

Pyle Adult Recreation Center
655 E. Southern Ave.
Tempe, AZ 85282
(480) 350-5211
www.tempe.gov/pyle

Dear Facility User:

Users of Pyle Adult Recreation Center are required to apply for a new Facility Use Permit for each calendar year.

PYLE ROOM RESERVATION REQUEST 2024: Available online: www.tempe.gov/pyle

- Room Reservation Requests for 2024 will be accepted starting in October 2023. Bookings will start being processed in November.
- Complete all five (5) pages. Incomplete applications will not be processed. Please do not submit an application without a requested date.
- At least one Alternate Contact Person should be included on the form.
- Pay close attention to available rental hours. Blacked out dates are not available.
- Faxed applications will not be accepted. You may scan and email application to Sara_Johnson@tempe.gov
- 2024 permits will be **emailed** to the Responsible Party on the application. You do not have to sign and return a copy of the permit to Pyle. Communication regarding changes to your permit must be made **by the Responsible Party, in writing** – email is best: **Sara_Johnson@tempe.gov or Tiffany_Benecke@tempe.gov**
- Assignment of rooms is determined by the size and activity of your group. If you have extenuating circumstances for your meeting(s) that should be considered (other than just size and activity), include details on your application.
- You may request a particular room, and every effort will be made to accommodate your request, but there is no guarantee that you will get the room that you request on every date requested.
- We reserve the right to move your meeting to a different room on any date to accommodate as many users as possible.
- Do not include payment with your application. Permit must be processed before payment will be accepted.
- Payment in full is required by the payment due date designated on your permit. **Reservations will not be held past the payment due date.** All payments for 2024 permits processed by December 16, 2023 will be due on December 29. Payments for permits processed after December 16 will be due 2 weeks before the first rental date.

If you have any questions, please call me at 480-350-5263 or email Sara_Johnson@tempe.gov. You may also call the Pyle Front Desk at 480-350-5211.

Sincerely,



Sara Johnson
Sr. Recreation Coordinator