



FACILITY USE APPLICATION
COMMUNITY SERVICES DEPARTMENT

APPLICANT INFORMATION

Applicant Full Name: (First, Last Name) Date of Birth:
Organization Name: Estimated # of Attendance:
Resident - Residency is based on physical address and zip code based on the City of Buckeye boundary map. Proof of residency, such as a current water bill with picture identification, will be required.
Non-Resident - A non-resident is a person or business outside our City of Buckeye boundary map.
Non-Profit - A 501c3 certified organization. Must provide a copy of 501c3 certification.
Mailing Address: City/State/Zip:
Phone Number: Alternate Phone Number: Email:

ROOM REQUEST: Coyote Library - 21699 W. Yuma Rd. Buckeye, AZ 85326
Innovation Center (capacity 12)
Program Room
Senior Center - 201 E. Center Ave. Buckeye, AZ 85326
Multipurpose Room (capacity 150)
Sundance Recreation Center - 21765 W. Yuma Rd. Buckeye, AZ 85326
One Room (capacity 60 or 48w/tables) Two Rooms (capacity 100 or 84w/tables) Three Rooms (capacity 150 or 120 w/tables)
DATE REQUEST: One Time Use Day/Date: Rental Purpose: Please include a description of activities and events planned.
Multiple Dates Use Days/Dates: Rental Purpose: Please include a description of activities and events planned.
TIME REQUEST: Start Time: End Time: (Please include all set-up & tear downtimes)

Do you plan to use our tables and/or chairs? Yes No
Do you plan to use a caterer/food truck? Yes No If yes, please include a copy of the Permit to Operate. (Library does not allow food)

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 facility 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 Signature: Date:

For office use only: Attachments: Fees: Deposit: Staff Initials
Approved Schedule/Layout Due
Denied Certificate of Insurance Paid
Permit to Operate Date A/D
Date Submitted
Time Submitted

Once submitted, application will be reviewed by Community Services Department. Please allow 48 hours to receive a response.



## Facility Rental Guidelines Community Services Department

### Facility Rental Guidelines

#### Introduction and Guidelines

The Community Services buildings are intended to accommodate the needs of Buckeye residents, businesses and organizations on an individual or a group basis. The purpose of these guidelines is to define the facility rental policies and procedures for the Coyote Branch Library, Sundance Recreation Center and Buckeye Senior Center. All applicants agree to accept, adhere to, and enforce with their group all the policies and rules contained in this application, as well as those that pertain to the specific rental facility. **Failure to comply with the policies and rules may result in revocation of the facility rental and future reservations.**

Please note: Rental policies, guidelines, procedures and rules may vary and not be applicable to each facility, room rental or applicant. It is the sole discretion of the facility's staff to modify or change guidelines, procedures and rules to protect the usage of the facility and its visitors

#### General Facility Rules & Policies:

- **Applicants:** Applicants must be 18 years of age or older and have authority to sign on behalf of the organization, group or company. Applicant is responsible to be present during the entire duration of the rental.
- **State and Local Regulations:** Applicants, groups or individuals using the facilities shall comply with local fire and safety regulations and state law.
- **Insurance:** The City of Buckeye may require an applicant to comply with any and all insurance and indemnification requirements deemed necessary by the City of Buckeye's Risk Management office. If required, 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.
- **Facility Inspection:** An inspection of the facility will be conducted prior to rental and a cleaning inspection upon rental completion. Final facility inspection will be conducted by city staff on next business day.
- **Damage to Facilities:** Applicant will be held monetarily liable for breakage and damage to equipment, furnishings, and the building, regardless of whether caused by the applicants, guests, exhibitors, or vendors. Replacement, repair or cleaning of broken or damaged items will be done by the city and the cost will be assessed to the applicant.
- **Rental Space:** Events/meetings shall be confined to the specific part of the facility that is being rented by the applicant.
  - Outdoor activities, including but not limited to events, gatherings, or games, are not permitted outside the designated rental area.
- **Public's Use of Facility:** Use of the facility shall not interfere with public access to entrances, fire and safety exits, parking areas and restrooms.
- **Guest Conduct:** Applicants are responsible for the overall conduct of their guests and the activities that occur during the rental.
  - City staff have the right to remove any guest who does not abide by rules at any time during the rental.
  - Children must be supervised at all times. Children are not permitted to run down halls, climb on structures, play with drinking fountains or within restrooms.
  - Loitering in the facilities is prohibited. Usage is reserved for individuals who are either participating in an activity or waiting for someone who is.
- **Alcoholic Beverages:** No alcoholic beverages shall be sold, dispensed or consumed on the premises. Premises are defined as buildings, adjoining property, and parking lots.
- **Smoking/Vaping:** Smoking and vaping is prohibited inside all city facilities and within 20 feet of entrances, open windows and ventilation systems (including patios).
- **Animals:** All animals are prohibited, with the exception of service animals.
- **Furniture and Equipment:** City of Buckeye furniture and equipment shall not be removed from the facilities. All tables and chairs must be placed back in their original configuration or area designated by staff.
- **Decorations:** Decorating is permitted, however any damage due to decorations is the responsibility of the applicant.
  - Decorations must be removed at the end of the rental.
  - No nails, tacks, staples or screws will be allowed to secure decorations.
  - Use of glitter or other graffiti type decorations on floors and tables is discouraged. Please do not put any type of substances (e.g. baby powder, etc.) on any surfaces, including floor.
  - It is the applicant's responsibility to remove ALL remaining decorations from tables, chairs and floors.



## Facility Rental Guidelines Community Services Department

- **Cleaning Facility:** The responsible party must spot mop floor and wipe down all counters, tables and chairs that were used for the event.
  - Garbage bags and receptacles must be properly sealed and taken out to the dumpster.
- **Rental Dates/Times:** Groups or organizations renting the facilities shall not be allowed access prior to their scheduled time and must clean and vacate the premises no later than the time indicated on their application.
  - **Rentals on holidays are not permitted. Exceptions may be made by the facility manager if staff is available to be present during the rental period. An additional fee may be assessed.**
- **Recurring Reservations:** Recurring reservations shall be limited to no more than two (2) reservations in a three (3)-week period.
- **Staff Availability:** Staff may be available to open and close the facilities and be present during scheduled rental. Doors will remain locked until 15 minutes prior to rental time.
- **Renter Material and Equipment:** All items that have been brought in by the renter, or contracted services for the rental, 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.
- **Solicitation:** Solicitation of persons for commercial, political or religious activities shall be limited to leased activities or outside the facility.
- **Failure to comply with any of the stated rules or policies may result in the forfeiture of the applicants' privilege rights to utilize city facilities in the future and grounds for denial or termination of rental.**

**Initial here:** \_\_\_\_\_

### **Rental Categories/Group Priority Use Designation:**

**Category 1:** City of Buckeye programs, sponsored programs, activities, special events, leagues, and meetings.

**Category 2:** School districts and/or governmental agencies with approved intergovernmental agreements (IGAs) for joint use.

**Category 3:** Non-profit groups or clubs that serves the Buckeye community and has approved use agreement or Memorandum of Understanding (MOU). A non-profit, 501(c)(3) status will be verified through the Arizona Corporation Commission and IRS Tax Exempt Organization Search, and an EIN (Employer Identification Numbers) is required.

**Category 4:** Resident- a resident is defined by physical address and zip code based on the city of Buckeye boundary map. Proof of residency will be required through driver's license, State issued ID, utility bill, etc.

**Category 5:** Non-Resident or Groups- Any person or groups who lives outside the city of Buckeye boundary map or an organization who does not provide services to the Buckeye community.

### **Waiver Certification & Use Acknowledgement**

Applicants of Community Services facilities rentals agrees to defend, and hold harmless the city of Buckeye, its elected and appointed officers, employees, agents and volunteers from and against any and all liability, including damage to personal property, personal injury and death. This release includes, but is not limited to, demands, claims actions, fees, costs and expenses (including attorneys' fees and costs), arising from and/or related to, this agreement and rental thereof, except to the extent such loss or damage arises from the willful misconduct of the city of Buckeye.

\_\_\_\_\_  
Applicant/Renters Signature

\_\_\_\_\_  
Date