

## RENTAL POLICIES

- (1) Individual scheduling use of the facility must be 18 years of age or older and must be in attendance throughout the scheduled time. An authorized representative for a requesting group shall sign the rental form and the signature shall be considered as acknowledging and agreeing to the policies and regulations in regard to the use of the facility on behalf of the group.
- (2) Groups utilizing the facility must comply with the provisions in Title II A of the Americans with Disabilities Act.
- (3) Space can be rented until 10:00 p.m. Guests must exit the Park by 10:30 p.m. Consideration for later time may be given for special circumstances where there is a benefit to the community. Request must be in writing.
- (4) Reservations can be made up to twelve (12) months in advance but no later than ten (ten) working days in advance depending upon availability. There is a four (4) hour minimum for reservations on Friday – Sunday and a two (2) hour minimum for reservations on Monday – Thursday for reservations in the Lakeview Room.
- (5) The Facility is not available for lease on a continuous basis. Rentals are for single dates only. Special ongoing temporary requests may be considered with a letter of request to the Community Services Director or his designee.
- (6) Cancellations requested prior to 60 days of the event will receive a full refund of the security deposit and rental fees. Cancellations requested between 30-59 days will receive a refund of ½ of the security deposit paid and the total of rental fees paid. Cancellations under 30 days from the event will forfeit their deposit and receive a refund for only the rental fees.
- (7) Cancellations must be done by the Lessee in person at the Recreation Center.
- (8) Alcoholic beverages shall be purchased from one of the Center’s approved caterers. Consumption of these beverages is restricted to the Lakeview Room and patio.
- (9) Food and beverage must be arranged through an approved list of caterers. No outside food is permitted. Kitchen is available for use by caterers only. No other individuals should be in the kitchen.
- (10) At the Community Services Director or his designee’s discretion, organizations utilizing the Facility for special events or programs may be required to produce proof of insurance prior to use of the Facility. The policy should list the City of Peoria as additional insured and should be for a minimum of \$1,000,000.
- (11) All trash is to be placed in the trash containers prior to exiting the facility.
- (12) 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 contract.
- (13) Individuals, sponsoring groups or organizations are responsible for the conduct of their membership, their guests and all their activities. Users of the Rio Vista Recreation Center shall be held monetarily liable for breakage or damage to equipment, furnishings and the building. The City of Peoria will make arrangements for the replacement and repair of equipment, furnishings and the building and the cost of such repairs or replacement will be charged to the Lessee. Any amount exceeding the deposit on file will be billed to the Lessee. Payment is due within thirty (30) days of the billing date.
- (14) Groups, organizations or individuals using the facilities shall comply with local fire and safety regulations and state law relating thereto.
- (15) Events shall be confined to the specific part of the facility assigned to the Lessee.
- (16) Failure to comply with any of the stated policies may result in the forfeiture of the Lessee's rights to utilize City facilities in the future.
- (17) There will be one room set up per reservation. The Lessee must indicate a specific set up at least thirty (30) working days before the rental date.
- (18) Peoria residents and Peoria commercial entities must provide proof of residency at the time of the reservation.
- (19) All fees and deposits are due at the time a reservation is made. Following the event, provided no damage has occurred, no items are missing, there have been no infractions of the rules, or the contract time has not been exceeded, the security deposit will be refunded. The refund will be sent in 3-4 weeks by City check if cash or check has paid the deposit. If the deposit was paid by credit card, the card will be credited within 2-3 business days after the event has concluded.
- (20) The Lessee who is reserving for a non-profit entity must adhere to the following procedures:
  - Arizona not-for-profit or Federal 501 (c) (3) documentation must be on file with the Facility staff or submitted at the time the reservation is made.
  - Payment must be made on the organization’s checking account or credit card. The organization’s name must be on the check or credit card.
  - Rental forms must be completed and signed by an officer or board member of the organization.
- (21) The Lessee pays for the amount of time reserved. Refunds will not be issued for unused time.
- (22) The Lessee will pay an additional hourly fee in addition to the loss of the security deposit if an activity goes over the reserved time. Additional time can be added to the contract thirty (30) days prior to the scheduled event if space is available.
- (23) Lessee must pay for continuous hourly use. A break in the rental time is not permitted.
- (24) Fees and deposits shall be charged according to the information contained in the following table:

Per Hour Rates	Peoria Resident	Non-Profit	Non-Resident	Peoria Commercial	Non-Peoria Commercial
Lakeview Room 4,650 sq. ft.	\$145	\$145	\$180	\$200	\$250
East Brook or West Brook Mtg. Room (double rate if combine rooms) 540 sq. ft. ea.	\$40	\$40	\$50	\$50	\$50
Riverside 565 sq. ft.	\$40	\$40	\$50	\$50	\$50
<b>Deposits: \$350.00 Lakeview Room</b>		<b>\$100.00 East/West Brook &amp; Riverside Room</b>			