



Community Services
Clark Park Community Center Room Fees
 1730 S. Roosevelt St., Tempe, AZ 85281
 (480) 350-5208 www.tempe.gov/clark
 Email Completed forms to: ClarkInfo@tempe.gov

During Business Hours			
Room	Resident or Not-for-Profit Group (per hour)	Non-Resident (per hour)	For-Profit Group (per hour)
Ash Classroom – 766 sq ft (Capacity: 39 people*)	\$5	\$10	\$20
Elm Classroom – 988 sq ft (Capacity: 50 people*)	\$10	\$20	\$40
Palm Classroom – 730 sq ft (Capacity: 37 people*)	\$5	\$10	\$20
Cypress Multi-purpose Room – 1416 sq ft (Capacity: 72 people*)	\$30	\$60	\$120
*capacity without furniture			

Rentals available during business hours:

Monday-Thursday, 9:00 a.m.–8:30 p.m.
 Friday & Saturday, 9:00 a.m.–4:30 p.m.
 Sunday – Closed; exception: 5/25/25-7/27/25, 12:30-5:30 p.m.

- A 2-hour minimum is required for all reservations.
- Full payment is due two weeks prior to rental date.
- We are not accepting reservations outside of normal business hours.
- Additional staff and security may be required for certain facility use reservations.
- **All reservations are subject to facility and staff availability.**
- Make checks payable to **City of Tempe**.
- A Certificate of Insurance is required for all outside vendors.

Definitions:

Not-for-Profit Group: Any non-profit 501(c)(3) or other not-for-profit organization.

Resident: A resident of Tempe (a business address does not qualify), reserving a facility for personal use.

Non-Resident: Any non-Tempe resident reserving a facility for personal use.

For-Profit Group: Any business or for-profit entity; anyone who charges for his/her services provided in the reserved facility.

Community Services Department
Clark Park Community Center
ROOM RESERVATION REQUEST 2025



1730 S. Roosevelt St. Tempe, AZ 85281 Bld. A www.tempe.gov/clark Phone: 480-350-5208

RESPONSIBLE PARTY INFORMATION Contact for booking, adding or changing reservation. **(Must be present at meeting/event.)**

First Name	Last Name	Daytime Phone	Cell / Home Phone	
Street Address (required, PO Box not acceptable)		City	St	Zip
Mailing Address		City	St	Zip
Email Address (Please print clearly)				Birthdate (required)

ORGANIZATION INFORMATION

Organization Name:			
Mailing Address (If different from Responsible Party)	City	St	Zip
Brief Description of Organization (non-profit, for-profit, neighborhood association., etc. Please describe.)			

MEETING INFORMATION (required)

Description of Meeting / Event:			
Date	Preferred Room	start time (include set up)	end time (include clean up)
Date	Preferred Room	start time (include set up)	end time (include clean up)
Date	Preferred Room	start time (include set up)	end time (include clean up)
Date	Preferred Room	start time (include set up)	end time (include clean up)
Number of attendees expected:		Will participants pay a fee or suggested donation to attend your meeting/event? (at, before or after meeting) Will you be selling any product or service at the meeting? If yes to either question, please explain.	
Adults	Children		
Will your meeting/event include any of the following?			
<input type="checkbox"/> Food/Beverage	<input type="checkbox"/> Food/Entertainment Vendor	<input type="checkbox"/> Amplified Music or Other Sound	# of Tables _____ # of Chairs _____
Will your event/party be using the pool? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, how many pool admissions do you want to purchase: 2-7 yrs \$.75 ea. _____ 8-12 yrs \$.75 ea. _____ 13 yrs+ \$1.25 ea. _____			

This is an application only. Nothing is finalized until all payments and required documents are received and a permit is sent to you from the Community Services Department. By signing below I attest that I am at least 18 years of age and have read, understand and agree to comply with all of the attached room reservation policies and procedures.

Signature of Responsible Party

Date

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 full payment two weeks prior to rental date.
- 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

(Must be signed and returned with application.)