



# CITY OF SURPRISE MEETING FACILITY USE REQUEST FORM

Please make sure all your contact information is filled out properly:

Sponsor/Department Name/Staff Representative  
[Green input field]

Printed Applicant Name/Title (Must be at least 21 yrs. old)	Organization:
[Green input field]	[Green input field]
Applicant Email:	Phone:
[Green input field]	[Green input field]
Mailing Address, City, State, Zip Code:	
[Green input field]	
Event Name:	
[Green input field]	
Event Purpose:	Number of Participants Anticipated:
[Green input field]	[Green input field]
Event Date(s):	Start Time: (AM/PM) [Green input field] End Time: (AM/PM) [Green input field]
[Green input field]	

Additional Terms and Conditions, Including Equipment Requested (to be prepared by the Facilities Manager)

[Green input field]

I have read and agree to abide by the City of Surprise Facility Use Policies. I understand that the City may charge for facility and equipment cleaning, repair and/or replacement necessitated by use that does not conform to the Policies.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

THE MEETING FACILITY USE REQUEST FORM **MUST BE RETURNED WITHIN 1 WEEK AFTER THE RESERVATION IS REQUESTED.** PLEASE MAIL, EMAIL, OR FAX:

### FACILITIES HELP

16000 N. Civic Center Plaza, Surprise, AZ 85374 • Ph. 623.222.6100 Fax: 623.222.6001

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

**City Security Officer: 602.717.6763**

NOTE: Groups or individuals having reserved a City facility may have their reservation moved or cancelled in the event of a conflict with a City function. Every effort will be made to accommodate the need in another facility. The City will attempt to give reasonable notice of the cancellation.

*POLICY NAME*

**SHORT-TERM FACILITY USE GUIDELINES**

*POLICY NUMBER*

**OPAD002.00R00**

*RESPONSIBLE DIVISION*

**FACILITIES**

*CUSTODIAN*

**FACILITIES MANAGER**

*AUTHOR DATE*

**JANUARY 14, 2015**

*LAST REVIEWED*

\_\_\_\_\_  
*Supervisor Initials*

*DK*

\_\_\_\_\_  
*Date*

*2/5/15*

\_\_\_\_\_  
*Assistant Director Initials*

\_\_\_\_\_  
*Date*

*APPROVAL*

*Kath R. [Signature]*

\_\_\_\_\_  
*Manager / Division Manager*

*EFFECTIVE DATE*

*2/10/15*

\_\_\_\_\_  
*Date*

## **PURPOSE**

Regulate how specific City Hall and Public Safety Building facilities may be used for a limited time period.

- Define City facilities and amenities available for short-term use
- Define groups and activities which are permitted in City facilities
- Define terms and conditions for short-term use of City Hall and the Public Safety Building meeting facilities
- Guide staff in scheduling and coordinating facility use

## **DEFINITIONS**

*City or City of Surprise*—Any elected or appointed officer or employee of the City of Surprise acting in their official capacity and any of their instrumentalities, 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 Culture Advisory Commission or City Council and which is supported by City resources, either monetary or in-kind. Generally, such events will be governed by a City contract. An example is the public purpose use of City Hall for art display by the West Valley Arts Council.

*Government Entity*—any agency, instrumentality, 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.

*Non-public access areas*—the Auditorium and the Red, White, and Blue Rooms in the Public Safety Building, and the N1-310, N1-315, N1-150 rooms and the Lobby in City Hall.

*Public access areas*— the Council Overflow Room, the Community Room, the Mayor's Atrium, and the Chamber of Commerce Conference Center.

*Short-Term*—a period of time not to exceed 96 consecutive hours or five consecutive calendar days. Minimum usage time is two hours except for City reservations which are not subject to time limits.

*User*—A *Government Entity* or other non-government entity hosting a *City Sponsored Event* that reserves and utilizes a City Hall or Public Safety Building meeting room.

## **POLICY**

1. The City has absolute priority in the use of City facilities and equipment.
2. City Hall and Public Safety Building meeting rooms may be made available for short-term use by other governments and City-sponsored meetings and events only when

such use can be accommodated without interfering with transaction of City business at City facilities, or with the best interests of the City. "Short-term" means 96 consecutive hours or five consecutive days.

3. City Hall and Public Safety Building facility use is limited to the official business of the user organization.
4. 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.
5. 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.

### **PROCEDURE**

**Administration:** The Public Works Department Facilities Manager is responsible for coordinating reservation, staging, use monitoring and clean-up related to short-term facility use.

#### ***Scheduling City Facilities for Short-Term Use***

1. *Governmental Entity* uses permitted herein are reserved for short-term use on a first-come, first-served basis after the Facilities Manager determines that the business needs of the *City* have been met.
2. Facilities available for short-term use at City Hall and the Public Safety Building are of two types, *public access* and *non-public access*, as indicated on the attached facility maps (Exhibits I and II.)
3. *Public access areas* are the first *City* facilities scheduled when meeting requests are made by *Users*.
4. *Public access areas* must be reserved through Facilities Management by all *Users* and by *City* staff.
5. *User* meetings or events in *public access areas* may last until no later than 8 P.M. on *City* working days.
6. *Public access areas* may be reserved for up to six months in advance for routine periodic short-term meetings.
7. *Non-public access* facilities are scheduled for *Users* only if *public access areas* all are in use.
8. *Users'* reservations for all *non-public access areas* must be made through Facilities Management staff.
  - a. Public Safety Building *non-public access areas* may be reserved by *City* staff by contacting Police and Fire administrative staff.
  - b. City Hall *non-public access areas* may be reserved by *City* staff via the Outlook calendar.
9. *Non-public access areas* are available to *Users* only during *City* working hours of 8 A.M. to 5 P.M. Monday through Friday on *City* working days.

10. No *City* facilities are open to *Users* on legal holidays.
11. *Users* wishing to reserve any *City* facilities and equipment must complete the **Meeting Facility Use Request Form** and submit it to the Facilities Manager.
  - a. *City* reservations for *public access areas* as shown on Exhibit I also must be submitted to the Facilities Manager on a **Meeting Facility Use Request Form**.
12. *User* reservations for *City* facilities should be made at least two weeks in advance whenever possible.
13. **Meeting Facility Use Request Forms** are due from *Users* within one week of the room reservation. Exhibit III is the **Meeting Facility Use Request Form**.
14. **Meeting Facility Use Request Forms** will be available at *City* Hall or on the *City's* Website.
15. *User* applicants must be 21 years of age or older and be duly authorized to obligate the *User*.
  - a. For reservations in *non-public access areas*, the *User* applicant must have obtained a *City* staff sponsor.
16. The *User* signing the **Meeting Facility Use Request Form** is considered to be the responsible party in case of damage, theft, or disturbance during facility use and shall be considered as acknowledging and agreeing to all policies and regulations in regard to the use of the facility on behalf of the group.
17. *Public* and *non-public access areas* covered by this policy are not available for events that require an entry fee or for the purpose of profit sales of merchandise or services to the general public.
18. While not covered by this policy, *City* recreation facilities, fields and ramadas are available to rent subject to availability and separate, specific applicable rules and regulations. Applicants should contact Community and Recreation Services directly.
19. At the Public Works Director's or his designee's discretion, in consultation with the Risk Manager, *Users* of *City* facilities will be required to produce proof of insurance. Certain criteria will determine whether to require insurance, which include but are not limited to, the following criteria:
  - a. Will there be equipment and furniture brought into the facilities?
  - b. Will event attendance and proposed usage fall outside of facility's/site design?
  - c. Will law enforcement be required for security or traffic control?
  - d. Will a public gathering without adequate oversight be a potential risk to the *City*?

If the answer to any of the above is affirmative, the *City* may require insurance and proof of insurance in the form of a Certificate of Insurance naming the *City* as an additional insured. Insurance amounts for use of the premises will be for \$1 million general liability coverage each occurrence and \$2 million general aggregate (subject to modification based on event type and activities).

20. The *User* must cancel facility use no later than 24 hours in advance of the planned use.

### **Damage Charges**

1. While no charge is made for facility use, *Users* will be charged as applicable for staffing, security, cleaning, equipment replacement and repairs.
2. *Users* will not be charged for damages or for cleaning provided the following conditions are met:
  - a. The space is left in its original configuration.
  - b. The space is left in a clean and orderly manner.
  - c. Additional *City* staff/contractor time is not required as a result of the facility use.
  - d. All furniture/equipment is accounted for and undamaged.
  - e. All rules and procedures governing prohibition of alcoholic consumption and smoking are met.
  - f. All rules and procedures governing *City* facility use, including any **Meeting Facility Use Request Form** approval conditions, are met.
3. If the above conditions are not met, the *User* will be billed for additional costs.
  - a. Janitorial service will be billed according to the current hourly rate paid by the *City* and repairs will be billed for the full replacement cost incurred.
  - b. In the event of repairs or cleaning being required, the *User* will accept the *City's* estimate of the amount incurred.
  - c. Facilities Management staff will prepare an **Invoice Generation Request Form** and submit it to Finance/Revenue for billing purposes.

### **Facility Use Guidelines**

1. The Facilities Manager or his or her designee or a *City* event sponsor must be present at all *User* meetings or events from start to conclusion.
  - a. The *User* responsible party must be present throughout the entire use of the facility.
2. Events must be confined to the specific part of the facility reserved, which will include restrooms.
  - a. *Users* must not attempt to enter controlled access portions of any facilities, prop open doors or use other entrances not unlocked by *City* staff.
3. Facilities Management staff or the *City* sponsor are responsible for safeguarding controlled access areas and equipment that are particularly sensitive: the Traffic Operations Center, the Emergency Operations Center, access to Police or Fire offices, and any *City* computers and telephones.
  - a. Staff or sponsor must ensure that no access doors are propped open.
  - b. Staff or sponsor must have and use an attendee roster for the meeting to check attendance whenever possible.
  - c. Staff or sponsor may consider the use of a Security Guard(s) for the meeting to ensure restrictions are observed for controlled access areas and equipment.
4. Audio-visual and Internet capabilities are available to *User* attendees only in *public access areas*.

- a. Information Technology must be notified of the meeting or event to ensure audio-visual and Internet access.
- b. The *City* Security Officer must be notified if audio-visual and Internet access is experiencing difficulties. Meeting attendees must not attempt to repair access themselves.
5. Information Technology must be notified of any *User* meeting in *non-public access areas* to ensure that access to the *City* network is disabled.
  - a. *Non-public access areas* have audio-visual or Internet capability only for *City* staff use.
6. Facilities Management, working in coordination with Communications, will determine whether or not *City* can assist with audio-visual equipment such as microphones, speakers and presentation screens at the requested meeting or event. Generally, *Users* must provide and set up their own equipment.
7. The Facilities Manager will schedule air conditioning operation for all meetings and events.
8. The use and possession of tobacco, alcohol, drugs, firearms and explosive devices is prohibited in all facilities. A smoking area is provided on the north side of City Hall.
9. The *City* is not responsible for damage to or loss of personal belongings.
10. *Users* of *City* facilities will not be allowed access to the facilities prior to their scheduled time and must clean up and vacate the premises no later than the indicated time on their **Meeting Use Request Form**.
11. With prior Facilities Management approval, *Users* may move chairs and tables but must return them to their original configuration at the end of the meeting or event.
12. All *City* meeting rooms and spaces have established maximum occupancies. Fire and Building codes prevent the *City* from allowing excess occupancies. Exceeding the established occupancy for the space puts the event at risk of being terminated.
13. *User* food and beverages may be consumed in *City* facilities. All *User* meals or break foods must be provided by a licensed caterer. The *City* offers an on-site caterer at the City Café.
14. If the *User* is providing food, trash must be removed before vacating the facility. Facilities Management must be notified of food consumption on the **Meeting Use Request Form**.
15. *Users* may bring freestanding decorations and presentation materials into the facility. *Users* are responsible for removing them at the conclusion of the event.
  - a. The use of staples, push pins, nails, tacks, duct or masking tape is prohibited when affixing decorations and other materials to walls and furnishings unless explicitly permitted by the *City*. With prior Facilities Management approval, the use of non-marking painters' tape may be acceptable. All tape must be removed when taking down decorations.
  - b. Signage, notices, and decorations are not to be placed on room doors, windows, or on common area walls or corridors. *Users* may post or place free-standing way-finding signs for the event. Such signs must be removed after the meeting. Signage needs should be discussed with Facilities Management.

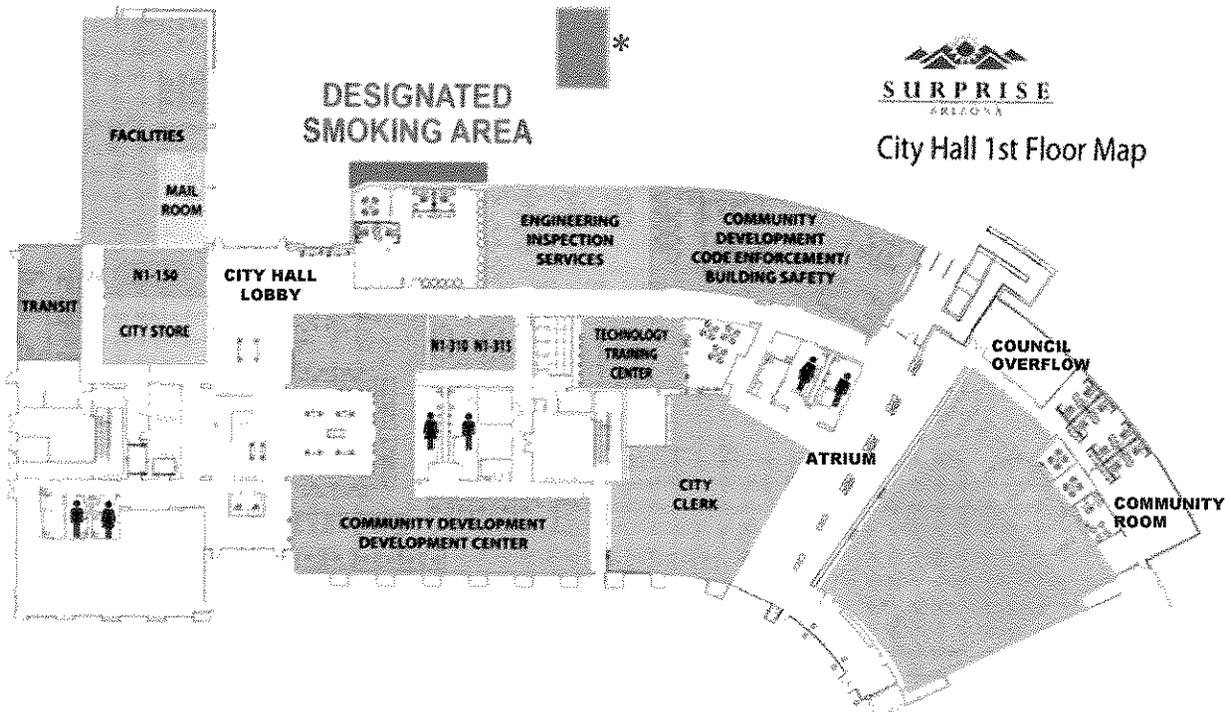
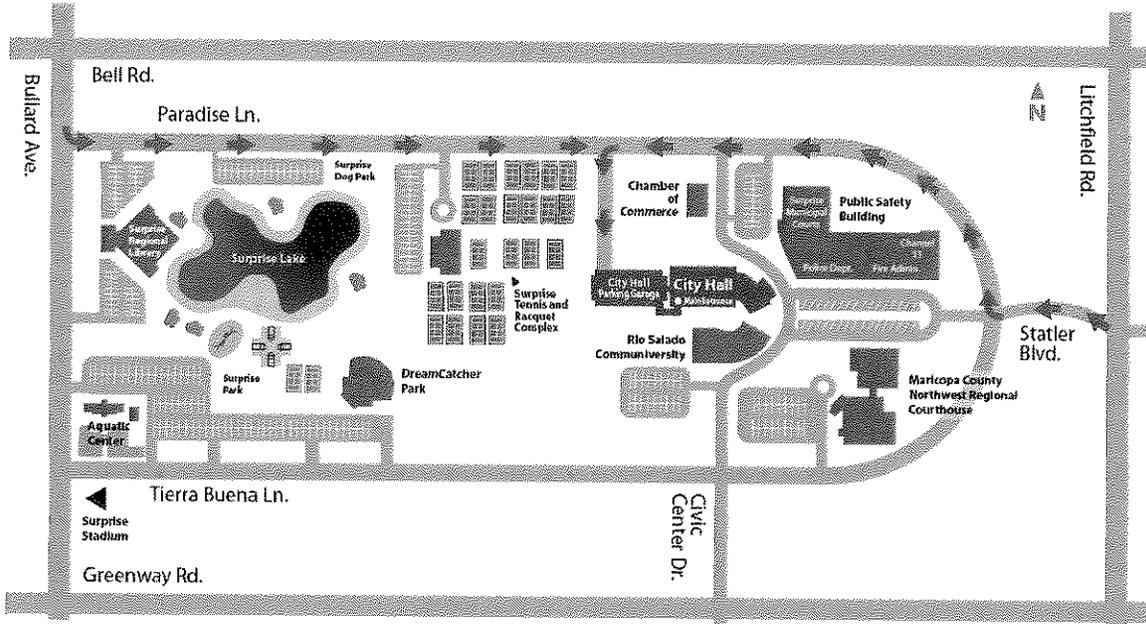
- c. *Users* may not hang decorations and materials from light fixtures, in-room equipment, windows, railings, and ceilings. Helium balloons must be weighted and secured to prevent them from escaping the event area or rising to the ceiling.
  - d. *Users* may not hang projection screens, lighting, or other equipment from doors and windows. Stand-alone projection screens, decorations, and other furnishings and equipment cannot block doors, stairs, entrances, or exits.
  - e. The *City* does not allow open flames such as candles in *City* facilities. Fuel canisters for warming food may be used by licensed caterers.
16. Any violation by the *User* of these policies and procedures may result in denial of the use of *City* facilities in the future.
  17. Upon verbal notice from *City* staff, security, or the police that an event is being terminated, attendees must leave the premises immediately.

### ***Cancellation by the City***

1. Lower-priority *Users* may have their reservation moved or cancelled in the event of a conflict with a *City* function. Every effort will be made to accommodate the need in another facility. The *City* will attempt to give reasonable notice of the cancellation.
2. The *City*, acting in good faith, may cancel any event in circumstances where the space requested becomes unsafe for its intended use. Such circumstances include but are not limited to natural disasters, environmental hazards, civil disturbances or other events affecting public health and safety.



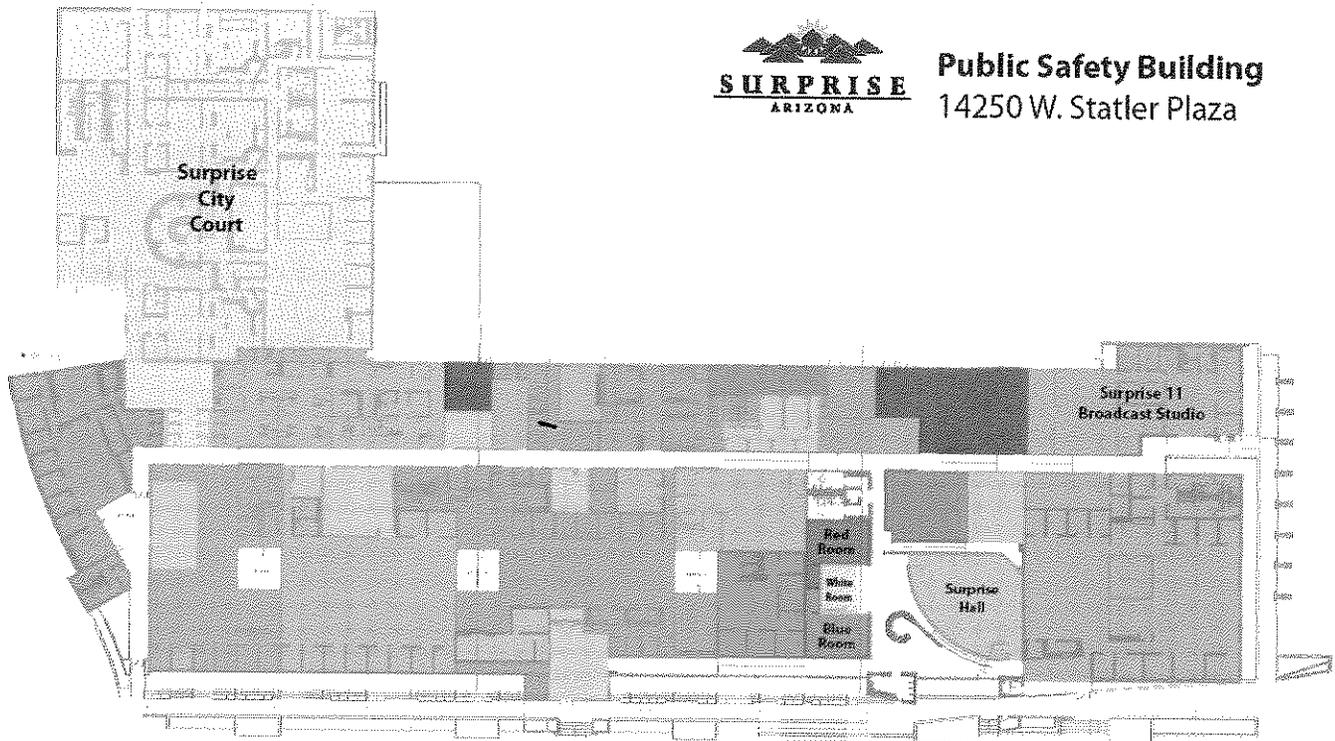
# Surprise City Hall



ROOM NUMBER	STANDARD CONFIGURATION	CAPACITY/MAXIMUM OCCUPANCY
Chamber of Commerce (Conference Room)*	Open	30
CHI 1F - Community Room	Open	80
CH 1F - Council Overflow	Open	25
CH 1F – Mayor’s Atrium	Open	80



**Public Safety Building**  
14250 W. Statler Plaza



ROOM NUMBER	STANDARD CONFIGURATION	CAPACITY/MAXIMUM OCCUPANCY
Surprise Hall	Auditorium	75
TC 500 – Blue Room	Classroom Setting	25
TC 520 – Red Room	Classroom Setting	25
TC 530 – White Room	Large Conference Table	12

**CITY OF SURPRISE MEETING FACILITY USE REQUEST FORM**

<b>Organization/Department Name</b>	<b>Printed Applicant Name/Title (Government Entity or City Sponsored Event applicant must be at least 21)</b>	
<b>Applicant Email:</b>	<b>Mailing Address</b>	
<b>Phone No.:</b>	<b>State</b>	<b>Zip Code</b>
<b>Event Name:</b>		
<b>Event Purpose:</b>		
<b>No. Participants Anticipated:</b>		
<b>Event Date(s):</b>	<b>Facility Reserved:</b>	
<b>Event Time(s):</b>		
<b>ADDITIONAL TERMS AND CONDITIONS, INCLUDING EQUIPMENT REQUESTED (to be prepared by the Facilities Manager)</b>		
<p>I have read and agree to abide by the City of Surprise Facility Use Policies. I understand that the City may charge for facility and equipment cleaning, repair and/or replacement necessitated by use that does not conform to the Policies.</p> <p><b>Applicant Signature:</b> _____ <b>Date:</b> _____</p>		

The Meeting Facility Use Request Form must be returned within 1 week after the reservation is requested. Please mail, email, or FAX:

Facilities Help  
16000 N. Civic Center Plaza  
Surprise, AZ 85374-7470  
[FacilitiesHelp@SurpriseAZ.gov](mailto:FacilitiesHelp@SurpriseAZ.gov)  
623-222-6100 or FAX 623-222-6001

Groups or individuals having reserved a City facility may have their reservation moved or cancelled in the event of a conflict with a City function. Every effort will be made to accommodate the need in another facility. The City will attempt to give reasonable notice of the cancellation.

*Distribution: The completed Meeting Facility Use Request Form should be provided to the City Clerk, Information Technology, City Hall Front Desk Reception, Police Department, Fire Department (as applicable), and to the Mayor and Council Office.*

## EPM SECTION 8.9 RE: SHORT-TERM CITY-HALL AREA FACILITY USE

### Applicable Law/Statute:

Federal Health Insurance Portability and Accountability Act, 45.A.C. Part 164 Code of Federal Regulations; Title II A, Americans with Disabilities Act; Arizona Revised Statutes (ARS) §9-500.14; Payment Card Industry Data Security Standard Version 2.0, October 2010; Employee Policy Manual §9.4; City of Surprise Temporary Display of Private Art Policy; Surprise Recreation Campus Rules, Regulations, Usage Policies and Procedures

#### **A. POLICY**

1. The City has absolute priority in the use of City facilities and equipment.
2. City Hall and Public Safety Building meeting rooms may be made available for short-term use by other governments and City-sponsored meetings and events only when such use can be accommodated without interfering with transaction of City business at City facilities, or with the best interests of the City. "Short-term" means 96 consecutive hours or five consecutive days.
3. City Hall and Public Safety Building facility use is limited to the official business of the user organization.
4. 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.
5. 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.

#### **B. PROCEDURE:**

1. The Public Works Department Facilities Manager is responsible for administering the City Hall and Public Safety Building short-term facility use policies and procedures, available [here](#).
2. The decision of the Public Works Department Director regarding facility use is final.
3. Users must comply with all Federal, State, and local laws, regulations, and rules. Particular attention should be paid to fire and safety regulations.
4. All pertinent City Municipal Codes and regulations are in effect and enforced at all facilities. The City reserves the right to terminate an event if City staff, in good faith, perceives that it poses a risk to the safety of persons or property on the premises, that attendees are not complying with facility use policies and procedures, or that attendees are violating local, State, or Federal laws.
5. Reservations for City Hall and Public Safety Building facilities and equipment must be made on a [Meeting Facility Use Request Form](#) provided to Facilities Management, including City staff requesting the use of the Mayor's Atrium, the Council Overflow Room, and the Community Room, formerly administered by the City Clerk, and the Chamber of Commerce Conference Center.