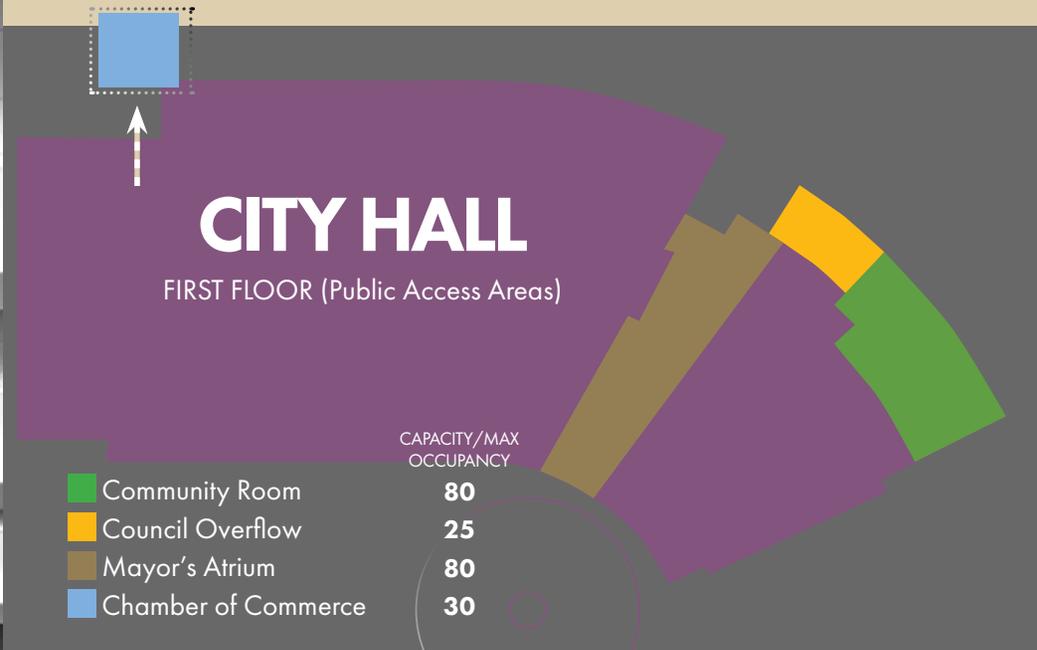


THE CITY OF SURPRISE ACCEPTS RESERVATIONS FOR SHORT-TERM USE OF CITY HALL, CHAMBER OF COMMERCE AND PUBLIC SAFETY BUILDING CONFERENCE ROOMS AND MEETING SPACES IF REQUESTED BY A GOVERNMENT OR BY A CITY-SPONSORED GROUP.

Short-term use is defined as a period of time not to exceed 96 consecutive hours or five consecutive calendar days. Minimum usage time is two hours. Note: *City official/staff reservations are not subject to time limits.*

Reservation accommodations may only be considered and/or accepted if they do not interfere with transaction of City business in these facilities.

City of Surprise official business/use of these spaces will receive priority approval.



**City or City of Surprise**—Any elected or appointed officer or employee of the City of Surprise acting in their official capacity, including commissions, committees, and boards.

**City-Sponsored Events**—Any event organized by an external entity which has received the approval of the City Tourism Advisory Commission, the Arts and Cultural Advisory Commission, a City department or City Council Member and which is supported by City resources. Generally, such events will be governed by a City contract.

**Government Entity**—Any agency or other entity of the Federal, State, or local government excluding the City.

**Government Sponsored**—Any event or part of an event or meeting which is organized and offered by a Government Entity.

## What you need to know before making a reservation

1. The City has absolute priority in the use of City facilities and equipment.
2. The Public Works Department Facilities Manager is responsible for coordinating reservations, staging, use monitoring and clean-up related to short-term facility use.
3. User applicants must be at least 21 years of age.
4. Meeting spaces are available only on City working days. Public spaces may be used until 8 p.m. (as shown on the map above). All other spaces close at 5 p.m.
5. Meeting spaces may not be used by for-profit organizations.

**Who is eligible to make a reservation request?**

**WHAT YOU NEED TO KNOW BEFORE MAKING A RESERVATION - Cont.**

6. Arizona State law precludes the use of City facilities and equipment for influencing the outcomes of elections. However, City facilities may be used for government-sponsored forums or debates if the government sponsor remains impartial and the events are purely informational.
7. Extended facility use by other governments and City-sponsored meetings and events requires a contract approved by the City Attorney and City Manager which will govern individual terms and conditions of use.

## How do I submit a reservation request ?

Visit [www.surpriseaz.gov/facilitiesrequest](http://www.surpriseaz.gov/facilitiesrequest) and complete the **City of Surprise Meeting Facility Use Request Form**.

The completed form must be submitted via mail, email or fax to the following:

### FACILITIES HELP

16000 N. Civic Center Plaza

Surprise, AZ 85374

[facilitieshelp@surpriseaz.gov](mailto:facilitieshelp@surpriseaz.gov)

fax: 623.222.6101

For additional help or questions call

**623.222.6100**



## Short-term City Facility Use Guidelines

