

**Community Services Department
Westside Multi-Generational Facility
ROOM RESERVATION REQUEST 2019**



715 W. 5th St., Tempe AZ 85281

www.tempe.gov/westside

Phone: 480-858-2400 Fax: 480-858-2415

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

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

ALTERNATE CONTACT PERSON

First Name	Last Name	Birthdate	Cell/Home Phone	
Email Address				

ORGANIZATION INFORMATION

Organization Name:				
Mailing Address (If different from Responsible Party)	City	St	Zip	
Brief Description of Organization				

MEETING INFORMATION

Description of Meeting/Event:			
Number of Attendees:	# of Tables Needed:	# of Chairs Needed:	
Will your meeting/event include any of the following:	Food/Drink	Arts/Crafts	Amplified Music/DJ
Any special accommodations			

This is an application only. Nothing is finalized until all payments and required documents are received and a permit is sent to you from the Community Services Department. 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	
FOR OFFICE USE ONLY		DATE RECEIVED:		PERMIT #:	
City Dept.	Resident	Non-Resident	Not for Profit	Commercial/For Profit	DATE OF EVENT:

ROOM INFORMATION

Sunset (26)
Riverside (28)
Cahill (80)
Lindon Park (20)
Los Vecinos (20)

HOURS AVAILABLE

Mon-Thu 8:00am-8:45pm
Fri 8:00am-7:45pm
Sat 10am-4:45pm
Sun CLOSED

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 closed

Greyed out dates indicate non-standard facility hours or special event

JANUARY 2019						
M	T	W	T	F	S	S
	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			

SET-UP HOURS: _____

MEETING/EVENT HOURS: _____

TAKEDOWN HOURS: _____

FEBRUARY 2019						
M	T	W	T	F	S	S
				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			

SET-UP HOURS: _____

MEETING/EVENT HOURS: _____

TAKEDOWN HOURS: _____

MARCH 2019						
M	T	W	T	F	S	S
				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

SET-UP HOURS: _____

MEETING/EVENT HOURS: _____

TAKEDOWN HOURS: _____

APRIL 2019						
M	T	W	T	F	S	S
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 HOURS: _____

MEETING/EVENT HOURS: _____

TAKEDOWN HOURS: _____

MAY 2019						
M	T	W	T	F	S	S
		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		

SET-UP HOURS: _____

MEETING/EVENT HOURS: _____

TAKEDOWN HOURS: _____

JUNE 2019						
M	T	W	T	F	S	S
					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 HOURS: _____

MEETING/EVENT HOURS: _____

TAKEDOWN HOURS: _____

JULY 2019						
M	T	W	T	F	S	S
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				

SET-UP HOURS: _____

MEETING/EVENT HOURS: _____

TAKEDOWN HOURS: _____

AUGUST 2019						
M	T	W	T	F	S	S
			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	1

SET-UP HOURS: _____

MEETING/EVENT HOURS: _____

TAKEDOWN HOURS: _____

SEPTEMBER 2019						
M	T	W	T	F	S	S
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 HOURS: _____

MEETING/EVENT HOURS: _____

TAKEDOWN HOURS: _____

OCTOBER 2019						
M	T	W	T	F	S	S
	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			

SET-UP HOURS: _____

MEETING/EVENT HOURS: _____

TAKEDOWN HOURS: _____

NOVEMBER 2019						
M	T	W	T	F	S	S
				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	1

SET-UP HOURS: _____

MEETING/EVENT HOURS: _____

TAKEDOWN HOURS: _____

DECEMBER 2019						
M	T	W	T	F	S	S
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					

SET-UP HOURS: _____

MEETING/EVENT HOURS: _____

TAKEDOWN HOURS: _____

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.

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.

Responsible Party

Date

(Please return with your application)

During Business Hours				Outside of Business Hours
Facility	Resident or Not-for-Profit Group (per hour)	Non-Resident (per hour)	Commercial Group (per hour)	All Users (per hour)
Conference Room	\$5	\$10	\$20	\$80
Classroom	\$5	\$10	\$20	\$80
Classroom (large)	\$10	\$20	\$40	\$100
Multi-purpose Room	\$30	\$60	\$120	\$180
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	Gymnasium	Gymnasium (half)
Clark Recreation Center		X	X			
Edna Vihel Center				X		
Escalante Center	X	X	X	X	X	X
North Tempe Center	X	X	X	X	X	X
Pyle Adult Center	X	X	X	X		
Tempe History Museum				X		
Tempe Public Library			X	X		
Westside Center	X	X	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:

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

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

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

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

Neighborhood Facilities:

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