

PYLE ADULT RECREATION CENTER

Available Rental Hours: Mon-Thurs, 8 a.m.-8:30 p.m.; Friday, 8 a.m.-4:30 p.m.; Saturday, 9 a.m.-3:30 p.m.

Organization Name: _____

Responsible Party: _____ # attending: _____

Rental start time: _____ end time: _____ Purpose of use: _____
 (MUST INCLUDE SET-UP AND CLEAN-UP)

~ DATES REQUESTED (PLEASE CIRCLE) ~

Blacked-out dates are unavailable. Facility closes at 5:00 p.m. on dates in gray.

January 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
	Closed at 5pm		Craft Fair 7, 8 & 9			

December 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	Closed at 5pm			

CITY OF TEMPE FACILITY USE POLICIES

*Policies for Tempe Facilities - Tempe City Code, Chapter 23, Article III, Division, 2 Sections 23-56 & 23-57. Please read these policies carefully and make certain that **all** members of your group are familiar with them.*

Facility Request Form

This form can be obtained online or in person at the requested facility, and must be completed in full and submitted to that facility for consideration. The request form should be submitted at least two weeks prior to the requested date.

All activities must be under competent, adult supervision (18 years or over), with the organization using the facility assuming full responsibility for any damage to the facility or equipment used. The use of facilities and special equipment shall be issued by the Community Services employee on duty through the responsible party ONLY.

The total number of people admitted for any use shall not exceed the capacity of the assigned room as determined by an official designated by the Community Services Department and/or the City Fire Marshall.

Verification of Building Use

Verification of reserved meeting space is contingent upon final approval by the Community Services Department. Nothing is finalized until the Responsible Party has received a Facility Use Permit via email or in person. Do not advertise your meeting or event until you have received the final permit from the facility.

Permittee (Responsible Party) must:

- Submit payment by the deadline set by the facility.
- Be present throughout the time that the facility is in use.
- Ensure that all activity is confined to the rented area. Children must stay within rented room at all times. Children under 12 must be accompanied by an adult to restrooms.

Prohibited Activities

- Tobacco use and smoking inside the facility.
- Bringing alcoholic beverages into the facility.
- Attaching material of any kind to any part of the facility without written permission.
- Any use that detracts from general public enjoyment or use of the facility, or interferes with facility maintenance.

Reservation Changes/Cancellations

Changes to, or cancellation of, reservations must be made within two (2) business days (Monday through Friday) of the reservation and may be made ONLY by the Permittee in order to receive a refund. Any requests made during the scheduled activity must be made by the Permittee.

If the facility is not notified of a cancellation, the permit holder will forfeit all fees associated with the reservation.

All requests for changes, cancellations and/or additional dates must be made **in writing**. This may be done by email to the facility coordinator, completing a change request form at the facility or by US mail.

All permits are made on a calendar-year basis. Permits may be reissued each year with approval.

Staff Responsibilities

The Community Services Department employee on duty shall exercise authority over the organization and its activities. If adult supervision is inadequate, it is the responsibility of the staff person to report it to the facility supervisor.

Facility Set-up/Clean-up

Set-up and clean-up of the contracted area is the responsibility of the Permittee. The user shall be charged on an hourly basis to pay for clean-up if it is necessary for the City to provide additional clean-up services. A clean-up deposit may be required if deemed necessary. No furniture/equipment shall be moved into the facility without permission. Any property remaining at the facility after the event will be disposed of or recycled. The Permittee must ensure that all facilities and requested equipment are left in good order.

- Requested time must include time for set-up and clean-up.
- All attendees must vacate the facility by closing time unless permission is otherwise granted.

Please note:

Certificate of Insurance

The City of Tempe **may** require a Certificate of Insurance. If required, the Certificate must state at least the following minimum liability coverage:

A. Bodily Injury	\$1,000,000
B. Property Damage	\$ 100,000

Additionally, on the Certificate of Insurance the following **must** be stated:

- The City of Tempe is named as an additional insured.
- This insurance is primary to the City of Tempe's self-insurance retention.

Indemnification

User shall release, indemnify, defend and save harmless the City, and its officers, employees and agents from and against all claims, suits, actions, damages, or causes of action for any personal injury, loss of life or damage to property sustained by reason or as a result of the use of the Premises for which this facility use agreement is entered into and from and against any orders, judgments or decrees which may be entered thereto, and from and against all costs, attorney's fees, expenses, and liabilities incurred in or by reason of the defense for any such claim, suit or action and the investigation thereof. Nothing in this facility use agreement shall be deemed to affect the rights, privileges, and immunities of the City, its officers, employees and agents as are provided for by law. This provision shall survive the termination of this facility use agreement.

Permits are revocable if any rule is violated.

I have read and understand Tempe City Code, Chapter 23, Article III, Division, 2, Sections 23-56 & 23-57.

Responsible Party

Date



Assumption of the Risk and Waiver of Liability Relating to Coronavirus/COVID-19

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. Based on current available information and clinical expertise, older adults and people of any age who have serious underlying medical conditions might be at a higher risk for severe illness from COVID-19. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people.

The City of Tempe has created new protocols and put in place preventative measures to reduce the spread of COVID-19; however, the City cannot guarantee that you, your child(ren), or members of your group or organization will not become infected with COVID-19. Further, attending any City event, program, activity, reservation, rental, or facility may increase your or your child(ren)'s risk of contracting COVID-19.

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Acknowledgement of COVID-19 Risk. I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that I, my child(ren), or members of my group or organization may be exposed to, or infected by COVID-19 by participating in, utilizing, or attending any City event, program, activity, reservation, rental, or facility and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I acknowledge that older adults and people of any age who have serious underlying medical conditions are at a higher risk for severe illness from COVID-19. I understand that the risk of becoming exposed to or infected by COVID-19 at a City event, program, activity, reservation, rental, or facility may result from the actions, omissions, or negligence of myself and others, including, but not limited to, City officials, employees, volunteers, and other program participants, attendees, users, and their families.

Waiver. I voluntarily agree to assume all of the foregoing risks and accept responsibility for any injury to myself, my child(ren) or members of my group or organization, including, but not limited to, personal injury, disability, and death, illness, damage, loss, claim, liability, or expense, of any kind, that I or they may experience or incur in connection with participation, attendance, or use of a City facility, event, program, activity, reservation, or rental to the extent permitted by law. I hereby release, covenant not to sue, discharge, and hold harmless the City, its officials, employees, agents, and representatives, of and from any claim that may arise from or in connection with my, my child(ren) or members of my group or organization's participation or attendance in any City event, program, activity, reservation or rental, including claims related to COVID-19. I understand and agree that this release includes any claims based on the actions, omissions, or negligence of the City, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation or attendance at in any City event, program, activity, reservation or rental.

Compliance with COVID-19 Protections. By participating in, utilizing, or attending the City facility, event, program, activity, reservation or rental, I agree that I, my children or members of my group or organization will fully comply with all federal, state, county and City laws, including executive orders and proclamations, and to strictly follow the protocols as directed by the Centers for Disease Control and Prevention and the Arizona Department of Health Services, arising from, addressing or related to COVID-19 and/or any other threats to public health.

Responsible Party Name (printed)

Signature of Responsible Party_____

Date_____

PYLE ADULT RECREATION CENTER COVID-19 FACILITY AGREEMENT ADDENDUM

Tempe Parks & Recreation has developed a set of criteria by which requests for meeting space in Tempe facilities will be evaluated and granted based on the availability of space that will accommodate group size requesting space. **Limits on group size may change along with the changing environment of the COVID-19 pandemic.** Groups granted permits for use of City facility space will be required to abide by the following requirements and restrictions:

- Stay home if you are sick.
- Wash hands often, especially after leaving, with soap and water for 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer that contains at least 60% alcohol.
- Masks are not required at this time.
- If you are at higher risk for severe illness, you should avoid visiting public facilities.
- The permittee understands that there will be limits on the size of the group allowed to use the meeting space and that those limits will be enforced by city staff.
- A Covid-19 waiver of liability must be signed by the Responsible Party requesting a Facility Use Permit and included with the Room Reservation Request application.
- Members of the group agree to practice physical distancing while in the facility. The responsible party is required to enforce this policy.
- All equipment, such as tables and chairs, shall be left in place for City staff to sanitize appropriately.

I have read, and agree to, the permit requirements and restrictions for all reservations at Pyle Adult Recreation Center.
(Must be signed by the Responsible Party on the Permit Request)

Print Name

Print Name of Organization (if applicable)

Signature

Date