



Pyle Adult Recreation Center

Special Use Guidelines and Fees

General Guidelines and Requirements

- A Special Use Application must be submitted before any request can be processed.
- All submitted requests must receive approval from facility management.
- Reservation must take place after regular facility hours. Special use hours are:
 - Friday after 5 pm to 11:30 pm
 - Saturday after 4 pm to 11:30 pm
 - Sunday 8 am to 11:30 pm
- Requests should be submitted at least 30 days prior to date needed.
- The Tempe resident who has completed the Special Use Application must be present for the duration of the event.
- Dates will not be held until a security deposit is received.
- Facility rental fee is due one week prior to the event.
- Certificate of Insurance (third page of this packet) is due two weeks before event.
- Groups **are** responsible for their room set up and break down.
- Kitchen is **not** available for use.

Rates

Multipurpose Room	\$200 for 4 hours (minimum)/ \$50 each additional hour
Security deposit (required)	\$250 (refundable after staff review of facility)

Equipment Rental (dependent on availability)

Overhead Projector	\$5 per booking
P.A. System with MIC	no charge
LCD projector	\$10 per booking—set up is done by staff
Pull down screen on tripod	no charge
TV/VCR/DVD	no charge

A laptop computer is not available for rental.

Alcoholic Beverages

- Alcoholic Beverages are prohibited in the building except by special arrangement.
 - To serve alcoholic beverages requires a separate application for review by the Special Events Task Force (60 days notice is required along with additional fees). Visit www.tempe.gov/events/
- The Tempe resident in charge must provide a certificate of insurance for two million dollars for liquor liability and two million dollars for general liability, naming the City of Tempe as additional insured.

Verification of Building Use

Once you have received a rental contract to sign and all conditions of use have been met (deposit received, rental fee received, certificate of insurance received, etc.) then you have verification of building use. *Do not advertise* your event until you have met all conditions of use and a designee of the Pyle Adult Recreation Center has given you written consent to proceed.

Selling or Promoting Products

Selling or promoting a commercial product or anything for personal gain is prohibited in city facilities. If any monies are involved with your event you must receive prior permission.

Facility Set-up/Clean-up

Set-up and clean-up of the contracted area will be the responsibility of the user. All facilities are to be left in good order. Chairs, tables, etc. are to be cleaned and put away in the appropriate manner and in the designated location. Requested time should allow for set-up/clean-up of the event. It is up to the responsible party to assure that the requested time limits are followed.

Reservation Changes/Cancellations

Any changes or cancellations of reservations may only be made by the Tempe resident who is the responsible party. This also applies to any requests made during the event. All organizations are asked to make known any changes in the reservation within one week prior to event date.