



KIWANIS GYM RENTAL FAQ'S

Q. How do I find out if a specific date in the gym is available to rent?

A. Call 480-350-5201; Kiwanis front staff can inform you if a date is available, however, they will be unable to make a reservation for you over the phone. To reserve the gym; a facility request form must be filled out and submitted a minimum of 3 business days prior to date requested: [click here](#) for a fillable PDF request form. Please download the form, save to your computer, fill out, save and send back to: carmen_sanchez@tempe.gov. *Please note that same day rentals are not an option; 3 business days' notice is needed to secure a rental.*

Q: How do I rent the gym?

A. An athletic gym reservation requires a facility request form to be filled out and submitted a minimum of 3 business days prior to date requested: [click here](#) for fillable PDF request form. Non-athletic events require a minimum of 10 business days prior to event date. Please download the form, save to your computer, fill out, save and send back to: carmen_sanchez@tempe.gov. Once your request form is approved; you will be notified and issued a permit to use the gym via email.

Q. What are the fees for the gym and when is payment due?

A. Athletic Fees: \$55/hr for ½ gym; \$105/hr for full gym. Resident, non-resident, non-profit, corporate all pay the same user fee. Payments on permits are due within 48 hours of permit being issued. Failure to pay results in permit being cancelled. Please do not make a reservation if you are not ready to pay for services.

Q. What equipment do I have access use during my gym rental?

A. Groups may use the facilities basketballs and volleyballs for recreational play. Volleyball groups are responsible for the set-up/take-down of volleyball nets. Staff can assist first time users and then it is the group's responsibility to set-up/take-down equipment.

Q. What activities are allowed during "open" gym time?

A. The open gym hours are dedicated for basketball only. Open gym hours are subject to change daily; please call ahead 480-350-5701 to make sure the gym is available and open.

Q. How do I cancel my reservation?

A. You must contact the gym supervisor who issued your permit to make a cancellation. Do not call the front desk. Any changes/cancellations to your permit date(s) must be made 3 business days in advance to receive full refund.

Q: Can I rent the gym for a birthday party, family reunion or a corporate event?

A. Yes. Fees for a non-athletic event in the gym are \$150/hr. with a minimum of a 4-hour rental time. Maximum capacity is 300 patrons. Groups planning on having food and/or drinks (non-alcoholic) at your event; please note that there is a \$400 additional fee to lay the protective floor covering over the gym floor. In addition; a \$250 refundable deposit is required. Gym rentals must be made a minimum of 10 business days prior to event date.

Q. Can I hire Kiwanis staff to help to set-up and or clean-up for my event?

A. Yes. Staff can be scheduled to help groups with either set-up and/or clean-up for their event the day of. The rate for staff is \$150 for a 2 hour minimum for 2 staff members. If your group needs staff; please indicate this on your application.

Q. Can I set up an inflatable in the gym?

A. Yes. Inflatable companies must use sandbags to secure the inflatable on the gym floor. Inflatable company must meet the insurance requirements for a contracted vendor. See insurance sample at the bottom of the request form.

Q. What decorations can I use for my event?

A. Decorations can be used for your event. Facility should be left as in the same condition as found without residue or markings on floors or walls. Groups may decorate using blue or masking tape to prevent leaving residue behind. No nails or permanent changes to surfaces.

Q. Do I need insurance for my rental/event?

A. Club teams, corporations, organizations and private instruction rentals must provide a certificate of liability insurance and submit prior to reservation. All contracted vendors (i.e. caterer, inflatables, etc) are also required to provide certificates of insurance naming the City of Tempe as additionally insured. See insurance sample at the bottom of the request form.

Q. Does the facility provide equipment to use for my birthday, family reunion or corporate event?

A. The facility has the following equipment to use at no charge: Twelve (12) 42-inch round tables, Thirty (30) 8 ft. rectangle tables & 300 folding chairs. Group is responsible for the set-up and take-down of tables/chairs and must leave facility in the same condition as found.

Q. What equipment can I rent from your facility?

A. Electronic scoreboard - \$25.00 per day

Q: How far in advance am I able to rent the gym?

A. 6 months from the date of event.

Q. What are the costs for renting the gym after the facility is closed?

A. After-hour rentals will be charged an additional facility staff fee of \$50/hour. This facility staff fee is in addition to the hourly rental fee.