

Staff Use Only: Permit: _____ Day & Date of Use: _____
 Time of Use (include set-up and take-down): From _____ AM/PM to _____ AM/PM
 Last Name, First Name _____ Phone Number _____
 Deposit \$ _____ Date: _____ FOP _____ Fee \$ _____ Date: _____ FOP _____



Facility Rental Application

1. I, _____, representing _____
 (Name of Individual) (Organization, if applicable)

request permission to RENT the following facility (check applicable boxes):

	Commercial / Non-Resident Peak Hours	Commercial/ Non-Resident Non-Peak Hours	Resident / Non- Profit Peak Hours	Resident / Non- Profit Non-Peak Hours
COMMUNITY EVENTS HALL 3 rooms w/kitchen	Rent: \$140.00/hour Deposit: \$ 400.00	Rent: \$ 120.00/hour Deposit: \$ 400.00	Rent: \$ 112.00/hour Deposit: \$ 400.00	Rent: \$ 96.00/hour Deposit: \$ 400.00
2 rooms w/kitchen	Rent: 110.00/hour Deposit \$300.00	Rent: \$95.00/hour Deposit: \$300.00	Rent: \$88.00/hour Deposit: \$300.00	Rent: \$76.00/hour Deposit: \$300.00
1 room w/kitchen	Rent: \$90.00/hour Deposit: \$ 200.00	Rent: \$80.00/hour Deposit: \$ 200.00	Rent: \$74.00/hour Deposit: \$ 200.00	Rent: \$66.00/hour Deposit: \$ 200.00
3 rooms w/o kitchen	Rent: \$90.00/hour Deposit \$300.00	Rent: \$80.00/hour Deposit: \$300.00	Rent: \$80.00/hour Deposit: \$300.00	Rent: \$72.00/hour Deposit: \$300.00/hour
2 rooms w/o kitchen	\$70.00/hour Deposit \$200.00	Rent: \$60.00/hour Deposit: \$200.00	Rent: \$60.00/hour Deposit: \$200.00	Rent: \$52.00/hour Deposit: \$200.00
1 room w/o kitchen	Rent: \$50.00/hour Deposit: \$ 200.00	Rent: \$40.00/hour Deposit: \$ 200.00	Rent: \$40.00/hour Deposit: \$ 200.00	Rent: \$32.00/hour Deposit: \$ 200.00
GYMNASIUM Full Court	Rent: \$90.00/hour Deposit: \$ 100.00	Rent: \$70.00/hour Deposit: \$ 100.00	Rent: \$72.00/hour Deposit: \$ 100.00	Rent: \$56.00/hour Deposit: \$ 100.00
Half Court	Rent: \$50.00/hour Deposit: \$ 50.00	Rent: \$40.00/hour Deposit: \$ 50.00	Rent: \$40.00/hour Deposit: \$ 50.00	Rent: \$32.00/hour Deposit: \$ 50.00
INDOOR LEISURE POOL 0 – 50 People	Rent: \$250/hour Deposit: \$ 100.00	Rent \$250/hour Deposit: \$ 100.00	Rent \$200/hour Deposit: \$ 100.00	Rent \$200/hour Deposit: \$ 100.00
51 – 90 People	Rent: \$350/hour Deposit: \$ 150.00	Rent \$350/hour Deposit: \$ 150.00	Rent \$280/hour Deposit: \$ 150.00	Rent \$280/hour Deposit: \$ 150.00
OUTDOOR POOL				
CLIMBING WALL	Rent \$60/hour Deposit: \$ 30.00	Rent \$50/hour Deposit: \$ 30.00	Rent \$48/hour Deposit: \$ 30.00	Rent \$40/hour Deposit: \$ 30.00
MOVEMENT / DANCE STUDIO	Rent \$50/hour Deposit: \$ 60.00	Rent \$40/hour Deposit: \$ 60.00	Rent \$50/hour Deposit: \$ 60.00	Rent \$40/hour Deposit: \$ 60.00
PARTY ROOM Straight Hourly Rent	Rent \$50/per 2 hours Deposit: \$ 50.00			
	Up to 8 Patrons	9 – 16 Patrons	17 – 24 Patrons	25 – 32 Patrons
Rental Plus	\$70/per 2 hours, \$60 Deposit	\$100/per 2 hours, \$80 Deposit	\$130/per 2 hours, \$110 Deposit	\$160/per 2 hours, \$130 Deposit
Birthday Package	\$90/ per 2 hours, \$60 Deposit	\$130/per 2 hours, \$80 Deposit	\$260/per 2 hours, \$110 Deposit	\$350/per 2 hours, \$130 Deposit
Deluxe Birthday Package	\$130/per 2 hours, \$60 Deposit	\$200/per 2 hours, \$80 Deposit	\$320/per 2 hours, \$110 Deposit	\$440/per 2 hours, \$130 Deposit

2. Day/Date requested _____ Arrival Time _____ Leave Time _____

3. Area(s) Requested: (check all that apply) _____ Cottonwood (wood floor & projector)
 _____ Mingus Mtn _____ Verde River _____ Kitchen _____ Gym _____ Leisure Pool _____ Climbing Wall

4. The purpose of this use will be: _____
 (Meeting, Reception, Party, Fundraiser, etc.)

5. Anticipated attendance: ADULTS _____ YOUTHS (under 18) _____ TOTAL _____

6. What time will guests arrive? _____ What time will guests leave? _____

If your event is held after hours a \$25 per hour charge will be added.

7. Are you a resident of (or does your organization exist within) the City of Cottonwood? _____

8. Is your organization a non-profit agency? _____

9. Is this event open to the public? _____

10. Will there be any admission charge, sale, solicitation, donation, or collection involved with your usage? _____

If yes, explain: _____

11. Is the use of alcohol requested? _____ If yes, Please make sure to get consent/approval from the Community Services General Manager, or City Manager on the last page of this application.

12. Equipment or services requested (Contingent upon availability):

Number of chairs _____ Number of tables _____

PA System? _____ Microphone? _____ Projector? _____

13. Will there be decorations? _____ If yes, explain: _____

Anything hanging from the walls must be hung with blue painter's tape.

14. Will there be amplified sound? _____ If yes, explain: _____

15. Will there be food at the event? _____ If yes, explain: _____

A) If event is catered a Certificate of Insurance naming the City of Cottonwood as additionally insured will be required by party providing the catering. If the caterer will need additional time please reserve time appropriately. If kitchen is needed before an event a \$30 an hour charge will be assessed.

16. Will your use require the placing of signs, flyers or posters on City property? _____

17. Will other services be used [DJ, performer(s), speaker, etc.]? _____

If so, please explain: _____

18. Do you require conference call capabilities? Yes _____ No _____

Initial _____ 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 prior to scheduled use without liability. Refunds will be made if cancellation by the City is necessary. Likewise, certain **areas and/or amenities may be forced to close** with little or no notice due to mechanical, chemical, or environmental issues (including lighting). Refund requests will be assessed on a case by case basis in these situations.

Initial _____ 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.

Initial _____ I have received, read and understand the information contained in the Cottonwood Recreation "Facility Rental Policies and Guidelines" Packet.



To Whom It May Concern,

Your company is hosting an event at the Cottonwood Recreation Center. Therefore, a certificate of insurance is required by the City. Please contact your insurance company and ask them to provide the City with your Certificate of Insurance. If you continue to provide this service on an annual basis, please ask your insurance company to put us on an annual renewal so an updated Certificate of Insurance will be sent automatically before your current certificate expires each year. While instructing your insurance company to send a Certificate of Insurance, please give them the following information:

- The City of Cottonwood, at 816 N. Main St. Cottonwood, AZ 86326 needs to be listed as an additional insured and certificate holder.
- An endorsement allowing the policy to list the City of Cottonwood as the additional insured needs to be included with the Certificate of Insurance.
- Under the general liability, minimum amounts are the following:
 - Each occurrence: \$1,000,000
 - Damage to rented premises: \$300,000
 - Medical Expenses (any one person): \$10,000
 - Personal & Advertising Injury: \$1,000,000
 - General Aggregate: \$2,000,000
 - Products- Completed Operations Aggregate: \$1,000,000
- If personnel from your business will be working while using the facility, such as serving food while using a City facility or helping run the event, or working for the City in any other way, proof of Workers Compensation with the statutory limits for each accident, employee disease, and policy limit disease.

If you have any questions or concerns, please do not hesitate to contact me at either 928-639-3200 or crstaff@cottonwoodaz.gov.

Thank you,

CRC Staff



Dear Guest,

On behalf of the City of Cottonwood Parks and Recreation Staff we would like to thank you for your consideration on hosting your special event at the Cottonwood Recreation Center. We are eager and excited to assist you throughout the planning process to ensure that your special affair is memorable and enjoyable for you and your guests during your event at the CRC. We understand fully that when planning an event that the process can seem cumbersome and sometimes difficult. With that in mind we have taken the time and effort to explain thoroughly our rental policies and procedures in this packet so that your questions are answered and your anxiety is allayed.

The intent of this information packet is to provide you with our CRC policies, procedures, acknowledgement forms, set up diagrams, equipment, rental request forms, rental pricing sheets and cleaning checklists so that on the day of your event all parties understand what will be needed to make your event successful.

CRC staff requests that you fill out all of the forms in their entirety that are applicable to your event 30 days prior to your event. Depending on what facilities you are reserving we ask that you submit the following:

1. Signed copy of the rental, kitchen, and alcohol acknowledgment forms.
2. A diagram that will show staff how you would like your room set up for the special event.
3. The applicable rental request form filled out in the form's entirety and signed

If you have any questions regarding the form please contact the Front Desk Supervisors at 928-639-3200, or email us at rbigelow@cottonwoodaz.gov.

Again, we look forward to working with you in an effort to ensure that you and your guests have a fantastic event at the Cottonwood Recreation Center.

Sincerely,

Ryan Bigelow, Recreation Programs Supervisor
City of Cottonwood

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Max. Occupancy list for Recreation Center
Pool – 89

Party Room A– 27



Party Room B – 38

Conference Room– 38

Aerobic Classroom – 41



Game Room – 34

Gymnasium – 607



Babysitting – 15

Indoor Play – 14



Cottonwood Room – 87

Rental Fee Structure.....

Reservations can be made up to one year in advance during regular business hours or on-line. There is a one hour minimum for some room and a two hour per room minimum for other rentals and payment is due at the time of booking. Security/Damage deposits will be collected 30 days prior or at the time of the reservation and can be procured with a valid credit card.

	Commercial / Non-Resident Peak Hours	Commercial/ Non-Resident Non-Peak Hours	Resident / Non-Profit Peak Hours	Resident / Non-Profit Non-Peak Hours
COMMUNITY EVENTS HALL	Rent: \$140.00/hour Deposit: \$ 400.00	Rent: \$ 120.00/hour Deposit: \$ 400.00	Rent: \$ 112.00/hour Deposit: \$ 400.00	Rent: \$ 96.00/hour Deposit: \$ 400.00
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1 room w/kitchen	Rent: \$90.00/hour Deposit: \$ 200.00	Rent: \$80.00/hour Deposit: \$ 200.00	Rent: \$74.00/hour Deposit: \$ 200.00	Rent: \$66.00/hour Deposit: \$ 200.00
3 rooms w/o kitchen	Rent: \$90.00/hour Deposit \$300.00	Rent: \$80.00/hour Deposit: \$300.00	Rent: \$80.00/hour Deposit: \$300.00	Rent: \$72.00/hour Deposit: \$300.00/hour
2 rooms w/o kitchen	\$70.00/hour Deposit \$200.00	Rent: \$60.00/hour Deposit: \$200.00	Rent: \$60.00/hour Deposit: \$200.00	Rent: \$52.00/hour Deposit: \$200.00
1 room w/o kitchen	Rent: \$50.00/hour Deposit: \$ 200.00	Rent: \$40.00/hour Deposit: \$ 200.00	Rent: \$40.00/hour Deposit: \$ 200.00	Rent: \$32.00/hour Deposit: \$ 200.00
GYMNASIUM Full Court	Rent: \$90.00/hour Deposit: \$ 100.00	Rent: \$70.00/hour Deposit: \$ 100.00	Rent: \$72.00/hour Deposit: \$ 100.00	Rent: \$56.00/hour Deposit: \$ 100.00
Half Court	Rent: \$50.00/hour Deposit: \$ 50.00	Rent: \$40.00/hour Deposit: \$ 50.00	Rent: \$40.00/hour Deposit: \$ 50.00	Rent: \$32.00/hour Deposit: \$ 50.00
INDOOR LEISURE POOL	Rent: \$250/hour Deposit: \$ 100.00	Rent \$250/hour Deposit: \$ 100.00	Rent \$200/hour Deposit: \$ 100.00	Rent \$200/hour Deposit: \$ 100.00
0 – 50 People				
51 – 90 People	Rent: \$350/hour Deposit: \$ 150.00	Rent \$350/hour Deposit: \$ 150.00	Rent \$280/hour Deposit: \$ 150.00	Rent \$280/hour Deposit: \$ 150.00
OUTDOOR POOL				
CLIMBING WALL	Rent \$60/hour Deposit: \$ 30.00	Rent \$50/hour Deposit: \$ 30.00	Rent \$48/hour Deposit: \$ 30.00	Rent \$40/hour Deposit: \$ 30.00
MOVEMENT / DANCE STUDIO	Rent \$50/hour Deposit: \$ 60.00	Rent \$40/hour Deposit: \$ 60.00	Rent \$50/hour Deposit: \$ 60.00	Rent \$40/hour Deposit: \$ 60.00
PARTY ROOM	Rent \$50/per 2 hours Deposit: \$ 50.00			
Straight Hourly Rent				
	Up to 8 Patrons	9 – 16 Patrons	17 – 24 Patrons	25 – 32 Patrons
Rental Plus	\$70/per 2 hours, \$60 Deposit	\$100/per 2 hours, \$80 Deposit	\$130/per 2 hours, \$110 Deposit	\$160/per 2 hours, \$130 Deposit
Birthday Package	\$90/ per 2 hours, \$60 Deposit	\$130/per 2 hours, \$80 Deposit	\$260/per 2 hours, \$110 Deposit	\$350/per 2 hours, \$130 Deposit
Deluxe Birthday Package	\$130/per 2 hours, \$60 Deposit	\$200/per 2 hours, \$80 Deposit	\$320/per 2 hours, \$110 Deposit	\$440/per 2 hours, \$130 Deposit

Price Categories & Hours

Commercial or Non-Resident Private Rentals:

Commercial: Any group, club, agency, organization or individual, using the CRC in an attempt to realize a profit from its use or activity, and where an admission charge is made or other proceeds are received.

Non-Resident Private: Any private group, club, agency, organization or individual whose main residence or place of business is located outside incorporated City of Cottonwood boundaries using the CRC where no profit will be realized, for example: receptions and organizational meetings. An admission donation or charge may be made to cover costs only.

Resident/Non-Profit/Public Service:

- a) Activities, meetings or programs conducted by City employees for City purposes.
- b) Departmentally co-sponsored events conducted in cooperation with outside individuals, organizations, or public or private agencies.
- c) Activities and programs conducted through agreements between the City and outside individuals, organizations, or public or private agencies.
- d) Activities, meetings or programs conducted by any elected or appointed City official for City purposes.
- e) All registered non-profit organizations, conducting non-commercial activities.
- f) All government agencies.
- g) Rentals by any private group, club, agency, organization or individual whose legal residence or place of business is located within the incorporated City of Cottonwood legal boundaries.

Peak Hours – by Room:

Community Events Hall: Monday thru Friday, 3pm to Close. Saturday & Sunday, All Day.

Gymnasium: Monday thru Friday, Open to 8am & 3pm to Close. Saturday & Sunday, All Day

Climbing Wall: Monday thru Friday, Open to 8am & 3pm to Close. Saturday & Sunday, All Day

Movement/Dance Studio: Monday thru Friday, Open to 8am & 3pm to Close. Saturday & Sunday, All Day

Non-Peak Hours – by Room:

Community Events Hall: Monday thru Friday, Open to 3pm.

Gymnasium: Monday thru Friday, 8am-3pm

Indoor or Outdoor Pool: After hours only during non-public time

Climbing Wall: Monday thru Friday, 8am to 3pm.

Movement/Dance Studio: Monday thru Friday, 8am to 3pm

Party Room Information

Straight Room Rental: This rental does not include the usage of any facility amenities.

Rental Plus: This rental includes usage of the facility amenities.

Birthday Party Package: This rental includes usage of the facility amenities, as well as a choice of 5 different themes when booking the facility. Cake, ice cream, punch, and all tableware is included.
(Minimum 2 week reservation notice)

Deluxe Birthday Package: This package includes everything in the above package as well as balloons, personalized banner, and hats.
(Minimum 2 week reservation notice)

Room Set –Up.....

The CRC staff will provide the table and chair arrangements upon request for an additional fee of \$25.00 dollars per room rental.

Clean –Up.....

Each Party is responsible for clean up after their event. CRC will keep a portion of the deposit if clean -up is designated unsatisfactory. Please reference the Facility Rules and Regulations identified in this packet. **Each party will have 30min preparation time and 30min. clean-up time at no additional charge. If renting more than 2 rooms at a time this is increased to 1 hour before and 1 hour after.**

After Hours.....

The Banquet Hall, Gymnasium and Aquatics facility are only available when the CRC is closed to the public. All rental fees apply as listed and an additional fee of \$25.00 per hour will be assessed so we can have staff on site to assist with special events of this magnitude.

Facility Rental Policies and Procedures

Thank you for choosing the Cottonwood Recreation Center for your upcoming event. We have a variety of rooms and amenities that will assist in making your event enjoyable and one to remember. Below we have provided you with information pertaining to the City of Cottonwood’s Policies and Procedures for facility rentals.

Rental Information

Reservations must be made by an individual 18 years of age or older and can be made over the telephone, in person, or on the Cottonwood Parks and Recreation website with a credit card, or a check, or cash if conducting the transaction in person.

The individual who makes the reservation must be present at all times during the event or meeting.

A reservation can be made up to one year in advance and is on a first come first served basis.

Room rentals are a minimum of one or two hours per room depending on what room is rented and the event must end no later than 12 a.m. (midnight) on Friday or Saturday evenings or 10:00 p.m. Sunday through Thursday’s.

A security/damage deposit will be collected 30 days prior to the event date with a valid credit card, cash or check.

All fees/deposits for the small meeting rooms will be collected at time of booking.

A minimum down payment of 2-hours is required for the larger rooms at time of reservation and the remaining fees/deposits need to be paid in full 7 days prior to the event date. **If the balance is not paid 7 days prior to the event, the event will be cancelled and City of Cottonwood will withhold the down payment.**

Reservations made less than one month in advance, must be paid in full.

Rental fees include the room and access to CRC tables and chairs. A staff member is to complete a checklist at the conclusion of the event to determine deposit returns. Table and chair set-up and take-down is available at a cost of \$25 per room, **this service does not include clean up.**

An appointment with the Front Desk Supervisor or Recreation Programs Supervisor will need to be made once the reservation is processed to review rental policies and procedures, table arrangements, and any special requests.

As previously stated, the individual who made the reservation must be present throughout the entire event. However, if the event is a wedding reception and the bride or groom is listed on the reservation permit, another individual should be designated to be the main point of contact for the event. Staff will be working with that individual to ensure that all rules and regulations are adhered to and that all clean up responsibilities are followed through. If any equipment was rented from the CRC it needs to be returned to staff immediately following the event. **Please note that the City of Cottonwood is not responsible for personal equipment or items left in the facility.** Also, as a permit holder, failure to adhere or enforce policies shall result in forfeiture of part or all of the damage deposit.

COTTONWOOD ROOM

There are vertical partitions in the middle of the room. For your safety, please **DO NOT** attempt to move partitions or trash receptacles at any time. Doors and receptacles are to be moved by trained staff only. Damage to doors or floors will be billed to the rental party.

For bar setups inside this room, carpets or floor mats must be placed under the metal barrels that the kegs are in, or where the bar set up is placed. Kegs must be placed in some type of container; plastic barrels work best. Bar setups usually consist of one or two tables placed together. These tables must be covered completely to avoid damage from excess moisture. Soft soled non-marking shoes are required for any activities programmed during your event on this wood floor.

VERDE RIVER ROOM

There are vertical partitions in the middle of the room. For your safety, please **DO NOT** attempt to move partitions or trash receptacles at any time. Doors and receptacles are to be moved by trained staff only. Damage to doors or floors will be billed to the rental party.

For bar setups inside this room, carpets or floor mats must be placed under the metal barrels that the kegs are in, or where the bar set up is placed. Kegs must be placed in some type of container; plastic barrels work best. Bar setups usually consist of one or two tables placed together. These tables must be covered completely to avoid damage from excess moisture.

MINGUS MOUNTAIN ROOM

There are vertical partitions in the middle of the room. For your safety, please **DO NOT** attempt to move partitions or trash receptacles at any time. Doors and receptacles are to be moved by trained staff only. Damage to doors or floors will be billed to the rental party.

For bar setups inside this room, carpets or floor mats must be placed under the metal barrels that the kegs are in, or where the bar set up is placed. Kegs must be placed in some type of container; plastic barrels work best. Bar setups usually consist of one or two tables placed together. These tables must be covered completely to avoid damage from excess moisture.

KITCHEN

The kitchen at the Cottonwood Recreation Center can be rented for \$30/\$40 per hour in conjunction with a room reservation. The kitchen can be used by a Licensed Caterer or the permit holder. The following guidelines must be followed or violations may result in the Health Department closing the kitchen down and stopping the service of food.

Licensed Caterers must provide the proper certifications to use the CRC kitchen. The caterer must possess and provide proper permit(s) and submit to the Front Desk Supervisor 30 days prior to the date of the event. Licensed caterers can only use the kitchen for warming and plating meals. Food preparation must be prepared off-site only in their designated licensed facility.

Food being prepared (from scratch) in the CRC kitchen by the permit holder requires a 1 day volunteer food handler card and must be submitted to the Front Desk Supervisor 14 days prior to the date of the event. If the kitchen is going to be used only to warm food and store perishable items in the refrigerators, then a food handler card is not necessary.

The kitchen must be reserved and paid for in advanced to your schedule event. If the kitchen is not reserved it will remain locked during your event. When the kitchen is reserved, it is the responsibility of the permit holder to provide pots and pans, utensils, dishcloths, soap and anything else needed for the event. The CRC only provides working space and major appliances.

All groups using the kitchen are responsible for thoroughly cleaning all areas. This involves wiping all counter space and appliances with water and drying with a clean cloth; the floor is to be swept and mopped (broom, mop and bucket provided by the CRC). All trash is to be placed in receptacles and excess trash placed in dumpsters. All possessions are to be removed from the facility.

PATIO

The patio is available for guests to enjoy that are attending an event in the Cottonwood, Mingus Mountain, and Verde River Room. This is a great area to relax and enjoy the outside scenery. However, the patio along with the entire CRC is a non-smoking area. If smoking is witnessed by

staff, the individual will be asked to stop and a potential fee could be charged to the permit holder's damage deposit. If there are questions about the smoking ordinance, staff can provide additional information. At the end of your event, please ensure that all garbage is picked up and removed from this area.

GYMNASIUM

The gymnasium can be rented for a one-time special event or sport tournament after regular business hours. If you have a small crowd, then half of the gymnasium may meet your needs. If you are interested in having a company dinner, then the entire gymnasium is an option. There will be an additional cost for on-site staff, clean up and any CRC supplies used for the event.

PARTY ROOM

This room is available for small meetings, lectures or workshops accommodating up to 65 people. Tack boards, easels, and all meeting equipment will be the responsibility of renter. Supplemental supplies will not be provided. All garbage needs to be picked up and put into garbage cans and all personal items need to be removed following event. If there is a large amount of garbage (receptacles are overflowing), please notify staff.

ROCK CLIMBING WALL

The Rock Climbing wall is available for private rental during the day and weekends. For private rentals the renter will be responsible for payment due to rock climbing wall staff. Moreover, a liability release waiver will have to be signed by all individuals that want to use the wall.

INDOOR POOL

The natatorium can be rented for special events or parties after regular business hours. The natatorium can meet the needs of up to 275 patrons in one setting however due to health department codes and regulations only 96 patrons are allowed in the leisure pool at one time. This policy will be strictly enforced by the head lifeguard on duty. If you are interested in having a company dinner in conjunction with your pool party the outdoor pool patio and party rooms can be included in the rental package. There could be an additional cost for on-site staff, clean up and any CRC supplies used for the event.

Facility Rules and Regulations

GENERAL GUIDELINES

- 1. NO ALCOHOLIC BEVERAGES OF ANY KIND SHALL BE ALLOWED ON MUNICIPAL PROPERTY (other than Riverfront Park softball fields, the Cottonwood Civic Center and the Cottonwood Recreation Center), and smoking is NOT permitted**

inside or directly outside of municipal buildings.

2. Parties renting municipal facilities are responsible for the control and safety of their own participants, spectators and minors.

Parties renting municipal facilities are responsible for leaving the indoor and outdoor areas (including parking areas) in as good or better order condition than they were found. All tables, chairs, pews and other items normally located on the main floor must be returned to their original position. All floors must be swept and mopped. Cleaning supplies are in the janitorial closet in the foyer or available upon request. The user must empty all excess garbage into the dumpsters available. The city may withhold a portion or all of the deposit if the user does not adequately clean the rented facility following the event. The amount of the deposit does not limit the liability of the user for any damage or loss caused by the user or the user's guests and invitees.

3. Parties renting municipal facilities are responsible for set up and take down of tables and chairs, replacing any moved items to their previous location and keeping any mirrors unobstructed upon leaving unless the renting party agrees to pay an additional fee for room set up and tear down.
4. Requirements of municipal functions shall receive priority consideration in the assignment of municipal facilities.
5. The City of Cottonwood reserves the right to cancel any reservation previously scheduled to any organization with a 24-hour advance notice. A full refund of deposit and rents paid would be made to the renter.
6. The City Parks and Recreation Programs will be given priority over other community organizations and will be charged no fee for the use of municipal facilities.
7. The rental fees for municipal buildings may be amended from time to time by the Cottonwood City Council.
8. Extra property owned and used by renter shall be removed from the municipal facility immediately after the rental period. The city is not responsible for property left in the municipal facility during or after rental period.
9. The waiving of rental fees shall only be granted by approval of the City Manager or Community Services General Manager.
10. Municipal facilities rental cannot be scheduled for more than 12 months in advance.
11. Hold Harmless Agreement. The authorized representative executing the contract application attached, in consideration of receiving permission to use municipal facilities for himself/herself and the organization represented and its members, releases the City of Cottonwood, Inc., its city Council, employees, and agents, from all claims and liability arising from or during the use of municipal facilities, and agrees to indemnify and hold harmless said released parties from all claims of any nature.

12. Insurance. The city shall require a combined single limit coverage for bodily injury and property damage along with insurance endorsement. A current certificate of insurance must be attached to this rental agreement with policy limits of not less than \$1,000,000.
13. Municipal Facilities Fee Schedule (per hour/per day). See schedule on page four of this rental guide.
- 14. Violation of any of the rules and regulations so stated may result in forfeiture of deposit and loss of future rights to rent municipal facilities.**
15. All fees are payable in advance or by agreement.
16. Renter agrees to comply with all other City of Cottonwood Codes and Regulations not stated in this rental agreement.
17. The Cottonwood Recreation Center staff or a designated representative may require the hiring of off-duty officers based upon their evaluation of the event or program to be held and the anticipated occupant load. When off-duty officers are required, a minimum ratio of 1 officer per 150 participants must be held, and the person(s) or organization sponsoring the event shall be responsible for off-duty officer expenses and schedules.
18. The occupant loads for the City Municipal facilities which are available for rent are listed on page three.
19. Supervision shall be provided for each event by:
 - a. Property Owner/Agent
 - b. Agent or lessee of event
20. On-site supervisor shall:
 - a. Be a competent adult
 - b. Be capable of communicating an emergency to the proper agency
 - c. Be familiar with the building exit system
 - d. Be capable of assisting people to exits during an emergency
 - e. Be capable of operating on-site fire appliances
21. Exits shall be unlocked and properly maintained during the events.
22. Decorative materials must be approved fire retardant material.
23. Heat, spark or flame producing equipment is not allowed. Exceptions may only be approved by the Fire department.
24. Unconventional electrical equipment in addition to the existing system in the facilities shall be approved by the recreation center maintenance staff before being placed in service.
25. Parking shall not be allowed that would obstruct exits or ingress or emergency vehicles and personnel.
26. Tables and chairs must be arranged in order to provide safe exiting.

27. Other safety requirements that may be required due to the nature of the event.
28. An approved, no fee, sign permit shall be obtained for all temporary signs before installation of such signs.
29. No sign shall be constructed or erected in such a manner as to interfere with or confuse traffic, or present a traffic hazard.
30. Flashing signs: signs shall not be animated or have intermittent illumination or flashing lights.
32. Children are not allowed to run free throughout the Cottonwood Recreation Center.
33. Appropriate noise levels must be maintained and will be monitored by facility staff.
34. Reservation hours must be strictly observed. For renters it shall be the duty of the permit holder to ensure that your guests depart your event on or before the time designated on the Facility Use Permit. Failure to depart on time shall result in forfeiture of part or all of the security deposit.
35. Animals are not allowed in the CRC unless designated as a guide dog.
36. It is the responsibility of the permit holder to completely remove all possessions, empty trash into waste bins and make sure their function ends and cleanup takes place at the times agreed to on the contract. It is the responsibility of the permit holder to enforce the contract times.
37. If additional equipment is being rented for your event, it is the responsibility of the permit holder to make arrangements to meet the rental company at the CRC to accept the deliveries. Facility staff cannot sign for outside rental items and the CRC will not be responsible for them while they are on the premises.

SET-UP

Parties renting municipal facilities are responsible for set up and take down of tables and chairs and replacing any moved items to their previous location, unless renting party agrees to pay an additional fee for room set up and tear down.

DEPOSITS

The permit holder is required to provide a cleaning and damage deposit 30 days prior to the event. City sponsored or city affiliated groups with the Parks and Recreation Department are not required to pay a deposit. Deposits are secured with a valid debit/credit card (excluding American Express), check or cash. If the following conditions are not adhered to, a portion or all of the deposit will be charged.

- All personal items will be removed from the CRC.
- All tables wiped down, food debris removed, and trash is picked up and emptied.
- **All** rules and regulations detailed in this handout are observed and followed.

- Permit holder completes all necessary cleaning for the reserved room (including a very detailed cleaning of the kitchen). All credit cards that were submitted towards the damage deposit will be refunded 3 – 4 weeks after the event.
- If damages occurred or a violation was assessed (exceeded event time or fire alarms were pulled), the permit holder will be notified of the amount of money being charged and the reason. We will only charge the credit card for the amount appropriate to correcting the problem.

REFUNDS - CANCELLATIONS

If a cancellation needs to occur, the rental party will be subject to deposits being withheld off of original rental price as listed below:

Cancellations made 30 days in advance or more:	0%
Cancellations made less than 30 days in advance:	10%
Cancellations made less than 7 days in advance:	30% OR set up fee; whichever is greater

ALCOHOL

(Wine and Beer only)

Alcohol is permitted at the Cottonwood Recreation Center. To offer alcohol to your guests, the following requirements shall need to be completed and followed.

- **All events with alcohol require City of Cottonwood police officer(s), except where deemed unnecessary by the City Manager or the Community Services General Manager. Examples would be Chamber Mixers or Real Estate Board Mixers and events that are similar in nature or applicable to these types of events. The number of police officers is based on the number of guests attending your event.**
- **A 1 officer to 150 patron ratio must be held at all times from the moment your guests arrive until the facility is vacated and closed.**
- Police officers must be booked at least one month prior to the event date. If Police Officers are not booked within fourteen working days of the event, the alcohol permit will be revoked and no alcohol will be allowed into the facility. **Please call 928-634-4246 for police officer rates and availability.**
- Only the permit holder or a designated individual can bring alcohol into the facility. Alcohol **must** be poured in a designated area and controlled by either a professional bartender or one or two responsible individuals over 21 years old (depending on size of party) that have been designated as bartenders to monitor and serve the alcohol at all times.
- Alcohol **cannot** be distributed or poured at the guests table.
- **At no time can guests help themselves to the alcohol.**
- Guests should be strongly discouraged from bringing alcohol to your event. If they do, it must be put behind the bar immediately.
- If the alcohol is not controlled, it may result in the immediate closing of your party and refunds will not be given.
- Agencies cannot sell the alcohol for profitable gain however they can request donations or tips

In case of cancellation, it is your responsibility to contact the Cottonwood Police Department, as well as the CRC. A full refund will be mailed to you for the officers only. If the responsible party fails to contact the police department and an officer arrives, the hourly minimum charge for the officer will be deducted from your refund.

POLICE OFFICER DUTIES

Officers will be walking through the facility or area where an event is taking place and all surrounding areas repeatedly throughout their assignment.

Officers are on assignment to secure the area, ensure citizens are not serving or allowing minors to drink, enforcing the “No Smoking” policies, and assist facility staff as needed.

Officers, as well as facility staff, are to notify the permit holder or designated responsible party and the person serving alcohol that control has to be implemented at the bar when drinking is getting out of hand and guests are obviously intoxicated. Officers are to ask guests to leave the premises if conduct gets out of hand.

If guests get too disorderly, staff will stop the event and ask everyone to leave. At this time, the officer will assist in vacating the building, and remain until the facility is secured. Refunds will not be given if this occurs.

DECORATIONS

We encourage and understand that adding decorations to your event adds an element to your party. Unfortunately, there are a few guidelines in place to ensure that the Cottonwood Recreation Center continues to be aesthetically pleasing to all.

Please no nails, staples, duct/scotch tape or other fastening devices can be attached to any walls, floors or ceiling. Only painter’s masking tape can be used on the walls. **All** tape must be removed immediately after use. If any adhesive from the tape sticks to the surface, a charge will be assessed to remove it. Permission must be given by CRC staff prior to use of tape.

Helium balloons in the community events hall must have at least a **10-foot string** so they are easy to remove. All balloons must be removed at the conclusion of the event from the ceiling and floors. There will be a **\$50 removal charge** for balloons that float to an unattainable height.

Glitter or small confetti is not allowed in any room at the Cottonwood Recreation Center.

Curling ribbon can be used in place of glitter, but must be picked up concluding your event.

Tables used for food service or an extremely messy activity, are required to be covered (tablecloths are not provided by the CRC). Cloth, plastic or paper cloths with plastic backing can be used. The rectangular tables are 6’ x 2’6” (seat 6).

Fog or smoke machines are not permitted. Unfortunately, these machines set off the smoke alarms. If used, the permit holder will be charged for the cost of the alarm company to come out and check and reset the alarm.

If a person at the event sets off the fire alarm or damages any alarm, the permit holder will be charged for parts and labor for installation and the cost of the alarm company to come out to reset the alarm.

No open flame devices are allowed in the CRC.

The permit holder must provide own ladder and equipment needed for decorating the facility. **It is the responsibility of the permit holder to relay the rules and regulations to their entire group. Failure to adhere to these rules shall result in expulsion of the group or activity, and forfeiture of all deposits, as well as forfeiture of future use of the facility.**

Expenses incurred by the City for repairs of damaged equipment or facilities, stains or marks on furniture, floors or walls will be charged back to or deducted from damage deposit of the group responsible.

COTTONWOOD RECREATION CENTER KITCHEN POLICY

The following guidelines must be followed when utilizing the kitchen or additional fees will be incurred.

- Provide your own pots and pans, utensils, dishcloths, soap and anything else needed for the event and clean-up. The CRC only provides working space and major appliances.
- Thoroughly wipe down all counter space, oven, warming oven and sink with water and dry with a clean cloth.

Wash and dry warming pans.

Empty all water out of chafing dishes.

There isn't a garbage disposal in the kitchen. **No food or items are allowed to go down the sink.**

If using the microwave, please no metal objects or dishes when heating.

Please use all equipment and appliances with care.

Turn off warmers, stove and oven after use.

If there is a spill on the floor, please clean it up immediately to ensure the safety of others.

Remove all items from refrigerator and freezer. If liquid or food spilled, please wipe down.

Sweep and mop floor (broom, mop and bucket provided by the CRC).

Trash is to be placed in receptacles inside the building and excess trash placed in dumpster outside of the building and all possessions are to be removed from the facility.

All equipment in the kitchen belongs to the City of Cottonwood. Any items damaged or removed from the kitchen will result in a forfeiture of part or all of the damage deposit.