



City of Casa Grande
Community Services Department- Parks & Recreation
Facility Use Policy

City of Casa Grande's recreational facilities are available for City sponsored governmental, school, and non-profit organizations. Limited use may be available for private rental (i.e. showers, receptions, reunion, funerals, etc.) and there are fees associated with all City building use. **Please read this policy carefully and make certain that all members of your group are familiar with them.** Reservations will be accepted up to six (6) weeks prior to your event and should be submitted no later than two (2) weeks) prior to your event.

Pre-Reservation Questionnaire – This form can be obtained at the Parks and Recreation office or the City website at www.casagrandeaz.gov and must be filled out completely. You will be notified within 5-7 working days regarding the approval/denial status of your facility reservation request. Organizations using City building must be a non-profit in nature. The Pinal County resident who has signed as the responsible party on the pre-reservation questionnaire must be present throughout the entire time of the activity.

Qualifications – 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 and special equipment shall be issued by the Parks and Recreation employee on duty through the contacts listed on the Pre-Reservation Questionnaire. 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.

The City does not allow any activity or event which may result in damage or disturbance to the facility. All activities, events or entertainment at the City recreational facilities must be appropriate for the facility and be approved in advance by the City of Casa Grande. At all times, the City of Casa Grande programs and activities have priority for facility use. The City also reserves the sole right to determine appropriate uses. **THE CITY MAY ALSO REQUIRE PROOF OF LIABILITY INSURANCE.** Within a City facility, there shall be no religious instruction or worship. Facility use by persons or groups in which the specific use will be religious or political in nature, is not allowed. Ongoing or continued use of any City facility will not be allowed.

State Statute prohibits the use of City assets for campaign purposes. This statute, ARS 9-500.14, specifically states that "[a] city or town shall not use its personnel, equipment, materials, buildings or other resources for the purpose of influencing the outcomes of elections.

Fee Classification Status - City of Casa Grande and Partners of the City of Casa Grande, fee waiver is determined by the City of Casa Grande.

Non-Profit Group or Individual: Non-sponsored Casa Grande activity that meets the following criteria:
Organization is a 501C3 or designated as a non-profit.

Private Group or Individual: Groups, individuals, businesses, and/or a commercial endeavor and/or profit making venture, or the organization is outside the Casa Grande planning area. Group contact may be asked to meet with the Facility Director to review facility policies and checklists.

Fees may not apply to programs, activities, events or meetings sponsored by the City of Casa Grande. Building facilities and areas must be vacated by 11:00 p.m. unless permission is otherwise granted. In all cases listed above, a \$210 security/damage deposit is required. In addition, a staff member fee is charged for each hour on the site. This may involve an overtime rate depending on the time of use and staff availability. Your rental time begins when you arrive at the facility for set-up and ends when you exit the facility after cleaning up. The reserved time is the total time that the permittee will occupy the room, including any time needed by the permittee for set-up and clean-up. The fees can be paid by credit card (Visa or MasterCard only), cash, check or money order made payable to the City of Casa Grande. **A refundable security/damage deposit of \$210 is required along with your Pre-Reservation Questionnaire to secure your reservation upon approval.** The fee balance is due at least 14 days prior to your reservation date. The deposit will be refunded by the City of Casa Grande, provided all terms of this agreement have been met. Allow approximately four (4) weeks for refund check to be processed.

Activities Prohibited – The following activities are prohibited:

- *Use of building facilities for religious services or political purposes.
- *Profit making functions (Decision of Community Services Director).
- *Smoking in buildings.
- *Alcoholic beverages (Approval of Community Services Director, Special Event Permit only)
- *On-site cooking (catering only).

Hours of Operation – City recreation facilities are typically open from 8:00 a.m. – 5:00 p.m. with the exception of Dorothy Powell Senior Adult Center and the Len Colla Recreation Center. Reservations may be taken during normal business hours, but regular fee schedules apply. Any reservation cannot conflict with regular ongoing activities at the facility.

Staff Responsibilities – The Parks and Recreation Department employee on duty shall exercise authority over the organization or its activities. If the adult supervision is inadequate, it is the responsibility of the Parks and Recreation employee to report it to the Parks and Recreation Department. A staff member is available to answer questions, give directions, but not to clean, move tables, chairs or any other equipment.

Verification of Building Use – Verification of reserved meeting space is contingent upon final approval from the Parks and Recreation Department. Nothing is finalized until you or your organization receives a copy of the Facility Use Permit signed by a designee of the Parks and Recreation Department (and your organization has returned a copy signed by the Pinal County resident who is the responsible party). 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, directly or indirectly, 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. Each facility has a minimum amount of tables and chairs available. If more tables and chairs are needed, it is the responsibility of the user. Chairs, tables, podiums, etc. are to be put away in the right manner in the right location. Requested time should allow for set-up and clean-up of the facility. It is up to the responsible party to assure 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 at least 14 days prior to your reservation date. The user is responsible for all set-ups and clean-up. Many companies will provide set-up/take down services for a nominal charge. A walkthrough with the user and staff member prior to your scheduled reservation is necessary to determine the condition of the facility both before and after your event. Refund of the full deposit is dependent upon the condition of the facility remaining the same as at the time of rental. If not, a fee will be deducted from your deposit based on time and materials. It may also jeopardize any future use for you or the organization associated with reservation. Cleaning supplies are available from the staff person.

User Guidelines – The individual contracting to rent City recreation facilities will provide the Coordinator with detailed plans for the activity, including, but not limited to, the number of invited guests, times of flower and other deliveries, type of music to be played, etc. The moving of furniture, fixtures and accessories should be approved by facility supervisor, and kept to a minimum and done only under the supervision of staff. Building facilities and areas must be vacated by 11:00 p.m. unless permission is otherwise granted.

Any rehearsals must be pre-arranged with the City of Casa Grande Recreation Coordinator at least 14 days in advance of the reservation date. No candles, smoking materials, tobacco products or animals (except animals for the visually impaired) will be allowed in the facility.

The throwing of rice, confetti, birdseed or other items is strictly prohibited. User should apprise all guests of this regulation. All forms of entertainment must be reviewed in advance with the Recreation Coordinator. The user agrees to maintain and hold amplified music to a reasonable sound level to be determined by the on-site staff member.

Decorations are limited to tabletop or freestanding decorative elements. Nothing may be placed on walls, doors, furnishing, or windows by use of tacks, staples, or nails. No public corridor may be blocked in any way.

Plants must be free of pests; silk or artificial flowers arrangements are preferred. The use of lighted candles or other types of open flame is strictly prohibited. Electrical connections and special lighting must be approved in advance. If approved, the installations must be completed under supervision of a City staff person. Any and all decorations must be removed and/or disposed of immediately following your event. The user will not be allowed to temporarily or permanently alter the recreational facility.

Arrangements for food and beverages are the responsibility of the user and are not included in the rental charge. All food preparation and cooking must be done off-site or in a catering truck. Dishwashing must also be done off-site. There are limited kitchen facilities available for an additional fee for serving preparation only. **No food/drink is allowed in the gym at the Len Colla Recreation Center.** Arrangements for florists, musician's, party planners, etc. are the responsibility of the user. All providers are subject to the City's approval and they should provide proof of Workmen's Compensation and Liability Insurance for their employees. All deliveries of supplies or equipment must be made the day of the event, unless prior arrangements have been made and approved in advance. All rental items must be removed immediately from public areas following your event. If you have an evening event, all rental items must be removed by 8:00 a.m. the following day. The City assumes no responsibility for rental items left in their facilities. You may only serve bottled water in the Parks and Recreation classrooms.

The City does not provide any storage space for events. All materials needed for an event, must be brought at the time of set-up and removed immediately after the event. The City shall not be held liable for any loss or damage to items left in their facilities.

User will be responsible for conduct of guests and the City staff person has the right to ask disorderly individuals to leave the premises. User must fully understand that use of the premises may be terminated by a staff member at any time if the guidelines are violated. Should termination be deemed appropriate, the entire user fee will not be refunded.

All printed material (invitations, announcements, news releases, etc.) relating to the event must be submitted to the City for approval before final printing.

Alcohol (Allowed at Woman's Club only) – If alcohol is served, the following policies must be obeyed with no variation: Alcohol cannot be sold (including "donations" and ticket sales) without an approved Arizona Department of Liquor, Licenses and Control Special Event License. Approval must first be granted by the City of Casa Grande City Council. The State fee is (please visit web site for current fee listing). (NOTE: Only charitable, civic, religious, fraternal and political organizations may apply for this license and they must have been in existences for over five (5) years). State License can be obtained by contacting the Arizona Department of Liquor, Licenses & Control, 800 W. Washington, 5th Floor, Phoenix, AZ 85007, and (602) 542-5141.

Liquor liability insurance coverage is required in the amount of at least \$1,000,000 (Minimum – Each Occurrence). A certificate of insurance naming the City of Casa Grande as additional insured must be on file prior to the reservation date. An off duty police officer(s) is required for all reservations where alcohol is being served, at their overtime rate. The amount of officers will be determined by the Casa Grande Police Department based upon the number of guests and the nature of the event. The officer(s) must be present from the time the event begins until the facility is closed and vacated. Officer(s) must be scheduled at the City of Casa Grande Police Department no less than one month prior to the reservation date. Fees must be paid at the time of scheduling the officer(s). If the responsible party fails to secure the appropriate officer(s) for the reservation, no alcohol will be allowed on the premises. If infractions result, the serving of alcohol will cease until compliance is met or the event may be canceled entirely and forfeiture of fees and deposits may result. In case of cancellation, it is your responsibility to also notify the Casa Grande Police Department. If you fail to do so and the officer(s) arrive, a two-hour minimum fee at their overtime rate will be assessed.

Groups must contain all alcohol behind a bar set up. It must be served by a properly licensed or experienced bartender and all state and local laws must be enforced by this server.

The permit must be signed by the responsible person who is 21 years of age or older and who will be at the event the entire time. The permit is valid for the reserved date and time, and the area of the specified building or grounds and the number specified in the group at the time of the reservation. Security is required at all events where alcohol is served.

Reservation Changes/Cancellations – The City of Casa Grande should be notified immediately if cancellation of a reservation becomes necessary. If cancellation notice is received seven (7) days prior to your reservation date, a \$50 cancellation fee will be charged. No refund is available if cancellations are received less than two (2) business days prior to your reservation date. Allow approximately four (4) weeks for a refund check to be processed. Any changes or cancellations of reservations may be made ONLY by the Pinal County resident who is the responsible party. This also applies to any requests made during the organization's reservation period. All organizations are asked to make known any changes or alterations in meeting times, equipment, room assignments, etc., to the Parks and Recreation of the reserved facility within two (2) business days prior to date of use. If the reserved facility is not notified of cancellation of a room request at least six (6) days 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.

Equipment – A limited amount of equipment may be available for use associated with your reservation. The following is a list of equipment:

- Podium

- TV/VCR

- P.A. system (additional fee may be required)

Liability – The user, its guests, agents, performers or employees agrees to keep and hold the City of Casa Grande harmless from any and all liability, damages, costs and expenses in connection with any and all claims, actions or causes of action for injury, death, personal or property damage arising from or out of the use and occupancy of the facility. It will be responsibility of the user to follow all applicable local, State and Federal Safety Rules and Regulations and maintain safe conditions for workers, activity patrons, guest and the public. The user will be held financially responsible for any breakage or other damage caused to the interior or exterior or the contents of the City of Casa Grande facility(ies) during the period for which he contacts.

FACILITY RENTAL FEES

IN ORDER TO RESERVE A FACILITY, THERE IS A **2- HOUR MINIMUM USE**. RESERVATION TIMES MUST INCLUDE SET-UP AND CLEAN-UP. PRICE INCLUDES TAX.

Dorothy Powell Senior Center – 405 E 6th St. Casa Grande, AZ 85122

	Non-Profit Group	Private Rental Group or Individual
Dining Room	\$37/hr	\$60/hr
Classroom (Small)	\$29/hr	\$36/hr
Kitchen	\$21	\$26
Entire Center	\$205/hr	\$255/hr

Len Colla Recreation Center – 1105 E 4th St. Casa Grande, AZ 85122

	Non-Profit Group	Private Rental Group or Individual
Activity Room (Small)	\$21/hr	\$33/hr
Gymnasium	\$115/hr	\$155/hr
Gymnasium (half court) (2 hour min.)	\$60/hr	\$70/hr
Kitchen	\$21.00	\$26.00
Entire Center	\$205/hr	\$255/hr

Parks & Recreation Classrooms – 404 E. Florence Blvd. Casa Grande, AZ 85122

	Non-Profit Group	Private Rental Group or Individual
Armadillo Room (Large)	\$33/hr	\$42/hr
Bobcat Room (Large)	\$33/hr	\$42/hr
Coyote Room (Large)	\$33/hr	\$42/hr
All three (3) Classrooms	\$65/hr	\$115/hr

Peart Center – 350 E. 6th St. Casa Grande, AZ 85122

	Non-Profit Group	Private Rental Group or Individual
Classroom (Small)	\$29/hr	\$36/hr
Activity Room (Small)	\$21/hr	\$33/hr
Kitchen	\$21	\$26

Teen Center – 540 N Camino Mercado, Casa Grande, AZ 85122

	Non-Profit Group	Private Rental Group or Individual
Activity/Multi-purpose Room	\$115/hr	\$155/hr

Woman's Club– 407 N. Sacaton, Casa Grande, AZ 85122

	Non-Profit Group	Private Rental Group or Individual
Activity/Multi-purpose Room	\$115/hr	\$155/hr

There is an additional charge for staff time:

Non-Profit Group: \$12/hr
 Private Rental (Group or Individual): \$12/hr

Set up fee:

Non-Profit Group: \$45
 Private Rental (Group or Individual): \$45