



FACILITY USE PERMIT APPLICATION
COMMUNITY SERVICES DEPARTMENT
BUCKEYE SENIOR CENTER
 201 E. Centre Ave., Buckeye, AZ 85326
 (623) 349-6600 Fax (623) 349-6611
 seniorprogram@buckeyeaz.gov

APPLICANT INFORMATION

Applicant Full Name: <i>(First, Last Name)</i>		Date of Birth: <i>(Proof of Age)</i>
Organization Name:		Estimated # of Attendance (Max 125):
<input type="checkbox"/> Non-Profit	<input type="checkbox"/> Resident	<input type="checkbox"/> Corporation
<input type="checkbox"/> Profit	<input type="checkbox"/> Non-Resident	<input type="checkbox"/> Government/School
Mailing Address:		City/State/Zip:
Phone Number:	Alternate Phone Number:	Email:
<input type="checkbox"/> Community Based Org.		
<input type="checkbox"/> Non-Community Based Org.		

DATE REQUEST	<input type="checkbox"/> One Time Use	Day/Date: _____
		Rental Purpose: _____ _____ <i>Please include description of activities and events planned</i>

TIME REQUEST	Start Time: _____ <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	End Time: _____ <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.
	Start Time: _____ <input type="checkbox"/> a.m. <input type="checkbox"/> p.m. <i>(Please include all set-up & tear down times)</i>	End Time: _____ <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.

Resident	Non-Resident	Non-Profit	Non-Profit/ Non-Resident	Deposit
\$100/hr	\$150/hr	\$25/hr	\$40/hr	\$250
Deposit and payment in full is due upon reservation. Deposit will be refunded upon inspection of center.				

Do you plan to use an inflatable and/or generator? Yes No *If yes, please include certificate of insurance.*

Do you plan to use our tables and/or chairs? (20 tables, 125 chairs on site) Yes No

Do you plan to use a caterer/food truck? Yes No *If yes, please include copy of Permit to Operate.*

Waiver Certification & Use Acknowledgment

Renter shall indemnify, defend, and hold harmless the City of Buckeye, its officers, employees, and agents from any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any time during and/or arising out of or in any way connected with Renter's use or occupancy of the Facility and adjoining property, unless solely caused by the gross negligence or willful misconduct of the City of Buckeye, its officers, employees, or agents. I acknowledge that I am familiar with and will abide by all parks rules and policies. Facility availability is subject to change at any time by City staff. Failure to abide by the rules set forth in this agreement and any applicable rules set forth in City Code (found at www.buckeyeaz.gov) may result in suspension or termination of rights to use city facilities.

Applicant Initial: _____

Date: _____



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Applicant Initial:				Date:	
Applicant Signature:				Date:	
For office use only: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Attachments: <input type="checkbox"/> Schedule <input type="checkbox"/> Certificate of Insurance <input type="checkbox"/> Permit to Operate	Hourly Fees: Due _____ Paid _____	Deposit: Due _____ Paid _____	Staff Initials _____ Date _____	



Buildings/Arena Use Guidelines
Community Services Department
201 E. Centre Avenue Buckeye, AZ 85335
(623) 349-6600

Buildings/Arena Use Guidelines

The Community Services buildings and arena are intended to accommodate the needs of Buckeye residents, businesses and the community on an individual basis or a group basis. Staff will be responsible for the day-to-day operation, general maintenance of the building and scheduling. A calendar of scheduled use shall be maintained at the facility showing the time and date of each group or individual scheduled.

Rental Categories:

- Resident – a resident is based on physical address and zip code based on the City of Buckeye boundary map. Proof of residency will be required such as a current water bill with picture identification.
- Non-Resident – a person living outside the City of Buckeye boundary map.
- Non-Profit – a 501c3 certified organization that is established within Maricopa County and has a Buckeye address. Non-profit organizations must provide a copy of their 501c3 certification
- Non-Profit/Non-Resident – a 501c3 certified organization that is established in Maricopa County and the representative is a person living outside the City of Buckeye boundary map.

Cancellation Policy:

Cancellation Policy- All fees are fully refundable if cancellation occurs 30 days prior to the rental date. Any cancellations that occur less than 30 days from rental date are non-refundable. All refunds are subject to \$2.00 processing fee.

General Facility Rules & Policies:

- An inspection of the facility will be conducted prior to use and a cleaning inspection upon rental completion. Final facility inspection will be conducted by manager or designee on next business day.
- The multipurpose room and other areas of the facility that have been used must be cleaned by the renter prior to final inspection by city staff.
- Staff will be available to open and close facility and be present during scheduled functions. Doors will remain locked until 30 minutes prior to rental time.
- Groups or organizations using the facilities shall not be allowed access to the facilities prior to their scheduled time and must clean up and vacate the premises no later than the indicated time on their application.
- Groups or individuals using the facilities shall comply with local fire and safety regulations and state law.
- All applicants under this policy shall agree to comply with any and all insurance and indemnification requirements deemed necessary by the City of Buckeye's Risk Management office. The policy must endorse the City of Buckeye, as additional insured and must be for a minimum of \$1,000,000 per occurrence and \$2,000,000 aggregate is required.
- The facility is closed to the public on City holidays. Exceptions may include community groups who wish to provide a service to the public (i.e., Thanksgiving dinner for needy citizens). Any group wishing to provide such a service must submit a written request to the Facility Manager at least 60 days in advance. An additional staff fee may be charged for the rental.
- Senior Center is NOT available for rent on Sundays.
- Sponsoring groups, lessee or organizations are responsible for the conduct of their membership, their guests and all their activities. Users of the facility shall be held monetarily liable for breakage, damage or cleaning to equipment, furnishings and the buildings.
- Furniture and equipment that is the property of the City of Buckeye shall not be removed from the facilities. All tables and chairs must be placed back to their original configuration.
- Furniture available for use at the Community Center includes the following: 20 tables and 125 black stackable chairs.
- Events shall be confined to the specific part of the facility assigned to the applicant.
- Kitchen at facilities are not available for use and will remain closed during the rental.
- The responsible party must spot mop floor, wipe down all the counters, tables and chairs that were used for the event.
- Garbage bags and receptacles must be properly sealed and taken out to the dumpster.
- Use of glitter or other graffiti type decorations on floors and table is prohibited. It is the applicant's responsibility to remove ALL remaining partials from tables, chairs and floors.
- Decorating is permitted, however any damages due to decorations is the responsibility of the applicant. Decorations must be removed at the end of the rental. No nails, tacks or screws will be allowed to secure decorations.
- Please do not put any type of substances (e.g. Baby powder, etc.) on any floor surfaces.
- Children must be supervised at all times. Children are not permitted to run down halls, climb on structures, and play with drinking fountains or within restrooms.



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- All items that have been brought in by the renter, or contracted services for the function, must be removed from the facility by the end of the rental time. Neither the City of Buckeye, nor their employees can be held responsible for any item left at the facility by either renter or persons/companies providing the service/or equipment for the rental party.
- Loitering in the facilities is prohibited. Usage is reserved for individuals who are either participating in an activity or waiting for someone who is.
- No alcoholic beverages shall be sold, dispensed or consumed on the premises. Premises shall be defined as the buildings, adjoining property, and parking lots.
- Smoking is prohibited inside all City facilities (including outside patio)
- Solicitation of persons for commercial, political or religious activities shall be limited to leased activities or outside the facility.
- Use of the facility shall not interfere with public access to entrances, fire and safety exits, parking areas and restroom facilities. No individual may disturb, disrupt or interfere in any ongoing activity in the facility.
- No animals shall be allowed indoors, except service animals or animals used in leased activities.
- Failure to comply with any of the stated policies may result in the forfeiture of the applicant's rights to utilize City facilities in the future.

Applicant Signature

Date

Senior Center Staff Signature

Date