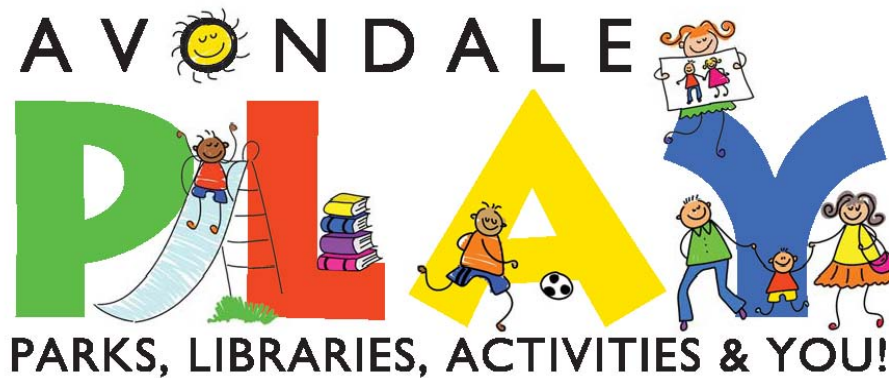


Allocation Policy Community Centers



City of Avondale
Parks, Recreation & Libraries Department
11465 W Civic Center Drive, Suite 100
Avondale AZ 85323
623-333-2400
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Facility Allocation Policy

Purpose

The purpose of this policy is to outline the procedures by which user groups can reserve city community centers. The services provided to user groups and the obligations of those user groups that receive services from the City of Avondale are described.

Eligibility

Any organization is able to reserve for extended periods of time. Eligibility is based on category and priority. Please review eligibility requirements under the facility you are requesting.

Responsibilities of User Groups

All information requested on application forms must be filled out completely and be submitted with additional information requested. This information is vital for staff to provide important information to the public, in making responsible decisions on field allocation, improvement projects, and also help justify future budget requests for additions.

All community center rules must be complied with in order to remain in good standing with the City of Avondale.

All applicants under this policy shall agree to comply with any and all insurance and indemnification requirements deemed necessary by the City of Avondale Risk Management office.

Appeal Process

It is possible that an organization may not receive all the dates/times that are requested due to other requests for the same times and space or due to City run programs and services.

It is the goal of the staff to maintain the best possible use of facility use under the jurisdiction of the City and to serve as many of the requesting organizations as possible.

Any organization may appeal decisions made by the staff concerning facility allocation to the Parks and Recreation Advisory Board. This must be done in writing no more than two weeks after being contacted by staff and informed of what the facility allocation for the upcoming season will be. The appeal will be submitted to the department and heard by the Advisory Board at the next available scheduled meeting. All groups that may be affected by the appeal will be notified and given an opportunity to make a presentation to the Advisory Board. No permit will be issued until the Advisory Board has ruled on the appeal.

Disclaimer

The city reserves the right to change or cancel any reservation.

Some events and programs may be required to submit a Special Event Application through the City of Avondale Clerk's Office.

Users of city of Avondale facilities hold harmless the U.S. Government, City of Avondale, Maricopa County, its agents and employees from harm, accidents, personal injury (including death) or property damage which may be suffered by the abovementioned individual(s) arising out of, or in any way connected with the participation of facility usage.

Category/Priority Groups:

User groups are divided into four categories depending on their function and status. Categories are described below.

Category/Priority 1 – City of Avondale

City use for activities, tournaments, and leagues sponsored by the City of Avondale.

Category/Priority 2 – Non-Profit Organizations with Cooperative Agreement

Any groups/organizations that have a cooperative agreement to provide services for the Avondale Recreation Department. Must possess a non-profit status as defined by the Internal Revenue (501C3)

Category/Priority 3 – Non-Profit Organization without Cooperative Agreement

Any non-profit group that provide services for Avondale residents. Must possess a non-profit status as defined by the Internal Revenue (501C3)

Category/Priority 4 – All Other Groups

**** No independent commercial use of city parks and/or facilities is allowed.
All such activities or programs must be affiliated and co-sponsored by the City of Avondale.**

Facilities to Reserve

(Community Centers, Parks & Ramada's)

Not a designated document for the reservation of Library, Public Safety Meeting Rooms or City Hall.

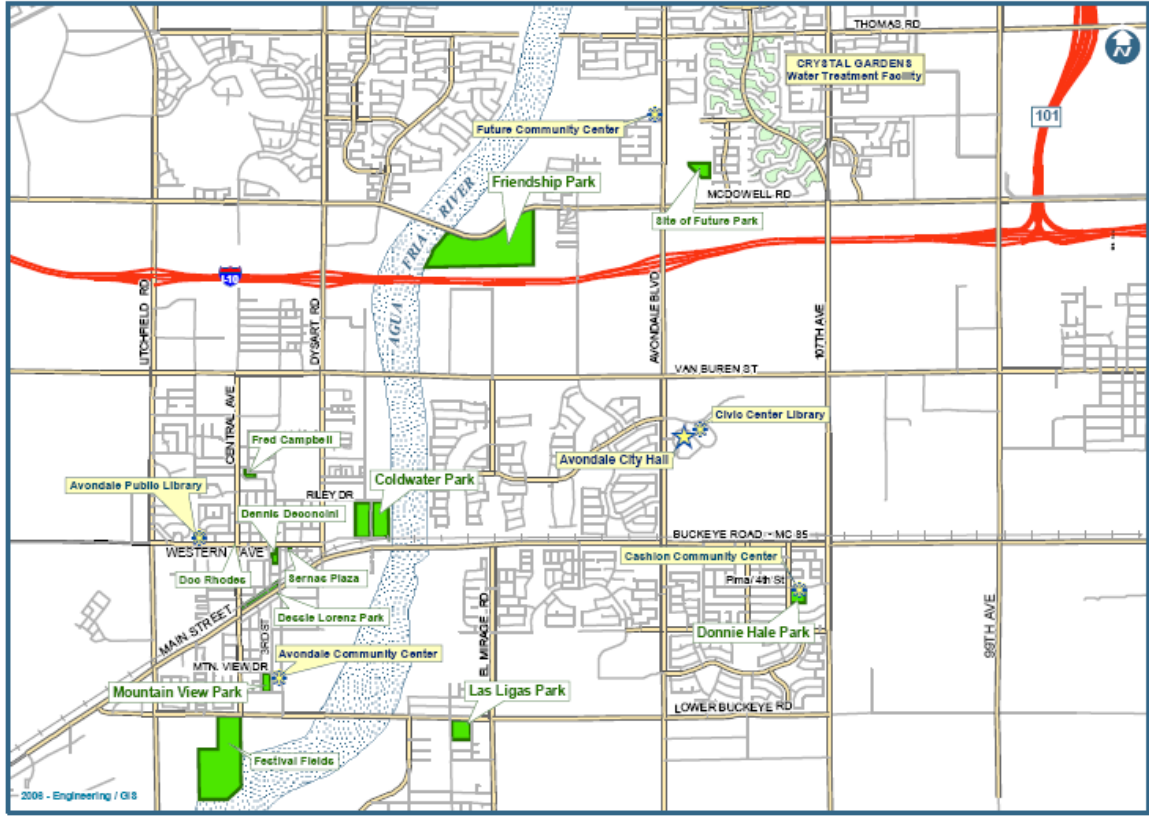
Parks to Reserve

Facility	Amphitheater	BBQ	Baseball Field	Basketball Court	Class/Meeting Rooms	Dog Park	Football Field	Gazebo	Horseshoe Pit	Multi-Use Field	Playground	Ramada	Restrooms	Soccer Field	Softball Field	Tennis Court	Volleyball Court	Walking Trail
Avondale Civic Center/City Hall 11465 W. Civic Center Dr.	*																	
Avondale Community Center 1007 S. 3rd St.					*													
Cashion Community Center 10857 W. Pima St.					*													
Civic Center Library 11350 W. Civic Center Drive					*													
Dennis Deconcini Park 351 E. Western Ave.				*							*						*	
Dessie Lorenz Park 202 E. Main St.												*						*
Doc Rhodes Park 104 W. Western Ave.								*										
Donny Hale Park 10857 W. Pima St.		*	*	*							*	*	*					
Festival Fields Park 101 E. Lower Buckeye Rd.										*	*	*	*		*			*
Fred Campbell Park 101 E. Lawrence Blvd.				*							*	*						
Friendship Park 12325 W. MvDowell Rd.		*	*	*		*	*	*		*	*	*	*	*	*	*		*
Las Ligas Park 12421 W. Lower Buckeye Rd.			*	*						*	*	*		*			*	*
Mountain View Park 201 W. Mountain View Dr.			*								*	*					*	*
Old Town Library 328 W. Western Ave.					*													
Sernas Plaza - Future Site of New Library in 2008! 521 E. Western Ave.																		

Rooms to Reserve

Avondale Community Center – Estrella Room (capacity 100 people)
1007 S. 3rd St.

Map:



Fee Schedule

Fees:

	City of Avondale	Non-Profit with Cooperative Agreement	Non-Profit without Cooperative Agreement	All Other Users
	Category/Priority 1	Category/Priority 2	Category/Priority 3	Category/Priority 4
Estrella Room - Avondale Community Center Per hour	\$0	\$0	\$25 \$100 Deposit	\$50 \$100 Deposit

Payment/Billing:

Full payment must be received in order to book facility, with the exception of approved continuous users and tournaments.

All payments for Continuous facility use must be paid on monthly basis. The City of Avondale will invoice the continuous user groups the first of each month. All previous months charges must be paid by the 15th of the following month. A \$25.00 late fee will be assessed for late payments. If a group is late two (2) times on their payment, the organization will forfeit their continuous use reservation for that current allocation season and will be prohibited from submitting a new application for one (1) year.

Cleaning Deposit:

Rentals for community center use require a cleaning deposit. (\$100.00 deposit) If the assigned room is cleaned to city’s satisfaction, the deposit will be returned, via check by mail within 30 days after the rental date. Should the Community Center have to be cleaned the deposit will be forfeited and used toward cleaning costs.

Facility Cancellations: If the applicant cancels their request at least **5 business days** prior to the scheduled use, the applicant will receive a full refund, otherwise rental fee is forfeited (excluding deposit fee for facility rental).

Community Center

The Community Center will be available for continued reserved use on a weekly, bi-weekly or monthly basis. Updated information will be required for each continued use request.

Applying for Continuous:

Continuous use refers to multiple requests for multiple dates for continuous bookings, or beyond the designated daily use as defined in the one time use eligibility Applications requests are to be submitted within the designated deadlines.

Deadline: October 31st – for programs taking place January – June

Deadline: April 30th – for programs taking place July – December

Additional requests received after the deadline will be reviewed as they are received, but will not receive priority. Organizations that miss the due dates will have their application considered only if there is availability.

Criteria

Community Center allocations are based on the following prioritized criteria:

- ✓ City of Avondale programs and events
- ✓ Non-Profit Organizations with Cooperative Use Agreement
- ✓ Non-Profit Organizations without Cooperative Use Agreement
- ✓ All Other Groups

Organizations that miss the due dates will have their application considered only if there is availability.

Once facility use is approved, a facility contract is issued to the organization/individual. There is a refundable cleaning deposit of \$100.00 due at the time of reservation.

Criteria

Continuous use for facility allocation is based on the following criteria:

- ✓ City of Avondale programs and events
- ✓ Non-Profit Organizations with Cooperative Agreement
- ✓ Non-Profit Organizations without Cooperative Agreement
- ✓ All Other Groups

The Avondale Community Centers may be reserved for most types of functions or activities except as follows: any private function charging a fee or admission where there will be a sale of merchandise, or other products and services, unless specific approval is obtained prior to the event from the Director of Parks, Recreation and Library Department, or his/her designee. These groups must be a non-profit Avondale community service organization providing a public service to the Avondale community.

Responsibility of User Group

There will not be permanent storage facilities available in the Community Centers for individuals or groups.

Any individual or group representative must be 18 years of age, or older, to reserve use of the facility. Groups using the facility comprised of individuals under 17 years of age must have two (2) adults, 18 years of age, or older, in attendance for every 20 persons during the time of use.

User groups must comply with Rules and Regulations for facility use as well as the Fire Code restrictions.

All meetings **MUST** start and end on time to allow takedown and set-up. Include this time in your rental.

- ✓ If event is catered, the following items must be received by the office 30 days prior to event:
- ✓ Copy of caterer's license
- ✓ Proof of liability insurance for \$1million, listing City of Avondale as certificate holder.

RULES AND REGULATIONS

All advertising, except that incidental to programs and all sale of merchandise or other materials, is forbidden on premises.

The continuous use of open flames, such as lighted candles, etc., is prohibited. Ceremonial candles may be used but must be extinguished. Electrical extension cords and decorations must be without exposed wire and UL approved.

Corridors, exits and stairways must be free of obstruction at all times. Exits are to be lighted when rooms are in use.

A Facility Monitor will be on duty during all hours of building operation and groups must guarantee responsiveness to directives of staff. All accidents must be reported to the Facility Monitor immediately.

The placement of posters, banners and all decorations within the Community Centers will require prior approval. **No double-sided tape, tacks, nails, confetti or sparklers can be used in the Community Centers. Any use of these items will be grounds for forfeiting the \$100 cleaning deposit.**

Normal clean up shall be performed by the Applicant. This includes the following:

- ✓ Removal of all materials brought in.
- ✓ Removal of all decorations.
- ✓ Groups shall leave all trash in plastic trash bags for disposal, trash - bags will be provided.
- ✓ Wiping down of tables, cloths will be provided.
- ✓ Mopping of excessive spillage

Except for use of the restrooms, groups shall be restricted to the room assigned.

The Parks, Recreation and Libraries Department shall have jurisdiction in all matters relating to the use of the Community Center.

- ✓ **Smoking and consumption of alcohol is prohibited in the Community Centers and in the parking lot.**

Community Use Application for Continuous Use

This form must be filled out completely, **with attachments** by any organization requesting use of facilities reserved by the City of Avondale. Application form and attachments are due in accordance to pre-season deadlines. See policy for further information.

Today's Date: _____			
Check One: <input type="checkbox"/> FALL: January - June <input type="checkbox"/> SPRING: July - December Year: _____			
Check One: <input type="checkbox"/> Meeting <input type="checkbox"/> Class <input type="checkbox"/> Event/Party: _____ <input type="checkbox"/> Other: _____			
Organizations Name: _____			
Main Contact: _____			
Address: _____			
City: _____		State: _____ ZIP _____	
Home Phone: (____) _____		Work Phone: (____) _____	
Cell Phone: (____) _____		Fax # : (____) _____	
E-mail: _____			
Organizational Information: Anticipated Attendance: _____			
Facility Use Request			
Facility	Date/Day(s)	Time (s)	Type of Event

Organizations that miss the due dates will have their applications considered only if there is available space. Please attach the following information with this application:

- ✓ Philosophy/Organization mission statement
- ✓ Description of program or services proposed to be offered at the community center(s)
- ✓ Non-Profit paperwork from the IRS
- ✓ Certificate of Insurance for \$1 million dollars naming the City of Avondale as additionally insured.
- ✓ Copy of caterer's license (if applicable)

Return requested information to: City of Avondale, Recreation Department
 11465 W Civic Center Drive Suite #100, Avondale AZ 85323. Fax 623-333-0240