

Policy on use of City Public Facility

This type of Facility is not normally accessible to the General Public at all times. There is normally restricted access to the areas. This Policy covers the following types of City of Willcox owned Facilities; the Quail Drive Sports Park Rodeo Grounds, the Community Center, and Keiller Park Swimming Pool. The purpose of this Policy is to provide a uniform way to make the Facilities available to the groups/organizations/individuals (User). This type of facility is primarily for large events with Public participation, although events closed to the Public are also permitted. These facilities may be reserved for commercial purposes.

In the accordance with Federal Law, the City is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

If a User wishes to use any of the City Facilities for an event(s), the User must reserve the Facility in advance. **The Facility is NOT considered reserved until the application forms are properly and completely filled out; the deposit is paid; and the forms are on file in the Public Works Office** which is located at 250 N. Railroad Avenue, Willcox AZ. Monday through Friday (except holidays) between the hours of 8AM to 3PM. Any discussion, with any City Employee or Representative of the City, prior to completion of forms and payment of deposit will only be considered as “checking on the availability” of the Facility. Applicants will be notified within 48 business hours if the application is complete, needs more information, or has been forwarded for approvals at the City Council.

A Facility may be reserved up to one (1) year in advance of the scheduled event. In addition, any nonprofit in good standing with the Arizona Corporation Commission, which is based in Willcox Arizona, and has used City Facilities or Open Space to operate event(s) on specific dates or times (such as a specific weekend, specific week of a month, an athletic season) for a consecutive period of seven (7) years, may schedule that same event(s) up to five (5) years in advance. The nonprofit will be required to finalize the reservation and make appropriate deposits not less than ninety (90) days prior to the actual event. Failure to finalize the event will result in the Facilities or Open Space being available for other potential users. If the nonprofit stops reserving the Facilities or Open Space, or does not themselves make use of the Facilities or Open Space (no subletting), for a period of two (2) years this exception will not be available, regardless of the continued existence of the nonprofit. This exception is designed to recognize the long standing community activities that have taken place in the City and allow for their continuation. This exception grants no specific rights to any specific organization and may be over ridden at any time by the City Council.

The City of Willcox may not “bump” a scheduled event in order to provide a City sponsored event. The City may reserve Facilities for City sponsored events.

The Deposit is a portion of the charge for use of the Facility. If written notice of cancellation of the event is received more than 90 days prior to the event, the deposit will be refunded. Cancellation notice received 90 days or less before the scheduled event will result in forfeiture of the Deposit. This is to ensure all Users who may wish to schedule the Facility have a fair opportunity to schedule and to permit the Public (through the City) to receive fees for use of Facility. Shorter cancellations times may not permit other Users to schedule events (due to lead times in arranging equipment, etc). **It is your responsibility to notify the City through the Public Works Department of any cancellation in a timely manner.**

Depending on the Facility being reserved, there may be additional refundable deposits required for cleanup, damages, or use of equipment.

Neither City Staff nor any representative of the City has the authority to waive, defer, forgo, or in any manner relieve the requirements for fees, deposit(s), or insurance coverage. Only the City Council acting in a properly called open meeting may make such a decision.

Full rental fees must be paid and the insurance requirements must be completed two (2) weeks prior to the scheduled event. Failure to pay the full fees and complete the insurance requirements may cause the use of the Facilities to be cancelled. If this occurs the deposit(s) will not be refunded.

Reservations will be accepted, if the Facility is unscheduled, with less than two (2) weeks notice, and ALL fees and Insurance requirements are provided at time of Reservation. (Please see the note below concerning alcohol).

User groups must provide Liability insurance coverage naming the City as additionally insured. Insurance requirements may be provide by any recognized Insurance Company. The City also participates in a program (TULIP) that the Users may use to purchase Insurance coverage. If the User wishes to use the TUILIP program the User should directly contact the City Public works Department. **It is your responsibility to assure payments and Insurance coverage are made in a timely manner.**

If the User wishes to have alcohol available during the event at the Facilities, there are additional special actions and fees that are required. User must file the necessary paperwork with the **City Clerk's office** (LOCATED AT 101 s. Railroad Avenue Suite B on Monday through Friday {except holidays} between the hours of 8AM to 5PM. **at least thirty (30) days** prior to the scheduled event (**The City strongly recommends a filing earlier than the 30 days**, as this type permit requires a special permit from the State of Arizona and 30 days may be insufficient to complete the approval processes). There are particular security requirements for use of Alcohol on City Property. Please make sure you discuss these requirements with the City Clerk and provide arrangements to satisfy those requirements prior to the event. Failure to provide for the security requirements will result in forfeiture of the right to have alcohol at the event and forfeiture of any fees paid.

Use of Alcohol at a Facility without prior approval is grounds for immediately stopping the event and closing the event with no refund of fees.

The deposit required for reservation of any facility covered by this Policy (Unless the City Council has established a separate deposit) is fifty dollars (\$50.00) for any day or any portion of a day (no pro ration). A day will be any twenty four (24) hour period measured starting at Midnight.

The City Council may make special arrangements with other Governmental entities for use of City Facilities.