

# Facility Rental Policies and Guidelines

## Welcome to the Aquaplex

The Flagstaff Aquaplex is one of Northern Arizona's most complete facilities for activities both social and recreational. Adult and youth groups alike enjoy many recreation and leisure time activities at this multi-purpose, state-of-the-art recreation center. Located in the heart of Flagstaff, the Aquaplex is easily accessible from I-40, I-17 and the Historic Route 66. Our professional, experienced staff is happy to assist you in planning your event and is committed to ensuring a memorable experience for you and your guests.

## Reservations

- The Flagstaff Aquaplex facilities may be rented for meetings, special events and other group functions.
- All rental requests are confirmed on a **first come, first serve basis**.
- Rentals of our Party Room can be made at the Front Desk. Call (928) 213-2300 for information.
- For all other rentals, please email the Reservation Coordinator at [jrichwine@flagstaffaz.gov](mailto:jrichwine@flagstaffaz.gov) or call (928) 213-2307 to make an appointment for a reservation meeting.

## Application Submission Schedule

- **Community Rooms, Gymnasium, or Movement Studio** - applicants may contact the Reservation Coordinator directly or submit a Facility Rental Application at the Front Desk. Applications may take up to one (1) week to process. Once a room has been held through the Reservation Coordinator, full payment will need to be made no less than five (5) days before the event.
- **Climbing Wall, Aquatics Area, or Fitness Floor** - applicants will need to contact the Reservation Coordinator directly. Applications may take up to one (1) week to process. Once an area has been held through the Reservation Coordinator, full payment will need to be made no less than three (3) weeks before the event.
- **"After Hours" and "Entire Facility"** - applicants will need to contact the Reservation Coordinator directly. Applications may take up to one (1) week to process. Once an area has been held through the Reservation Coordinator, full payment will need to be made no less than one (1) month before the event.

## Holiday Rentals

City facilities may **not be available** for rent on the following holidays: Thanksgiving Day; Christmas Eve; Christmas Day; New Years Eve and New Years Day.

Rentals on the following holidays may be charged a 25% holiday rental premium in addition to the regular rental rate: New Years Day; Martin Luther King Jr. Day; Presidents Day; Memorial Day; Independence Day; Labor Day; Veterans Day; and the Friday after Thanksgiving.

## Hours of Use

The Flagstaff Aquaplex regular hours of operation are:  
Monday-Saturday: 6:00 a.m. – 9:00 p.m.  
Sunday: 10:00 a.m. – 6:00 p.m.

Facility rentals are limited to no more than (10) consecutive hours. Rentals hours of use must include set-up, decorating, and clean up time. **Events that exceed the scheduled rental time will be billed at twice the hourly rental rate for the additional time.** If the facility is available, time extensions up to ten (10) consecutive hours *may* be granted by management, prior to the event, upon payment and subject to the hourly fee.

## Application Steps

**1. Email (jrichwine@flagstaffaz.gov) or Call Facility Rental Coordinator at (928) 213-2307 for an Appointment.** During the appointment, you will be given a tentative booking date, pending successful completion of the rental process.

### 2. Complete an Application

A duly authorized representative of the organization, or person responsible for the rental, must sign the completed application. Applications are available at the Aquaplex Front Desk and may be dropped off prior to the reservation appointment. **No reservations are held or confirmed until all required paperwork is completed and approved by the Reservation Coordinator.**

### 3. Final Application Approval

You will be notified during or shortly after your appointment on the status of your application.

### 4. Pay Rental Fees

The Reservation Coordinator will review payment options with you at time of booking.

## Applicant Classifications

**Resident:** Any business, organization or individual residing within the City of Flagstaff city limits.

**Proof of residency:** Able to show current City of Flagstaff Utility Bill, Drivers License or other identification that shows a City of Flagstaff physical address (No P.O. Box numbers allowed) existing within current city limits.

**Non-Profit:** As verified with a tax certificate for a 501(c) or another established non-profit certificate.

**Commercial / For Profit:** Any business, organization or individual not holding non-profit status as established with a tax certificate or renting facility amenities for the purpose of financial or other personal or business gain or benefit.

**Out of Community:** Any business, organization or individual with a physical legal address outside of city limits.

## Security / Cleaning Deposits

A Security/Cleaning Deposit **is an additional fee** required for all facility rentals. **It is not a holding deposit.** This fee will be included in the total rental fees due. **Security/Cleaning deposits are currently set at a total of 25% of any full rental fee.** The deposit will be returned by City Check, by mail, within two to four (2-4) weeks less any additional cleaning fees, damage to equipment or facilities or additional rental time beyond the original contracted agreement. Additional cleaning costs are charged at \$50.00 per hour for labor, and any damage repairs will be charged at the actual cost.

If City Security/Cleaning Deposit and may be charged for costs related to Police, Fire or Public Works staff deems an event/rental is not under control and/or unsafe, requiring public safety intervention, applicant will forfeit entire response.

The Aquaplex retains the right to forfeit a refund without notifying the renter. The status of a refund can be verified at any time through the Reservation Coordinator.

## Security/Cleaning Deposits may also be forfeited for the following:

- Not cleaning up all material that was part of the event (including food and trash) or not checking out with Aquaplex staff before leaving.
- Anyone consuming alcoholic beverages in the Aquaplex, in vehicles, in parking lot or in area around the Aquaplex. Alcoholic beverage containers found in Aquaplex parking lot area or area around the Aquaplex.
- Fighting or any other physical violence.
- Threatening City or security personnel.
- Falsifying application or any required documents.
- Theft of City of Flagstaff property.
- Over maximum capacity of reserved room or attendance listed on application.
- Smoking in undesignated smoking areas.
- Use of facilities (by you or your guests) not previously reserved without paying for a daily admission.
- Allowing animals into the building, except canine assistance.
- Holding a youth activity without an adult sponsor (21 years of age or older). **Groups of minors must be chaperoned.** Adult to minor ratio will depend on the activity and will be determined at the time of reservation. Names, addresses, and phone numbers of chaperones must be furnished at least 24 hours prior to the scheduled use.

## Your Responsibilities During Event

- Being familiar with and making sure your guests understand all posted Aquaplex rules.
- Children must always be supervised by parents or chaperones.
- Delivering & unloading event materials & supplies during approved delivery timeframe or contracted hours.
- Decorating facility for event per regulations & on-site staff direction.
- Setting up all rental equipment brought in by renter or outside vendor.
- Monitoring conduct & performance of contracted vendors.
- Coordinating event activities & transitions.
- Monitoring guest activity & communicating with on-site staff.
- Helping with equipment transitions.
- Informing staff of any food or drink spills on the carpet for immediate clean-up.
- Checking on the condition of the restrooms and lobby.
- Cleaning supplies are available for your convenience. Please see the front desk.

## Decorations and Favors

Decorations are the responsibility of the applicant and plans to decorate the facility must be requested on the application for approval. Only masking tape and scotch tape (provided by you) are acceptable. **No staples, nails or tacks are allowed on any wall or equipment.** All decorations must be fireproof or made of fire-retardant materials. Nothing shall be attached to light fixtures. No decorations will be permitted within 18 inches of ceiling sprinklers. Piñatas, decoration sprinkles, glitter, confetti, rice, and birdseed are not allowed inside or outside of the facility.

Sunflower seeds, gum, and candy create cleanup problems. It is your responsibility to clean up these items from carpets and floors. Custodial fees may be deducted from your deposit.

## Amplified Sound

Bands, DJ's, music or speaking that uses speakers or amplifiers is considered amplified sound. There are restrictions and sound ordinances relating to amplified sound. Your event may be subject to sound metering to ensure sound level compliance. **Music volume must be lowered to follow City Noise Ordinances.** Please be considerate of others within the facility. Flagstaff Police Department may be summoned in the case of excessive noise.

No Fog Machines are allowed. Please inform your DJ.

The Aquaplex has a portable PA System and cord microphone which can be rented for an additional charge.

## **Alcohol Policy**

The Flagstaff Aquaplex currently does not allow any alcohol on its premises. This policy is subject to review and could possibly be modified in the future to allow alcohol for private rentals with certain restrictions and limitations. Please talk to the reservation coordinator for specific information.

## **Required Permits / Licenses**

If applicable, copies of the following permits/licenses must be submitted 30 days prior to the scheduled use:

### **Fund Raisers**

Many activities are fund raisers in which either the sponsoring group benefits or proceeds go to a chosen beneficiary. Non-profit documentation stating your non-profit number is required for any fund-raising activities. There may be additional fees for fund raising.

### **Business License**

A Business License may be required of businesses (caterers, DJs/bands, photographers, etc.) performing any services at an event. Contact the Business License Division at (928) 779-7614, for more information.

### **Fire Department Permits**

A Permit is required for use of candles, open flames, or flammable materials and decorations. Contact the Fire Department at (928) 779-7688 for more information.

## **Insurance Certificate**

Certain rentals may be required to provide the City of Flagstaff with a valid Certificate of Liability Insurance, written through acceptable carriers. Such certificate shall provide Bodily Injury and Property Damage Liability protection at a limit of \$500,000. The Certificate shall name the City of Flagstaff as an Additional Insured. The decision to require or not require an insurance certificate will be determined by Aquaplex Management upon review of the Rental Application.

## **Cancellations**

All cancellations must be in writing and received before the cancellation deadline specific to that type of rental (see below). The Security/Cleaning deposit will be forfeited, but all other fees refunded by City Check, by mail, and may take up to four (4) weeks to receive.

## **Cancellation Deadlines:**

**Community Rooms, Gymnasium, or Movement Studio** - The cancellation deadline will be set twenty-four (24) hours preceding the planned event.

**Climbing Wall, Aquatics Area, or Fitness Floor** - The cancellation deadline will be set three (3) business days preceding the planned event.

**“After Hours” and “Entire Facility”** - The cancellation deadline will be set two (2) weeks preceding the planned event.

## Facility Accommodations

	Room Size	Max Capacity	Amenities Included	Common Uses
<b>Community Room A</b>	750 sq. ft.	70 Theater Style 40 Banquet Style 100 Standing	Catering Kitchen*, projection screen, counter space. Tables and chairs.	Banquets, small receptions, meetings, presentations, etc.
<b>Community Room B</b>	750 sq. ft.	70 Theater Style 40 Banquet Style 100 Standing	Counter space, direct access to patio. Tables and chairs	Meetings, trainings, seminars presentations, etc.
<b>Community Room Combined</b>	1500 sq. ft.	140 Theater Style 80 Banquet Style 200 Standing	Catering Kitchen*, projection screen, counter space, direct access to patio. Tables and chairs	Banquets, receptions, ceremonies, dances, large meetings, presentations, etc.
<b>Climbing Wall</b>	24' W x 27' H w/ a 12' fall area	4 climbers at a time w/ space for up to 20 spectators.	All equipment provided except shoes. (Liability waivers must be on file.)	Climbing.
<b>Fitness Floor &amp; Track</b>	4793 sq. ft. Track: 3 lanes, 117 yards long	Varies depending on activities.	Cardio equipment, fitness machines, free weights and benches, indoor track.	Various fitness and exercise activities.
<b>Movement Studio</b>	1715 sq. ft.	Varies depending on activities.	Wood floor, wall mirrors, ballet bar, stereo system, mats.	Aerobics, dance, martial arts, yoga, etc.
<b>Gymnasium</b>	8640 sq. ft.	Varies depending on activities.	6 basketball hoops, rollaway bleachers, indoor soccer goals, various sports equipment.	Practice, games, tournaments, larger events.
<b>Lap Pool</b>	1,000 sq. ft.	30	3 lap lanes, timer, various swim toys,	Lap swimming, pool parties and various aquatic activities. Water aerobics
<b>Aquatics Area</b> (entire pool area)	10000 sq. ft. 9000 sq. ft. of water area (100,000 Gal)	Varies depending on activities and number of lifeguards on duty.	Indoors and heated, lifeguards, 2 tube slides, 3 lane lap pool, zero-depth entry child pool w/ play structure, lazy river, 16-person hot tub.	Pool parties and various aquatic activities.

\* **Catering kitchen** is 15' x 16' and includes a commercial refrigerator, microwave, sink, warming oven, and coffee maker. It is an optional amenity and will incur an additional hourly charge. **No on-site food cooking, preparation, or dishwashing.**

**Rental Fees (per hour)** Peak Time: M-F Open-8am & 3pm-Close. Sat & Sun All Day. Non-Peak Time: M-F 8am-3pm.

<b>Community Rooms</b>	<b>General/Resident/Non-Profit</b>	<u>Non-Peak Time</u>	<u>Peak Time</u>
	Half Room without kitchen	\$29.50	\$47.00
	Half Room with kitchen	\$41.25	\$59.00
	Combined Room	\$70.75	\$88.25
	<b>Commercial/For Profit/Out of Community</b>		
	Half Room without kitchen	\$47.00	\$59.00
	Half Room with kitchen	\$59.00	\$70.75
	Combined Room	\$106.00	\$129.50
<b>Gym</b>	<b>General/Resident/Non-Profit</b>	\$62.75	\$87.75
	<b>Commercial/For Profit/Out of Community</b>	\$87.75	\$119.00
<b>Movement Studio</b>	<b>General/Resident/Non-Profit</b>	\$37.75	\$50.25
	<b>Commercial/For Profit/Out of Community</b>	\$50.25	\$62.50
<b>Climbing Wall</b>	<b>General/Resident/Non-Profit</b>	\$37.75	\$50.50
	<b>Commercial/For Profit/Out of Community</b>	\$50.25	\$62.50
<b>Lap Pool</b> (max capacity 30)	<b>General/Resident/Non-Profit</b>	\$80.00	
	<b>Commercial/For Profit/Out of Community</b>	\$100.00	

<b>Non-Public Time Pool Rental</b> - Rentals only available after Hours of Operation		<u>General/Res/NonProfit</u>	<u>Comml/NonRes/ForProfit</u>
	0-50 people	\$275.50	\$438.25
	51-100	\$501.00	\$563.50
	101-150	\$626.00	\$688.50

<b>Public Session Pool "Buy-Out" Time</b>  2 hours minimum required	<u>General/Res/NonProfit</u>	<u>Non-Peak Time</u>	<u>Peak Time</u>
	0-50 people	\$ 751.25	\$ 813.75
	51-100	\$ 1,001.50	\$ 1,095.50
	101-150	\$1,252.00	\$1,377.00
	<u>Comml/NonRes/ForProfit</u>	<u>Non-Peak Time</u>	<u>Peak Time</u>
	0-50 people	\$ 813.75	\$ 876.25
	51-100	\$ 1,095.50	\$ 1,189.50
	101-150	\$1,377.00	\$1,565.00

<b>Entire Facility Including Pool</b>		<u>After Hours</u>	<u>Non-Peak Time</u>	<u>Peak Time</u>
	General/Res/NonProfit	\$ 939.00	\$ 1,189.25	\$1,565.00
	Comml/NonRes/ForProfit	\$1,565.00	\$1,815.25	\$1,878.00

The City of Flagstaff reserves the right to include additional rental charges based on facility set-up needs, safe operation of the facility, rental attendance or other specific rental conditions.