

## Grace Sparkes Activity Center Policies and Fees

### Meeting Rooms

Flagstone Room \$30/hour



### Special Events: (Gymnasium Use)

Commercial use	\$100 per hour
Damage & clean-up deposit required	\$300 per event (refundable)
Private Use	\$50 per hour
Damage & clean-up deposit required	\$200 per event (refundable)
Use of Flagstone room and/or kitchen	\$30 per hour (in addition to gym rental fee)
Gym Floor Cover Charge (if applicable)	\$100 per occurrence

Fees include Site Supervisor on duty to Open/Close facility and be on site throughout event

NOTE: Tables and chairs will be provided **IF AVAILABLE** at no extra charge.

1. Any event held at the Grace Sparkes Activity Center will require a \$1 million certificate of liability insurance naming City of Prescott as Certificate Holder and Additional Insured.
2. Any special event held at the Grace Sparkes Activity Center must hire and show proof of two off-duty registered law enforcement officers state certified law enforcement officers as security for the event, unless the director of Prescott Parks and Recreation deem otherwise. Cost is approximately \$36.00 per hour per officer and \$25.00 per day for the patrol car. Prescott Police also requires you purchase a workman's compensation liability insurance policy for \$1,000,000.00 (one million) in case of injury. Cost on the policy varies from insurance company to insurance company. It is the Lessee responsibility to contact the insurance company and show proof of the insurance policy to the Prescott Police Department.
3. No food or drink (other than water) is allowed in the Gymnasium.
4. Smoking is not allowed in City facilities.
5. Fastening of decorations and use of tape and other fasteners must pass approval of recreation services staff and use of confetti is prohibited. **USE OF ANY TYPE OF TAPE ON GYM FLOOR IS STRICTLY PROHIBITED AND IF TAPE IS USED ON GYM FLOOR DAMAGE DEPOSIT WILL BE FORFEITED.**
6. Rental hours should include the time needed for setup and clean up as there will be no extra time allotted for setup and clean up. Lessees should be cleared from the room and clean up completed by the "end time" stated on the facility use contract. Failure to end upon "end time" may result in forfeiture of all deposits.
7. Lessees shall confine use of the facilities to the area under contract.
8. Lessees shall abide by building capacity limits and are responsible for informing guests of parking lot guidelines.
9. Lessees are responsible for the behavior of their members or guests.
10. Failure to abide by or violations of rules and policies may result in termination/cancellation of event or rental contract, eviction from the premises and loss of future rental privileges. **The City of Prescott reserves the right to deny any event request.**
11. ***All fees, deposits, proof of insurance and/or proof of security hired must be submitted to the Recreation Services office by 5:00 p.m.; 10 days prior to the event taking place or the event will be subject to cancellation.***