

**Staff Use Only: Permit:** \_\_\_\_\_ **Day & Date of Use:** \_\_\_\_\_  
**Time of Use (include set-up and take-down):** From \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM  
**Last Name, First Name** \_\_\_\_\_ **Phone Number** \_\_\_\_\_  
**Deposit \$** \_\_\_\_\_ **Date:** \_\_\_\_\_ **FOP** \_\_\_\_\_ **Fee \$** \_\_\_\_\_ **Date:** \_\_\_\_\_ **FOP** \_\_\_\_\_  
**Approved COI w/endorsement on file** \_\_\_\_\_ **or TULIP** \_\_\_\_\_ **TUP required and approved** \_\_\_\_\_  
**AV Test Run Date:** \_\_\_\_\_ **OK?** \_\_\_\_\_ **Work Order #** \_\_\_\_\_

## City of Cottonwood Facility Rental Application



1. I, \_\_\_\_\_, representing \_\_\_\_\_  
 (Name of Individual) (Organization, if applicable)

Hereby requests permission to RENT the following facility (check applicable boxes):

Rental Facility	Event	Meeting	Non-Profit	Add Kitchen
<b>Riverfront Meeting Room</b> <input type="radio"/>	Usage: \$75/hour or \$600 per calendar day Deposit: \$800.00	Usage: \$50/hour or \$400 per calendar day Deposit: \$400.00	Usage: \$50/hour or \$400 per calendar day Deposit: \$400.00	
<b>Riverfront Conference Room</b> <input type="radio"/>		Usage: \$50/hour or \$400 per calendar day Deposit: \$400.00	Usage: \$50/hour or \$400 per calendar day Deposit: \$400.00	
<b>CRC Event Hall: Up to 3 rooms</b> <input type="radio"/>	Usage: \$75/hour or \$600 per calendar day Deposit: \$800.00	Usage: \$50/hour or \$400 per calendar day Deposit: \$400.00	Usage: \$50/hour or \$400 per calendar day Deposit: \$400.00	Usage: \$100 flat fee
<b>GYMNASIUM Full Court</b> <input type="radio"/>	Usage: \$56.00/hour Deposit: \$100.00			
<b>GYMNASIUM Half Court</b> <input type="radio"/>	Usage: \$32.00/hour Deposit: \$100.00			
<b>INDOOR LEISURE POOL 0 – 50 People</b> <input type="radio"/>	Usage: \$200.00/hour Deposit: \$100.00			
<b>INDOOR LEISURE POOL 51 – 90 People</b> <input type="radio"/>	Usage: \$280.00/hour Deposit: \$100.00			
<b>OUTDOOR POOL</b> <input type="radio"/>	Separate pricing and form			
<b>CRC CLIMBING WALL</b> <input type="radio"/>	Usage: \$40.00/hour Deposit: \$100.00			
<b>CRC DANCE STUDIO</b> <input type="radio"/>	Usage: \$40.00/hour Deposit: \$100.00			

*Sales tax in the amount of 3.5% will be added to any and all charges. All deposits are refundable if requirements of facility are met upon departure of facility. CP&R personnel reserves the right to determine what usage is reasonable or appropriate.*

2. Day/Date requested \_\_\_\_\_ Arrival Time \_\_\_\_\_ Departure Time \_\_\_\_\_

*All time on site including set up and clean up is to be included in the charge.*

3. What is the official start time of the event? \_\_\_\_\_ What is the official end time of the event? \_\_\_\_\_

*All time after facility closing is an additional \$50 per hour/per CRC staff fee until the building is vacated.*

4. CRC Area(s) Requested: (check all that apply)  Cottonwood (*Technology Room with wood floor*)

Mingus Mtn  Verde River  Kitchen  Gym  Leisure Pool  Climbing Wall

5. The purpose of this use will be: \_\_\_\_\_

(Meeting, Reception, Party, Fundraiser, etc.)

A. Name of meeting to be listed on the room posting: \_\_\_\_\_

6. Anticipated attendance: ADULTS \_\_\_\_\_ YOUTHS (under 18) \_\_\_\_\_ TOTAL \_\_\_\_\_

7. Is your organization a non-profit agency? \_\_\_\_\_ *Identified as a service oriented non-profit operating under their own non-profit status with the Arizona Corporation Commission in good standing. Renter cannot use an umbrella company or organization. Must be able to provide a Certificate of Insurance with endorsement naming City of Cottonwood as additionally insured. Usage does not include food and/or alcohol. Any organization requesting fees to be waived by the City of Cottonwood must be free to the public.*

8. Is this event open to the public? \_\_\_\_\_

9. Will there be any admission charge, sale, solicitation, donation, or collection involved with your usage? \_\_\_\_\_

If yes, explain: \_\_\_\_\_

10. Is the use of alcohol requested? \_\_\_\_\_ **Alcohol is not allowed at the Riverfront Meeting or Conference Rooms.** Alcohol is defined as wine, beer and malt beverages only. If yes, consent and approval from the City Manager will need to be obtained by CP&R Staff. If approved, an off duty officer(s) must be contracted 30 days prior to your event from Cottonwood Police Department by requesting the officer(s) at <https://odm.officertrak.com/Cottonwood-AZ-PD> to be on site for the duration of the event to include set up & clean up while alcohol is present. Ratio is 1 officer per 150 guests and confirmation must be provided to CP&R Staff 30 days prior. Consumption and/or service of alcohol must end 1 hour prior to the scheduled end of event. Only the permit holder or a designated individual can bring alcohol into the facility. Alcohol **must** be poured in a designated area and controlled by either a professional bartender or one or two responsible individuals over 21 years old (depending on size of party) that have been designated as bartenders to monitor and serve the alcohol at all times. Serving alcoholic beverages to persons under 21 years of age or who appear to be intoxicated is prohibited by Arizona law. Alcohol **cannot** be distributed or poured at the guests table. **At no time can guests help themselves to the alcohol.** Guests should be strongly discouraged from bringing alcohol to your event. If they do, it must be put behind the bar immediately. If the alcohol is not controlled, it may result in the immediate closing of your event and refunds will not be given. Agencies cannot sell the alcohol for profitable gain however they can request donations or tips.

**City of Cottonwood Municipal Code 9.12.030 - Alcoholic beverages.**

A. Except as provided in subsections B and C below, it shall be unlawful for any person to possess or consume any *alcoholic* beverage in any city park or building.

B. It shall not be unlawful for persons of legal age to possess and consume non-intoxicating quantities of *beer*, and other malt beverages at the Riverfront Park Softball Field Complex, provided that such beverages are transported to and from the Complex in their original, non-glass containers.

C. The city manager and/or community services general manager may authorize the possession and consumption of *wine, beer, and other malt beverages* by persons of legal age at the Cottonwood Recreation Center Banquet Hall and Cottonwood Community Club House, at events held in connection with the rental of those facilities by private individuals, groups and organizations; provided, however, that such authorization shall not include the authority to sell any *alcoholic* beverage unless the applicant also holds or obtains a license to do so from the Arizona Department of *Liquor* Licenses and Control.

D. Before authorizing the possession and consumption of *wine, beer, and other malt beverages* as provided in subsection C above, the city manager or community services general manager shall ensure that the individual, group or organization responsible for the event will provide adequate security for the event, and that such individual, group or organization also provides adequate insurance against city liability and/or damage to city facilities and property.

E. As a condition of the privilege of possessing, dispensing, and consuming *wine, beer, and other malt beverages* on city property in accordance with subsections B and C above, an individual, group, or organization that is granted this privilege shall accept any and all responsibility for injury or damage to persons or property resulting from the exercise of that privilege, and shall indemnify the city against any and all claims, demands, suits, costs, losses, damages, judgments and expenses of any kind arising in connection therewith.

11. **CRC Event Hall (150 S. 6<sup>th</sup> Street, Cottonwood)** Equipment/services requested (availability may vary):

Number of chairs \_\_\_\_\_ Number of tables \_\_\_\_\_

- PA System     Microphone     Projector     Presentation from: Laptop (PC  MAC )  
 Flash Drive (If using a flash drive, please email yourself the presentation as a backup.)  
 PowerPoint Presentation (Please bring your own remote.)     U.S. Flag     Arizona Flag

12. **Riverfront Meeting Room (1083 E Riverfront Road, Cottonwood)** Equipment/services requested (availability may vary):

Number of chairs \_\_\_\_\_ Number of tables \_\_\_\_\_ **Building key is issued from the CRC ½ hour prior to usage.**

- Projector/Screen     Mobile White Board     Laptop     PowerPoint (Please bring your own remote.)  
 U.S. Flag     Arizona Flag

**\*\*Basic instruction on the operation of the AV system is included in the rental fee. If more than basic usage is required, CRC IT Support rate is up to \$50.00 per hour, 1 hour minimum and billed in full hour increments. This charge will be due and payable at the end of your event/meeting before departing the building and must be scheduled a minimum of 3 days prior.**

13. Will there be decorations? \_\_\_\_\_ If yes, explain: \_\_\_\_\_

**Anything hanging from any part of the building/room must be discussed in detail prior to event.**

14. Will there be amplified sound? \_\_\_\_\_ If yes, please explain: \_\_\_\_\_

15. Will there be food at the event? \_\_\_\_\_ If yes, please explain: \_\_\_\_\_

**Based upon the level of catering service provided, a Certificate of Insurance with endorsement may be required from provider.**

16. Will your use require the placing of signs, flyers or posters on City property? \_\_\_\_\_

17. Will other services be used [DJ, performer(s), speaker, etc.]? \_\_\_\_\_ If yes, please complete and submit the enclosed Vendor List.

18. Do you require conference call capabilities? Yes \_\_\_\_\_ No \_\_\_\_\_ (Available only at CRC Event Hall)

**\*\*\*Please provide a meeting announcement sign and easel(s) to be placed in the foyer prior to your meeting at CRC only.**

**Initial \_\_\_\_\_** I understand that in case of emergency or for reasons beyond the City's control, the City reserves the right to cancel the scheduled event prior to scheduled use without liability. Refunds will be made if cancellation by the City is necessary. Likewise, certain **areas and/or amenities may be forced to close** with little or no notice due to mechanical, chemical, or environmental issues (including lightning). Refund requests will be assessed on a case by case basis in these situations.

**Initial \_\_\_\_\_** I understand that the City may allow usage in the room(s) directly adjacent to the room(s) listed on the permit. The City will make reasonable attempts to keep bleed over noise to a minimum but the walls between each room are sound barriers not sound proof.

**Initial \_\_\_\_\_** I understand that submittal of this application does not guarantee a reservation. Only after all documents have been received and all required payments are made will a reservation be confirmed.

**Initial \_\_\_\_\_** I have received, read and understand the information contained in the City of Cottonwood "Facility Rental Policies, Rules & Regulations" Packet which is included.

It is distinctly understood and agreed that the applicant assumes all risks for loss, damage, liability, injury, cost or expense that may arise during, or be caused in any way by, such use or occupancy of the facilities of the City of Cottonwood and/or Recreation Section. The applicant further agrees that in consideration of being permitted to use the facilities, he/she will save and hold harmless the City of Cottonwood and/or its employees from any loss, claims, and liability or damages, and/or injuries to persons and property that in any way may be caused by applicant's use or occupancy.

I, the undersigned, hereby certify that I will be personally responsible on behalf of the applicant of any damages/loss sustained by the grounds, building, furniture or equipment, or unusual clean-up required through the occupancy of said facilities by the applicant. I am aware that liability insurance may be required in certain situations, naming the City of Cottonwood as Additional Insured.

\_\_\_\_\_  
Date Completed                      Please Print Name                      Signature

\_\_\_\_\_  
Number and Street                      City                      State                      Zip                      Primary Phone

\_\_\_\_\_  
Driver's License #                      Date of Birth                      E-mail

\_\_\_\_\_  
Name of Alternate Contact Person for Event                      Phone

\_\_\_\_\_  
City of Cottonwood Staff Signature                      City of Cottonwood Staff Printed Name                      Date

**(Alcohol Use or "Free" Use Authorization)**

\_\_\_\_\_  
City Manager, Ron Corbin                      Date


City of Cottonwood currently accepts payment in the form of cash, Visa, Mastercard, DiscoverCard and local checks made payable to the City of Cottonwood. No out-of-state personal checks will be accepted.

Definitions:

**Events:** Any usage that includes food and/or alcohol. Organization must be able to provide a Certificate of Insurance with endorsement naming the City of Cottonwood as additionally insured.

**Non-profit:** Service oriented non-profit operating under their own non-profit status with the Arizona Corporation Commission in good standing. Cannot use an umbrella company or organization. Must be able to provide a Certificate of Insurance with endorsement naming City of Cottonwood as additionally insured. Usage does not include food and/or alcohol. City waived fee event/usage must be free to the public.

**Meeting:** Usage does not include food and/or alcohol.



**Day and Date of Event** \_\_\_\_\_

**Meeting Start & End Times** \_\_\_\_\_

**Requested Setup & Breakdown Times** \_\_\_\_\_

**Name of Event Contact:** \_\_\_\_\_

**Is this a co-sponsored event?**  Yes  No **If yes, please list other sponsors** \_\_\_\_\_

---

**Purpose of Event:** \_\_\_\_\_ **#of people attending:** \_\_\_\_\_

**Rooms Requested (check all that apply)**

Cottonwood  Mingus  Verde  Table in Foyer

Kitchen  Conference Room

**Will food be present at the event?** Yes  No

**Please list the business(es) who will be providing food** \_\_\_\_\_

---

**# of chairs needed:**  **# of tables needed:**  **Set-Up by CRC:** Yes  No

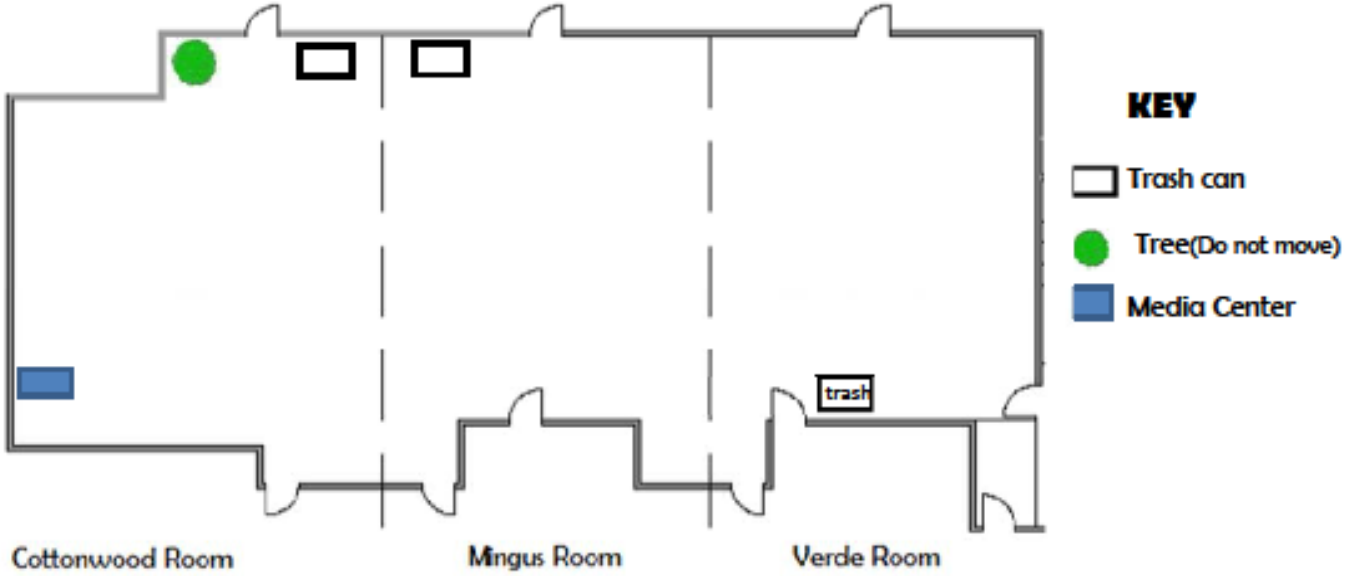
(\$75 charge is required and does not include cleaning of room or equipment.)

**Projector** Yes  No  **(please bring presentation on flash drive)** **Microphone** Yes  No

**Liability Insurance?** Yes  No

If you are using our projector, please plan to arrive a minimum of 30 minutes prior to the start of your meeting for a test run with our system.

**Cleaning Supplies are located under the sink in each room**  
**If set-up is requested this form must be turned in 48 hours prior to event**





To Whom It May Concern,

Your company is hosting an event at the Cottonwood Recreation Center. Therefore, a certificate of insurance is required by the City. Please contact your insurance company and ask them to provide the City with your Certificate of Insurance. If you continue to provide this service on an annual basis, please ask your insurance company to put us on an annual renewal so an updated Certificate of Insurance will be sent automatically before your current certificate expires each year. While instructing your insurance company to send a Certificate of Insurance, please give them the following information:

- The City of Cottonwood, at 821 N. Main St. Cottonwood, AZ 86326 needs to be listed as an additional insured and certificate holder.
- An endorsement allowing the policy to list the City of Cottonwood as the additional insured needs to be included with the Certificate of Insurance.
- Under the general liability, minimum amounts are the following:
  - Each occurrence: \$1,000,000
  - Damage to rented premises: \$300,000
  - Medical Expenses (any one person): \$5,000
  - Personal & Advertising Injury: \$1,000,000
  - General Aggregate: \$2,000,000
  - Products- Completed Operations Aggregate: \$1,000,000
- If personnel from your business will be working while using the facility, such as serving food while using a City facility or helping run the event, or working for the City in any other way, proof of Workers Compensation with the statutory limits for each accident, employee disease, and policy limit disease.

If you have any questions or concerns, please do not hesitate to contact our Rental Coordinator at either 928-340-2734 or [lyoke@cottonwoodaz.gov](mailto:lyoke@cottonwoodaz.gov).

Thank you,

CRC Staff

# Cottonwood Recreation Center Policies & Procedures (CRC)

## *Rental Fee Structure*

Reservations can be made up to one year in advance during regular business hours. There is a one hour minimum for some room and a two hour per room minimum for other rentals and payment is due at the time of booking. Security/Damage deposits will be collected 30 days prior or at the time of the reservation and can be procured with a valid debit or credit card.

## *Room Set Up and Clean Up*

The CRC staff will provide the table and chair arrangements upon request for an additional fee of \$75.00 dollars per rental. This service does not include the cleaning of equipment or room(s). Each Party is responsible for clean up after their event. CRC will keep a portion of the deposit if clean-up is designated unsatisfactory. Please reference the Facility Rules and Regulations identified in this packet. All time in the room(s) including set up and break down is considered rental time.

## *After Hours*

Gymnasium and Aquatics facility are only available when the CRC is closed to the public. All rental fees apply as listed and a minimum additional fee of \$50.00 per hour will be assessed so we can have staff on site to assist with special events. More than one staff member may be required based upon type of usage.

## *Rental Information*

Reservations must be made by an individual 18 years of age and the individual who makes the reservation must be present at all times during the event or meeting.

A reservation can be made up to one year in advance and is on a first come first served basis.

Room rentals are a minimum of one or two hours per room depending on what room is rented and the event must end no later than 10 p.m. on Monday - Friday or 8 p.m. Saturday & Sunday evenings. Any requested time outside of these hours will be allowed based upon the availability of CRC personnel at the cost of \$50 per hour for all hours after closing to include clean up of room(s) and equipment.

A refundable security/damage deposit will be collected at the time of application submission with a valid debit/credit card, cash or check. The remaining usage fee is required no later than 10 days prior to the event date. If the balance is not paid 10 days prior to the event, the event may be cancelled and the City of Cottonwood may withhold the associated deposit.

Rental fees include the room and access to CRC tables and chairs. A staff member is to complete a checklist at the conclusion of the event to determine deposit returns. Table and chair set-up and take-down is available at a cost of \$75 per usage. This service does not include clean up. An appointment with the Front Desk Supervisor or Recreation Programs Supervisor is strongly recommended once the reservation is processed to review rental policies and procedures, table arrangements, and any special requests.

As previously stated, the individual who made the reservation must be present throughout the entire event. However, if the event is a wedding reception and the bride or groom is listed on the reservation permit, another individual should be designated to be the main point of contact for the event. Staff will be working with that individual to ensure that all rules and regulations are adhered to and that all clean up responsibilities are followed through. If any equipment was rented from the CRC it needs to be returned to staff immediately following the event. **Please note that the City of Cottonwood is not responsible for personal equipment or items left in the facility.** Also, as a permit holder, failure to adhere or enforce policies shall result in forfeiture of part or all of the deposit.

## COMMUNITY EVENT HALL ROOMS

There are vertical partitions in the middle of the room. For your safety, please **DO NOT** attempt to move partitions or trash receptacles at any time. Doors and receptacles are to be moved by trained staff only. Damage to doors or floors will be billed to the rental party.

For bar setups, carpets or floor mats must be placed under the metal barrels that the kegs are in, or where the bar set up is placed. Kegs must be placed in some type of container; plastic barrels work best. Bar setups usually consist of one or

two tables placed together. These tables must be covered completely to avoid damage from excess moisture. Soft soled non-marking shoes are required for any activities programmed during your event on this wood floor.

### ***KITCHEN***

The kitchen at the Cottonwood Recreation Center can be rented in conjunction with a room reservation. The kitchen can be used by a Licensed Caterer or the permit holder. The following guidelines must be followed or violations may result in the Health Department closing the kitchen down and stopping the service of food.

Licensed Caterers must provide the proper certifications to use the CRC kitchen. The caterer must possess and provide proper permit(s) and submit to the Front Desk Supervisor 30 days prior to the date of the event. Licensed caterers can only use the kitchen for warming and plating meals. Food preparation must be prepared off-site only in their designated licensed facility. Food being prepared (from scratch) in the CRC kitchen by the permit holder requires a 1 day volunteer food handler card and must be submitted to the Front Desk Supervisor 14 days prior to the date of the event. If the kitchen is going to be used only to warm food and store perishable items in the refrigerators, then a food handler card is not necessary. The kitchen must be reserved and paid for in advance to your schedule event. If the kitchen is not reserved it will remain locked during your event. When the kitchen is reserved, it is the responsibility of the permit holder to provide pots and pans, utensils, dishcloths, soap and anything else needed for the event. The CRC only provides working space and major appliances. All groups using the kitchen are responsible for thoroughly cleaning all areas. This involves wiping all counter space and appliances with water and drying with a clean cloth; the floor is to be swept and mopped (broom, mop and bucket provided by the CRC). All trash is to be placed in receptacles and excess trash placed in dumpsters. All possessions are to be removed from the facility.

### ***GYMNASIUM***

The gymnasium can be rented for a one-time special event or sport tournament after regular business hours. If you have a small crowd, then half of the gymnasium may meet your needs. There will be an additional cost for on-site staff, clean up and any CRC supplies used for the event.

### ***PARTY ROOM***

~~This room is available for birthday parties that are using the Aquatic facility through a rental plus package. All garbage needs to be picked up and put into garbage cans and all personal items need to be removed following the event. If there is a large amount of garbage (receptacles are overflowing), please notify staff. You are required to vacuum the room thoroughly and empty the canister for use by the next user. Center does not supply any utensils or any other items for your party.~~

### ***ROCK CLIMBING WALL***

The Rock Climbing Wall is available for private rental during the day and weekends. For private rentals the renter will be responsible for payment due to rock climbing wall staff. Moreover, a liability release waiver will have to be signed by all individuals that want to use the wall.

### ***INDOOR POOL***

The natatorium can be rented for special events or parties after regular business hours. The natatorium can meet the needs of up to 275 patrons in one setting however due to health department codes and regulations only 96 patrons are allowed in the leisure pool at one time. This policy will be strictly enforced by the head lifeguard on duty. If you are interested in having a company dinner in conjunction with your pool party the outdoor pool patio and party rooms can be included in the rental package. There could be an additional cost for on-site staff, clean up and any CRC supplies used for the event.

## ***Facility Rules and Regulations***

### ***GENERAL GUIDELINES***

1. NO ALCOHOLIC BEVERAGES OF ANY KIND SHALL BE ALLOWED ON MUNICIPAL PROPERTY (other than Riverfront Park softball fields, the Cottonwood Community Club House and the Cottonwood Recreation Center), and smoking is NOT permitted inside or directly outside of municipal buildings.
2. Parties renting municipal facilities are responsible for the control and safety of their own participants, spectators and minors.
3. Parties renting municipal facilities are responsible for leaving the indoor and outdoor areas (including parking areas) in as good or better order condition than they were found. All tables, chairs and other items normally located on the main floor must be returned to their original position. All floors must be swept and mopped. Cleaning supplies are in the janitorial closet in each facility. The user must empty all garbage into the dumpsters

available. The city may withhold a portion or all of the deposit if the user does not adequately clean the rented facility following the event. The amount of the deposit does not limit the liability of the user for any damage or loss caused by the user or the user's guests and invitees.

4. Parties renting municipal facilities are responsible for set up and take down of tables and chairs, replacing any moved items to their previous location and keeping any mirrors unobstructed upon leaving unless the renting party agrees to pay an additional fee for room set up and tear down.
5. Requirements of municipal functions shall receive priority consideration in the assignment of municipal facilities.
6. The City of Cottonwood reserves the right to cancel any reservation previously scheduled to any organization with a 24-hour advance notice. A full refund of deposit and rents paid would be made to the renter.
7. The City Programs will be given priority over other community organizations and will be charged no fee for the use of municipal facilities or as agreed upon with City Manager.
8. The rental fees for municipal buildings may be amended from time to time by the Cottonwood City Council.
9. Extra property owned and used by renter shall be removed from the municipal facility immediately after the rental period. The city is not responsible for property left in the municipal facility during or after rental period.
10. The waiving of rental fees shall only be granted by approval of the City Manager or Community Services General Manager. Municipal facilities rental cannot be scheduled for more than 12 months in advance.
11. Hold Harmless Agreement. The authorized representative executing the contract application attached, in consideration of receiving permission to use municipal facilities for himself/herself and the organization represented and its members, releases the City of Cottonwood, Inc., its city Council, employees, and agents, from all claims and liability arising from or during the use of municipal facilities, and agrees to indemnify and hold harmless said released parties from all claims of any nature.
12. Insurance. The city shall require a combined single limit coverage for bodily injury and property damage along with insurance endorsement. A current certificate of insurance must be attached to this rental agreement with policy limits of not less than \$1,000,000.
13. Municipal Facilities Fee Schedule (per hour/per day). See schedule on page four of this rental guide.
14. Violation of any of the rules and regulations so stated may result in forfeiture of deposit and loss of future rights to rent municipal facilities.
15. All fees are payable in advance or by agreement.
16. Renter agrees to comply with all other City of Cottonwood Codes and Regulations not stated in this rental agreement.
17. The Cottonwood Recreation Center staff or a designated representative may require the hiring of off-duty officers based upon their evaluation of the event or program to be held and the anticipated occupant load. When off-duty officers are required, a minimum ratio of 1 officer per 150 participants must be held, and the person(s) or organization sponsoring the event shall be responsible for off-duty officer expenses and schedules.
18. The occupant loads for the City Municipal facilities which are available for rent are listed on page three.
19. Supervision shall be provided for each event by property Owner/Agent or lessee of event. On-site supervisor shall be a competent adult, capable of communicating an emergency to the proper agency, familiar with the building exit system, capable of assisting people to exits during an emergency and capable of operating on-site fire appliances.
20. Exits shall be unlocked and properly maintained during the events.
21. Decorative materials must be approved fire retardant material.
22. Heat, spark or flame producing equipment is not allowed. Exceptions may only be approved by the Fire department.
23. Unconventional electrical equipment in addition to the existing system in the facilities shall be approved by the recreation center maintenance staff before being placed in service.
24. Parking shall not be allowed that would obstruct exits or ingress or emergency vehicles and personnel.
25. Tables and chairs must be arranged in order to provide safe exiting with ADA set back allowed.
26. Other safety requirements that may be required due to the nature of the event.
27. An approved, no fee, sign permit shall be obtained for all temporary signs before installation of such signs.
28. No sign shall be constructed or erected in such a manner as to interfere with or confuse traffic, or present a traffic hazard.
29. Flashing signs: signs shall not be animated or have intermittent illumination or flashing lights.
30. Children are not allowed to run free throughout any City facility.
31. Appropriate noise levels must be maintained and will be monitored by facility staff.
32. Reservation hours must be strictly observed. For renters it shall be the duty of the permit holder to ensure that your guests depart your event on or before the time designated on the Facility Use Permit. Failure to depart on time shall result in forfeiture of part or all of the security deposit.
33. Animals are not allowed in any City facility unless designated as a guide dog as identified by the ADA.



34. It is the responsibility of the permit holder to completely remove all possessions, empty trash into waste bins and make sure their function ends and cleanup takes place at the times agreed to in the contract. It is the responsibility of the permit holder to enforce the contract times.
35. If additional equipment is being rented for your event, it is the responsibility of the permit holder to make arrangements to meet the rental company at the facility to accept the deliveries. Facility staff cannot sign for outside rental items and the City will not be responsible for them while they are on the premises.

#### SET-UP

Parties renting municipal facilities are responsible for set up and take down of tables and chairs and replacing any moved items to their previous location, unless renting party agrees to pay an additional fee for room set up and tear down.

#### DEPOSITS

The permit holder is required to provide a cleaning and damage deposit 30 days prior to the event. All users are required to pay a deposit regardless of affiliation to the City of Cottonwood and its employees. Deposits are secured with a valid debit/credit card (excluding American Express), check or cash. If the following conditions are not adhered to, a portion or all of the deposit will be charged.

- All personal items will be removed from the facility. All tables wiped down, food debris removed, and trash is picked up and emptied. All rules and regulations detailed in this handout are observed and followed. Permit holder completes all necessary cleaning for the reserved room (including a very detailed cleaning of the kitchen if applicable). All credit cards that were submitted towards the damage deposit will be refunded up to 2 weeks after the event. If damages occurred or a violation was assessed (exceeded event time or fire alarms were pulled), the permit holder will be notified of the amount of money being charged and the reason. We will only charge the credit card for the amount appropriate to correcting the problem.

#### REFUNDS, CANCELLATIONS AND RESCEDULING

If a cancellation occurs, the renter will be subject to deposits being withheld from the original rental price as listed below:

Cancellations made 30 days in advance or more:	0%
Cancellations made 30 days or less:	10%
Cancellations made 72 hours or less:	50% plus any and all expenses the City may have incurred.

A charge of 20% of the total reservation fee will be applied to all rescheduled reservations.

#### ALCOHOL (Wine and Beer only)

Alcohol is permitted only in the Event Hall at the CRC and the Cottonwood Community Club House. To offer alcohol to your guests, the following requirements need to be completed and followed.

- All events with alcohol require City of Cottonwood police officer(s), except where deemed unnecessary by the City Manager or the Community Services General Manager. Examples would be Chamber Mixers or Real Estate Board Mixers and events that are similar in nature or applicable to these types of events. The number of police officers is based on the number of guests attending your event.
- A 1 officer to 150 patron ratio must be held at all times from the moment the alcohol arrives until the facility is vacated and closed. Police officers must be booked at least one month prior to the event date. If Police Officers are not booked within fourteen working days of the event, the alcohol permit will be revoked and no alcohol will be allowed into the facility. Please call 928-634-4246 for police officer rates and availability.
- Only the permit holder or a designated individual can bring alcohol into the facility. Alcohol must be poured in a designated area and controlled by either a professional bartender or one or two responsible individuals over 21 years old (depending on size of party) that have been designated as bartenders to monitor and serve the alcohol at all times. Alcohol cannot be distributed or poured at the guests table. At no time can guests help themselves to the alcohol. Guests should be strongly discouraged from bringing alcohol to your event. If they do, it must be put behind the bar immediately. If the alcohol is not controlled, it may result in the immediate closing of your party and refunds will not be given. Agencies cannot sell the alcohol for profitable gain however they can request donations or tips.

In case of cancellation, it is your responsibility to contact the Cottonwood Police Department, as well as the Rental Coordinator. A full refund will be mailed to you for the officers only. If the responsible party fails to contact the police department and an officer arrives, the hourly minimum charge for the officer will be deducted from your refund.

## POLICE OFFICER DUTIES

Officers will be walking through the facility or area where an event is taking place and all surrounding areas repeatedly throughout their assignment. Officers are on assignment to secure the area, ensure citizens are not serving or allowing minors to drink, enforcing the "No Smoking" policies, and assist facility staff as needed. Officers, as well as facility staff, are to notify the permit holder or designated responsible party and the person serving alcohol that control has to be implemented at the bar when drinking is getting out of hand and guests are obviously intoxicated. Officers are to ask guests to leave the premises if conduct gets out of hand. If guests get too disorderly, staff will stop the event and ask everyone to leave. At this time, the officer will assist in vacating the building, and remain until the facility is secured. Refunds will not be given if this occurs.

## DECORATIONS

We encourage and understand that adding decorations to your event adds an element to your party. Unfortunately, there are a few guidelines in place to ensure that the Cottonwood Recreation Center continues to be aesthetically pleasing to all. Please no nails, staples, duct/scotch tape or other fastening devices can be attached to any walls, floors or ceiling. Only painter's masking tape can be used on the walls. All tape must be removed immediately after use. If any adhesive from the tape sticks to the surface, a charge will be assessed to remove it. Helium balloons in the community events hall must have at least a 10-foot string so they are easy to remove. All balloons must be removed at the conclusion of the event from the ceiling and floors. There will be a \$100 removal charge for balloons that float to an unattainable height.

Glitter or confetti is not allowed in any room at any City facility. Curling ribbon can be used in place of glitter, but must be picked up following your event. Tables used for food service or an extremely messy activity, are required to be covered (tablecloths are not provided by the City). Cloth, plastic or paper cloths with plastic backing can be used. Based on activity, the Center may request that floor coverings be used also.

Fog or smoke machines are not permitted. Unfortunately, these machines set off the smoke alarms. If used, the permit holder will be charged for the cost of the alarm company to come out and check and reset the alarm. If a person at the event sets off the fire alarm or damages any alarm, the permit holder will be charged for parts and labor for installation and the cost of the alarm company to come out to reset the alarm. No open flame devices are allowed in any City facility.

The permit holder must notify the Center of any need for décor requiring a ladder 72 hours prior to the event including placement of said items. This will be an additional charge at a rate deemed appropriate by Center management. It is the responsibility of the permit holder to relay the rules and regulations to their entire group. Failure to adhere to these rules shall result in expulsion of the group or activity, and forfeiture of all deposits, as well as forfeiture of future use of the facility. Expenses incurred by the City for repairs of damaged equipment or facilities, stains or marks on furniture, floors or walls will be charged back to or deducted from damage deposit of the group responsible.

## COTTONWOOD RECREATION CENTER KITCHEN POLICY

The following guidelines must be followed when utilizing the kitchen or additional fees will be incurred.

- Provide your own pots and pans, utensils, dishcloths, soap and anything else needed for the event and clean-up. The CRC only provides working space and major appliances.
- Thoroughly wipe down all counter space, oven, warming oven and sink with water and dry with a clean cloth.
- Empty all water out of chafing dishes. Please do not dispose of liquids in the garbage units.
- There isn't a garbage disposal in the kitchen. No food items are allowed to go down the sink.
- If using the microwave, please no metal objects or dishes when heating.
- Please use all equipment and appliances with care.
- Turn off warmers, stove and oven after use.
- If there is a spill on the floor, please clean it up immediately to ensure the safety of others.
- Remove all items from refrigerator and freezer. If liquid or food spilled, please wipe down.
- Sweep and mop floor (broom, mop and bucket provided by the CRC).
- Trash is to be placed in receptacles inside the building and excess trash placed in dumpster outside of the building and all possessions are to be removed from the facility.
- All equipment in the kitchen belongs to the City of Cottonwood. Any items damaged or removed from the kitchen will result in a forfeiture of part or all of the damage deposit.