



# City of Page

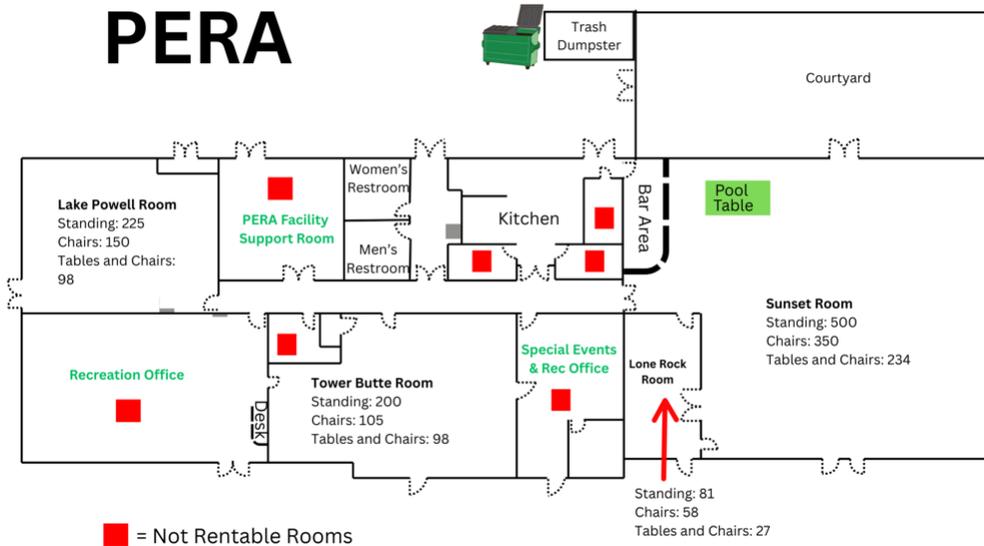
## PERA

### Facilities Guidelines and Information



**Pera 445 Haul Rd., Page AZ 86040**

# PERA



## Facility Use Request

The maximum capacity for PERA meeting rooms:

PERA – 445 HAUL RD.	Standing	Chairs	Tables and Chairs
Sunset Room	500	350	234
Lone Rock Room (Conference Room)	81	58	27
Tower Butte Room (Multi-Purpose Room)	200	105	98
Lake Powell Room (Classroom)	225	150	98
Kitchen			
Courtyard Basketball/Volleyball/Horseshoe/Playground			

### FACILITY RENTALS

Reservations may be made up to six months in advance and are scheduled on a first-come, first-served basis. All reservations must be made by an individual who is at least 18 years of age and who must remain present for the duration of the event or meeting. Rooms may be reserved up to 3 days prior to the scheduled meeting or event, subject to availability.

Events requiring a Special Event Permit must submit an application at least 30 days prior to the event date.

Events requesting to serve or allow alcohol must submit an Alcohol Permit application at least 30 days prior to the event date. Insurance Requirement: If alcohol will be served, the applicant must obtain liability insurance and provide a Certificate of Insurance naming the City as additionally insured at the time the alcohol permit application is submitted.

Rooms may be rented for a minimum of one hour. All events and meetings must conclude no later than 12:00 a.m.

Room Rental fees include the use of the conference room tables and chairs. A limited number of tables and chairs are available for facility rentals. While tables and chairs may be available for each reservation, specific table types (round or rectangular) cannot be guaranteed. Table types will be

assigned on a first-come, first-served basis upon reservation confirmation, subject to availability. Applicants should indicate their preferred table type and quantity when submitting the facility reservation request. If the requested table type is unavailable, an alternative table type may be provided.

The courtyard is equipped with ten (10) 6-foot rectangular tables and forty (40) chairs available for event use.

The facility does not guarantee specific furniture arrangements. Availability may vary depending on facility operations and prior reservations.

City staff will coordinate with the applicant to ensure compliance with all facility rules and regulations and to review cleanup responsibilities. Any equipment borrowed or rented from the city must be returned to the staff immediately following the event.

The City of Page is not responsible for personal property or items left in the facility.

### **APPLICATION, DEPOSIT, AND PAYMENT**

A completed rental application, the refundable deposit, and the rental Fee must be paid to reserve the facility on the desired date. Applicant must show a copy of an electrical bill in the applicant's name to get the Page Resident Fee.

Payment can be made with a debit/credit card, cash, or check.

All applicants must submit some form of legal identification when submitting an application.

A resident MAY NOT rent a facility for a non-resident. For wedding receptions, only the parents of the bride and groom, or the resident bride or groom, may rent the facility to qualify for the resident rate.

### **DEPOSIT REFUND**

Security deposits will be refunded following the event provided the facility is left in satisfactory condition and all rental terms and conditions are met. The City reserves the right to deduct from the security deposit the cost of damages, excessive cleaning, unpaid rental fees, or other violations of the use agreement. If the applicant or event participants use facility rooms or areas that were not included in the original reservation, the applicable rental fees for those spaces will be deducted from the security deposit, and additional charges may be assessed if the deposit does not cover the full cost. Refunds for deposits paid by credit or debit card will be processed within one week. Refunds for deposits paid by cash or check will be issued by check and may take up to three weeks.

If the facility is not left in good condition, or if damage or loss occurs, all or a portion of the deposit may be withheld. The amount refunded will be determined by the cost of cleaning or repairing the facility or replacing any lost or damaged items. Any expenses incurred by the City for repairs to equipment or facilities, or for cleaning stains or marks on furniture, floors, or walls, will be deducted from the deposit or billed to the applicant as necessary. Damage deposits are refunded only after the facility has been inspected, all charges are resolved, and the facility is returned to its original condition.

### **Room Setup and Cleanup**

For an additional fee of \$30.00, staff will set up and take down tables and chairs for the event. All cleanup responsibilities are the applicant's responsibility.

## **FACILITY RULES AND REGULATIONS**

### **Facility Rules, Regulations, and Conditions of Use**

Applicants are responsible for the supervision, control, and safety of all participants, spectators, guests, and minors attending their event. The applicant is fully responsible for the actions and conduct of their guests.

### **Facility Care, Cleanup, and Damages**

Applicants must leave all indoor and outdoor areas—including parking areas—in the same condition as prior to the applicant's use. Cleaning supplies are available for use. All trash must be removed and placed in the designated dumpster.

If the facility is not adequately cleaned or if damage, loss, or excessive wear occurs, all or part of the damage deposit may be withheld. The deposit amount does not limit the applicant's liability. Any costs incurred by the City for cleaning, repairs, replacement of equipment, or restoration of furniture, floors, walls, or facilities may be deducted from the deposit or billed directly to the applicant.

### **Priority, Fees, and Cancellations**

City events receive priority for facility use. The City of Page reserves the right to cancel any reservation with at least 24 hours' notice, in which case all rental fees and deposits will be refunded. Rental fees may be amended by the Page City Council.

All rental fees and damage deposits are due at the time of reservation. Damage deposits may not be applied toward rental fees.

The City will make reasonable efforts to address last-minute cancellations; however, refunds are not guaranteed. Applicants must speak with staff prior to the reservation time to be considered.

### **Use Restrictions and Safety**

**Events must remain within assigned rooms only.** All rooms must be under the supervision of a competent adult.

Applicants must comply with all federal, state, and city laws, codes, and regulations.

Exits must remain unlocked and unobstructed. Parking may not block entrances, exits, or emergency access. Tables and chairs must be arranged to meet ADA and fire safety requirements.

Heat-, spark-, flame-, fog-, smoke-producing equipment and pyrotechnics are prohibited unless expressly approved by the Page Fire Department. Unapproved electrical equipment is not permitted.

Noise levels must remain appropriate and are monitored by staff. Unruly behavior, such as shouting and profanity, which is disruptive of classes and other activities, is prohibited.

Animals are not allowed in City facilities, except ADA-recognized service animals.

Illegal drugs, chemicals, tobacco products, and disorderly conduct are strictly prohibited. The possession of a weapon or other dangerous devices will subject the possessor to immediate removal from the premises and to possible arrest and prosecution.

No parking on sidewalks to load and unload. Must stay on pavement.

### **Equipment, Property, and Storage**

All City or personal equipment brought into the facility must be listed on the application and approved in advance. Outside rental equipment deliveries must be accepted by the permit holder; City staff cannot sign for or assume responsibility for these items.

All personal and rented property must be removed immediately following the event. No storage is permitted. The city is not responsible for items left in or around the facility.

### **Admission, Sales, and Fundraising**

Applicants may not charge admission, sell tickets, solicit donations, or conduct commercial activities without written approval from the City.

Non-profit 501(c)(3) organizations may conduct fundraising activities with prior approval and submission of a detailed event plan and proof of nonprofit status. Private or for-profit groups engaging in sales, marketing, or presentations will be classified as commercial users.

### **Alcohol Use (Wine and Beer Only)**

Alcohol may be served at private events with an approved Permit for [Use of Alcohol on City Property](#) (\$25 fee) and a Certificate of Insurance naming the City of Page as Certificate Holder and Additional Insured. This permit must be applied for and approved separately and may be denied at the City's discretion.

Alcohol must be served only by a professional bartender or one to two designated individuals over 21. Guests may not serve themselves, and alcohol may not be sold without a state liquor license. Failure to properly control alcohol may result in immediate closure of the event without refund.

Smoking is prohibited inside the building or in the courtyard.

To apply for a Special Event License provided by the Arizona Department of Liquor Licenses & Control, visit: [www.liquor.az.gov/special-event](http://www.liquor.az.gov/special-event)

### **Decorations**

Decorations are permitted with restrictions. Nails, staples, duct tape, scotch tape, confetti, glitter, fog machines, smoke machines, open flames, and pyrotechnics are prohibited. Painter's masking tape may be used on walls and must be removed immediately after the event. Alarm activation due to prohibited equipment will result in charges to the applicant.

The use of rice, confetti, glitter, silly string is strictly prohibited.

### **Kitchen Use**

Kitchen use must be reserved and paid for in advance and may be used by a licensed caterer or the

event holder. Preparing food from scratch requires a one-day volunteer food handler card submitted at least 14 days prior to the event. Warming or storing food does not require a card.

Users must provide their own cookware, utensils, and cleaning supplies. The kitchen must be cleaned, all appliances turned off, spills addressed immediately, and all food and personal items removed. Trash must be disposed of in outside dumpsters.

### **Insurance Requirement**

#### **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.

### **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, discharge, and do further indemnify and agree to defend and hold harmless 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.

## **CHECKLIST**

Applications will NOT be accepted or processed without the following minimum required items. Please ensure all applicable documents are included at the time of submission:

### **Required for All Applicants:**

\_\_\_ **Completed and Signed Application Form**

\_\_\_ **Application Fee & Deposit** (Payment by check or money order only)

\_\_\_ **Certificate of Insurance (COI)**

- Valid for event date(s), including set-up and tear-down
- Must list the appropriate insured entity as required
- Coverage limits must meet facility requirements

A generalized insurance provider is Gather Guard. For more information, visit: [gatherguard.com](http://gatherguard.com)

### **Additional Required Documentation (If Applicable)**

\_\_\_ **IRS Letter of Nonprofit Status**

\_\_\_ **Food Handler's Permit** (Required if food will be prepared, served, or sold)

\_\_\_ **Arizona State Liquor License** (Required if alcohol will be sold)

\_\_\_ **Alcohol Permit** (Required if alcohol will be served)

### **Important Notes**

- Incomplete applications will be returned.
- Reservation dates are not secured until all required documents and fees are received and approved.
- Additional permits or documentation may be required depending on event type.



**CITY OF PAGE**  
**PERA RENTAL APPLICATION**  
 445 HAUL RD

Office Use Only
Event _____
Day/Date _____
Event Start Time _____ End _____
Time _____
Deposit _____ Date: _____
Rental Fee _____
Proof of Residency _____



DATE and DAY OF EVENT \_\_\_\_\_ Room \_\_\_\_\_

START TIME: \_\_\_\_\_ END TIME \_\_\_\_\_ (Include Event Set Up & Clean Up Time)

NAME OF INDIVIDUAL OR ORGANIZATION RESERVING THE FACILITY \_\_\_\_\_

CONTACT PERSON IF ORGANIZATION: \_\_\_\_\_ 501C 3 \_\_\_\_\_

Identified as a service-oriented nonprofit operating under its own nonprofit status in good standing with the Arizona Corporation Commission. The applicant cannot use an umbrella company or organization. Must be able to provide an IRS 501(c) determination letter

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ ST. ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ZIP CODE \_\_\_\_\_

DRIVERS' LICENSE # \_\_\_\_\_ DOB \_\_\_\_\_

ALTERNATE CONTACT \_\_\_\_\_ Phone \_\_\_\_\_

NAME/PURPOSE OF THE EVENT \_\_\_\_\_

Is this event open to the public? \_\_\_\_\_ How many attendees are expected \_\_\_\_\_

**Please see the Insurance Requirements in the Facility Use Agreement page.**

Will there be any admission charge, sale, solicitation, donation, or collection involved with your event? \_\_\_\_\_

If yes, explain:

Is the serving of alcohol requested? \_\_\_\_\_

**Must have a PERMIT FOR USE OF ALCOHOL ON CITY PROPERTY**

**PERA Room Equipment Needs:**

The Pera has A/V equipment (projector and screen). If needed, we can arrange for staff to be available for an extra fee. Please see page 2 of the rental application.

Please indicate how many tables and chairs you'd like and what equipment you need:

Number of Round Tables \_\_\_\_\_ Number of Rectangle tables (6FT Tables) \_\_\_\_\_ Number of Chairs \_\_\_\_\_

Will you be hiring outside vendors for your event (DJ, performers, caterer, etc.)? \_\_\_\_\_ If yes, please describe:

*Outside vendors will need to provide a certificate of insurance (COI) with endorsement.*

Will food be at your event? \_\_\_\_\_ If yes, please describe:

Will there be decorations? \_\_\_\_\_ If yes, please describe:

**Please read and initial after each of the following statements:**

\_\_\_\_\_ I understand that in case of emergency or for reasons beyond the City's control, the City reserves the right to cancel the scheduled event without liability. Refunds will be issued if the City must cancel. Likewise, certain areas and/or amenities may be forced to close with little or no notice due to mechanical, chemical, or environmental issues (including lightning). Refund requests will be assessed on a case-by-case basis in these situations.

\_\_\_\_\_ I understand that the adjacent room(s) may be in use if the entire facility is not reserved by us; that the walls between each room are sound barriers, not soundproofing.

\_\_\_\_\_ I understand that submittal of this application does not guarantee a reservation. Only after all documents have been received and all required payments are made will a reservation be confirmed.

\_\_\_\_\_ I have received, read, and understand the information in the "Facility Rental Rules & Regulations".

\_\_\_\_\_ It is distinctly understood and agreed that I as the applicant assume all risks for loss, damage, liability, injury, cost, or expense that may arise during, or be caused in any way by such use or occupancy of the facilities of the City of Page.

\_\_\_\_\_ I, the undersigned, hereby certify that I will be personally responsible as, or on behalf of, the applicant of any damages/loss sustained by the grounds, building, furniture or equipment, or unusual cleanup required through the occupancy of said facilities by the applicant. I am aware that liability insurance may be required in certain situations, naming the City of Page as additional insured.

\_\_\_\_\_ 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, discharge, and do further indemnify and agree to defend and hold harmless 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 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**

**Authorized Signature:**

**Facility Fee:**

**User Classification:**

**Deposit Amount:**

**Date Collected:**

**Amount Paid:**

**Receipt #:**

**Description of Charges:**

**Refund Amount:**

**Date of Refund:**

**Staff Signature:**