

	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 six months in advance of any potential booking date, unless being booked on a recurring basis, in which case the facilities shall be made available to be booked 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. Any booking that does not conform with this scheduling requirement may be approved or denied in the City’s discretion.
- ii) If a facility is requested by more than one party, before it is confirmed to be booked by 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 rental 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) 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.
- d) 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.
- 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.

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2) Facility Rental Rates

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

Non-Resident Rate	125% of Base Rate
Base Rate	-
Resident (Non-commercial) Discounted Rate	25% Off
Non-Profit Discounted Rate	35% Off

- i) If a rental is booked on a recurring basis, discounted rates should not be used more than once per week unless it is for the use of an Athletic Facility. A discounted rate may be applied to the use of an Athletic Facility for the duration of the recurring rental.
 - ii) To obtain a discounted rate, the resident or organization may be required to provide proof of their eligibility to staff.
 - iii) Any discounted rental rates as set in the chart above may be figured by rounding to the nearest whole dollar.
 - iv) The resident rate may not be used when renting a facility for commercial purposes.
 - v) The Non-Profit Discounted Rate may only be given if the event is open to the general public and does not require any purchase, fee payment, or donation to gain admission.
 - vi) To obtain the Non-Profit Discounted Rate, the use must be to the benefit of the Maricopa community.
 - vii) 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 on to 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 as a condition to approving the rental.
- i) Refundable deposits may be up to 120% of the rental 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 without an assessed fee.

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- i) Rooms or facilities that do not have an assessed fee should have either no cost or very low costs associated with their use.
- ii) Any area designated for free reservation shall be free to any party reserving that area.

Policy Prepared by:

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 Date

Policy Approved by:

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 City Manager

 Date