



Community Center Room Rental Permit & Rules

Community facilities and rooms managed by Pima County Natural Resources, Parks and Recreation (NRPR) are available for rent by the public under conditions described below.

1. The person renting the facility must be present at the function at all times and will be responsible for the room during its use and the condition of the room upon completion of the event.
2. This agreement is non-negotiable and any hand-written alterations to this agreement are void.
3. **Rent of the facility is by the hour. Payment in full must be made in advance of the rental date.**
4. Additional fees may apply in the case of overstay, cleaning charges, lost keys or damages to the facility. Renter will be invoiced within 5 business days of any additional charges, and renter agrees to pay any such invoice within 10 business days of the date of the invoice. **Initials X** _____
Overstay fee: \$50 per half hour
Cleaning Charge: \$50 per hour
Lost Keys: \$100 per key
Damages to facility: Actual cost for time and materials to repair Initials X _____
5. Renter is **NOT** to enter the building until the start time of the reservation. If renter does not vacate the premises by the designated time, additional overstay fees will be charged.
6. **Park amenities located outside of the facility being rented are not for the exclusive use of the renter. Please ask staff if you have any questions.** Maximum building occupancy is posted in each room. Parking is on a first come first served basis and there is no designated parking for your event.
7. Smoking inside of the building and within 20 feet of any entrance, open window, or ventilation system is prohibited. Lit candles or other open flames are prohibited (except for birthday candles). **Smoke/Fog machines are prohibited.**
8. Renter has the use of existing tables and chairs only. If additional tables and chairs are needed it is the responsibility of the renter to obtain them. You are responsible for all the furniture and contents in the room you are renting. Do not loan furniture to other parties and do not take furniture outdoors.
9. Grills are not allowed under any covered areas, including ramadas, patios or courtyards. Grills are not to be placed on any of the tables located inside or outside of the building. Grills placed in the dirt areas must be attended while the grill is warm even if it is no longer on or being used. Please dispose of ashes in a separate container and take it with you for proper disposal.
10. **No alcoholic beverages or glass beverage containers are allowed on the premises per this rental permit.**
11. No music is to be played outside of the building. Playing of music inside the building must be kept at a reasonable level.
12. **All exits from the building are to be kept clear at all times.** Do not block walkways or entrances.
13. Renter is responsible for making sure all lights are turned off and all doors are locked after use of the facility.
14. No water balloons or silly string are allowed to be used anywhere inside or outside the facility.
15. Children must be kept under control at all times and under adult supervision.
16. **Use of tablecloths is recommended** and are the responsibility of person using the facility. Cleaning supplies are provided at the facility. Floors are to be swept, mopped and/or vacuumed after use of the rented room. Counter tops, chairs, and tables are to be wiped clean and returned to their original position. Cleaning fees starting at \$50 per hour may be charged if the facility is not returned in clean condition. **Initials X** _____
17. **No use of glitter, confetti, flower petals, rice or birdseed is allowed.** These types of elements are difficult to clean and affect other parties renting the facility. Additional cleaning fees will be charged if these are found. If you find glitter, confetti, flower petals, rice or birdseed left behind by a previous party, **take photos and notify management at the beginning of your event** so that the previous party will be held responsible. **Initials X** _____
18. Only painter's tape, Command Strips or other paint-safe adhesives may be used to hang decorations. After your event, you must remove all tape/adhesives and decorations from walls and ceiling.
19. All refuse shall be bagged and deposited in the dumpster located on the property. No trash is to be left inside the facility. **Initials X** _____
20. If there is accidental damage to walls, furniture or any part of the rented room or facility, please report the damage to the staff contact listed below on the next business day and they will inform you of the charge for repair or replacement.
21. Please use discretion when plugging in equipment (crockpots, coffee pots, stereos, projectors, etc...). If equipment used by renter overloads the circuit and trips the circuit breaker, the breaker panel is not accessible to renters, and maintenance staff will not be dispatched to immediately reset the breaker.

- 22. In case of a medical or personal emergency or if law enforcement assistance is needed call 911.
- 23. Reservations canceled by Renter less than 10 working days before the event date are non-refundable. Reservations canceled by Renter more than 10 working days before the event date will receive a refund equal to 80% of the fees paid. Initials X_____.
- 24. NRPR reserves the right to cancel for any reason by providing notice to Renter. If NRPR cancels the event for any reason, all fees and security deposits paid in advance to NRPR for the event will be refunded. User understands and accepts the risk of cancelation due to exigent circumstances, construction-related and weather-related issues, and User is solely responsible for any and all additional costs or loss of revenues related to cancelation of the event. NRPR may terminate this Room Rental Permit if at any time NRPR determines User or its invitees are in breach of any of the conditions set forth in this Permit or are causing damage to County facilities. NRPR shall be required only to give oral notice of such termination to a representative of Renter on the Premises. Initials X_____.
- 25. If a facility or property defect arises, such as a water line break, renter must call NRPR contact person at the number listed below immediately. If NRPR contact person is unavailable, contact Facilities Management at 724-3085. Pima County will then determine if event should take place or be allowed a different date. If an emergency arises, always call 911 first.

Customer Information (Customer must be an individual person or business, e.g. "Kenny's birthday party" is not a valid customer name):

Today's date: _____

Location: _____

Event date & times requested (including set-up and clean-up): _____

Customer Name: _____

Customer Address: _____

Customer Phone #: _____ Email _____

of guests expected: _____

Event type (i.e. birthday party, wedding, etc.): _____

This event is a private party or a public event

Type of activities (i.e. music, food, jumping castle, stage, canopies, etc.): _____

Customer signature: _____ **Date:** _____

Instructions to staff: This form is for one-time private parties only. No insurance is required for private party room rentals for less than 100 people. Forward any public events, events larger than 100 people, or recurring events to the Special Events Manager. Do not sign this form until payment is received. Upon receipt of payment, sign this form, provide a copy to customer, scan this form to the shared drive, and maintain original for your records.

NRPR staff name, signature, and date verifying receipt of payment:

NRPR contact name: _____ Signature: _____ Phone: _____

Fee: _____ per hour Total Fee: _____ **Date payment received:** _____

Keys issued? Yes No date: _____ key #'s: _____ NRPR staff signature: _____

Keys returned? Yes No date: _____ key #'s: _____ NRPR staff signature: _____