



The Town of Prescott Valley

Parks and Recreation Department

7501 E. Scoog Blvd.

Prescott Valley, AZ 86314

928.759.3090

Fax: 928/759.5505

CIVIC CENTER ROOM RENTAL REQUEST FORM (rev. 2/2019)

Applications to reserve the below listed Civic Center Meeting Rooms must be made in person at the Parks and Recreation Department, 7501 E. Civic Circle, Prescott Valley. All required fees and charges shall be paid at least 2 days prior to the date of the event to ensure the availability of facilities. In the event fees and charges are not paid in a timely manner, the reservation shall be cancelled.

No rent refunds without 5 day notice of cancellation.

** A \$100.00 refundable deposit is required at the time of reservation.*

Refundable deposit will be returned to the renter within 10 working days of the rental.

Organization/Purpose of Use:			
Responsible Person:			
Mailing Address:			
	City	State	Zip
Email Address:			
Phone Numbers:	Day	Cell	
Date of Use:	Start Time	am/pm End Time	am/pm
Number of Participants:			

PLEASE, NO FOOD OR BEVERAGE IN CIVIC CENTER CONFERENCE ROOMS

ALL SETUP AND CLEANUP IS THE RESPONSIBILITY OF THE RENTER

Available Civic Center Facilities

(Wi-Fi available in rooms – minimum 48 hour notice required)

	<u>Resident Fee</u>	<u>Non-Resident Fee</u>
	<i>(Hourly Rate)</i>	<i>(Hourly Rate)</i>
<input type="checkbox"/> Conference Room #153 (Conference Table and 4 Chairs)	\$20.00 *	\$26.50 *
<input type="checkbox"/> Conference Room #154 (Conference Table and 4 Chairs)	\$20.00 *	\$26.50 *
<input type="checkbox"/> Conference Room #330 (Conference Table, 20 Chairs)	\$30.00 *	\$40.00 *
<input type="checkbox"/> Community Room #331 (4 Folding Tables, 50 Chairs, TV, VCR)	\$30.00 *	\$40.00 *
<input type="checkbox"/> Conference Room #406 (Conference Table, 14 Chairs, TV, VCR)	\$30.00 *	\$40.00 *
<input type="checkbox"/> Conference Room #428 (Conference Table, 10 Chairs,)	\$30.00 *	\$40.00 *
<input type="checkbox"/> Youth Sponsored/Co-Sponsored Mtg. Rm Use: Rm# _____	No Charge *	Not Applicable
<input type="checkbox"/> Community Partner Mtg. Rm Use: Rm# _____	No Charge *	Not Applicable

It is my responsibility to inform and enforce the rules and regulations of the facility with all members of my group. Failure to abide by these rules and regulations could result in immediate loss of privileges for current and future use.

- I am aware that alcoholic beverages and glass containers are not allowed in the facility, parking lot, or Civic Center grounds.
- I realize that I am responsible for my own setup and clean-up.
- I have seen the room that I am reserving and am familiar with its overall condition. I am aware that due to the effects of previous users, the facilities may not be as clean as when routine maintenance was completed.
- I am aware that sound from audio equipment, operated at a volume so as to be audible outside a closed door, is too loud.
- I am aware that no changes in the physical appearance of any room shall occur, including placing tacks/staples in the woodwork.
- I am aware that the furniture and equipment found both within and outside of the room are to remain in their proper location and are not to be utilized in a supplemental fashion.

I/We have read the policies, rules, regulations and fee charges and agree with these as stated. (A copy of the Facility Use Policy is available for review in the Parks and Recreation office). Any deviations from the stated policies, rules or regulations must be approved in writing by the Town of Prescott Valley Parks and Recreation Director, or designee, at least thirty (30) working days prior to use of the facility or field. Any deviations from the stated fees must be re-quested in writing at least sixty (60) days prior to use of the facility or field and must be approved by Town Council.

I/We agree to hold the Town of Prescott Valley harmless and will indemnify the Town of Prescott Valley for damages sustained as a result of an injury or property damage resulting from the use of Town property for which the Town of Prescott Valley may be held liable in connection with this request for use of Town property.

Further, the Town shall be indemnified by the undersigned for any and all loss or damage occurring to any Town property during the events for which the property is rented.

Responsible Person/Title _____ Date _____