

## WELCOME

Welcome to the Charles E. Warford Activity Center. Warford is owned and operated by the City of Amarillo through the Parks and Recreation Department. Amarillo Parks and Recreation is committed to building our community through parks and programs by encouraging health and wellness, creating positive economic benefits, and enhancing the community's ecological systems.

### **Charles E. Warford Activity Center**

1330 NW 18<sup>th</sup> Ave  
Amarillo, TX 79107  
Phone: 806-803-9785

### **City of Amarillo Parks and Recreation Administration**

509 S. Johnson  
Amarillo, TX 79101  
Phone: 806-378-3069

### **Website**

[www.amarilloparks.org](http://www.amarilloparks.org)

### **Online Warford Reservations, Pool Parties, and Activity Registrations**

<https://cityofamarilloparksandrec.perfectmind.com/>

### **Facebook**

<https://www.facebook.com/AmarilloPard/>

### **HOURS OF OPERATION**

Monday - Friday:	8:00 a.m. – 9:00 p.m.
Saturday:	8:00 a.m. – 6:00 p.m.
Sunday:	12:00 p.m. – 5:00 p.m.

Check the Fitness and Pool Schedule at the Warford Center for specific class and pool hours.

### **The Charles E. Warford Center is closed on:**

New Year's Day  
Easter  
Independence Day – Close Early  
Thanksgiving Day  
Christmas Eve – Close Early  
Christmas

These policies may be changed, amended or modified without notice at any time by the City Manager of the City of Amarillo or his/her designee.

## **CHARLES E. WARFORD CENTER STAFF DIRECTORY**

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- **Center Supervisor**  
**Landon Miller**  
806-803-9655  
[landon.miller@amarillo.gov](mailto:landon.miller@amarillo.gov)
- **Park Program Coordinator**  
**Pedro Saucedo**  
806-378-6008  
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- **Pool Manager**  
**Elijah Hull**  
806-803-9172  
[elijah.hull@amarillo.gov](mailto:elijah.hull@amarillo.gov)

## **CITY OF AMARILLO PARKS AND RECREATION**

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- **Director of Parks and Recreation**  
**Michael Kashuba**  
806-378-3037  
[michael.kashuba@amarillo.gov](mailto:michael.kashuba@amarillo.gov)
- **Assistant Director of Parks and Recreation**  
**Kristen Wolbach**  
806-378-9465  
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- **Aquatics Supervisor**  
**Austin Farley**  
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# RULES AND POLICIES

## CODE OF CONDUCT

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The following Code of Conduct is applicable to all who visit or participate in Warford Activity Center programs, services and activities. As a member, participant, or guest you shall:

1. Understand the Warford Activity Center is a controlled access facility. All persons entering the facility must have a current monthly membership or purchase a punch and play membership. Everyone must check in at the front desk.
2. Behave in a courteous and respectful manner towards others at all times, including Warford staff. All using the facility are required to conduct themselves in a manner that does not interfere with another person's enjoyment of the facility.
3. Refrain from behavior, dress or language that is abusive, aggressive, threatening or disruptive to others.
4. Respect personal belongings of others and Amarillo Parks and Recreation property. Destruction or defacement of City property, including litter, is prohibited. Members shall be responsible for the replacement or repair cost and labor (if any) of damaged equipment, personal property or real property as a result of their actions.
5. Responsibly secure one's own personal belongings. The City of Amarillo is not responsible for lost, stolen, or damaged items. Day use lockers are available in the locker rooms.
6. Act honestly. Sharing membership cards is considered theft of service and falsifying Warford membership or activity registration forms (age, ability, etc) is considered forgery. It is the member's responsibility to notify staff in a timely manner of any address, phone number or household changes.
7. Keep the Warford Activity Center a drug, alcohol and tobacco-free environment and promptly report all drug, alcohol and tobacco usage immediately.
8. Not take photographs or video of any individuals or images in the facility.
9. Not use a cell phone or camera at any time in the rest rooms or locker rooms.
10. Refrain from using cell phones in public areas of the Center. Please go to a private area away from others to talk.
11. Refrain from using the external speakers on personal music players. The use of headphones is required.
12. Keep Warford Activity Center clean by wiping off fitness equipment and surrounding area with the provided gym wipes or paper towels. Return equipment and mats to their designated areas. Place - trash in proper receptacles where provided.
13. Not post or advertise private instruction or solicit individuals in Warford Activity Center for personal businesses, services or agencies.
14. Follow all written rules and guidelines as well as verbal directions by staff.
15. Not possess a firearm without a license and licensed persons must obey all signs when displayed for a school activity at the Warford Center.

Amarillo Parks and Recreation staff are authorized to enforce this Code of Conduct. Failure to comply with this Code of Conduct may result in penalties, including but not limited to, the suspension and/or revocation of your facility privileges and forfeiture of paid fees, or other as allowed by law. Staff has the right to ask a member or guest to leave the facility at any time for violation of the Code of Conduct, or when conduct is considered by staff to be improper or dangerous to the facility, other members, guests, or staff.

**Written notice of such suspension or revocation shall be mailed by certified mail.**

## **CODE OF CONDUCT VIOLATIONS**

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An individual may appeal a suspension, revocation or denial of membership by notice in writing to the City Manager or his designee within ten (10) days after mailing of the written notice of suspension, revocation, or denial. All of the following violations apply to Warford Activity Center, its property and parking lots.

### ***LEVEL I OFFENSE***

A mild or isolated occurrence of the following actions will receive a warning. Extreme, flagrant or repeated violation will result in a three month suspension.

- Verbal abuse toward staff or other members/guests;
- Smoking or vaping;
- Cursing, swearing, or using indecent language;
- Creating a disturbance or unnecessary or boisterous noises;
- Throwing any item that is not designated or intended to be thrown by the manufacturer, anywhere on the premises;
- Spitting anywhere inside the pools or facility except it is allowed in a toilet;
- Failure to cooperate with staff;
- Noncompliance with established policies and rules;
- Obscene gestures;
- Clothing with offensive, obscene, or gang -related images or wording;
- Littering;
- Photography or video without consent; or
- Other behavior deemed a Level I offense as determined by the Director or designee.

### ***LEVEL II OFFENSE***

The following actions may result in a suspension of 6 months or greater:

- Disorderly conduct for which the police are called;
- Physical aggression;
- Verbal or written threats to harm any persons or property;
- Behaving in a manner or performing an act which is likely to endanger or is endangering the health, safety or welfare of himself/herself or of others; or
- Repeated Level I infractions and 3-month suspensions.
- Destruction of City property or equipment.

### ***LEVEL III OFFENSE***

The following actions may result in permanent cancellation/revocation of membership or denial of membership:

- Possession or use of alcohol or illegal drugs;
- Harassment;
- Public intoxication, indecency and/or lewd behavior;
- Sexual misconduct or harassment;
- Theft;
- Any other unlawful activity and any other behavior deemed offensive or unacceptable;
- Nudity other than as appropriate in showers and locker rooms;
- False representation of any kind on account (including family members and ages);
- Unlicensed possession of a firearm; or
- Repeated Level II infractions.

## **FACILITY RULES**

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### ***Front Desk***

The front desk is the welcome center for the entire facility. Our friendly staff will scan members in and answer questions. Program registrations and facility reservations can be made at the front desk, online at amarilloparks.org, or over the phone. Members checking out equipment must leave an item of collateral at the front desk until borrowed equipment is returned. A replacement fee may be assessed for lost, stolen, or broken equipment. Your first membership card is free. Replacement cards are available with a \$15 fee.

### ***Gym and Multipurpose Rooms***

- Youth age 12 years and under are only allowed to use the gym with adult supervision (17 and older).
- Youth age 13 years and older may use the gym without adult supervision.
- Court and exercise shoes only. Black soled non-court shoes are prohibited.
- Shirts and shoes must be worn when in the front lobby. Balls shall be bounced in gym only and shall not be kicked or thrown against walls. Balls are not to be bounced in the lobby.
- Dunking or touching the basketball rims is prohibited.
- Sports equipment should only be used in the area intended for the sport.
- Food is not allowed in the gym. Drinks with screw top lids are permitted. Drinks with no lid will be thrown out by staff.
- SPITTING is prohibited, except in a toilet.
- Suspension will be assessed on the second violation of these rules.
- The management may prohibit use of any equipment thought to be potentially dangerous.
- Public displays of affection are not allowed.

### ***Indoor Pool***

- The pool is 20 yards long and designed to accommodate lap swim, aquatic classes, and open swim.
- Children ages 12 and under must be accompanied by a responsible adult (17 or older) in the pool area.
- Parents are responsible for the actions of their children and other children that are their guests, including knowledge of the swimming ability of that child or children.
- Patrons who are not swimming or supervising young children will not be allowed to enter the facility or will be asked to leave. Loitering is not allowed.
- Proper swim attire is mandatory. Improper swim attire includes T-backs, thongs, Speedos/bikini briefs, cut-off shorts, sports bras, or pants. White swim shorts and swimsuits must be lined.
- Swimming diapers are the only type of diapers allowed in the water.
- Animals are not allowed. Service animals with proper documentation are welcome. Emotional support animals are not allowed.
- City property (facility, restrooms, tables, benches, etc.) must be used safely and in the correct fashion.
- Do not talk to or distract lifeguards while they are watching the water.
- Patrons are not allowed in the pool offices, pump rooms, storage rooms, or chemical rooms.
- Do not dive or flip off the edge of the swimming pool.
- The following items/situations are not allowed in the pool area:
  - Glass
  - Running
  - Outside food or gum
  - Hard balls (footballs, basketball, etc.), large water guns, oversized inflatables, etc.
  - Speakers or oversized radios
  - Excessive mischief or horseplay conduct deemed inappropriate by staff

- Hanging, swinging, or playing on the lifeguard stands, rails, ropes, ladders, or fences.
- 15 minute Safety Breaks are taken every day. The number and times of breaks depends on the number of guards present.
- Unauthorized swimming is strictly forbidden and may be punishable by law.
- Staff reserves the right to enforce other rules as necessary to ensure the comfort and safety of guests.
- The Amarillo Parks and Recreation Department is not responsible for any lost, stolen, or forgotten items.
- The Amarillo Parks and Recreation Department reserves the right to deny service to anyone at any time.

### **Indoor Lap Swimming Rules of Etiquette:**

- Absolutely no diving.
- Circle swimming is recommended when more than 1 person to a lane. Stay on right side of lane.
- Do not enter water until all swimmers are a safe distance away from the end wall.
- To pass – touch foot of lead swimmer. Lead swimmer should stop at end wall and immediately move to far side of lane. Allow a safe distance (10 feet) between swimmers before re-entering traffic.
- Do not cross into opposite side of lane to pass.
- Maintain 10 foot spacing unless passing.
- Do not stand or stop in middle of pool. Rest only at end wall near lane rope to avoid contact with others.

### ***Fitness Studio***

The Fitness Studio is only to be used when a class is not in session or the room is not rented or reserved. Please see the front desk for a schedule of fitness classes.

### ***Cardio and Weight Rooms***

- Youth 12 years of age and under are not allowed in the cardio or weight rooms.
- Youth 13 - 16 years of age are allowed in the cardio or weight rooms with adult supervision.
- Youth age 16 and older may use the fitness rooms without adult supervision.
- Please wipe down equipment after each use with the provided gym wipes or paper towels. You are an active participant in keeping our facility clean.
- Please set weights down gently. Use a spotter to help your progression.
- Proper attire must be worn at all times. Everyone is required to wear closed-toe athletic shoes and shirts in the workout areas.
- Allow other members to use equipment or “work in” while you are resting. Saving equipment with a towel, water bottle, etc. is not permitted.
- Report equipment irregularities or malfunctions to the front desk immediately.
- Safe and proper use of equipment is required at all times.
- Staff reserves the right to enforce other rules as necessary to ensure the comfort and safety of members and guests.
- Horse play will not be tolerated. Any misuse of cardio and weight equipment will result in the loss of membership rights for the remainder of the day, and may include further suspensions.

### ***Game Room***

- Members age 13 and older may use the game room without adult supervision.
- Game room equipment is available to check out at the front desk. Members must leave an item of collateral at the front desk until equipment is returned.

- A replacement fee may be assessed for lost, stolen, or broken equipment.

### ***Locker Rooms***

Lockers are free for single day use or available to rent for extended use. A locker rental fee of \$5 per month will be added to membership fees for extended use. A lock will be provided for locker rentals; personal locks are not permitted. A locker agreement must be completed. Please see the front desk for more information.

- It is recommended that children under the age of 6 do not use opposite gender locker rooms. If a parent wishes to supervise their child while changing, please utilize the family restrooms located at the front of the building.
- Lockers are available for use by members and guests for day use only. The City of Amarillo has the authority to cut or remove any lock at its discretion.
- The use of cameras, video, and cell phones is prohibited in the locker rooms.
- No food or drinks are permitted in the locker rooms, with the exception of water bottles.
- **The City of Amarillo is not responsible for lost or stolen items in lockers, locker rooms, or elsewhere at the Warford Center.** In the event of membership expiration, members will have 5 business days to renew a membership or to remove items from lockers. Items left in lockers more than 5 business days will be placed in the lost and found. Wet clothing will not be kept and will be discarded.

## PHOTOGRAPHY AND VIDEO

On occasion, Parks and Recreation staff may take photos of individuals participating in programs and events as well as people enjoying the City's parks and facilities. Please be advised these photos are for Parks and recreation use only and may be used in future publications and advertising.

## FIREARMS

Unlicensed possession of a firearm on these premises is prohibited. School sponsored activities do occur at the Warford Activity Center. When the Warford is being used for a school sponsored activity, persons licensed to carry firearms are subject to the following restrictions and signs will be posted as follows:

### NOTICE: SCHOOL ACTIVITY IN PROGRESS

#### **CONCEALED HANDGUNS PROHIBITED**

**PURSUANT TO SECTION 30.06, PENAL CODE (TRESPASS BY LICENSE HOLDER WITH A CONCEALED HANDGUN), A PERSON LICENSED UNDER SUBCHAPTER H, CHAPTER 411, GOVERNMENT CODE (HANDGUN LICENSING LAW), MAY NOT ENTER THIS PROPERTY WITH A CONCEALED HANDGUN.**

#### **PROHIBIDAS LAS ARMAS DE FUEGO OCULTAS**

**CONFORME A LA SECCIÓN 30.06, DEL CÓDIGO PENAL (TRASPASAR PORTANDO ARMAS DE FUEGO OCULTAS) PERSONAS CON LICENCIA BAJO DEL SUB-CAPÍTULO H, CAPÍTULO 411, CÓDIGO DE GOBIERNO (LEY DE LICENCIA DE ARMAS), NO DEBEN ENTRAR A ESTA PROPIEDAD PORTANDO ARMAS DE FUEGO OCULTAS.**

#### **OPENLY CARRIED HANDGUNS PROHIBITED**

**PURSUANT TO SECTION 30.07, PENAL CODE (TRESPASS BY LICENSE HOLDER WITH AN OPENLY CARRIED HANDGUN), A PERSON LICENSED UNDER SUBCHAPTER H, CHAPTER 411, GOVERNMENT CODE (HANDGUN LICENSING LAW), MAY NOT ENTER THIS PROPERTY WITH A HANDGUN THAT IS CARRIED OPENLY.**

#### **PROHIBIDAS LAS ARMAS DE FUEGO PORTADAS PÚBLICAMENTE**

**CONFORME A LA SECCIÓN 30.07, DEL CÓDIGO PENAL (TRASPASAR PORTANDO ARMAS DE FUEGO PÚBLICAMENTE) PERSONAS CON LICENCIA BAJO DEL SUB-CAPÍTULO H, CAPÍTULO 411, CÓDIGO DE GOBIERNO (LEY DE LICENCIA DE ARMAS), NO DEBEN ENTRAR A ESTA PROPIEDAD PORTANDO ARMAS DE FUEGO PÚBLICAMENTE.**

## SOLICITATION/BULLETIN BOARD USES

Any type of commercial solicitation or promotion is prohibited. The bulletin board in the Warford entry is reserved for posting City of Amarillo sponsored events and local events. All postings must receive approval from the Parks and Recreation Director or his/her designee. Unauthorized postings will be removed by staff and placed in the trash.



## **BICYCLES, SKATES, SKATEBOARDS & SCOOTERS**

Do not bring bicycles inside the building. Skates, skateboards, and scooters must not be used within the facility.

## **LIABILITY**

The City of Amarillo shall not be responsible or liable to any person for articles damaged, lost or stolen in or about the facility, lockers, and parking lots. Valuables cannot be held at the front desk; rather, lockers are available in the locker rooms of the facility to secure valuables.

All people use the Amarillo Parks and Recreation facilities at their own risk. Both proper and improper use of fitness equipment, athletic equipment and participation in athletic programs may be hazardous. Members, dependents, and guests are required to read and follow instructions for proper equipment usage. All persons are **STRONGLY** urged to have a complete physical examination before participating in any physical activity.

## **FACILITY USE**

In order to fulfill the mission of the City of Amarillo Parks and Recreation Department, recreation programs, camps, and classes take priority over all other activities in the following areas including but not limited to the pool, gym, fitness and dance studio, afterschool room, kitchen, and at times other areas of the building for special programs or events. For indoor pool classes, one lane may be open depending upon class size for non-class participants while the class uses the rest of the pool. Non-class participants will be asked to share the open lane during classes. At times, full closure of the indoor pool may be necessary. Members may not engage in any activities that interfere with recreation programs, classes, or events. Members who become a nuisance or disruptive will be subject to membership suspension and/or cancellation.

The Warford Activity Center may be open to the general public for City sponsored events that are approved by the Parks and Recreation Director.

## **TOBACCO, ALCOHOL AND ILLEGAL SUBSTANCES**

Smoking, tobacco products, and electronic cigarettes/vaping are not allowed on the premises of the Warford Activity Center. Alcoholic beverages and/or illegal substances are not permitted on the premises of the Warford Activity Center. Persons under the influence of these substances will be asked to leave. Staff may call the Amarillo Police Department, if necessary.

## **EQUAL OPPORTUNITY**

The City of Amarillo ensures that no person or groups of persons shall, on the grounds of race, color, sex, religion, national origin, age, disability, retaliation or genetic information, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs, services, or activities administered, its recipients, sub-recipients, and contractors. To request an accommodation and/or an alternate format, the City's ADA Coordinator, at 806-378-6234, or TDD at 806-378-4229.

## SERVICE DOGS

Service dogs are welcome with proper identification. Emotional support pets are not permitted.

## VENDING AND PEDDLING

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No person on Amarillo Parks and Recreation property including the parking lot shall display or offer for sale any article or thing, nor shall he/she station or place any stand, cart, or vehicle for the transportation, sale or display of any article or thing. Concessionaires acting by and under the express written authority and regulation of the director are accepted.

## EMERGENCIES

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1. **Accident or Illness** – Report accidents or illnesses to staff immediately. Call 911 if needed. AED equipment is located next to the gymnasium entrance at Warford. Staff will attend to the individual until relieved by paramedics. Staff will complete an accident/incident report.
2. **Loss of Power or Water** – If the Warford Activity Center loses power or water, people will be asked to evacuate the facility immediately or as soon as weather permits. Since life safety features depend on power and water, the building will be closed until these utilities are restored. Notices will be placed on the front doors and on social media.
3. **Fire Alarm** – In the event of a fire alarm, people must leave the building by using the closest exit. Staff will assist with the evacuation process with the priority of assisting disabled persons and children as needed.
4. **Tornado/Storm** – In the event of a tornado warning being issued, staff will follow these procedures:
  - Move people away from the perimeter of the building and exterior glass.
  - Leave exterior offices and close the door.
  - Relocate people to the nearest area of refuge (Men's and/or Women's locker rooms, classroom, north multiuse room,, or game room)
  - Sit down and protect yourself by putting your head as close to your lap as possible or kneel protecting your head.
  - DO NOT stay in the Lobby. Get away from areas with glass.
  - Should you be caught in an outside perimeter office, seek protection under a desk, pulling a chair toward you for protection from flying glass.
5. **Lightning or Thunder** - If there are people or children outside of Warford participating in an Amarillo Parks and Recreation program, they will be brought inside Warford. The program will be allowed to go back outside after 30 minutes has passed without lightning or thunder.

## MEMBERSHIP INFORMATION

### WARFORD MEMBERSHIPS

A parent or guardian must be present to register any individual under the age of 17 for a membership.

- Memberships are available for an Individual or a Household, by the month or by the year, or by purchasing a Punch and Play membership
- Youth memberships cover 17 years of age and under. The Youth membership fee is either \$15 per month or \$150 per year.
- Adult memberships cover ages 18-54 years of age. The Adult membership fee is either \$20 per month or \$200 per year.
- Senior memberships cover 55 years of age and older. The Senior membership fee is either \$15 per month or \$150 per year.
- Household membership covers up to 2 adults and 4 children. The Household membership fee is either \$60 per month or \$600 per year. Additional children in a Household may be added for \$5 per child per month or \$20 per child on a yearly membership.  
“Household” means all of those members who live at the same address as their permanent address. Proof of residency for those 18 years of age and older must be shown at the time of registration. A current driver’s license, utility bill or an auto insurance card may be used to show proof of residency. (A short period of being away, such as for a temporary work assignment, military duty, or temporary child custody visits and similar does not affect permanent residency address.)
- Those with expired memberships will not be permitted to use the Warford facilities until their membership is renewed.
- A membership card is included upon registration. A \$10 replacement fee will be charged for each lost card.
- Prime and Silver Sneakers are accepted. Patrons should contact Insurance to obtain member ID to complete enrollment.

### MEMBERSHIP CHECK-IN

Those who obtain a monthly or annual membership will be able to scan their card or enter their name or phone number into the self-check-in kiosk located across from the front desk. Those who hold a Punch and Play membership must check-in by providing their first and last name, or phone number, to staff at the front desk. Anyone who sneaks into the facility without having purchased a membership may be denied membership rights.

### REFUNDS

There will be no cash refunds given for any reason. Refunds must be requested in writing and if approved, the refund will be put back onto the credit card that was used or a check will cut and available for pick up at the center. Check refunds may take up to 20 business days to receive.

### GUEST POLICY

Warford Activity Center is a member’s only facility. All users must purchase a membership or Punch and Play pass.

## **CAREGIVERS**

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Caregivers are allowed to assist members while they are in the facility and the membership fee will be waived providing the caregiver is not working out themselves and are at Warford only to provide care. Caregivers are required to sign in at the front desk and must adhere to all Warford facility rules. If a member needs to bring in a caregiver that is not a current member of Warford Activity Center, contact the Center Supervisor or his/her designee.

## **LOST AND FOUND**

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The City of Amarillo assumes no responsibility for lost items. Other than as stated here, Staff is not responsible for safeguarding or returning lost items to individuals. The Lost and Found is cleaned out at the beginning of each month. Staff will remove unclaimed items and either place in the trash or donate to a charity, as appropriate.

The facility will only keep dry items in the lost and found area. All wet items will be disposed of for sanitary reasons. Cash money and other valuables are marked with a date when found and put in the safe until claimed. After 30 days, the Center Supervisor will take unclaimed valuables to the Amarillo Police Department.

## **GROUP EXERCISE CLASSES**

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Group exercise offers a variety of benefits you might miss out on if you choose to work out on your own. Some of the benefits include exposure to a social and fun environment, a safe and effectively designed workout, a consistent exercise schedule, an accountability factor for participating in exercise, and a workout that requires no prior exercise knowledge or experience. See the front desk or [amarilloparks.org](http://amarilloparks.org) for a current schedule of group exercise classes.

Group exercise class sessions are offered to members. It is not required that you sign up in advance for group exercise classes. Group exercise classes are included in all memberships.

## **INDEMNIFICATION**

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Persons using the Warford Center agree to hereby release, indemnify and hold harmless the City of Amarillo, Amarillo Parks and Recreation (collectively referred to hereinafter in this paragraph as "City"), its officers, agents, employees, successors and assigns, from any loss, liability, damages of every kind, claims, costs and attorney fees for property damages or personal injury or death arising out of or related to the use of or condition of the programs or facilities and equipment at the Charles E. Warford Activity Center,. It is the express intention of the parties that the indemnity provided for in this paragraph includes indemnity by Member of the City, its officials, employees, agents, assigns and successors, from the consequences of City's own negligence, whether that negligence is the sole or concurring cause of the injury, death or damage.

## SERVICES & RENTALS

### **CHARLES E. WARFORD ACTIVITY CENTER RENTAL**

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The Warford Activity Center is available for operational hour's rentals and after-hours rentals. Set-up and clean-up time must be included in the rental hours. See the Warford Rental Fees listing at the Center or at [amarilloparks.org](http://amarilloparks.org) for current fees and rental rules.

Reservations must be completed a minimum of 7 days in advance. Full payment is due at the time of reservation including a refundable \$50 incidental's deposit. Large scale reservations (full facility, family reunions, or any gym rentals that food will be served), must be reviewed by the Center Supervisor or his/her designee.

Commercial General Liability Insurance may be required for rentals made by organizations, businesses and other vendors. The policy must list the City of Amarillo as an additional insured and must have a minimum coverage of \$500,000 per occurrence.

Amarillo Parks and Recreation reserves the right to cancel or reschedule reservations due to unforeseen circumstances, safety issues or conflicts up to 24 hours prior to reservation time. If the Parks and Recreation Department must cancel or reschedule, a full refund will be issued to the permit holder. Reservations cancelled by the permit holder less than ten (10) business days prior to the event, will not be refunded. Cancellations prior to 10 business days will be refunded with the \$50 incidental's deposit withheld. Approved refunds may take up to 20 days to process depending on original form of payment.

#### ***Rental Rules***

Permit holders reserving spaces at the facility shall be provided with facility rental rules at the time of a paid reservation. Permit holders will acknowledge receipt of the Rental Rules by acceptance and completion of the permit process (reservation process). Upon completion of the permit process, a printed copy of the permit/receipt should be retained by the permit holder.

#### ***Reservation Process***

Rentals may be reserved in person at the Warford Activity Center, online at [amarilloparks.org](http://amarilloparks.org) or by calling the Warford Activity Center at 806-803-9785.

- Rooms will be reserved on a first come, first served basis.
- Limited tables and chairs are provided. It is the responsibility of the group using the room to set up and clean up the space. The room is expected to be left in a clean and orderly condition at the end of the reservation. Future reservations may be denied and incidental's deposit forfeited if the room is not cleaned and put back in an orderly fashion.
- The Parks and Recreation Director has full authority to refuse reservations for use of the rooms to any person, group or organization who in his/her opinion maybe be a conflict of interest, not an appropriate use of the facilities, will misuse or who has misused or damaged the facilities, or refused to cooperate or otherwise violated Warford Activity Center policies or any part of City ordinances.
- The Parks and Recreation Director or his/her designee shall have the authority to revoke a permit upon finding deceptive, misleading, or incomplete information in the reservation application, for violations of the terms of the reservation, for violation of any rule or ordinance, or upon other good cause shown
- A Reservation check list will be performed before and after party to ensure if deposit will be held or returned to patron.