	City of Maricopa CITYWIDE POLICY	Effective Date: TBD
		Policy Number: TBD
		Prior Revision Date: N/A
Facility Rentals		

Scope

This policy relates to all City of Maricopa facilities that are offered for rent to the general public. This policy will establish parameters for rates, and the manners in which they may be discounted, but will not determine the exact rates or fees to be set. This policy will also set some basic guidelines for the rental of facilities, which may be expanded upon by departmental policy. Any memorandums of understanding (MOUs) or contractual agreements entered into by the City of Maricopa may override this policy within their defined parameters.

Definitions

Athletic Facility – A facility that includes a field, court, or other location that is most regularly used for athletic purposes.

City Facility – A space operated by the City of Maricopa which may include an entire property or a pre-determined portion of a property.

Commercial Purposes – A use of a rented City Facility which results in the financial gain of an individual or a business or promotes the commercial interests of an individual or business.

Hard Costs – Hard Costs include any costs incurred by the City beyond routine maintenance of the rented facility. This may include but is not limited to staff time, replacement of damaged or exhausted assets (ex: equipment rental), facility repairs, or excessive utility demands.

Local Business – An entity or organization that does not fit the below definition of “Non-Profit” but does have a verifiable address from which they conduct business within the City of Maricopa, qualifying them for the base rental rate.

Non-Profit – An organization recognized by the Internal Revenue Service (IRS) as a 501 (c)(3) organization, and that is in good standing with the IRS.

Non-Resident – An individual or organization not based in the City of Maricopa.

Resident – An individual that resides within the City of Maricopa as exhibited by an official government identification or a document which confirms their address including but not limited to either a driver’s license, voter ID card, or recent utility bill.

Policy

- 1) Facility Rental Guidelines
 - a) City Facilities available for rent shall be available on a first-come, first-served basis.
 - i) City Facilities available for rent shall generally be made available to be booked no less than one year in advance of any potential booking date, unless being booked on a recurring basis, in which case they shall be made available to be booked no less than one month in advance of any potential booking date.

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- (1) To accommodate the planning of athletic seasons and tournaments Athletic Facilities may be booked in a booking window process that does not conform with this scheduling requirement.
- ii) If a facility is requested by more than one party before it is confirmed to be booked to any party, the facility shall be made available to organizations as prioritized below.
 - (1) Bookings made on behalf of the City of Maricopa
 - (2) Bookings made by Residents of Maricopa
 - (3) Bookings made by Non-Profit Organizations
 - (4) Bookings made by Local Businesses
 - (5) All other bookings
- b) All parties renting a City Facility must acknowledge and agree to adhere to the following guidelines.
 - i) Renting parties shall respect all capacities, restrictions, and/or guidelines presented to them by City Staff.
 - ii) Parties renting facilities from the City will not deliberately cause damage to public property and will accept full financial responsibility for any damages which occur during their use of the facility.
 - iii) The City will not be liable for loss, damage, injury, illness, or expenses incurred in connection with the rent and subsequent use of City Facilities.
 - iv) Facilities rented from the City shall not be used in a manner that promotes illegal activities.
 - v) While being rented City Facilities shall be used in a manner consistent with the original intent of the facility.
- c) Departments overseeing the rental of City Facilities may require proof of insurance dependent upon the type of renter, the planned use of the City Facility, or the facility being rented.
- d) Parties found to have not followed the above guidelines may be disallowed from renting City facilities at the recommendation of the City Manager or their designee for an amount of time to be deemed appropriate relative to the infraction.
- e) Departments overseeing the rental of City Facilities may include additional guidelines pertaining to their facilities, these would be considered a "capacity, restriction, or guideline presented to them by City Staff." Adhering to these directives would fall under this policy and be subject to future restrictions as deemed appropriate by the City Manager or their designee.

2) Facility Rental Rates

- a) Departments responsible for the renting out of City Facilities shall set associated fees in accordance with the fee structure detailed below.

Non-Resident Rate	200% of Base Rate
Base Rate	-
Resident and Non-Profit Discounted Rate	35% Off

- i) To obtain a discounted rate the resident or organization may be required to provide proof of their eligibility to staff.

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- ii) Any discounted rental rates as set in the chart may be figured by rounding to the nearest whole dollar.
- iii) The resident rate may not be used when renting a facility for commercial purposes.
- iv) Renters may use the a discounted rate at one event per fiscal year (July 1-June 30) while charging or requiring donations for entry. Any subsequent events within the same fiscal year hosted by the same renter may only use the discounted rate if the event is open to the general public and does not require any purchase, fee payment, or donation to gain admission.
- v) To use the Non-Profit Discounted Rate a use must be to the benefit of the Maricopa community.
- vi) If a renter qualifies for multiple discounts, they may use only the largest discount available to them.
- b) Hard Costs incurred by the City as the result of a rental shall be passed onto renters, without discount, in addition to otherwise appropriate rental rates, as administered by the responsible departments.
- c) Departments responsible for facility rental may require a refundable deposit to be taken as a condition rent.
 - i) Refundable deposits may be up to 120% of the chargeable rate, or an amount deemed appropriate to cover damage risks considering the value and prevalent uses of the facility being rented, whichever amount is greater.
- d) Departments overseeing the rental of City Facilities may designate rooms or facilities that may be reserved by residents of Maricopa without an assessed fee.
 - i) Rooms or facilities to not have an assessed fee should have either no cost or very low costs associated with their use.