

Community Services Department

North Tempe Multi-Generational Facility

ROOM RESERVATION REQUEST 2025

1555 N. Bridalwreath St., Tempe AZ 85288

www.tempe.gov/northtempe

Phone: 480-858-6500 Fax: 480-858-6545

RESPONSIBLE PARTY INFORMATION (Must be present at meeting/event)

First Name	Last Name	Birthdate	Cell/Home Phone	
Mailing Address		City	St	Zip
Email Address		Alternate Phone		

ALTERNATE CONTACT PERSON

First Name	Last Name	Birthdate	Cell/Home Phone	
Email Address				

ORGANIZATION INFORMATION

Organization Name:				
Mailing Address (If different from Responsible Party)	City	St	Zip	
Brief Description of Organization				

MEETING INFORMATION

Description of Meeting/Event:				
Number of Attendees:		# of Tables Needed:	# of Chairs Needed:	
Will your meeting/event include any of the following:	Food/Drink	Arts/Crafts	Amplified Music/DJ	
Will your meeting/event need the use of:	PA System	Projection System	TV/DVD Cart	
Any special accommodations:				

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	
FOR OFFICE USE ONLY		DATE RECEIVED:		PERMIT #:	
City Dept.	Resident	Non-Resident	Not for Profit	Commercial/For Profit	DATE OF EVENT:

ROOM INFORMATION
 Joshua (40) / Juniper (40)
 Manzanita (25) / Mesquite (25)
 Sisso (25)
 Palo Verde (25)
 Sm. Conf. (10) Lrg. Conf. (25)

HOURS AVAILABLE
 Mon-Thu 8am-7:45pm
 Fri 8am-7:45pm
 Sat 10am-4:30pm
 Sun CLOSED

ORGANIZATION NAME _____

RESPONSIBLE PARTY _____

OF PEOPLE ATTENDING _____

DATES REQUESTED (PLEASE CIRCLE)

Please include set-up and take-down time when requesting dates & times

**Blacked out dates indicate facility closed

JANUARY 2025						
S	M	T	W	TH	F	SA
			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	

Facility Closed Jan. 1st, 20th

SET-UP HOURS: _____

MEETING/EVENT HOURS: _____

TAKEDOWN HOURS: _____

FEBRUARY 2025						
S	M	T	W	TH	F	SA
						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	

Facility Closed Feb. 17th

SET-UP HOURS: _____

MEETING/EVENT HOURS: _____

TAKEDOWN HOURS: _____

MARCH 2025						
S	M	T	W	TH	F	SA
						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					

SET-UP HOURS: _____

MEETING/EVENT HOURS: _____

TAKEDOWN HOURS: _____

APRIL 2025						
S	M	T	W	TH	F	SA
		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			

SET-UP HOURS: _____

MEETING/EVENT HOURS: _____

TAKEDOWN HOURS: _____

MAY 2025						
S	M	T	W	TH	F	SA
				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

Facility Closed May 26th

SET-UP HOURS: _____

MEETING/EVENT HOURS: _____

TAKEDOWN HOURS: _____

JUNE 2025						
S	M	T	W	TH	F	SA
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					

SET-UP HOURS: _____

MEETING/EVENT HOURS: _____

TAKEDOWN HOURS: _____

JULY 2025						
S	M	T	W	TH	F	SA
		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		

Facility Closed July 4th

SET-UP HOURS: _____

MEETING/EVENT HOURS: _____

TAKEDOWN HOURS: _____

AUGUST 2025						
S	M	T	W	TH	F	SA
					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						

SET-UP HOURS: _____

MEETING/EVENT HOURS: _____

TAKEDOWN HOURS: _____

SEPTEMBER 2025						
S	M	T	W	TH	F	SA
	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				

Facility Closed Sep. 1st

SET-UP HOURS: _____

MEETING/EVENT HOURS: _____

TAKEDOWN HOURS: _____

OCTOBER 2025						
S	M	T	W	TH	F	SA
			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	

SET-UP HOURS: _____

MEETING/EVENT HOURS: _____

TAKEDOWN HOURS: _____

NOVEMBER 2025						
S	M	T	W	TH	F	SA
						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						

Facility Closed November 11th, 27th, 28th

SET-UP HOURS: _____

MEETING/EVENT HOURS: _____

TAKEDOWN HOURS: _____

DECEMBER 2025						
S	M	T	W	TH	F	SA
	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			

Facility Closed December 25th

SET-UP HOURS: _____

MEETING/EVENT HOURS: _____

TAKEDOWN HOURS: _____

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 usage 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 you have received a Facility Use Permit that is signed by the Permittee and a designee of the Community Services Department. Do not advertise your meeting or event until you have received the final permit from the facility.

Permittee must:

- Return to the facility a signed copy of the Facility Use Permit.
- 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.

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. 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 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 will be 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.

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 of 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

(Please return with your application)

City of Tempe Community Services
North Tempe Multi-Generational Facility Reservation Fees
1555 N. Bridalwreath St, Tempe Az 85288
(480)858-6500 www.tempe.gov/northtempe

Rentals available during Business Hours:

Monday-Friday 8:00a.m. to 7:45p.m.

Saturday 10:00a.m. to 4:45p.m.

Sunday CLOSED

ROOM	Capacity	Resident or Not For Profit Per Hour	Non Resident Per Hour	For Profit Per Hour
Small Conference Room	10	\$5	\$10	\$20
Large Conference Room	25	\$5	\$10	\$20
Sisso Classroom	25	\$5	\$10	\$20
Palo Verde Classroom	25	\$5	\$10	\$20
Manzanita/Mesquite Classroom	50	\$10	\$20	\$40
Manzanita Classroom	25	\$5	\$10	\$20
Mesquite Classroom	25	\$5	\$10	\$20
Joshua/Juniper Multipurpose	80	\$30	\$60	\$120
Joshua Classroom	40	\$15	\$30	\$60
Juniper Classroom	40	\$15	\$30	\$60
Gymnasium	300	\$90	\$120	\$150
North Gymnasium	150	\$50	\$80	\$120
South Gymnasium	150	\$50	\$80	\$120

- Non-athletic events in the gymnasium may require a gym floor cover at an additional cost.
- Additional staff and security may be required for certain facility use reservations.
- A deposit may be required for certain facility uses.
- Applicable surcharges may apply for additional reservation needs.
- All reservations are subject to facility and staff availability.
- Full payment is due upon rental permit confirmation.

Definitions:

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

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

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

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

Neighborhood Facilities:

Clark Recreation Center	1730 S. Roosevelt St., Tempe 85281	480-350-5208	www.tempe.gov/recreation
Edna Vihel Activities Center	3340 S. Rural Rd., Tempe 85282	480-350-5287	www.tempe.gov/arts
Escalante Community Center	2150 E. Orange St., Tempe 85281	480-350-5800	www.tempe.gov/escalante
Pyle Adult Recreation Center	655 E. Southern Ave., Tempe 85282	480-350-5211	www.tempe.gov/pyle
Tempe History Museum	809 E. Southern Ave., Tempe 85282	480-350-5100	www.tempe.gov/museum
Tempe Public Library	3500 S. Rural Rd., Tempe 85282	480-350-5500	www.tempe.gov/library
Westside Multi-generational Center	715 W. 5th St., Tempe 85281	480-858-2400	www.tempe.gov/westside