

TRC Tumbleweed RECREATION CENTER



Rental Guide



Chandler • Arizona

TUMBLEWEED RECREATION CENTER RENTAL GUIDE

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Facility Rental Fees

RENTAL FEE STRUCTURE

Reservations can be made up to one year in advance during regular business hours. There is a two-hour minimum per room and payment is due at time of reservation. A \$500 damage deposit will be collected 30 days prior to the event date with a valid credit card.

ROOM	SIZE (SQ. FT.)	OCCUPANCY WITH TABLES & CHAIRS*	RESIDENT PRICE/HOUR**	NON-RESIDENT PRICE/HOUR**
Cotton Room North	1,953	100	\$79	\$107
Cotton Room South	1,595	100	\$79	\$107
Cotton Room	3,584	220	\$125	\$169
Meeting Room	400	25	\$25	\$34
½ Classroom	300	12	\$25	\$34
Full Classroom	600	25	\$40	\$54
½ Gymnasium	4,897	-	\$100	\$135
Full Gymnasium	9,795	-	\$200	\$270
Full Facility (1st Floor)	-	-	\$500	\$675
Courtyard	2,300	-	\$125	\$169
Kitchen	850	12	\$25	\$34
Set-up/Clean-up	-	-	\$25	\$34

- Fees are subject to change -

* Occupancy varies depending on room arrangement

** Prices do not include tax

ROOM SET-UP

TRC staff will provide the table and chair arrangement. If time is needed for decorating or bringing in materials or food, one hour will be \$25 resident/\$34 non-resident. If additional time is needed, the cost will be the regular room rate.

CLEAN-UP

Each party is responsible for clean up after their event. One hour of clean-up is \$25 resident/\$34 non-resident and if additional time is needed, the cost will be the regular room rate.

AFTER HOURS

The Gymnasium and Courtyard are only available when the TRC is closed.

Facility Rental Policies and Procedures

Thank you for choosing the Tumbleweed Recreation Center (TRC) as the location for your upcoming event. We have a variety of rooms and amenities that will make your event spectacular. Below we have provided information in regards to the City of Chandler's Policies and Procedures for Facility Rentals.

RENTAL INFORMATION

- ✦ Reservations must be made by an individual 18 years of age or older and can be made over the telephone or in person with a credit card, cashiers check or cash.
- ✦ The individual who makes the reservation (permit holder) must be present at all times during the event or meeting.
- ✦ A reservation can be made up to one year in advance and is on a first come first served basis. Sorry, no ongoing reservations will be accepted at this time.
- ✦ Room rentals are a minimum of two hours per room and the event must end no later than 12 a.m. (midnight) on Friday, Saturday and Sunday evenings.
- ✦ A \$500 security/damage deposit will be collected 30 days prior to the event date with a valid credit card number.
- ✦ All fees/deposits for the small meeting rooms will be collected at time of reservation.
- ✦ A minimum down payment of 2-hours is required for the larger rooms at time of reservation and the remaining fees/deposits need to be paid in full 30 days prior to the event date. **If the balance is not paid 30 days prior to the event, it will be cancelled and City of Chandler will withhold the down payment.**
- ✦ Reservations made less than one month in advance, must be paid in full.
- ✦ Rental fees include the room, set up and take down of tables and chairs, and a staff member to monitor the event.
- ✦ An appointment with the Rental Coordinator will need to be made once the reservation is processed to review rental policies and procedures, table arrangement, and any special requests.

As previously stated, the individual who made the reservation must be present through out the entire event. However, if the event is a wedding reception and the bride or groom are listed on the reservation permit, another individual should be designated to be the main contact for the event. Staff will be working with that individual to ensure that all rules and regulations are adhered to and that all clean up responsibilities are followed through. If any equipment was rented from the TRC it needs to be returned to staff immediately following the event. **Please note that the City of Chandler is not responsible for personal equipment or items left in the facility.** Also, as a permit holder, failure to adhere or enforce policies shall result in forfeiture of part or all of the damage deposit.

KITCHEN

The kitchen at the Tumbleweed Recreation Center can be rented for \$25/\$34 per hour in conjunction with a room reservation. The kitchen can be used by a Licensed Caterer or the permit holder. The following guidelines must be followed or violations may result in the Health Department closing the kitchen down and stopping the service of food.

- ✦ Licensed Caterers must provide the proper certifications to use the TRC kitchen. The caterer must possess and provide proper permit(s) and submit to the Rental Coordinator 30 days prior to the date of the event. Licensed caterers can only use the kitchen for warming and plating meals. Food preparation must be prepared off-site only in their designated licensed facility.
- ✦ Food being prepared (from scratch) in the TRC kitchen by the permit holder requires a 1 day volunteer food handler card and must be submitted to the Rental Coordinator 14 days prior to the date of the event. If the kitchen is going to be used only to warm food and store perishable items in the refrigerators, then a food handler card is not necessary.
- ✦ The kitchen must be reserved and paid for in advanced to your schedule event. If the kitchen is not reserved it will remain locked during your event.
- ✦ When the kitchen is reserved, it is the responsibility of the permit holder to provide pots and pans, utensils, dishcloths, soap and anything else needed for the event. The TRC only provides working space and major appliances.
- ✦ All groups using the kitchen are responsible for thoroughly cleaning all areas. This involves wiping all counter space and appliances with water and drying with a clean cloth; the floor is to be swept and mopped (broom, mop and bucket provided by the TRC). All trash is to be placed in dumpsters and all possessions are to be removed from the facility.

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COTTON ROOM

- ✦ There are vertical partitions in the middle of the room. For your safety, please **DO NOT** attempt to move them at any time. Doors are to be moved by trained staff only. Damage to these doors will be billed to the rental party.
- ✦ For bar setups inside the room, carpets or floor mats must be placed under the metal barrels that the kegs are in. Kegs must be placed in some type of container; plastic barrels work best. Bar setups usually consist of one or two tables placed together. These tables must be covered completely to avoid damage from excess moisture.

PATIO

The private patio is available for guests to enjoy that are attending an event in the Cotton Room. If tables and or chairs are needed in the patio, a \$25 set-up and take down fee will be charged. This is a great area to relax and enjoy the outside scenery. However, the patio along with the entire TRC is a non-smoking area. If smoking is witnessed by staff, the individual will be asked to stop and a potential fee could be charged to the permit holder's damage deposit. If there are questions about the smoking ordinance, staff can provide additional information. At the end of your event, please ensure that all garbage is picked up and removed from this area.

COURTYARD

The courtyard is available to rent for special occasions during non-business hours. If rented, all special requests need to be pre-arranged and approved by the Rental Coordinator. Renters are responsible for keeping the courtyard clean and returning it to its previous condition. The Courtyard is not part of the rental of the Cotton Room during operational hours.



MEETING ROOM

This room is available for small meetings, lectures or workshops accommodating up to 25 people. There are black tackable surfaces, white board, projector and screen in the room that can be used during your reservation. However, supplemental supplies will not be provided. All garbage needs to be picked up and put into garbage cans and all personal items need to be removed following event. If there is a large amount of garbage (receptacles are overflowing), please notify staff.



CLASSROOM

The classroom is a great room that can be divided into two small rooms or used as a larger space. If opened, the space can accommodate up to 30 people or 15 if divided. This multi use room would be perfect for a child's birthday party, informal staff meeting or small casual luncheon. The availability of the classroom is limited and reservations can be made up to 3 months in advance.

GYMNASIUM

The gymnasium can be rented for a one-time special event or sport tournament after regular business hours. If you have a small crowd then half of the gymnasium may meet your needs. If you are interested in having a company dinner, then the entire gymnasium is an option. There will be an additional cost for using our portable gym cover, staff hours and supplies.

EQUIPMENT

The Tumbleweed Recreation Center offers a variety of audio/visual equipment and catering items to rent for your scheduled event. If interested, please contact and make prior arrangements with the Rental Coordinator. All equipment needs to be pre-arranged and only trained TRC staff can operate. Any damaged equipment will be charged to the permit holder's damage deposit (credit card).

FUND RAISERS

Charitable events are welcome at the Tumbleweed Recreation Center. However, **no exchange of money can take place at the facility. Event registration fees and tickets must be pre-sold prior to the event. This includes silent auctions, food, beverages, admittance tickets and monetary donations.**

NON-PROFIT/GOVERNMENT AGENCIES/SCHOOL DISTRICTS

To receive the discounted non-profit room rate, the organization must provide a copy of the 501(c)(3) and be based in the City of Chandler. If it is a National Organization (ex. Boy Scouts), a copy of the 501(c)(3) is still needed and a letter on the organization letterhead with the name of the troop leader and stating the local chapter is in Chandler must be written. Government agencies need to provide a letter on state letterhead or state issue ID. Schools that are in Chandler will be discounted if the event, meeting or function is for a Chandler School. A letter from the Chandler School District or specific school needs to be submitted at time of reservation.

Facility Rules and Regulations

The following list of rules and regulations have been developed to assist in the daily operation of the Tumbleweed Recreation Center. The guidelines will continuously assist us in providing a safe and clean environment for all facility users. Infractions of these rules will result in loss of all or part of your damage deposit.

GENERAL GUIDELINES

- ✦ The Rental Coordinator must first approve all organizations, groups or individuals interested in using or renting the Tumbleweed Recreation Center. Priority will be given to those groups who are Chandler based.
- ✦ All group-use of facility must be under competent, adult supervision with the person or group using the facility assuming full responsibility for any damage to the facility or equipment.
- ✦ **SMOKING IS NOT PERMITTED INSIDE THE FACILITY, COURTYARD or GARDEN PATIO AT ANY TIME (City Ordinance #1767). The responsible party of the event is responsible for enforcing this rule, as well as all other rules. Damages that occur as a result of violating this ordinance will be charged.**
- ✦ Rental parties, instructors and group leaders will be held responsible for the actions of their children. For their safety, please enforce the following rules:
 - A. Children must be under adult supervision at all times while in the facility.
 - B. Rental groups, instructors or special use groups must keep control of their child or children at **ALL** times. An adult must be in the room with the child at all times.
 - C. It is the responsibility of the person in charge of the event to make sure proper supervision and conduct takes place.
 - D. Children should **NOT** be allowed to run free throughout the Tumbleweed Recreation Center.
- ✦ Appropriate noise levels must be maintained and will be monitored by the facility staff.
- ✦ Room occupancy limits, as established by the Fire Marshall, apply. If there is a concern with the number of people at your event, staff will expect you to cooperate.
- ✦ Reservation hours must be strictly observed. For rentals, it shall be the duty of the permit holder to ensure that your guests depart your event on or before the time designated on the Facility Use Permit. Failure to depart on time shall result in forfeiture of part or all of the damage deposit. If failure to depart occurs outside of normal operating hours, an additional penalty charge of \$50 per hour shall be assessed to cover staff and building operation costs. This amount will be charged to the permit holder's damage deposit credit card.
- ✦ Animals are not allowed in the courtyard, patio or in the building except for guide dogs. If animals are part of a special event or program, permission may be granted by the Rental Coordinator for them to be in the facility under special conditions.
- ✦ It is the responsibility of the permit holder to completely remove all possessions, empty trash into waste bins, empty waste bins into outside dumpsters and make sure their function ends and cleanup takes place at the times agreed to on the contract. It is the responsibility of the permit holder to enforce the contract times.
- ✦ If additional equipment is being rented for your event, it is the responsibility of the permit holder to make arrangements to meet the rental company at the TRC to accept the deliveries. Facility staff cannot sign for outside rental items and the TRC will not be responsible for them while they are on the premises. The rental companies must pick up rental items within 24 hours of the rental, except on the weekends; items will be stored in the Cotton Room storage for pick up on Monday.

SET-UP

The TRC staff is responsible for arranging the tables and chairs. If additional time is needed to complete the preparation for the event or meeting, as well as cleaning the room after the event, one hour will be given at a reduced rate of \$25/\$34. If more time is needed, the cost will be the regular room rate.

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DEPOSITS – CLEANING AND DAMAGE

The permit holder is required to provide a \$500 cleaning and damage deposit 30 days prior to the event. City sponsored or city affiliated groups with the Community Services Department are not required to pay a deposit. Deposits are secured with a valid Visa, MasterCard or American Express check debit card or credit card only. If the following conditions are not adhered to, a portion or all of the deposit will be charged.

- ✦ All personal items **must** be removed from the TRC.
- ✦ All tables wiped down, food debris removed, and trash is picked up and emptied.
- ✦ **All** rules and regulations detailed in this handout are observed and followed.
- ✦ Permit holder completes all necessary cleaning for the reserved room (including a very detailed cleaning of the kitchen).

All credit card numbers that were submitted towards the damage deposit will be shredded one week after the event. If damages occurred or a violation was assessed (exceeded event time or fire alarms were pulled), the permit holder will be notified of the amount of money being charged and the reason. We will only charge the credit card for the amount appropriate to correcting the problem.

REFUNDS

If a cancellation needs to occur, the refund policy is as follows:

- ✦ 7 to 12 months prior to the event 25% will be withheld from the down payment.
- ✦ 2 to 6 months prior to the event 50% will be withheld from the down payment.
- ✦ 2 months or less, prior to the event 100% will be withheld from the down payment.

ALCOHOL

Alcohol is permitted at the Tumbleweed Recreation Center **only after regular business hours**. After 10 p.m. on Friday and after 8 p.m. on Saturday. To offer alcohol to your guests, the following requirements need to be completed and followed.

- ✦ **All events with alcohol require City of Chandler police officer(s), the number of police officers is based on the number of guests attending your event.**
- ✦ **One officer must be present at all times from the moment your guests arrive until the facility is vacated and closed.** Police officers must be booked at least one month prior to the event date. If Police Officers are not booked within fourteen working days of the event, the alcohol permit will be revoked and no alcohol will be allowed into the facility. **Please call 480-782-4204 for police officer rates and availability.**
- ✦ An alcohol permit **must** be purchased within 30 days of your reservation.
- ✦ The cost of an alcohol permit is \$12 and can be purchased at the Tumbleweed Recreation Center, Community Center, Senior Center or Snedigar Recreation Center. The non-resident fee for an alcohol permit is \$17.
- ✦ Only the permit holder or a designated individual can bring alcohol into the facility. Alcohol **must** be poured in a designated area and controlled by either a professional bartender or one or two responsible individuals over 21 years old (depending on size of party) that have been designated as bartenders to monitor and serve the alcohol at all times.
- ✦ Alcohol **cannot** be distributed or poured at the guests table.
- ✦ **At no time can guests help themselves to the alcohol.**
- ✦ Guests should be strongly discouraged from bringing alcohol to your event. If they do, it must be put behind the bar immediately.
- ✦ If the alcohol is not controlled, it may result in the immediate closing of your party and refunds will not be given.

The permit holder is responsible for upholding all policies on the supplemental "Alcohol Policies Form" that was given at the time of reservation. Failure to adhere to these policies will result in the forfeiture of the down payment and possible dismissal of the event.

DECORATIONS

We encourage and understand that adding decorations to your event adds an element to your party. Unfortunately, there are a few guidelines in place to ensure that the Tumbleweed Recreation Center continues to be aesthetically pleasing to all.

- ✦ Please no nails, staples, duct/scotch tape or other fastening devices can be attached to any walls, floors or ceiling. Only painter's masking tape can be used on the brick walls. **All** tape must be removed immediately after use. If any adhesive from the tape sticks to the surface, a charge will be assessed to remove it. Permission must be given by the Rental Coordinator prior to use of tape.
- ✦ Helium balloons in the Cotton Room must have at least a **20-foot string** so they are easy to remove. All balloons must be removed at the conclusion of the event from the ceiling and floors. There will be a **\$50 removal charge** for balloons that float to an unattainable height.
- ✦ **Glitter or small confetti is not allowed in any room at the Tumbleweed Recreation Center.** Curling ribbon can be used in place of glitter, but must be picked up concluding your event.
- ✦ Tables used for food service or an extremely messy activity, are required to be covered (tablecloths are not provided by the TRC). Cloth, plastic or paper cloths with plastic backing can be used. The rectangular tables are 6' x 3' (seat 6) and the round tables are 5' (seat 8).
- ✦ **Fog or smoke machines are not permitted.** Unfortunately, these machine set off the smoke alarms. If used, the permit holder will be charged for the cost of the alarm company to come out the check and reset the alarm.
- ✦ If a person at the event sets off the fire alarm or damages any alarm, the permit holder will be charged for parts and labor for installation and the cost of the alarm company to come out to reset the alarm.
- ✦ Requirements for use of **candles and other open-flame devices** must be in accordance with the City Ordinance #25.116. Please call Virginia Holtzaw at the City of Chandler's Fire Prevention Department at 480-782-2156 to set up an appointment to complete the Open-Flame Permit free of charge. Office is located at 221 East Boston Street.
- ✦ The permit holder must provide own ladder and equipment needed for decorating the facility.

It is the responsibility of the permit holder to relay the rules and regulations to their entire group. Failure to adhere to these rules shall result in expulsion of the group or activity, and forfeiture of all deposits, as well as forfeiture of future use of the facility.

Expenses incurred by the City for repairs of damaged equipment or facilities, stains or marks on furniture, floors or walls will be charged back to or deducted from damage deposit of the group responsible.



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Alcohol Policies and Police Officer Information

The following is a list of guidelines observed when scheduling an Off-Duty Officer for events held at the Chandler Community Center, Senior Center and Tumbleweed Recreation Center.

- ✦ Officers are selected on a rotating basis from the available "Off-Duty Officers List."
- ✦ **Officers are required at an event that provides alcohol to their guests; the number of officers is based on the number of guests at your event.**
- ✦ The Rental Coordinator can require an officer to be scheduled at events that do not serve alcohol.
- ✦ **One officer must be present the entire time of the event and the other officer must be present during the time alcohol is served until the facility is vacated and closed.**
- ✦ Officers must be scheduled at the Chandler Police Station at least one month before the date of the event. If the responsible party fails to secure the appropriate officer(s) within fourteen working days of the event, the alcohol permit will be revoked and no alcohol will be allowed on the premises.
- ✦ Please call the Chandler Police Department at 480-782-4204 to schedule officers, arrange payment, and for any additional questions.
- ✦ The fee for an off duty police officer is \$53.13 per officer, per hour with a minimum of three hours.
- ✦ Fees must be paid at the time of scheduling the officer or at least two weeks prior to the scheduled event. A contract must be signed with the Police Department. A fee is charged for checks that are returned for non-sufficient funds. If at the end of the function, the officer's hours are less than what has been paid, a refund will be mailed to the responsible party. If the hours are more, the responsible party will be billed for the difference. (Please make checks payable to the City of Chandler).
- ✦ In the case of cancellation, it is your responsibility to contact the Chandler Police Department, as well as the Center that you were scheduled to have your event. A full refund will be mailed to you for the officers only (please read the refund policy for the Community Center, Senior Center and Tumbleweed Recreation Center). If the responsible party fails to do so and an officer arrives, the three-hour minimum charge will be deducted from the refund.

POLICE OFFICER DUTIES

- ✦ Officers will be walking through the facility or area where an event is taking place and all surrounding areas repeatedly through out their assignment.
- ✦ Officers are on assignment to secure the area, ensure citizens are not serving or allowing minors to drink, enforcing the "No Smoking" policies, and assist facility staff as needed.
- ✦ Officers, as well as facility staff, are to notify the permit holder or designated responsible party and the person serving alcohol, that control has to be implemented at the bar when drinking is getting out of hand and guests are obviously intoxicated. Officers are to ask guests to leave the premises if conduct gets out of hand.
- ✦ If guests get too disorderly, staff will stop the event and ask everyone to leave. At this time, the officer will assist in vacating the building, and remain until the facility is secured. Refunds will not be given if this occurs.



Tumbleweed Recreation Center Kitchen

Tumbleweed Recreation Center Kitchen Policies

The following guidelines must be followed when utilizing the kitchen or additional fees will be incurred.

- ✧ Provide your own pots and pans, utensils, dishcloths, soap and anything else needed for the event and clean-up. The TRC only provides working space and major appliances.
- ✧ Thoroughly wipe down all counter space, oven, warming oven and sink with water and dry with a clean cloth.
- ✧ Wash and dry warming pans.
- ✧ Empty water out of chafing dishes.
- ✧ There isn't a garbage disposal in the kitchen. **No food or items are allowed to go down the sink.**
- ✧ If using the microwave, please no metal objects or dishes when heating.
- ✧ Please use all equipment and appliances with care.
- ✧ Turn off warmers, stove and oven after use.
- ✧ If there is a spill on the floor, please clean it up immediately to ensure the safety of others.
- ✧ Remove all items from refrigerator and freezer. If liquid or food spilled, please wipe down.
- ✧ Sweep and mop floor (broom, mop and bucket provided by the TRC).
- ✧ Trash is to be placed in dumpsters outside of the building and all possessions are to be removed from the facility.

All equipment in the kitchen belongs to the City of Chandler. Any items damaged or removed from the kitchen will result in a forfeiture of part or all of the damage deposit.



TRC Tumbleweed
RECREATION CENTER

The logo features a stylized graphic of horizontal lines on the left, followed by the letters 'TRC' in a bold, white font inside a maroon rectangular box. To the right of this box, the word 'Tumbleweed' is written in a large, dark blue, sans-serif font. Below 'Tumbleweed', the words 'RECREATION CENTER' are written in a smaller, dark blue, all-caps, sans-serif font, with wide letter spacing. A thin maroon horizontal line runs beneath the 'Tumbleweed' text.