

**Community Services Department - Tempe History Museum**  
**FACILITY USE PERMIT 2016**



809 East Southern Avenue, Tempe AZ 85282

www.tempe.gov/museum

Phone: 480-350-5100 Fax: 480-350-5150

**RESPONSIBLE PARTY INFORMATION (Must be present at meeting/event)**

First Name	Last Name	Cell/Home Phone		Business Phone
Mailing Address		City	St	Zip
Email				

**ALTERNATE CONTACT PERSON**

First Name	Last Name	Cell/Home Phone	Business Phone
Email Address			

**ORGANIZATION INFORMATION**

Organization Name:			
Mailing Address (If different from Responsible Party)	City	St	Zip
Brief Description of Organization	Is Your Organization a 501(c)3?		

**MEETING INFORMATION**

Description of Meeting/Event:			
Date(s) Requested:			
Timeframe requested:			
Number of Attendees:	Tables Needed: #	Chairs Needed: #	
Will your event include any of the following (mark all that apply):	Food/Drink	Arts/Crafts	Amplified Music/DJ
Will your event need the use of the following (mark all that apply):	Podium with Mic	Cordless Mic	Projectors (1 or 2) DVD/CD Player
Any special accommodations:			

***This is an application only. Once your event is approved, you will receive an electronic confirmation and payment invoice listing your event reservation fees. All payments are due within two weeks of invoice being issued. ALL after-hours room rentals are contingent upon staff availability and may require additional fees. Any art display in the Community Room stays in place – providing guests a unique experience.***

***By signing below I attest that I am at least 18 years of age, and have read, understand and agree to comply with all of the attached room reservation policies and procedures.***

Signature of Responsible Party

Date

<b>FOR OFFICE USE ONLY</b>	RECEIVED BY:	DATE RECEIVED:	ANY TIME OUTSIDE BUSINESS HOURS?: Y N #OF HOURS:
QUOTED FEE(S): \$ /HOUR TOTAL QUOTE: \$	STAFF (AFTER HOURS):		SETUP STYLE:
PAYMENT AMOUNT RECEIVED:	DATE:	PAYMENT METHOD: CASH CHECK CREDIT/DEBIT OTHER	

TEMPE HISTORY MUSEUM  
COMMUNITY ROOM (multi-purpose)

HOURS AVAILABLE:  
Tues. – Sat. 10:00 am to 5:00 pm  
Sunday 1:00 to 5:00 pm

ORGANIZATION NAME: \_\_\_\_\_

RESPONSIBLE PARTY: \_\_\_\_\_

# OF PEOPLE ATTENDING: \_\_\_\_\_

**DATES REQUESTED (PLEASE CIRCLE)**

Please include set-up and take-down time when requesting dates & times

\*\*Blacked out dates indicate facility not available

JANUARY 2016						
	M	T	W	TH	F	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY 2016						
S	M	T	W	TH	F	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

MARCH 2016						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SET-UP TIMES: \_\_\_\_\_

MEETING/EVENT TIMES: \_\_\_\_\_

TAKE-DOWN TIMES: \_\_\_\_\_

SET-UP TIMES: \_\_\_\_\_

MEETING/EVENT TIMES: \_\_\_\_\_

TAKE-DOWN TIMES: \_\_\_\_\_

SET-UP TIMES: \_\_\_\_\_

MEETING/EVENT TIMES: \_\_\_\_\_

TAKE-DOWN TIMES: \_\_\_\_\_

APRIL 2016						
S	M	T	W	TH	F	SA
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24	25	26	27	28	29	30

MAY 2016						
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22	23	24	25	26	27	28
29	30	31				

JUNE 2016						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

SET-UP TIMES: \_\_\_\_\_

MEETING/EVENT TIMES: \_\_\_\_\_

TAKE-DOWN TIMES: \_\_\_\_\_

SET-UP TIMES: \_\_\_\_\_

MEETING/EVENT TIMES: \_\_\_\_\_

TAKE-DOWN TIMES: \_\_\_\_\_

SET-UP TIMES: \_\_\_\_\_

MEETING/EVENT TIMES: \_\_\_\_\_

TAKE-DOWN TIMES: \_\_\_\_\_

JULY 2016						
S	M	T	W	TH	F	SA
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24	25	26	27	28	29	30
31						

AUGUST 2016						
S	M	T	W	TH	F	SA
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER 2016						
S	M	T	W	TH	F	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

SET-UP TIMES: \_\_\_\_\_

MEETING/EVENT TIMES: \_\_\_\_\_

TAKE-DOWN TIMES: \_\_\_\_\_

SET-UP TIMES: \_\_\_\_\_

MEETING/EVENT TIMES: \_\_\_\_\_

TAKE-DOWN TIMES: \_\_\_\_\_

SET-UP TIMES: \_\_\_\_\_

MEETING/EVENT TIMES: \_\_\_\_\_

TAKE-DOWN TIMES: \_\_\_\_\_

OCTOBER 2016						
S	M	T	W	TH	F	SA
						1
2	3	4	5	6	7	8
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER 2016						
S	M	T	W	TH	F	SA
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER 2016						
S	M	T	W	TH	F	SA
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SET-UP TIMES: \_\_\_\_\_

MEETING/EVENT TIMES: \_\_\_\_\_

TAKE-DOWN TIMES: \_\_\_\_\_

SET-UP TIMES: \_\_\_\_\_

MEETING/EVENT TIMES: \_\_\_\_\_

TAKE-DOWN TIMES: \_\_\_\_\_

SET-UP TIMES: \_\_\_\_\_

MEETING/EVENT TIMES: \_\_\_\_\_

TAKE-DOWN TIMES: \_\_\_\_\_

# CITY OF TEMPE FACILITY USE POLICIES

*Policies for Tempe Facilities Tempe City Code, Chapter 23, Article III, Division, 2 Sections 23-56 & 23-57. Please read these policies carefully and make certain that **all** members of your group are familiar with them.*

## **Facility Request Form**

This form can be obtained online or in person at the requested facility, and must be completed in full and submitted to that facility for consideration. The request form should be submitted at least two weeks prior to the requested date.

All activities must be under competent, adult supervision (18 years or over), with the organization using the facility assuming full responsibility for any damage to the facility or equipment used. The use of facilities and special equipment shall be issued by the Community Services employee on duty through the responsible party ONLY.

The total number of people admitted for any usage shall not exceed the capacity of the assigned room as determined by an official designated by the Community Services Department and/or the City Fire Marshall.

## **Verification of Building Use**

Verification of reserved meeting space is contingent upon final approval by the Community Services Department. Nothing is finalized until you have received a Facility Use Permit that is signed by the Permittee and a designee of the Community Services Department. Do not advertise your meeting or event until you have received the final permit from the facility.

## **Permittee must:**

- Return to the facility a signed copy of the Facility Use Permit.
- Submit payment by the deadline set by the facility.
- Be present throughout the time that the facility is in use.
- Ensure that all activity is confined to the rented area.

## **Prohibited Activities**

- Tobacco use and smoking inside the facility.
- Bringing alcoholic beverages into the facility.
- Attaching material of any kind to any part of the facility without written permission.
- Any use that detracts from general public enjoyment or use of the facility, or interferes with facility maintenance.

## **Reservation Changes/Cancellations**

Changes to, or cancellation of, reservations must be made within two (2) business days (Monday through Friday) of the reservation and may be made ONLY by the Permittee. Any requests made during the scheduled activity must be made by the Permittee.

If the facility is not notified of a cancellation, the permit holder will forfeit all fees associated with the reservation.

All permits are made on a calendar year basis. Permits may be reissued each year with approval.

## **Staff Responsibilities**

The Community Services Department employee on duty shall exercise authority over the organization and its activities. If adult supervision is inadequate, it is the responsibility of the staff person to report it to the facility supervisor.

## **Facility Set-up/Clean-up**

Set-up and clean-up of the contracted area will be the responsibility of the Permittee. The user shall be charged on an hourly basis to pay for clean-up if it is necessary for the City to provide additional clean-up services. A clean-up deposit may be required if deemed necessary. No furniture/equipment shall be moved into the facility without permission. Any property remaining at the facility after the event will be disposed of or recycled. The Permittee must ensure that all facilities and requested equipment are left in good order.

- Requested time must include time for set-up and clean-up.
- All attendees must vacate the facility by closing time unless permission is otherwise granted.

## **Certificate of Insurance**

The City of Tempe may require a Certificate of Insurance. If required, the Certificate must state at least the following minimum liability coverage:

- A. Bodily Injury \$1,000,000
- B. Property Damage \$ 100,000

Additionally, on the Certificate of Insurance the following must be stated:

- The City of Tempe is named as an additional insured.
- This insurance is primary to the City of Tempe's self-insurance retention.

## **Prioritization**

Per Tempe City Policy the prioritization for the use of these City facilities is as follows:

1. City use
2. Community partners
3. Tempe not-for-profit organizations
4. Tempe residents
5. Non-resident, not-for-profit organizations
6. Non-residents
7. For-profit organizations

**Permits are revocable if any rule is violated.**

**I have read and understand Tempe City Code, Chapter 23, Article III, Division, 2, Sections 23-56 & 23-57.**

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**Responsible Party**

**Date**

(Please return with your application)

## Community Room Use Agreement



Event Date: \_\_\_\_\_

Event Purpose: \_\_\_\_\_

### **Between:**

City of Tempe History Museum, 809 E. Southern Avenue, Tempe, AZ 85282; 480-350-5100

**AND**

\_\_\_\_\_ (Hereinafter called the Licensee) of \_\_\_\_\_  
(Please print your full name) (Name of organization, if applicable)

### **Rules & Regulations of Premise use:**

- a) Event reservation fees are due within two weeks of invoice being issued, unless otherwise noted by Museum designee.
- b) If the Licensee or Alternate Contact does not arrive at the time designated on the reservation form, our staff will leave the premises after one hour. Licensee will be charged for a minimum of two hours.
- c) Reservations begin at the "setup" time listed on the reservation form. Early arrivals will not be granted admission to the Community Room until the designated "setup" time.
- d) Reservations end at the "take-down" time listed on the reservation form and all parties must vacate the room by the end time listed.
  - a. After Hours Events: Staff is not permitted to stay beyond the reservation timeframe listed on the form. Any events that run beyond their scheduled time will be charged an additional \$180 per hour, with a minimum of one hour.
- e) A \$50 cleaning fee will be charged to the Licensee if the space is not left clean and in the same condition as at the start of the event.
- f) Alcohol is not permitted inside or on the grounds of the Tempe History Museum.
- g) Decorations must be free-standing and may not be attached to walls, ceilings, etc. No materials of any kind may be attached to any part of the facility. All decorations must be removed before you leave.
- h) Rice, confetti, etc., is not permitted inside or on the grounds of the Tempe History Museum.
- i) Use of candles or any other types of open flames are strictly forbidden.
- j) Tablecloths are required for all events containing food and beverage, or arts & crafts activities. The renter must supply the tablecloths.
- k) Requests to drop off decorations or other items for the event any time prior to the rental period must be approved by the Museum Manager or designee.
- l) The Museum does not have a kitchen available; all food preparation and cleanup must be self-contained.
- m) Additional equipment brought in by the Licensee must be pre-approved by the Tempe History Museum
  - a. (Tables, chairs, special lighting, sound equipment, electrical appliances, etc.)
- n) Community Room exhibits are scheduled approximately a year in advance by Museum staff. The artwork that is scheduled to be in the room during your event cannot be removed, changed or altered.
- o) All activities associated with the rental must take place inside the Community Room unless prior permission is given by Museum staff or designee.

- p) If a PowerPoint, video or Wi-Fi application is going to be used during the event, the renter must bring their own laptop. It is advisable to bring the laptop in ahead of time and test it with the audiovisual equipment in the Community Room to ensure compatibility.

These instructions are in addition to the City of Tempe Use Policies and are not intended to negate or supersede the Use Policies.

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Signature of Licensee

Date

## City of Tempe Community Services Neighborhood Facility Reservation Fees

During Business Hours				Outside of Business Hours
Facility	Tempe Resident or Not-for-Profit Group (per hour)	Non-Resident (per hour)	For-Profit Group (per hour)	All Users (per hour)
Conference Room	\$5	\$10	\$20	\$80
Classroom	\$5	\$10	\$20	\$80
Classroom (large)	\$10	\$20	\$40	\$100
<b>Multi-purpose Room</b>	<b>\$30</b>	<b>\$60</b>	<b>\$120</b>	<b>\$180</b>
Multi-purpose Room (half)	\$15	\$30	\$60	\$120
Gymnasium	\$90	\$120	\$150	\$210
Gymnasium (half)	\$50	\$80	\$120	\$180

Facilities	Conference Room	Classroom	Classroom (large)	Multi-purpose Room	Multi-purpose Room (half)	Gymnasium (whole & half)
Clark Recreation Center		X	X			
Edna Vihel Center				X	X	
Escalante Center	X	X	X	X	X	X
North Tempe Center	X	X	X	X		X
Pyle Adult Center	X	X	X	X	X	
<b>Tempe History Museum</b>				<b>X</b>		
Tempe Public Library			X	X		
Westside Center		X	X	X		X

- A 2-hour minimum is required for all reservations outside of normal business hours.
- Reservations outside of normal business hours should be submitted at least 30 days prior to the event date.
- Non-athletic events in the gymnasium may require a gym floor cover at certain locations at an additional cost of \$400 per event.
- Additional staff and security may be required for certain facility use reservations.
- A deposit may be required for certain facility uses.
- Applicable surcharges may apply for additional reservation needs.
- All reservations are subject to facility and staff availability.

### Definitions:

**Not-for-Profit Group:** Any non-profit 501(c)(3) or other not-for-profit organization.

**Resident:** A resident of Tempe (a business address does not qualify), reserving a facility for personal use.

**Non-Resident:** Any non-Tempe resident reserving a facility for personal use.

**For-Profit Group:** Any business or for-profit entity; anyone who charges for his/her services provided in the reserved facility.

### Neighborhood Facilities:

<b>Clark Recreation Center</b>	1730 S. Roosevelt St., Tempe 85281	480-350-5287	<a href="http://www.tempe.gov/recreation">www.tempe.gov/recreation</a>
<b>Edna Vihel Activities Center</b>	3340 S. Rural Rd., Tempe 85282	480-350-5287	<a href="http://www.tempe.gov/arts">www.tempe.gov/arts</a>
<b>Escalante Community Center</b>	2150 E. Orange St., Tempe 85281	480-350-5800	<a href="http://www.tempe.gov/escalante">www.tempe.gov/escalante</a>
<b>North Tempe Multi-generational Center</b>	1555 N. Bridalwreath St., Tempe 85281	480-858-6500	<a href="http://www.tempe.gov/northtempe">www.tempe.gov/northtempe</a>
<b>Pyle Adult Recreation Center</b>	655 E. Southern Ave., Tempe 85282	480-350-5211	<a href="http://www.tempe.gov/pyle">www.tempe.gov/pyle</a>
<b>Tempe History Museum</b>	<b>809 E. Southern Ave., Tempe 85282</b>	<b>480-350-5100</b>	<a href="http://www.tempe.gov/museum">www.tempe.gov/museum</a>
<b>Tempe Public Library</b>	3500 S. Rural Rd., Tempe 85282	480-350-5500	<a href="http://www.tempe.gov/library">www.tempe.gov/library</a>
<b>Westside Multi-generational Center</b>	715 W. 5th St., Tempe 85281	480-858-2400	<a href="http://www.tempe.gov/westside">www.tempe.gov/westside</a>