



City of Cottonwood Facility Rental Application

150 South 6th Street | 928-639-3200 x3202

OFFICE USE ONLY		PERMIT _____
EVENT DAY/DATE _____		
EVENT START TIME _____		END TIME _____
DEPOSIT _____	Date _____	FOP _____
RENTAL FEE _____	Date _____	FOP _____

DATE *and* DAY OF EVENT _____ START *and* END TIME* _____

NAME _____ ORGANIZATION _____

PHONE _____ EMAIL _____

STREET ADDRESS _____ CITY/ST/ZIP _____

DRIVERS LICENSE # _____ DATE OF BIRTH _____

ALTERNATE CONTACT _____ PHONE _____

(✓) Please check the facility you'd like to reserve for your event or meeting* and applicable rate**:			
	» EVENT HALL: ALL THREE ROOMS Event rate: _____ \$225/hour _____ \$600/day (\$800 refundable deposit) Meeting/Nonprofit rate: _____ \$150/hour _____ \$400/day (\$400 refundable deposit)		» INDOOR LEISURE POOL (up to 50 guests) \$200/hour + lifeguard* fees; \$100 deposit [†]
			» INDOOR LEISURE POOL (51 to 90 guests) \$280/hour + lifeguard* fees; \$100 deposit
			» GYMNASIUM – FULL SPACE (Special events only) \$56/hour; \$100 deposit
	» COTTONWOOD ROOM A/V equipment; hardwood floors <i>(check applicable rate below)</i>		» GYMNASIUM – HALF SPACE (Not available for private parties) \$32/hour; \$100 deposit \$25 for volleyball net setup/breakdown
	» MINGUS MOUNTAIN ROOM Middle room; carpeted <i>(check applicable rate below)</i>		» KITCHEN: \$100/day
	» VERDE RIVER ROOM Next to kitchen; carpeted <i>(check applicable rate below)</i>		» OUTDOOR POOL (JUNE/JULY ONLY) <i>Separate pricing and application</i>
	»»»» Rates for individual rooms: Event rate: _____ \$75/hour _____ \$600/day (\$800 refundable deposit) Meeting/Nonprofit rate: _____ \$50/hour _____ \$400/day (\$400 refundable deposit)		» PARTY ROOM BY THE POOL <i>Separate pricing and application</i>
			[†] Two-hour minimum rental. One lifeguard for every 15 guests is required.

*A half hour before and after the event is included for setup and cleanup at no extra charge. If the event needs to go later than facility closing time, a charge to have two CRC staff members stay extra time will be added to the rental fees.

**Cottonwood Parks & Rec management reserves the right to determine if the reservation is for an event or meeting. Sales tax in the amount of 3.5% will be added to total of rental fees. See page 4 for details on the refundable deposit.

Name/purpose of the event: _____

Anticipated attendance: ADULTS _____ YOUTHS (under 18) _____

Is your organization a nonprofit agency? _____

Identified as a service oriented nonprofit operating under its own nonprofit status in good standing with the Arizona Corporation Commission. Client cannot use an umbrella company or organization. Must be able to provide an IRS 501(c) determination letter.

Is this event open to the public? _____

Will there be any admission charge, sale, solicitation, donation, or collection involved with your event? _____

If yes, explain: _____

Is the serving of alcohol requested? _____

*If so, City of Cottonwood must approve the request. An off-duty officer must be contracted from Cottonwood Police Department to be on site for the duration of the event while alcohol is present. One officer per 100 guests is required and must be confirmed a minimum of 14 days prior to the event. City of Cottonwood reserves the right to request additional officers at any time. If for any reason an officer has not accepted the assignment, or if the required number of officers is not available, alcohol will NOT be allowed at the event. Any disregard for the aforementioned will be basis for immediate closing of the event and forfeiture of the refundable deposit. Consumption and/or availability of alcohol must end one 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 responsible individuals over 21 years old 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 guest tables. **At no time can guests help themselves to the alcohol.** Guests should be strongly discouraged from bringing alcohol to the 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 the event, and refunds will not be given. Agencies cannot sell the alcohol for profitable gain unless a special event liquor license is on file with the state; however, they can request donations or tips.*

If you answered YES to the above question, you will be required to submit a certificate of insurance (COI) and additional insured endorsement naming City of Cottonwood as the certificate holder. The COI must include LIQUOR LIABILITY as required by the City of Cottonwood, even if you are NOT selling alcohol. Host liquor alone will not be accepted.

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.

EQUIPMENT NEEDS

The Cottonwood Room contains the A/V equipment (projector, screen, desktop computer), although we can accommodate some A/V needs in the Mingus Mountain and Verde River rooms. If needed, we can arrange for you to meet with someone from our IT department; extra fees may apply. A/V access is included in the rental fee.

Please indicate how many tables and chairs you'd like and what equipment you need:

_____ Number of tables (6 ft × 30 in)

_____ PA system

_____ Number of chairs (2 per table in classroom setup)

_____ Wireless mics

Want us to do the setup? (\$75 fee) Yes _____ No _____

_____ Projector/screen _____ Portable monitor

If yes, please sketch your desired layout on the setup form for our Public Works crew. We can also provide suggestions.

_____ Desktop computer

_____ Arizona flag _____ US flag

_____ Wi-fi access

_____ Conference call capability

Will there be amplified sound other than use of PA system? _____ If yes, please describe: _____

Will you be hiring outside vendors for your event (i.e., DJ, performers, caterer, etc.)? _____ If yes, please describe: _____
Outside vendors will need to provide a certificate of insurance (COI) with endorsement. Ask reservationist for details.

Will there be decorations? _____ If yes, please describe: _____

Will food be at your event? _____ If yes, please describe: _____
A certificate of insurance (COI) with additional insured endorsement may be required.

Will your event require the placement of signs, flyers, or posters on city property? _____
We can provide an easel if you would like to bring a directional sign for attendees.

Please read and initial after each of the following statements:

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 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. _____

I understand that the adjacent room(s) may be in use if the entire Event Hall is not reserved by us; that the walls between each room are sound barriers, not soundproofing; and that the REC staff will assist in keeping noise to a minimum if needed. _____

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. _____

I have received, read, and understand the information in the "Facility Rental Policies, Rules & Regulations" section contained in the City of Cottonwood Recreation Center Policies & Procedures (CRC). _____

It is distinctly understood and agreed that I as the applicant assume 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. I further agree that in consideration of being permitted to use the facilities, I 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 my use or occupancy. _____

I, the undersigned, hereby certify that I will be personally responsible as, or on behalf of, the applicant of any damages/loss sustained by the grounds, building, furniture or equipment, or unusual cleanup 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.

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

Authorization for events where alcohol is to be served:

Jak Teel, Parks & Recreation Director	Date
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City of Cottonwood currently accepts payment in the form of cash, Visa, Mastercard, Discover, and local checks made payable to the City of Cottonwood. Cancellations will be dealt with on a case-by-case basis.

The refundable deposit is not applied to the rental fee and is actually deposited into the city account, then fully refunded if the venue is left in good order and ready for the next reservation (i.e., tables and chairs wiped down, all trash disposed of, floor swept or vacuumed if necessary). Cleaning supplies are available in each room or at the Guest Services desk. Any extra cleaning required will be deducted from the deposit refund, which is processed 3 to 10 days after your event.

Cancellations are considered on a case-by-case basis.

FOR OFFICE USE ONLY

_____ Setup form submitted to PW, RC, ML (Aquatics if applicable)

_____ IT support scheduled (if needed)

_____ COI w/endorsement submitted (if needed)

_____ COI w/endorsement approved

_____ Deposit refunded and receipt emailed



PERMIT # _____

Copy to ____PW ____RC ____ML

Date _____

RESERVATION SETUP FORM

Date and day of reservation: _____

Start and end time (including setup/cleanup): _____ Event time: _____

Contact: _____ Phone: _____

Organization: _____

Purpose of event: _____ Number of attendees: _____ adults _____ youth
(e.g., training, workshop, meeting, celebration, etc.)

Rooms requested (✓):

_____ Event Hall (All three conference rooms below) _____ Kitchen _____ Staff Conference Room _____ F Gym

Conference Rooms: _____ Cottonwood Room _____ Mingus Mountain Room _____ Verde River Room

Furniture/props needed* (✓ or #):

of chairs _____ # of tables _____

City to do setup (\$75 fee) _____ YES _____ NO

Conference call setup _____ YES _____ NO

Arizona flag _____ US flag _____ Podium _____

A/V needed* (✓):

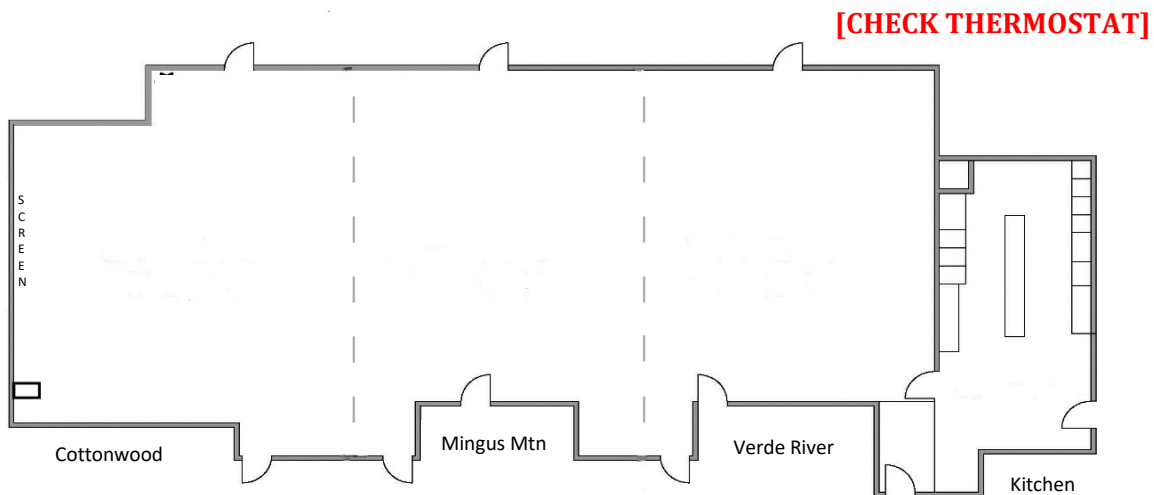
Projector _____ YES _____ NO

Access to computer _____ YES _____ NO

Portable monitor _____ YES _____ NO

Wireless mics _____ YES _____ NO

****If our Public Works crew is setting up tables and chairs for your event, please sketch out your desired arrangement below. Simply draw rectangles for tables and x's for chairs. We also have sample layouts we can suggest. If you have special A/V needs, please let us know in advance to be sure we can accommodate your request.***



Event Hall

Security/Cleaning Deposit Checklist

The goal is to basically leave the space ready for the next reservation. The following will be checked for completion after your event or meeting before the deposit is refunded:

- _____ Projector, wireless mics, pointer, etc., all shut to OFF. *Please do not shut down computer!*
See quick guide to turning off A/V equipment at the computer station.
- _____ All personal items removed, including emptied boxes, meeting supplies, etc.
- _____ Tables and chairs wiped down if needed.
- _____ Stack 6 chairs max on each storage cart and 10 tables per storage cart (if you did not opt in for paid setup). Please see instructions posted inside storage closet doors.
- _____ All trash emptied and taken to dumpster next to the tennis courts (outside and to the left when you exit the Event Hall). Please use the outer doors instead of going through the rec center and reset bins with new trash bag.
- _____ Carpeted areas vacuumed if needed. Please ask for the vacuum at Guest Services.
- _____ If needed, wood floor is swept and mopped (with water only). Janitor closet is located in hallway outside of kitchen. If locked, please ask staff at Guest Services for assistance.
- _____ Please ask someone at Guest Services to lock the outer doors if they were unlocked for your event.

Some cleaning supplies are located in the cabinets at the hall entrance to each room. Guest Services can also provide supplies. Thank you! Hope your event went well.

Comments or suggestions:

Event representative: _____ Date: _____

REC representative: _____ Date: _____



FACILITY RENTALS

Reservations can be made six months in advance and are on a first-come, first-served basis. Reservations must be made by an individual at least 18 years of age who must be present at all times during the event or meeting.

Rooms can be rented for one hour minimum. The event or meeting must end no later than 8pm unless the event holder is willing to pay for REC personnel, if available, to work later than regular hours (fees to be determined).

Rental fees include conference room tables and chairs and access to audio/visual equipment. A half hour for setup and a half hour for cleanup are added to the reservation at no charge.

Staff will work with the event holder or designated representative to ensure that all rules and regulations are adhered to and that all cleanup responsibilities are understood. If any equipment is borrowed or rented from the REC, it needs to be returned to staff immediately following the event. *The City of Cottonwood is not responsible for personal equipment or items left in the facility.*

APPLICATION, DEPOSIT, AND PAYMENT

A completed rental application must be submitted to book a reservation. Once the reservation is processed, a refundable deposit must be paid to reserve the facility on the desired date. Payment can be made with a debit/credit card, cash, or check. The rental fee is required no later than 10 days prior to the event date. If the balance is not paid within this time frame, the event could be canceled and the associated deposit may be withheld.

DEPOSIT REFUND

If the facility is left clean after the event (see checklist), with no damages and ready for the next event holder, the refundable deposit will be credited in full. If the deposit is paid with a credit or debit card, the refund is processed within the week. If paid with a check or cash, the refund in the form of a check may take up to two weeks.

If the facility is not left in good order or damages or loss have occurred, then it will be determined if a portion or none of the deposit will be refunded, depending on the cost to clean or repair the facility or replace any loss. 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 the deposit.

ROOM SETUP AND CLEANUP

For an additional fee of \$75.00, the REC crew will set up and break down the tables and chairs for the event. Cleanup is the responsibility of the event holder. Basic supplies are in the room or can be requested at Guest Services, including a vacuum cleaner. Please see Facility Rules and Regulations on pages 3–5.

COMMUNITY EVENT HALL ROOMS

Vertical partitions can divide the Event Hall into three rooms: the Cottonwood Room (A/V amenities, hardwood floor), the Mingus Mountain Room, and the Verde River Room (next to the kitchen), or can be left pulled back to allow for one large area of 3790 square feet. For your safety, please DO NOT attempt to move the partitions or trash receptacles at any time. Doors and receptacles are to be moved by trained staff only.

KITCHEN

The kitchen adjacent to the Event Hall can be rented in conjunction with a room reservation and can be used by a licensed caterer or the event 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 kitchen and must possess and provide proper permit(s) and submit them 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 a designated licensed facility. Food being prepared (from scratch) in the REC kitchen requires a one-day volunteer food handler card and must be submitted 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 of your scheduled event.

The following guidelines must be followed when utilizing the kitchen:

- Please provide your own pots and pans, utensils, dishcloths, soap, and cleaning supplies. The REC provides the working space and major appliances as well as a broom, mop, and bucket.
- Thoroughly wipe down all counters, 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 bins.
- No food items are to go down the sink.
- 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 personal items from refrigerator and freezer and wipe down if needed.
- Trash is to be placed in dumpsters outside of the building, and all possessions are to be removed from the facility.

PARTY ROOM

Community members can reserve the Party Room for celebrations with access to the indoor pool. The rental fee covers entrance to the REC for all guests, a maximum of 16, including adults and children. *This does not include access to the rest of the Rec Center.* Food can be brought in but must not be taken out to the pool. Decorations can be set up with blue painter's tape—no nails or staples or anything that will leave holes or marks in the walls or ceiling, and no glitter or confetti.

A guest list must be provided and left with the attendants at Guest Services. In turn, the attendants will give the person hosting the celebration a checklist of responsibilities that must be fulfilled to get a full deposit refund (e.g., remove all decorations, take out trash, clean out refrigerator if used, wipe down tables and chairs, vacuum, etc.). The Party Room must essentially be left ready for the next celebration.

INDOOR POOL AND OUTDOOR POOL

The indoor pool can be rented for private events on Fridays or Saturdays after regular business hours. The maximum number of guests is 90. Rental of the indoor pool would include the patio and Party Room. Fees would be added to pay for lifeguard staff and front desk staff.

The outdoor pool is also available for private events, but only after regular hours in June and July.

GYMNASIUM

The full gymnasium is only reservable for public special events and not available for private parties unless it's booked after hours. REC staff reserves the right to determine if an event is appropriate for the gymnasium, which is primarily for REC members to use. If approved, other costs such as the use of REC equipment, after-hours staff, or extra cleaning may be added to the rental.

FACILITY RULES AND REGULATIONS

Parties renting municipal facilities are responsible for the control and safety of their own participants, spectators, and minors.



Those who rent municipal facilities are responsible for leaving the indoor and outdoor areas (including parking areas) in good order. Cleaning supplies are available for clients' use. All trash must be taken out to the dumpsters. The city may withhold a portion or all of the deposit if the facility is not left adequately cleaned or if anything is damaged. The amount of the deposit does not limit the liability for any damage or loss that occurs at the event.

Municipal events or meetings shall receive priority consideration for reservation of facilities. The City of Cottonwood reserves the right to cancel a nonmunicipal reservation with a 24-hour advance notice. The deposit and rents paid would be fully refunded.

The rental fees for municipal facilities may be amended from time to time by the Cottonwood City Council.

Personal or rented property must be removed from the municipal facility immediately after the event. The city is not responsible for property left in the municipal facility during or after the event.

The waiver of rental fees shall only be granted by approval of the city manager, community services general manager, or director of parks and recreation.

Hold Harmless Agreement. The authorized representative executing the attached rental application, in consideration of receiving permission to use municipal facilities for personal use and/or the organization represented and its members, releases the City of Cottonwood, Inc. and 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.

Insurance. For certain events or meetings, a certificate of insurance with endorsement may be required. A combined single limit coverage for bodily injury and property damage along with an additional insured endorsement must be submitted two weeks before the event. Please see the information provided regarding a certificate of insurance.

- Violation of any of the rules and regulations so stated may result in forfeiture of deposit and loss of future rights to reserve municipal facilities.
- All fees are payable in advance or by agreement.
- Renter agrees to comply with all other City of Cottonwood Codes and Regulations not stated in this rental agreement.
- Exits shall be unlocked and properly maintained during the events.
- Decorative materials must be approved, fire retardant material.
- Heat-, spark-, fog- or flame-producing equipment is not allowed. Exceptions may only be approved by the Cottonwood Fire Department.

- Unconventional electrical equipment in addition to the existing system in the facilities shall be approved by the REC maintenance staff before being placed in service.
- Parking shall not be allowed that would obstruct exits or ingress or emergency vehicles and personnel.
- Tables and chairs must be arranged with the required ADA setback so that safe exiting is allowed.
- Other safety considerations may be required based on the nature of the event.
- An approved, no fee, sign permit shall be obtained for all temporary signs before installation of such signs. No sign shall be constructed or erected in such a manner as to interfere with or confuse traffic, or present a traffic hazard. Flashing signs are not permitted.
- Children are not allowed to run free in any city facility, including the REC.
- Appropriate noise levels must be maintained and will be monitored by facility staff.
- Animals are not allowed in any city facility unless designated as a guide dog as identified by the ADA.
- If additional equipment is being rented for your event, it is the responsibility of the permit holder 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.

REFUNDS, CANCELLATIONS, AND RESCHEDULING

If a cancellation occurs, deposits may be withheld following the schedule below:

- 30 days in advance or more: full deposit refunded
- 30 days to 72 hours: deposit minus 10 percent refunded
- 72 hours or less: Half deposit refunded, minus any expenses the city may have incurred due to late notice
- An added charge of 20 percent of the total reservation fee will be applied to all rescheduled reservations.

ALCOHOL (Wine and Beer only)

Alcoholic beverages are not allowed at most municipal facilities. At Riverfront Park, only beer and wine are allowed but must be in non-glass containers, and park visitors must bring their own beer and wine for their own consumption. At the Cottonwood Community Club House and the REC Event Hall, alcohol can be served at private events as long as a certificate of insurance with additional insured endorsement is filed with the Risk Management Department. Smoking is NOT permitted inside or directly outside of municipal buildings and only in designated areas at outdoor facilities.

If alcohol will be served at an event, the City of Cottonwood requires an off-duty police officer be present during the time alcohol is being served. The event holder must hire one officer for every 100 guests. Police officers must be booked at least two weeks prior to the event date.

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 who can monitor and serve the alcohol for the duration of the event. Alcohol cannot be distributed or poured at the guests' tables. *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 upon arrival. If the alcohol is not controlled, it may result in the immediate closing of the event, and refunds will not be given. Alcohol cannot be sold for profitable gain without a special event liquor license from the state.

In case of cancellation, it is the responsibility of the event holder to contact the reservations coordinator as soon as possible, with no guarantee that the event holder will be refunded the cost of the off-duty officer(s).

POLICE OFFICER DUTIES

The officer(s) will have a standing post at the event to maintain safety and security; to ensure citizens are not serving or allowing minors to drink; to enforce "No Smoking" policies; and to assist facility staff as needed.

DECORATIONS

We welcome the use of decorations for special events, but ask that the following guidelines be followed:

No nails, staples, duct tape, 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 and must be removed immediately after the event. Confetti and glitter are also prohibited.

No open-flame devices are allowed in any city facility.

Fog machines, smoke machines or pyrotechnics are not permitted. Unfortunately, these machines set off the smoke alarms. If the alarm is set off during a private event, the event holder will be charged for the cost of resetting the alarm.

A city ladder can be requested with 72-hour advance notice. The event holder is responsible for safe practices while using the ladder. It is the responsibility of the permit holder to relay the rules and regulations to their entire group.