



**City of Page Facility Use Application
Facilities Guidelines and Information**

Revised 8/26/2020



Facility Use Request

Hold Harmless Agreement

PLEASE READ CAREFULLY: I understand that my use of the City of Page Facilities is voluntary and that I am using it for my benefit only. I agree that my use of any City facility is undertaken at my own risk. I understand and agree that the City of Page will not be liable for any claims, injuries or damages of whatever nature, incurred by me, or members of my organization, or guests of my event due to negligence of a member of my organization, guests of my event, or negligence of third parties. On behalf of myself, the organization I represent, and all those attending or invited to attend the event, I expressly forever release and discharge the City of Page, its governing boards, members, past members, officers, employees, agents, volunteers and assigns, from any such claims, injuries, or damages of whatever nature arising out of or connected with my use of any City Facility. I also agree to reimburse the City of Page for any damage, breakage, maintenance or theft of equipment beyond the damage deposit figure, if so warranted.

Application Procedure

- A. Applications are available at City Hall; or by calling department numbers listed on the Facility Request Form; or can be found online at www.cityofpage.org.
- B. Read through the entire application packet to make sure the facility you choose will fit your needs.
- C. Contact the specific department to inquire if the facility is available on your desired date and time.
- D. Submit the application along with a utility bill, lease agreement, or other proof of residency for residential fee, the damage deposit, and the "Damage Deposit Authorization Form" to facility. A copy of the proof of residency is placed in the applicant's file. If an adult does not present a proper identification when asked, they will be considered a non-resident.
- E. Application, documents, and damage/cleaning deposit must be submitted at least three weeks in advance of the reservation date to be guaranteed consideration for usage. Applications submitted less two weeks prior to the event date will be considered, but there will be no guarantee of usage.
- F. Applicants must be 18 years or older.

Application/Event Confirmation Procedure

- A. After the application request has been properly submitted, applicants will be notified within three business days, that we have received their request and whether the date and time selected are available.
- B. Reservations is not guaranteed until the damage deposit is paid.

Future Reservation Procedure (Active Applicants)

- A. To assure availability, the City of Page reserves the right to limit the number of reservations for any given applicant.
- B. Active applicants may request a reservation in person, by mail, e-mail or by telephone no less than 3 weeks in advance of the desired reservation date. Active applications are those that have an application on file, a 100% damage deposit submitted or damage deposit authorization form on file, and do not have outstanding fees. Active applicants must be renewed annually.
- C. City Employees shall have the authority, subject to appeal of the City Manager, to prohibit or limit use of the City facility by a user based upon knowledge that the user has caused damage to other public facilities or when disruption, damage, theft, or other unfavorable history is recorded from previous use of a City facility.

Available facilities and contact information:

For a list of available meeting rooms including size, times availability, and amenities, please contact the meeting room coordinator from the list below.

Page Police Department
808 Coppermine Rd.
Phone (928) 645-4106
Fax (928) 645-4369

Town House
605 S. Navajo Dr.
(928) 645-2600
Fax (928) 645-6810

Page Community Center
699 S. Navajo Dr.
(928) 645-2600
Fax (928) 645-6810

Page Sports Complex and Annex
Park
Haul Rd.
Page Tennis Courts
Lake Powell Blvd.
(928) 645-4380
Fax (928) 608-0347

City Parks
699 S. Navajo Dr.
(928) 645-2600
Fax (928) 645-6810

Page Public Library
479. S. Lake Powell Blvd.
(928) 645-4270
Fax (928) 645-5804

Page Shore Amphitheater
699 S. Navajo Dr.
(928) 645-2600
Fax (928) 645-6810

Notes

- A. The City of Page accepts cash, checks, VISA, Discover or MasterCard for damage deposits and rentals. The name of the individual or organization making the application must appear on the front of the check or credit card. All checks are cashed, including checks for the damage deposit. Checks are payable to "City of Page." Reimbursements of damage deposits will be processed with other City obligations twice a month in conjunction with City Managers approval.
- B. The maximum capacity for meeting room:

Page Community Center	230- Dining Room and Lobby area
	12- Conference Room
	49-Activity Studio - Open Room (Chairs and tables available upon request)
Police Department Community Room	87- Community Room (Classroom style seating)
Page Public Library	30- Program Room (Chairs and tables available)
Town House	149-Open Room (Limited chairs and tables available)

- C. Do not expect to be let into the building, room, or field you are using any sooner than the time you have indicated on your application. You are also expected to exit the facility by the time indicated on your application. Failure to do so will result in additional fees assessed.
- D. When City facilities close due to inclement weather, the City will cancel all activities. It is your responsibility to call during inclement weather to inquire if we are open. The City of Page will not call you if we are closed.
- E. The City will not deny access to the community facilities on the basis of race, religion, sex, creed, age, sexual orientation or national origin. Allowing any group to use the community facilities does not imply endorsement of a group's views by the City.
- F. The Page Police Department Community Room, Page Community Center, Town House, and the Page Public Library are ADA compliant.

Rules & Regulations

1. All approved applications shall be revocable and shall not be considered a lease.
2. The City reserves the right to cancel an application due to false information or violation of any rules and regulations.
3. All Federal, City and State ordinances and laws must be observed.
4. Usage of illegal chemicals and tobacco products on the premises is forbidden.

5. Events Involving Alcohol: Alcohol is prohibited unless a Special Events Permit has been issued by the City Manager.
6. Disorderly conduct of any kind is prohibited.
7. Applicants are responsible for the actions of their guests.
8. All rental fees and damage deposits are due when the reservation is made.
9. Damage deposits on file will be refunded only if the facility is left in the condition in which it was found after each use, and there are no outstanding charges.
10. Damage deposits cannot be used towards payment of the rental fees due.
11. Any outstanding charges incurred during the activity will be billed directly to the applicant and must be paid before damage deposit is returned or additional reservations may be used or approved.
12. There will be no storage at the City facilities. The City is not responsible for any items left at the facility.
13. The City will do what is reasonable and fair when a group cancel at the last minute. We cannot guarantee a refund. The applicant must speak with a staff person prior to the reservation time to be considered for any type of refund.
14. An applicant is considered a "no show" if they have not shown up at their scheduled time. The reservation is held ½ hour past the application's scheduled time and then that reservation becomes void. There will be no rental refund, and possible loss of future reservation requests.
15. All applicants must check in at the main desk as they enter the Facility.
16. Activities must confine themselves to the room(s) or field(s) assigned for their use. Children brought by participants must also confine themselves to the room(s) or field(s) assigned for the parents' activity.
17. Every group using the facility must be under competent adult leadership. The organization or user group will assume full responsibility for the groups' conduct and for any damage to the building, grounds, or equipment. The City reserves the right to assign supervisory staff or maintenance personnel at an additional cost to the user if it is necessary because of the type of function or activity that is scheduled. There shall be one adult for every 10 youth in any room or field. Youth are defined as those under 18 years of age.
18. Any group who will have food at their activity must abide by the "Food Use Guidelines".
19. Users shall not make any alterations without written consent of the City. Alterations include any items that shall be hung, glued, taped or in any other way affixed to the walls, ceiling, floor, windows, light fixtures, fence, poles, or other structures of the City of Page Facilities rented.
20. Users are responsible for setting up and taking down of their event.
21. The use of any city equipment, personal equipment, or decorations brought in must be noted on the application and approved.
22. City staff may request a picture ID and a utility bill from participants at any time to confirm residency requirements. If an adult does not present a proper identification when asked, they will be considered a non-resident.
23. Report any damage you find or damage you have caused immediately to the office. If you have spilled something that requires additional tools (broom, vacuum, wet mop, carpet cleaner) to clean up properly, inform the building supervisor.
24. The applicant may not charge an admission fee, sell tickets or solicit donations at the City facilities without the express written permission of the City.
25. Any accidents or damage to the City facilities must be reported to the City immediately following the event.
26. The User shall permit the City's officials, employees or agents to have access and to enter the City facilities at any time during the event.

27. Non-profit 501 (c) (3) groups may use the facility for fundraising activities and charge entrance fees and collect donations provided that a detailed plan of the event, including the expenses, marketing plan and procedure for collecting fees, is submitted with the rental application. Proof of 501(c)(3) status must be attached to application.
28. Private groups wishing to collect fees, donations or admission charges, or those using the facility to market a product, give a presentation, or advertise their business, will be considered commercial users.
29. It is not the responsibility of the City staff to put rooms back into their original order or to clean up the rooms after each user. It is the responsibility of the user. Maintenance staff will do general cleaning such as vacuuming, mopping, sanitizing, dusting, etc. Before leaving the facility, it is the responsibility of the user to:
 - Return the room or field to the order in which it was found. If you moved it, move it back. If you brought it in, take it back out with you. If you unlocked it, lock it.
 - Return all equipment properly. If you got it out, put it back. If it is not working properly, tell the office.
 - Clean up. If you messed it up, you clean it up, debris and spills on tables, counters, carts, chairs and floors. Coffee pots should be cleaned out and wiped out.
 - Deposit all garbage in the dumpster outside.
 - Garbage that cannot fit into the dumpsters with the lid-closed shut must be taken with the applicant.
30. Special consideration for animal groups. An additional charge of \$25.00 will be assessed.

Food Use Guidelines

- A. Potlucks are permissible as long as the event is not open to the public.
- B. Concessions and temporary food stands are not permissible without prior permission from the City Manager and a special Event Permit.
- C. Commercially prepared refreshments/food are permissible.
- D. A Food Handlers permit from the State of Arizona must be presented.
- E. Applicants must allow sufficient amount of time for cleanup; floors, tabletops, countertops, etc.
- F. The applicant must dispose of all garbage in the dumpsters outside. Garbage that cannot fit into the dumpsters with the lid-closed shut must be taken with the applicant.

Hours of Operation for Facility Rental Request

Department	Facilities	Hours
Community Center	Town House	Monday through Friday 10am-3pm
Page Police Department	Community Room	Monday through Thursday 8am-4pm Closed For lunch from 12pm-1pm
Community Center	Dining, Conference Room Activity Studio	Monday through Friday 10am-3pm
Page Public Library	Program Room	Monday through Friday 10am-6pm Saturday 12pm-4pm
Page Recreation Department	Sports Complex Fields Sports Complex Annex Park Tennis Courts	Monday through Thursday 2pm-5pm

Insurance (if applicable)

Group, organization or team applicants for a Parks & Recreation Facility Use Permit must present evidence of liability insurance protection a minimum of sixty days prior to the permit start date. The coverage shall be in the minimum amount of \$1,000,000, combined single limit. The required Certificate of Insurance must specifically name the City of Page as both the "Certificate Holder" and as an "Additional Insured" for the activity.



City of Page Facility Use Application

PLEASE PRINT ALL INFORMATION

Name of Organization:		Name of Applicant:			
Mobile Phone:		Home/Work Phone:		Email Address:	
Mailing Address:		City:		State:	ZIP:
Physical Address:		City:		State:	ZIP:
Second Contact:		Email Address:		Mobile Phone:	Home/Work Phone:
Facility Requested:					
Date of Event:		Name of Event:		Food and/or Drinks supplied: commercially <input type="checkbox"/> other <input type="checkbox"/>	
Rental Hours*				Will alcohol be served (Permit required) Yes <input type="checkbox"/> No <input type="checkbox"/>	Estimated attendance:
*Rental hours must include time needed for set up and cleanup.					
Describe event and activities, including any entertainment:					
I have read the Facility Use Guidelines and I understand the Hold Harmless Agreement. I agree and will require participants to abide by the Facility Use Guidelines.					
Signature of Applicant:				Date:	
For Office Use Only					
Facility Fee:					
Deposit Amount:		Receipt #:		User Classification:	
Amount Paid:		Date Collected:		Authorized Signature:	
Description of Charges:		Refund Amount:		Date of Refund:	Staff Signature:



City of Page- Facility Cleaning & Damage Deposit Credit Card Authorization Form

FACILITY CLEANING & DAMAGE DEPOSIT CREDIT CARD AUTHORIZATION FORM

Event Date: _____

Name on Rental Agreement: _____

I, _____, hereby authorize the City of Page to bill my credit card for the standard cleaning and damage deposit for my event.

DAMAGE DEPOSIT:

A valid credit card number is required to process your reservation. The credit card will be charged and refunded unless damages are incurred to the property as listed in the Policies and Procedures.

Credit Card: ___ VISA ___ MasterCard ___ Discover _____ - _____ - _____ - _____

CVV _____ Exp. Date: _____

Customer Signature: _____ Date: _____

Your signature will constitute a binding agreement for payment of the specified charges incurred for damages to the property and/or grounds directly caused from your rental, including any companies contracted by you for catering, entertainment, or other. Our finance department will notify you prior to charging your credit card.

Please read and sign that you acknowledge and understand the key retrieval process-

All weekend townhouse rentals require keys to be picked up at the **City Hall (located at 697 Vista Ave) NO LATER THAN 4:00pm** on the **Thursday before** the rental date.

If the renter fails to pick up the keys as required by 4:00pm on Thursday before the rental date, or by the time and date agreed upon by both parties, the renter shall be refunded the refundable deposit amount paid, and the City shall retain the rental fee amount that reserved the Townhouse and prevent it from being rented to another party.

Renter - Print Name

Date

Renter – Signature

Date

City Hall Representative

Date

A copy of this agreement will be given to the renter and the original will be kept with the renter's townhouse paperwork

-Townhouse Cost and Payment Information-

Page Resident Cost – Proof of Page residency or employment required

1 to 4 hours - \$60.00 – (Hours paid include set up, decorating and cleaning time)

Non-resident cost – 1 – 4 hours - \$150.00 (Hours paid include set up, decorating and cleaning time)

Each additional hour - \$15.00 per hour

Refundable Deposit - \$150.00 (to be credited after the event and after the Townhouse is inspected and cleared for cleaning and any damages)

Payment Information –

Credit and/or debit cards will be refunded immediately after the Townhouse has been inspected and cleared.

Cash payments are managed and refunded through the City of Page and are processed twice monthly. Paying by cash will delay your refund depending on when the event takes place and when checks are cut by the city. *Please complete application in a neat manner so that the payment can be made out to and mailed to the correct person.

All payments are to be made at City Hall by the deadline date provided and must be made by 4:00pm Monday through Thursday.

Townhouse applications, payment, key retrieval paperwork and proof of residency are all due at the same time.

Please note that we do not accept split payments of cash and card for rentals.

Renter Name – Print Name _____
Date

Renter – Signature _____
Date

City Hall Representative _____
Date