



## Facility Reservation Application

Full Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Event Description: \_\_\_\_\_

Event Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ No. of Attendees: \_\_\_\_\_

### **Classroom 102 or 103 (\$50/hr. min 1 hr.)**

\$100 Damage Deposit needed to secure room. Deposit is refunded after event if no claims are made against it.

870 sq ft. rooms that have either tile or carpet. A 50" TV with an HDMI port is included. Chairs and tables are in the room and can be rearranged. A counter area is available for packaged food. Prep kitchen is not included. The room can accommodate max 25 guests. A staff fee of \$20/hr. per staff member is added for rentals outside of facility building hours.

**Staff Setup** - CRC staff set up tables & clean room – 60\$ - Yes  No

If yes, set up table/chair description: \_\_\_\_\_

If no, the permit holder is responsible for cleaning all areas used, which include dry and wet mopping floors, cleaning tables/chairs, all decorations and trash removed. \_\_\_\_\_ (Initial)

**Additional Setup/Cleanup Hours** – Additional hours can be purchased for setup/cleanup @ \$40 hr.  Yes  No

I acknowledge that alcohol is prohibited at meeting events. \_\_\_\_\_ (Initial)

**After Hour Fee** - A staff fee of \$20/hr. per staff member is added for rentals outside of facility building hours. \_\_\_\_\_ (Initial)

### **Community Room (\$150/hr. min. 2 hrs.)**

\$250 Damage Deposit needed to secure room. Deposit is refunded after the event if no claims are made against it.

2,710 sq ft. room that has access to an open patio. There is direct access to the prep kitchen, refrigerator, freezer, and ice machine, with up to 180 chairs / 18 tables in storage. The room can accommodate 150 guests using tables and 180 guests using only chairs. Does have A/V capabilities (for a fee) include microphone, video screen, and a projector (renter must provide a device that can connect through HDMI). Alcohol events require a COI with general and host liquor liability insurance and security hired through Law Enforcement Services (LES).

**Staff Setup** - CRC staff set up tables & clean the room after event - \$250 – Yes  No

If yes, set up table/chair description: \_\_\_\_\_

If no, the permit holder is responsible for cleaning all areas used, which include dry and wet mopping floors, cleaning tables/chairs, all decorations and trash removed. \_\_\_\_\_ (Initial)

**Additional Setup/Cleanup Hours** – Additional hours can be purchased for setup/cleanup @ \$40 hr.  Yes  No

**After Hour Fee** - A staff fee of \$20/hr. per staff member is added for rentals outside of facility building hours. \_\_\_\_\_ (Initial)

**Audio / Visual** – Drop – down screen, projector, and microphone use - \$40.  Yes  No

Renter must provide computer and connection device to connect to an HDMI port. \_\_\_\_\_ (Initial)

**Food** – Event will include food brought cooked at home or catered.  Yes  No

Cooking is not allowed in the kitchen (gas/propane grill allowed 15 ft. away from building). \_\_\_\_\_ (Initial)

**Bounce Houses** – Plan on having inflatable/bounce houses at the event.  Yes  No

Inflatables must be rented from vendors off the City of Casa Grande approved vendor list. \_\_\_\_\_ (Initial)

**Alcohol Permit** – Alcohol permit (BYOB) - \$50 - Yes  No

The renter must provide a COI with general and host liquor liability insurance. \_\_\_\_\_ (Initial)

Glass bottles and hard liquor are prohibited. \_\_\_\_\_ (Initial)



## Facility Reservation Application

### **Additional Policies (Read and Initial by Each One)**

**Reservation Fees & Damage Deposits** – Damage deposit is required to secure reservation. Entire balance must be paid 30 days before the event. CRC members receive a 20% discount on rental rates. \_\_\_\_\_ (Initial)

**Cancelation & Refund Policy** – Reservations denied or cancelled by the CRC will be fully refunded. Reservations canceled by the permit holder outside of thirty (30) days will be refunded in full; cancellations within thirty (30) days of the event will be refunded all fees, minus the damage deposit. Final changes or alterations must be submitted ten (10) business days prior to use date. \_\_\_\_\_ (Initial)

**Internet Access** – Rental of a room doesn't guarantee internet access. The CRC-Guest Wifi (if available) has download speeds limited to 2.0 MBS per user. Rentals requiring an internet connection are required to provide their own internet access. \_\_\_\_\_ (Initial)

**Prohibited Activities** - The following activities are prohibited: State Statute prohibits the use of City assets for campaign purposes. ARS 9-500.14. Use of building facilities for religious services or political purposes. Profit-making functions (decision of Community Services Department). Smoking in buildings: The Community Recreation Center is a smoke-free premises. Onsite cooking or grill 20 feet from the building. \_\_\_\_\_ (Initial)

**Patrons Code of Conduct** – The permit holder is responsible for ensuring all guests follow the Community Services Patron Code of Conduct, available on the City of Casa Grande website. \_\_\_\_\_ (Initial)

**Liability:** The user, its guests, agents, performers, or employees agree 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 the responsibility of the user to follow all applicable local, state, and federal safety rules and regulations and maintain safe conditions for workers, activity patrons, guests, 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 facilities during the period for which he contracts.

The Novel Coronavirus, COVID-19, is an extremely contagious virus that spreads easily. Federal and State officials recommend physical distancing and good sanitation measures to help limit the spread. COVID-19 can lead to several illnesses, personal injury, permanent disability, and even death. While the City may implement measures to help slow the spread of this disease, participating in programs or using shared facilities can still increase your risk of contracting COVID-19, and the City in no way warrants that infection or injury will not occur when using any facility. By entering this facility, you voluntarily assume all risks, including the possibility of contracting COVID-19.

I have read the agreement and agree to abide by the Community Services Department's policies. The undersigned assumes all and exclusive liability for the preservation of order and the sole and exclusive liability for any injury of persons, and damage to, or loss of property that may result from this use, and for the due observation of all facility policies and acknowledges receipt of the policies regarding the use of the Community Services facilities.

Permit Holder Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_