



City of Tolleson 9555 W. Van Buren St, Tolleson, AZ 85353
Facility Rental Application

Community Services Dept 623-936-2760 Fax: 623-936-9793
 Parks & Recreation Dept 623-936-7111 Fax: 623-936-7117

E-Mail: _____

Applicant Name _____

Phone Numbers: Home _____ Work _____ Mobile _____

Address _____ City _____ Zip _____

Group/Organization _____
 If applicable, % of your organization serving Tolleson residents _____

Date of Use _____ Day of Week (circle) M T W Th F Sat Sun
 One time Ongoing: Last Date to Use _____
 (Up to one year maximum)

Meeting Space* (no fee charged; usage during building hours only):
To use meeting space select an option below. Fill out and sign page 1 only

Tolleson Public Library (table space) Senior Center mini-office

Large Event Site* (fees apply):

To use a larger room, select an option below. Fill out pages 1-5 and sign

Esther Angulo Community Center

The Community Center is available from 2:00 pm to 10:00pm Monday through Friday and 8:00 am to Midnight, Saturdays and Sundays.

Tolleson Parks & Recreation Center w/patio w/o patio

The PRC is available from 5:00 pm to 10:00pm Monday through Friday and from 8:00 am to Midnight, Saturdays & Sundays.

Hours of Use: Set Up: **From** _____ am/pm **To** _____ am/pm
 Hours must be confirmed Event: **From** _____ am/pm **To** _____ am/pm
 2 weeks prior to event Clean Up: **From** _____ am/pm **To** _____ am/pm
 (No later than 12:00 a.m.)

 Signature of Renter/Representative

 Organization

 Date

For large event sites, the User must submit pages 2-5 for approval

Rental Application cont:

- \$150 refundable security deposit (except Government Agencies)
- \$300 Rental fee; exceptions:
 - Tolleson Resident: \$200
 - Deposit still required
 - Must live within the City limits. Proof of address required and must be in the form of recent mail received. The resident must be the renter and must be present during the event.
 - Nonprofit Organization: \$200
 - Governmental Agency: No charge
- Certificate of Insurance* (except Governmental Agencies)
- \$30/hour staffing fee required for opening & closing of facility (except Governmental Agencies). Minimum 2 hrs.

** If you need a resource, see the TULIP information enclosed*

***Any or all of the above requirements may be waived in the discretion of the City for small groups of individuals that do not comprise formal organizations.*

Type of Activity _____ Maximum Attendance _____

Number of Guests _____ Number of minors _____

Admission Fee? Yes ___ No ___ Amount \$ _____ Proceeds For: _____

Serving Food? ___ No ___ Yes If yes, Potluck ___ Caterer ___ Other _____

Caterer _____ Tolleson Business License # _____

Caterer Address _____ Phone Number _____

Music? Yes ___ No ___ Music Played: From _____ am/pm To _____ am/pm

DJ? Yes ___ No ___ Amplifiers? Yes ___ No ___ Live Music? Yes ___ No ___

Name of Band/DJ _____

Band/DJ Address _____ Phone Number _____

Tables & Chairs needed? Number of tables _____ Number of chairs _____

FACILITY RENTAL AGREEMENT

9555 West Van Buren Street – Tolleson, Arizona 85353
Community Services Dept: 623-936-2760 Fax: 623-936-9793
Parks & Recreation Dept: 623-936-7111 Fax: 623-936-7117

Use of the Esther Angulo Community Center and the Tolleson Parks & Recreation Center is subject to the following terms and conditions:

1. Availability may vary depending on City-sponsored activities. All activities after business hours will require personnel hired by the City. Staffing charges will be calculated in addition to the room fees and are payable by the applicant.
2. The premises shall be used only for the expressed purposes as identified in the Application.
3. All requests are reviewed by department director and may require additional approval. Approvals/denials could take 5-10 working days. Submittal two weeks in advance is recommended. No request will be accepted within 48 hours of requested date(s).
4. **NO CONSUMPTION OR USE OF ALCOHOL** is allowed in the center or anywhere on City property surrounding the Center.
5. City of Tolleson personnel are to have access to all facilities at all times during the event.
6. All property and equipment are to be accounted for and left in the same condition as they were at the time of use.
7. No lighting, wiring or scenery is to be changed. The burning of candles, the use of any open flame or the use of non-fireproof materials for decorating purposes, is as a general rule not permissible in a public building. Prior clearances must be obtained from the Director and approved by the Tolleson Fire Marshall.
8. Any program of speakers, plays or presentations must be submitted for approval at the time the Application is received.
9. Any advertising for the promotion of the program must indicate the sponsor(s).
10. The City of Tolleson reserves the right to refund deposits paid in advance for rental of any facilities should the building administrator or the City of Tolleson decide the usage is not in the best interest of the City.

11. Liability insurance shall be provided by the Applicant and evidence of same (satisfactory to the City of Tolleson) shall be filed at the time of application. This insurance shall be provided in the minimum limits of \$1,000,000.00 combined single limit for bodily injuries and property damage. The applicant agrees to name the City of Tolleson as an "additional insured" on the applicant's liability policy with respect to the use of City property.
12. Applicant agrees to comply with all federal, state and municipal laws, rules, ordinances, regulations, and orders with respect to the use and occupancy thereof. Applicant, during the term of this permit, covenants and agrees to indemnify, defend and hold harmless the City of Tolleson, its elected officials, employees, and agents from each and every loss, cost, damage, and expense arising out of any accident or other occurrence causing injury to or death of persons or damage to property due to the use of the rented premises by the Applicant.
13. The Applicant agrees that it will pay for any unusual wear, tear, breakage, and damage to facility occurring from the use of the facility or equipment. Should a facility or equipment be damaged, the Applicant agrees to reimburse the City of Tolleson for the full cost of repair or replacement. The Applicant agrees to provide any necessary security and/or maintenance personnel as required by the City of Tolleson.
14. Children are not permitted inside or outside the building without adult supervision. Such supervision must be by persons 21 years or older.
15. Applicant understands and agrees that the security deposit of \$150.00 is refundable if the room reserved is returned to its original condition. If the room is not returned to its original condition, deductions will be determined for City of Tolleson staff time to clean and prepare the room for the next usage.
16. Applicant understands and agrees that, if security personnel are required and the event is held, there will be no refund if the event is terminated for any reason prior to the scheduled end time.
17. Applicant hereby releases the City of Tolleson of any and all liability in regards to this scheduled activity/event. Signer is responsible for any breakage, crowd control, security, and the return of the Center to condition found before the activity/event.

Hold Harmless and Compliance Agreement

I certify that the above information is accurate. I certify that I have read the Rules and Regulations pertaining to facility use and agree to comply with the Rules and Regulations. I further agree to be personally responsible for informing those using the facility as scheduled in the Agreement of the rules and regulations of the City. I, or organization, through me, agrees to be responsible for any damage sustained by the facility, equipment, or furniture during use of the facility and further agree to indemnify release and hold harmless the City of Tolleson for, from and against any and all liability for damage or injury to person or property due to use of said facility. A Certificate of Liability Insurance from any insurance carrier or, if available, through special facilities insurance purchased through the City of Tolleson, shall be provided to the City as part of the undersigned's agreement to comply with these terms.

Signature of Renter/Representative

Organization

Date

City of Tolleson Facility Usage Summary Form
This page will be returned to user prior to date requested.

Facility Rental Fees (to be completed by Office only)

Event Date _____ Priority: __Resident __Gov't __Non-profit __Non-Resident

Large Event Site* (fees apply):

__ Esther Angulo Community Center (maximum capacity 148 persons)

__ Tolleson Parks & Recreation Center (maximum capacity 89 persons)

Damage Deposit** \$ _____

Basic Rental Fee: \$ _____

Per Hour Staffing Fee: ____ Hours at \$30/hr. = \$ _____

Total Rental Fee: \$ _____

**If all rules and regulations are followed, this will be refunded to you within three (3) weeks of event.

	Amount Paid	Check #	Date/Staff	Balance Due**
Reservation Deposit*	\$ _____	_____	_____	\$ _____
	\$ _____	_____	_____	\$ _____
	\$ _____	_____	_____	\$ _____

*Required at time of reservation. This is deducted from the Rental Fee Balance. Reservations are not guaranteed until rental fee and damage deposit is paid in full (if applicable) and contract is signed.

**Any balance is due 5 business days prior to date of scheduled event.

Final Payment is due and all other required documentation: _____
 Month/Day/Year

Other Required Permits/Certificates:

_____ Certificate of Insurance

_____ Required Staffing Scheduled

All requirements (documents and fees, if applicable) have been received according to City of Tolleson policies/procedures.

 Staff Initials

Approved

Disapproved

.....
 Authorized Signature _____ Date _____