Community Services Department
Westside Multi-Generational Facility
ROOM RESERVATION REQUEST 2022

715 W. 5th St., Tempe AZ 85281 www.tempe.gov/westside Phone: 480-858-2465 Fax: 480-858-2431

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
Cahill (80)
Lindon Park (30)
Los Vecinos (20)

HOURS AVAILABLE
Mon-Fri 8:00am-8:45pm
Sat 10M-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 2022						
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: _____

FEBRUARY 2022						
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: _____

MARCH 2022						
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: _____

APRIL 2022						
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: _____

MAY 2022						
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: _____

JUNE 2022						
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: _____

JULY 2022						
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: _____

AUGUST 2022						
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: _____

SEPTEMBER 2022						
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: _____

OCTOBER 2022						
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: _____

NOVEMBER 2022						
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: _____

DECEMBER 2022						
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: _____

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.

Indemnification
User shall release, indemnify, defend, and save harmless the City, and its officers, employees and agents from and against all claims, suits, actions, damages, or causes of action for any personal injury, loss of life of damage to property sustained by reason or as a result of the use of the Premises for which this facility use agreement is entered into and from and against any orders, judgments or decrees which may be entered thereto, and from and against all costs, attorney's fees, expenses, and liabilities incurred in or by reason of the defense for any such claim, suit or action and the investigation thereof. Nothing in this facility use agreement shall be deemed to affect the rights, privileges, and immunities of the City, its officers, employees and agents as are provided for by law. This provision shall survive the termination of this facility use agreement.

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)

City of Tempe Community Services
Neighborhood Facility Reservation Fees

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
Gymnasium	$90	$120	$150	$210

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	

- 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

City of Tempe
Westside Multigenerational Center
715 W. 5th Street
Tempe, AZ 85281
480-858-2466
www.tempe.gov/westside

Tempe.
Making waves in the desert

WESTSIDE MULTIGENERATIONAL CENTER
COVID-19 FACILITY AGREEMENT ADDENDUM

Tempe Parks & Recreation has developed a set of criteria by which requests for meeting space in Tempe facilities will be evaluated and granted based on the availability of space that will accommodate group size requesting space. **Limits on group size may change along with the changing environment of the COVID-19 pandemic.** Groups granted permits for use of City facility space will be required to abide by the following requirements and restrictions:

- Stay home if you are sick.
- Wash hands often, especially after leaving with soap and water for 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer that contains at least 60% alcohol.
- Masks are strongly recommended for unvaccinated people.
- If you are at higher risk for severe illness, you should avoid visiting public facilities.
- The permittee understands that there will be limits on the size of the group allowed to use the meeting space and that those limits will be enforced by city staff.
- A Covid-19 waiver of liability must be signed by the Responsible Party requesting a Facility Use Permit and included with the Room Reservation Request application.
- Members of the group agree to practice physical distancing while in the facility. The responsible party is required to enforce this policy.
- Recurring bookings will be limited to three (3) months at a time. Additional dates may be requested based on this limitation no more than one month in advance.
- All equipment, such as tables and chairs, shall be left in place for City staff to sanitize appropriately.

I have read, and agree to, the permit requirements and restrictions for all reservations at Westside Multigenerational Center. (*Must be signed by the Responsible Party on the Permit Request*)

_____
Print Name

_____ _____
Signature Date

Assumption of the Risk and Waiver of Liability Relating to Coronavirus/COVID-19

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. Based on current available information and clinical expertise, older adults and people of any age who have serious underlying medical conditions might be at a higher risk for severe illness from COVID-19. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people.

The City of Tempe has created new protocols and put in place preventative measures to reduce the spread of COVID-19; however, the City cannot guarantee that you, your child(ren), or members of your group or organization will not become infected with COVID-19. Further, attending any City event, program, activity, reservation, rental, or facility may increase your or your child(ren)'s risk of contracting COVID-19.

Acknowledgement of COVID-19 Risk. I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that I, my child(ren), or members of my group or organization may be exposed to, or infected by COVID-19 by participating in, utilizing, or attending any City event, program, activity, reservation, rental, or facility and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I acknowledge that older adults and people of any age who have serious underlying medical conditions are at a higher risk for severe illness from COVID-19. I understand that the risk of becoming exposed to or infected by COVID-19 at a City event, program, activity, reservation, rental, or facility may result from the actions, omissions, or negligence of myself and others, including, but not limited to, City officials, employees, volunteers, and other program participants, attendees, users, and their families.

Waiver. I voluntarily agree to assume all of the foregoing risks and accept responsibility for any injury to myself, my child(ren) or members of my group or organization, including, but not limited to, personal injury, disability, and death, illness, damage, loss, claim, liability, or expense, of any kind, that I or they may experience or incur in connection with participation, attendance, or use of a City facility, event, program, activity, reservation, or rental to the extent permitted by law. I hereby release, covenant not to sue, discharge, and hold harmless the City, its officials, employees, agents, and representatives, of and from any claim that may arise from or in connection with my, my child(ren) or members of my group or organization's participation or attendance in any City event, program, activity, reservation or rental, including claims related to COVID-19. I understand and agree that this release includes any claims based on the actions, omissions, or negligence of the City, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation or attendance at in any City event, program, activity, reservation or rental.

Compliance with COVID-19 Protections. By participating in, utilizing, or attending the City facility, event, program, activity, reservation or rental, I agree that I, my children or members of my group or organization will fully comply with all federal, state, county and City laws, including executive orders and proclamations, and to strictly follow the protocols as directed by the Centers for Disease Control and Prevention and the Arizona Department of Health Services, arising from, addressing or related to COVID-19 and/or any other threats to public health.

_____

Responsible Party Name (printed)

Signature of Responsible Party_____ Date _____

Tempe.

Suposición de Riesgo y Exoneración de Responsabilidad Relacionado al Coronavirus/COVID-19

El nuevo coronavirus, COVID-19, ha sido declarado una pandemia mundial por la Organización de Salud Mundial. COVID-19 es extremamente contagioso y es creído que se puede propagar principalmente por contacto de persona-a-persona. Base de información actualmente disponible y experiencia clínica, adultos mayores y gente de cualquier edad que tengan condiciones médicas subyacentes graves pueden están más a riesgo de enfermedad severa del COVID-19. En resultado, federal, estatal, y gobiernos locales y agencias de salud federales y estatales recomiendan distanciamiento social y en muchos lugares, prohibido la congregación de grupos de personas.

La Cuidad de Tempe ha creado nuevos protocolos y puesto en lugar medidas preventivas para reducir la propagación del COVID-19; sin embargo, la Cuidad no garantiza que usted, sus hijos(a), o miembros de su grupo u organización no sean infectados con COVID-19. Atendiendo cualquier evento de la cuidad, programa, actividad, reservación, renta, o espacio puede aumentar usted o sus hijos(a) el riesgo de contratar COVID-19.

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Reconocimiento de Riesgo del COVID-19. Yo reconozco la naturaleza contagiosa del COVID-19 y voluntariamente asumo el riesgo en la medida permitida por la ley que Yo, y mis hijos(a), o miembros de mi grupo u organización pueden estar expuestos, o infectados del COVID-19 por participando en, utilizando, o atendiendo, cualquier evento de la Cuidad, programa, actividad, reservación, renta, o espacio y que tal exposición o infección puede resultar en lesiones personales, enfermedad, deseabilidad permanente, o muerte. Yo reconozco que adultos mayores y gente de cualquier edad que tienen condiciones medicas subyacentes corren mas riesgo de enfermedad severa del COVID-19. Yo entiendo que el riesgo en estando en exposición del o infectado del COVID-19 en un evento de la Cuidad, programa, actividad, reservación, renta, o espacio puede resultar en acciones, omisiones, o negligencia de mi mismo y otros incluyendo, pero no limitado, oficiales de la Cuidad, empleados, voluntarios, y otros participantes del programa, asistentes, usuarios, y sus familias.

Renuncia. Yo voluntariamente acepto asumir todos los riesgos anteriores y acepto responsabilidad única hacia cualquier lesión a mi mismo, mis hijos(a) o miembros de mi grupo o organización, incluyendo pero no limitando, lesiones personales, deseabilidad, y muerte, enfermedad, daño, pierda, reclamación, responsabilidad, o gasto, de cual quiera, que yo o ellos puedan experimentar o incurrir en convenciones con participación o incurrir en conexión de participación, asistencia, o uso del espacio de la Cuidad, evento, programa, actividad, reservación, o renta. Yo por la presente liberación, hago pacto de no demandar, descargo, o mantengo inofensivo a la Cuidad, sus oficiales, empleados, agentes, y representantes, de y alguna reclamación que pueda surgir de o en conexión conmigo, mis hijos(a) o miembros de mi grupo u organización de participación o atendencia en cualquier evento de la Cuidad, programa, actividad, reservación o renta, incluyendo reclamaciones relacionados a COVID-19. Yo entiendo y aceptó que esta exención incluye cualquier demanda basada en las acciones, omisiones, o negligencia de la Cuidad, sus empleados, agentes, y representantes, aunque COVID-19 sea infectado antes, durante, o despuės de participación o atendencia en un evento de la Cuidad, programa, actividad, reservación o renta.

Conformidad con COVID-19 Protecciones. Por participando en, utilizando, o atendiendo espacios de la Cuidad, eventos, programas, actividades, reservaciones o rentas, Yo aceptó que Yo, y mis hijos(a) o miembros de mi grupo o organización van a conformidad completamente con todos federales, estatales, condados y leyes de la Cuidad, incluyendo ordenes ejecutivas y proclamaciones, y seguir estrictamente los protocolos dirigidos por el Centro de Control y Prevención de Enfermedades y el Servicios de Salud del Departamento de Arizona, surgiendo de, relacionado a COVID-19 y/o cualquier otro riesgo a la salud pública.

____
Nombre de Persona Responsable (escrito)

Firma del Grupo Responsable______________________________ Fecha __________________