



**CITY OF TEMPE  
WESTSIDE MULTIGENERATIONAL CENTER  
2009 USER GROUP PRE-RESERVATION QUESTIONNAIRE**

Membership Roster MUST be submitted with form

TEMPE RESIDENT(S) IN CHARGE					
<i>FIRST CONTACT (must be a Tempe resident)</i>			<i>ALTERNATE CONTACT (must be a Tempe resident)</i>		
NAME			NAME		
STREET ADDRESS			STREET ADDRESS		
CITY	STATE	ZIP	CITY	STATE	ZIP
DAY PHONE	EVENING PHONE		DAY PHONE	EVENING PHONE	
EMAIL ADDRESS			EMAIL ADDRESS		
<i>ALTERNATE CONTACT (must be a Tempe resident)</i>			<i>ALTERNATE CONTACT (must be a Tempe resident)</i>		
NAME			NAME		
STREET ADDRESS			STREET ADDRESS		
CITY	STATE	ZIP	CITY	STATE	ZIP
DAY PHONE	EVENING PHONE		DAY PHONE	EVENING PHONE	
EMAIL ADDRESS			EMAIL ADDRESS		
ORGANIZATION NAME			Name of Organization's President		
President's address (street, city, state, zip)				Phone number	
Brief description of the Organization					
Purpose of requested meeting					

## PARTICIPANT INFORMATION

1. Are at least 50% of your organization's members Tempe residents?      Yes      No  
(Membership Roster MUST be submitted with current names and addresses of members. This will be verified.)

Children: \_\_\_\_\_ Teens: \_\_\_\_\_ Adults: \_\_\_\_\_

2. Are Membership Fees/Dues required?      Yes      No

If Yes, please explain: \_\_\_\_\_

Fees/Dues Amount: \$ \_\_\_\_\_ Weekly \_\_\_\_\_ Monthly \_\_\_\_\_ Yearly \_\_\_\_\_

For what purpose is the money used? \_\_\_\_\_

When and how is the money collected? \_\_\_\_\_

3. Are there any other fees collected throughout the year?      Yes      No

If Yes, please explain: \_\_\_\_\_

\_\_\_\_\_

4. Will an admission be charged, or donations requested, for any activities held at the Westside Center?

Yes      No

If Yes, please explain: \_\_\_\_\_

\_\_\_\_\_

### Additional Information

• Is your Organization non-profit?      Yes      No

• Does the organization's use of this City facility involve a paid trainer or guest speaker?      Yes      No

• Will the organization's use of this City facility involve paid staff?      Yes      No

• Will the organization's use of this City facility involve selling or promoting a product or service?      Yes      No

If Yes, please explain: \_\_\_\_\_

\_\_\_\_\_

• Will the organization's use of this City facility present any opportunity for personal monetary gain whether or not income is realized directly or indirectly by the members, participants, guests or organization?      Yes      No

If Yes, please explain: \_\_\_\_\_

\_\_\_\_\_

Please Note: This application does not guarantee your reservation. Your reservation is not final until you receive a Facility Use Permit issued by the City of Tempe Parks and Recreation Department and a signed copy of the Permit is returned to the address below. You will be notified if accommodations cannot be granted as requested.

Return pre-reservation questionnaire to:

Westside Multigenerational Center  
715 W. Fifth Street  
Tempe, AZ 85281  
Phone: 480-350-5214

# CITY OF TEMPE FACILITY USE POLICIES

*Policies for the Westside Multigenerational Center have been adopted in accordance with City Ordinance #637.6. Please read these policies carefully and make certain that **all** members of your group are familiar with them.*

## Pre-Reservation Questionnaire

This form can be picked up at the front desk of the Westside Multigenerational Center and must be filled out in full with a Membership Roster submitted for consideration. Requests should be submitted at least 2 weeks prior to your activity (if possible). Minimum approval time is 5 to 7 working days.

Organizations using this building must be not-for-profit in nature and involve Tempe residents. **The Tempe resident who has signed as the responsible party on the pre-reservation questionnaire must be present throughout the entire time of the activity.** All activities must be under competent, adult supervision, with the organization using the facility assuming full responsibility for any damage to the facility or the equipment. The use of facilities shall be issued by the Westside Multi-gen 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 Parks and Recreation department and/or the City Fire Marshall.

## Facility Use Hours

Monday-Thursday	8:00 a.m. to 8:45 p.m.
Friday	8:00 a.m. to 7:45 p.m.
Saturday	10:00 a.m. to 4:45 p.m.
Sunday	1:00 p.m. to 4:45 p.m.

## Staff Responsibilities

The Westside Multi-gen employee on duty shall exercise authority over the organization or its activities. If the adult supervision is inadequate, it is the responsibility of the staff person to report it to the Parks and Recreation Department.

## Building Fees

Organizations not-for-profit in nature which involve Tempe residents are not subject to facility use fees if the activity is conducted during normal hours of operation. Building facilities and areas must be vacated by the facility use hours listed above unless permission is otherwise granted specifically in the permit and a fee assessed as per city fee schedule.

Equipment and supplies such as audio-visual, extension cords, paper, pens/pencils, dry erase markers, flip charts, easels, etc. are **NOT** available at the Westside Center.

## Activities Prohibited

The following activities are prohibited:

- Continuous use of building facilities for religious services or political purposes
- Profit-making functions
- Smoking in buildings and within 20 feet of an entrance
- Alcoholic beverages

## Verification of Building Use

Verification of reserved meeting space is contingent upon final approval of the Parks and Recreation Department. Nothing is final until you or your organization receive a copy of the Facility Use Permit signed by a designee of the Parks and Recreation Department and your organization has returned the original permit signed by the Tempe Resident/Responsible party to the Westside Center. Do not advertise your meeting or event until this time.

## Selling or Promoting Products

Selling or promoting a commercial product, or anything for personal gain, is prohibited in city buildings. If any monies are involved with your meeting/event you **MUST** receive prior permission.

## Facility Set-up/Clean-up

Set-up and clean-up of the contracted area is the responsibility of the user. All facilities are to be left in good order. Chairs, tables, etc., are to be returned to the set-up as found. **Requested time should allow for set-up and clean-up of the facility.** It is up to the responsible party to ensure that the requested time limits are adhered to. 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. All fees and charges are due one week prior to use.

## Reservation Changes/Cancellations

Any changes or cancellations of reservations may be made **ONLY** by the Tempe Resident listed as the responsible party. This also applies to any requests made during the organization's scheduled activity.

All organizations are asked to make known any changes in meeting times to the office of the reserved facility within 48 hours prior to date of use. If the reserved facility is not notified of cancellation of a room reservation at least 48 hours prior to the date of the event, the permit holder will be held responsible for all charges and privileges of use at the discretion of an official designated by the Parks and Recreation Department.

Continuous use of facilities by clubs shall be permitted through signed agreements which shall be reissued as necessary. No permit shall exceed a period of time of one calendar year. Permits may be reissued each year with approval.

**I have read and understand the policies set forth by the City of Tempe Building Use Ordinance #637.6**

\_\_\_\_\_  
Tempe Resident Signature

\_\_\_\_\_  
Date

(Please return with your application)