	City of Maricopa COMMUNITY SERVICES POLICY	Effective Date:
Copper Sky Multigenerational Center Meeting Room Use Guidelines		

Purpose

This policy addresses the facility usage at Copper Sky Multigenerational Center (“Copper Sky”). These uses are provided as part of the overall operation of Copper Sky.

It is the policy of Copper Sky and in accordance with the Community Services Director’s goals, to allow organizations and groups to use meeting rooms when those facilities are not needed for administrative use, activities or programs sponsored in whole or in part by the City or Copper Sky, and when such use does not disrupt the regular use and enjoyment of Copper Sky. Such permission is revocable at the sole discretion of the Community Services Director and does not constitute any type of license or lease.

Copper Sky does not discriminate in making its premises available for use on the basis of age, race, color, religion, sex, national origin, marital status, parental status, sexual orientation, gender identity, political ideology, creed, ancestry, or the presence of any sensory, mental or physical disability.

Scope

This policy covers Copper Sky Multigenerational Center, a City of Maricopa facility located at 44345 W. Martin Luther King Jr. Blvd, Maricopa AZ, 85138

Policy

Copper Sky rooms are available for use through the procedures outlined below.

Procedure


The Community Services Director reserves the right to deny applications for use for any reason including, but not limited to, the availability of space, availability of staff, frequency of use, or potential disruption of service.

Permission to use a Copper Sky meeting room does not imply the City or Copper Sky endorses the aims, policies, or activities of any group or organization. Organizations or groups advertising a meeting must clearly designate the organizational sponsorship and must include the following statement: "The City of Maricopa does not advocate or endorse the viewpoints of this meeting or of the meeting room users."

All policies of Copper Sky including, but not limited to, the City’s Code of Conduct Policy apply to the use of the meeting rooms. Individuals attending meetings are responsible for the supervision of their children. Noise and conduct are expected to be maintained at a level that does not disrupt meeting room use or other people in Copper Sky. Failure to abide by the policies will be cause for the Community Services Director to revoke the prior approval and/or deny future use of the meeting rooms.

Copper Sky is not responsible for any accident, injury, loss or damage to the private property of individuals or organizations using the facility. The group or organization holding the meeting or event shall assume full responsibility for any damage to Copper Sky facilities, furnishings and equipment it uses. An adult representative of the group or organization holding the meeting must sign a hold harmless agreement, accepting responsibility for any such damage or loss. The adult representative will also be responsible for the set-up, clean-up, and the conduct of its group or organization. Charges will be assessed for any damages incurred by the City, including cleanup costs.

Food and non-alcoholic beverages may be served in the meetings rooms, with prior approval, but organizations must clean up the room at their own expense.

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Organizations and groups are prohibited from using the Copper Sky Multigenerational Center as its official address.

Exclusive use of the facility requires a fee, security deposit and proof of insurance. The fee, security deposit, and proof of insurance naming the City as an additional insured must be provided to City staff in the Community Services Department at least two (2) business days prior to the event.

Reservation Process for reoccurring use

Reoccurring use can be scheduled for no more than six (6) months at a time and for no more than 3 days a week. Requests for reoccurring room reservations will be accepted from the 1st to the 5th day of each month. If multiple requests are received for the same day/time issuance of rooms will be assigned based on the following priority

- Community Services Department scheduled activities
- Other City activities or City sponsored activities
- Paid rentals based on
 - Compliance with City of Maricopa Community Services Department procedures
 - Amount of time requested
 - Groups and organizations serving Maricopa
 - Number of residents served

Copper Sky will issue a permit to use rooms within two weeks of receiving a reservation request.

How to Submit Your Request


Make sure that all requests are received before the stated deadline. Organizations that miss the due dates will have their applications considered only if there is available space.

The City of Maricopa will review requests for rooms on a case-by-case and space available basis throughout the entire calendar year. If you are requesting a one-time room request for a specific date, you must submit your information to the Copper Sky Recreation Complex front desk no later than 48 hours before the desired date. This allows us to accurately schedule rooms and process your request in a timely manner.

Fees and Payment

Facility Type	Kitchen	Multi-Purpose A	Multi-Purpose B	1/2 Gym	Full Gym	Pool (Summer only; outside regular business hours)
Occupancy	15	85	85	150	300	250
Price (Resident)	\$25/hr.	\$50/hr.	\$50/hr.	\$100/hr.	\$200/hr.	\$150/hr.
Price (Non-Res)	\$31/hr.	\$63/hr.	\$63/hr.	\$125/hr.	\$250/hr.	\$188/hr.
Deposit	\$100	\$100	\$100	\$200	\$400	\$200

Rental fees and security deposit must be paid at the time of the request.

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Use of Wireless Technology in Meeting Rooms

Copper Sky is equipped with wireless internet access. These resources are shared by members throughout the rest of the building, as well as members using the meeting rooms. Capacity issues may arise if a large number of users all access these systems simultaneously. The City does not guarantee wireless compatibility or uninterrupted wireless service.

Exceptions and Denials

The City of Maricopa hereby reserves the authority to review and modify permission to use Copper Sky in its sole and absolute discretion. The City of Maricopa delegates the Community Services Director or his/her designee the authority to develop and implement procedures and practices which carry out the provisions of this policy.

The City of Maricopa will review this policy periodically to ensure the needs of Copper Sky and the community is balanced.

Use of the facility may be denied on grounds including, but not limited to, the following:

1. The proposed use constitutes an unreasonable risk to the health or safety of persons, or of damages to the facility or any Copper Sky premises.
2. The applicant fails to comply with the rules and regulations.
3. The proposed use would be disruptive to ordinary business of Copper Sky.
4. The applicant previously failed to comply with the rules and regulations.
5. Any group with balance due from previous rentals will be denied access until the balance is paid in full

The denial of the use of a meeting room may be appealed. The appeal shall be in writing and shall be addressed to the Community Services Director. The Community Services Director shall rule on the appeal as soon as practicable and shall notify the applicant of the ruling in writing.

Policy Prepared by:


 Kristie Riester
 Community Services Director

 Date

Policy Approved by:

 Gregory E. Rose
 City Manager

 Date

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Copper Sky Multigenerational Center Meeting Room Use Guidelines		

Acknowledge of Receipt

I have received a copy of the “Copper Sky Multigenerational Center Meeting Room Use Guidelines” agree to follow all provisions contained herein:

Recipient’s Name _____ (Please Print)

To the extent allowed by law, I hereby absolve the City of Maricopa, it’s employees, agents, independent contractors, and officers from all liability which may arise as the result of my/our participation in activities and rental usage of facilities that I or any member of my family, or any participant in my activity attends or registers into; and, in the event that the above named participant is a minor, I hereby give my permission for his or her participation as indicated and in so doing absolve the City of Maricopa, it’s employees, agents, independent contractors and officers from such liability. I am aware that if I have registered for a class involving physical activity, I have taken care to enroll at a class level appropriate to my/our physical abilities and/or medical condition. I release use of my/our photos taken during program participation from all and any claims and demands resulting from their use in program publicity.

Recipient’s Signature: _____

Title: _____ Date: _____ Organization: _____

Authorized City Signature: _____

Title: _____ Date: _____