# CITY OF TEMPE FACILITY USE POLICIES

*Policies for the Pyle Adult Recreation 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 Pyle Adult Recreation Center and must be completed in full with a Membership Roster (for Tempe resident rates) submitted for consideration. Requests should be submitted at least 2 weeks prior to your activity. Minimum approval time is 5 to 7 working days.

If paying Resident fees, the Tempe resident who has signed as the Primary Contact or an Alternate Contact on the pre-reservation questionnaire must be present as the responsible party 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 and special equipment shall be issued by the Pyle Center employee on duty to the responsible party ONLY.

The total number of people admitted for any use 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.

## Facility Use Hours

| | |
|---|---|
| Monday-Thursday | 8:00 a.m. to 8:30 p.m. |
| Friday | 8:00 a.m. to 4:30 p.m. |
| Saturday | 9:00 a.m. to 3:30 p.m. |
| Sunday | CLOSED |

## Staff Responsibilities

The Pyle Center 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 Pyle Center management.

## Facility Fees

Organizations are required to pay facility fees prior to their meeting date. Facilities 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.

Projectors are not available, however projection screens are available for use at no charge.

## Activities Prohibited

The following are prohibited:

- Continuous use of building facilities for religious services or political purposes
- Smoking in buildings
- Alcoholic beverages

## Verification of Building Use

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

## Commercial Use

Selling or promoting a commercial product or anything for personal gain is prohibited in city buildings. City facilities may not be used for on-going business operations outside of incidental business meetings. If any monies are involved with your meeting/event you MUST disclose this when requesting your reservation.

## 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. Chairs, tables, podiums, etc., are to be put away in the proper manner in the right location. Requested time must 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.

## Reservation Changes/Cancellations

Any changes or cancellations of reservations may be made ONLY by the Primary Contact. This also applies to any requests made during the organization's scheduled activity.

The Primary Contact must advise the Pyle Center staff of any changes or alterations in meeting times, equipment or room assignments within 48 hours prior to date of use. If the Pyle Center is not notified of cancellation of a room request at least 48 hours prior to the date of the event, the contract holder will forfeit all fees associated with the rental.

Continuous use of facilities by clubs shall be permitted through signed agreements which shall be reissued as necessary. No permit shall exceed 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

_____ _____

Primary Contact signature Date

(Please return with your application)

# CITY OF TEMPE
# PYLE ADULT RECREATION CENTER
## 2012 USER GROUP PRE-RESERVATION QUESTIONNAIRE
(For groups of fewer than 60 people.)

Membership Roster must be submitted with form for not-for-profit groups claiming Tempe residency and all contacts must be Tempe residents.

Primary Contact
*FIRST CONTACT*

NAME:_____

STREET ADDRESS:_____

CITY:_____ ZIP:_____

DAY PH:_____ HOME PH:_____

EMAIL:_____

ALTERNATE CONTACT

NAME:_____

STREET ADDRESS:_____

CITY:_____ ZIP:_____

DAY PH:_____ HOME PH:_____

EMAIL:_____

*ALTERNATE CONTACT*

NAME:_____

STREET ADDRESS:_____

CITY:_____ ZIP:_____

DAY PH:_____ HOME PH:_____

EMAIL:_____

*ALTERNATE CONTACT*

NAME:_____

STREET ADDRESS:_____

CITY:_____ ZIP:_____

DAY PH:_____ HOME PH:_____

EMAIL:_____

ORGANIZATION NAME (if any):_____

Brief description of the Organization:_____

_____

Meeting space will be used for what purpose?_____

_____

Please note: If your group size is 60 people or more, the use is considered "special use." The Special Use Application must be used and Special Use fees apply.

## 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 if claiming Tempe not-for-profit status. All contacts must be Tempe residents.)

2. Are Membership Fees / Dues required? ❒ Yes ❒ No

   If Yes, please explain:_____

   Amount: Weekly $_____ Monthly $_____ Yearly $_____ Other:_____ $_____

   What is the money used for?_____

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

   If Yes, please explain:_____

4. Will an admission fee be charged, or donations requested, for any activities held at Pyle? ❒ Yes ❒ No

   If Yes, please explain:_____

## Additional Information:

- Is the Organization non-profit or not-for-profit?
  ❒ Yes ❒ No
- Does the Organization represent a for-profit segment of the economy?
  ❒ Yes ❒ No
- Will the Organization's use of the City facility involve a paid trainer or guest speaker?
  ❒ Yes ❒ No
- Will the Organization's use of City facility involve selling or promoting a product or service?
  ❒ Yes ❒ No

  If Yes, please explain:_____
  _____
- Will the Organization's use of the 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 is an application. Nothing is confirmed until you receive a copy of the Facility Use Contract issued by the City of Tempe Community Services Department.

Return this **Pre-reservation Questionnaire**, signed **Facility Use Policies** sheet and **Facility Use Request Form** to:

Pyle Adult Recreation Center
655 E. Southern Ave.
Tempe, AZ 85282

Phone: (480)350-5211

Fax: (480)350-5294