



## Eagles Community Center Facility Rental Permit Application

(This document serves as an application and does not constitute or guarantee a permit for use)

Name of Individual/Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Description of Activity: \_\_\_\_\_

Room Set up: \_\_\_\_\_

Event Date : \_\_\_\_\_ Participant Attendance: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time (includes clean-up): \_\_\_\_\_

### Facility Rental Fees

Down payment is 50% of total fees. Fees are per hour.

Please check requested room(s)	Max Capacity	Resident	Non-Resident	Commercial	Non-Profit
<b>Multipurpose Rooms</b>					
Dance Room 111 (wood): 1, 395 sq ft	30	\$40.00	\$48.00	\$58.00	\$40.00
Multipurpose room 107 (carpet): 1,404 sq ft	65	\$40.00	\$48.00	\$58.00	\$40.00
<b>Meeting Rooms</b>					
Room 118 (tile): 984 sq ft	50	\$30.00	\$36.00	\$43.00	\$30.00
Room 115 (carpet): 589 sq ft	35	\$18.00	\$22.00	\$26.00	\$18.00
<b>Gymnasium</b>					
East or West Gymnasium	290	\$48.00	\$58.00	\$69.00	\$48.00
Entire Gymnasium	589	\$97.00	\$116.00	\$140.00	\$97.00
<b>Overtime Fee</b> (per hour/per staff)		\$25.00	\$25.00	\$25.00	\$25.00
<b>Equipment Use – Per</b>		\$24.00	\$24.00	\$24.00	\$24.00

# Eagles Community Center Facility Rental Guidelines

1. Permittee must be 18 years of age or older to sign ECC facility rental agreement.
2. Room must be cleared of all material. Clean up responsibilities includes removing all items brought in for the event, clearing debris from tables and floors (i.e. all linens, paper products, spilled food and trash). Trash containers will be provided. Failure to clear the room as outlined will incur additional fees.
3. Fastening of decorations and use of tape and other fasteners must pass approval of rental staff. **Use of confetti/glitter is prohibited.**
4. Due to facility guidelines, **emergency lighting must remain on at all times.**
5. Permittee is ultimately responsible for the actions of guests and hired services (i.e. caterer and DJ). Any damages will incur additional fees.
6. Permittee listed on permit must be on site the entire time facility is being used.
7. There will be no extra time included in the rental for clean-up. Guests should be cleared from the room and clean-up completed by the end time stated on the facility request form. Failure to meet agreed upon end time could incur additional fees.
8. Coolers must be placed on a table for all rentals
9. No excessive noise or disturbances.
10. It is the responsibility of the Permittee to ensure that rental party and event spectators utilize the facility in a safe, appropriate manner. All City of Mesa Ordinances and Facility Use Guidelines must be followed.
11. Rental attendance shall not exceed room capacity limits.
12. **Alcohol is prohibited.** Alcohol is not allowed inside the entire facility complex, including parking lot and surrounding facility areas.
13. Smoking is allowed in designated outdoor smoking areas only.
14. City Staff reserves the right to remove any person or persons considered by staff to be disorderly.
15. City Staff has the final say on all matters pertaining to rentals.
16. Any organization or representative/permittee that is determined to have violated facility use policies or City of Mesa regulations will jeopardize the organization's eligibility for future use. If rental is stopped for any reason, or police called out due to violations, all fees may be forfeited.
17. No monies shall be collected on City of Mesa property without prior approval from the Parks and Recreation Department. Any requests to sell souvenir items or to set up sponsor's promotional displays must be in writing to the Facility Manager no less than 30 days prior to the event. If sales are approved, they are to be restricted to event area only, no roving sales. The City reserves the right to request a financial statement outlining the total profits from the event including revenues from sponsorships and entry fees. The City also reserves the right to require all sponsors to secure the appropriate licenses prior to the event.
18. An overtime fee of \$50 is applied to rental that does not end when approved permit ends plus additional rental fees.
19. Rental fee and down payment must be made in the form of cash, debit/credit card, personal check, money order or cashier's check.
20. **ALL FEES MUST BE PAID 10 DAYS PRIOR TO EVENT. IF EVENT IS BOOKED WITHIN 10 DAYS, MUST BE PAID IN FULL AT TIME OF RESERVATION.**
21. Down payment will be 50% of the total reservation fee.

**In the case of a cancellation, down payments will be refunded according to the following schedule:**

- |   |                                   |
|---|-----------------------------------|
| • 60 days or more notice prior to the event | 100% of the down payment refunded |
| • 30 to 59 days prior to event              | 50% of the down payment refunded  |
| • 29 days prior to the event                | 0% of the down payment refunded.  |

Permittee agrees to comply with all additional federal, state, and municipal laws, rules, ordinances, regulations and orders with respect to the use and occupancy thereof. Permittee, during the term of this permit, covenants and agrees to indemnify and hold harmless owner from each and every loss, cost, damage and expense arising out of an accident or other occurrence causing injury to or death of persons of damage to property due to the conditions of the lease premises or the use of neglect thereof by permittee. Permittee further agrees to provide, pay for and maintain public liability insurance with both owner and permittee names as the insured. Permittee agrees that it will pay for any unusual wear, tear, breakage or damage to facility occurring from the public or principals representing the permittee. Following use of the facility, City staff will inspect the premises to determine that no unusual wear, tear, breakage or damage was done. Should an inspection reveal damages, permittee shall reimburse the lessor for full costs necessary to restore facility to its condition prior to its use by permittee. The City reserves the right to refund payments made in advance for rental of any facilities, should the City decide the performance is not in its best interests, and cancel the use of the facility on the date or dates specified in the permit. Permittee accepts sole responsibility for any property associated with the Permittee's activity on the premise before, during, or after the term of the permit. Mesa will not be responsible for any damage or theft of such property. **I have read, understand, and will comply with the above Facility Rental Guidelines.**

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

ECC: \_\_\_\_\_ Date: \_\_\_\_\_