreed-upon time. Exceeding scheduled hours may result in additional charges.

iv. Extended Rentals-Events taking place that require multiple days for setup, event time, and clean-up, and possible staffing. Please see facility fees schedule. These rentals are subject to availability and may not extend beyond 2 days.

v. Renter Responsibilities –
   1. Check in and check out with facility staff.
   2. Supervise all guests, including children and teens.
   3. Set up and take down tables, chairs, and amenities as agreed.
   4. Follow facility cleaning checklists.
   5. Bag and place trash in designated dumpsters.
   6. Remove all decorations and ensure no mess is left behind.
   7. Return the rental space to its original condition.
   8. Accept financial liability for any damages beyond normal wear and tear.

vi. Facility Responsibilities –
   1. Ensure the space is clean and functional at the start of the rental.
   2. Provide cleaning supplies, toiletries, and any amenities agreed to in advance.
   3. Ensure requested tables and chairs are available.
   4. Provide staff support as required by the rental agreement.

vii. Mutual Responsibilities –
   1. Renter and staff must complete a Rental Checklist before departure.
   2. If this step does not occur, the Facility Superintendent will follow up with the renter.

viii. Cancellations & Changes –
   1. *Any changes from the original request require approval from the appropriate facility superintendent prior to the day of the event. Cancellations or changes* must be submitted to and approved by facility superintendent.
   2. Cancellations with 14 or more days' notice may receive a full refund.
   3. Cancellations with less than 14 days' notice may result in partial or no refund.
   4. The City of Rock Springs reserves the right to end the event at any time, for any reason, at its sole discretion.

ix. Special Conditions - Rentals must comply with all facility rules, including:
   1. Entertainment – The facility must be notified in advance if outside entertainment (DJ, magician, clown, etc.) will be present. Proof of insurance may be required depending on the activity.
   2. Food – Potlucks, catering, or food trucks may be permitted with approval. Caterers must have a license; food trucks must be licensed with the City. If available and reserved, a warming kitchen may be used for reheating food.
   3. Alcohol – Requires approval by the Facility Superintendent and Director at least 45 days in advance. Alcohol service must meet City requirements (licensed distributor, ID checks, insurance, and security). If alcohol will be served, the service provider or malt beverage license must also be approved by the Rock Springs City Council at a regular meeting. Renters should plan accordingly to allow sufficient time for this process. Approval is not guaranteed even if all requirements are met.
   4. Drugs/Smoking – Prohibited indoors, including vaping. Violations result in immediate termination without refund.
   5. Insurance – Events that involve alcohol or other elevated risks must carry liability insurance in the amount of $1,000,000, naming the City of Rock Springs as an additional insured.
   6. Teen Events – Renters must provide chaperones. It is recommended to have at least one (1) chaperone for every 15 anticipated guests.
   7. Decorations & Clean-Up – Decorations must not cause damage (no nails, adhesives, glitter, or confetti). All decorations must be removed and the space fully cleaned by the renter before departure.

x. Accessibility – Both the FRC and CC are ADA accessible. Any specific needs should be communicated at the time of booking.
xi. Exceptions – Events or requests not covered in this policy may require additional approval. Unlisted areas or equipment may be assigned fees at the discretion of the Facility Superintendent, with Director approval

5. Requests from 501(c)(3) Nonprofit Organizations

a. Registered non-profit groups may request reduced reservation or rental fees when the event benefits the community.
b. Must complete a Sponsorship Request Form with nonprofit documentation.
c. Approval is at the discretion of the facility Superintendent.
d. Standard requirements (deposits, staffing, insurance, rules) still apply unless specifically waived in writing.

Contact Information

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