



City of Chandler Special Park Activity Application

Date Received: _____

Reservation Permit Number: _____(If applicable)

Thank you for your interest in the rental and use of the City of Chandler pavilion(s). Please complete the following application and submit applications for Tumbleweed Park to the Tumbleweed Recreation Center. All other park applications must be submitted to the Community Center.

Community Center

Drop off: 125 E. Commonwealth Ave.
Chandler, AZ 85225

Mail to:
City of Chandler
Special Park Activity Application
PO 4008
Mail Stop 501
Chandler, AZ 85255-4008

Tumbleweed Recreation Center

Drop off: 745 E. Germann Rd.
Chandler, AZ 85286

Mail to:
City of Chandler
Special Park Activity Application
PO 4008
Mail Stop 503
Chandler, AZ 85255-4008

Section 1: INTRODUCTION

Pavilion facilities are limited in number. The City of Chandler’s intent is to serve Chandler residents and Chandler-based organizations and companies. All applications must be submitted by the indicated time frame, see below. Following the review of your application (3-5 business days of receipt), you will be contacted to discuss your activities in further detail. Incomplete applications will not be processed. For pavilion fees, availability, guidelines, and any further assistance, please call 480-782-2727 or 480-782-2900.

Please indicate one of the below application types you are submitting. The **DEADLINE** for submitting the application type is listed next to each available option.

SPECIAL PARK USE REQUEST – at least ten (10) business days in advance of reservation date.

- **Complete Sections 2, 3, 4, and 6**

150 OR MORE ATTENDEE RESERVATION REQUEST – a minimum of 20 business days before the proposed date.

- **Complete Sections 2 through 6**

For private functions only. A Special Park Activity Application will only be approved in conjunction with a pavilion reservation permit. At no time will a Special Park Activity Application be approved for a **neighborhood park** or with an athletic field or court reservation. Community event requests (events open or advertised to the public) must be made on the [Special Event Application](#) form and submitted to the Special Events Committee for approval at least ninety (90) days before the event date. For information on the Special Event Application process and to view the Special Event Handbook visit www.chandleraz.gov/special-events.

Please remember this application is not final approval for your activities, request, or reservation, including the date and location. **You are not authorized to advertise a reservation for a Chandler park, pavilion(s), or sports field for functions open to the public through this process. The Special Park Activity Application is for private reservations only. THIS APPLICATION IS ONLY A REQUEST, NOT CONFIRMATION OR APPROVAL.** A confirmation email with the permit attached will be issued once the application is approved. Again, our staff is available to assist with this application. Thank you for the effort on behalf of your organization.

Section 2: INFORMATION

If your organization has a non-Chandler address, but has a physical presence in Chandler, please **APPLICANT provide the Chandler address**

Organization/Individual: _____

Address: _____

City: _____ State: _____ Zip: _____

Business/Home Phone: _____ Fax: _____

Email Address: _____

Name of Organization's Coordinator: _____

Business Phone: _____ Cell: _____

Name of Secondary Contact: _____

Business Phone: _____ Cell: _____

Section 3: RESERVATION INFORMATION

Name of Function: _____

Description of proposed activities: _____

FACILITY REQUIREMENTS

Available Locations

Arrowhead Park	Pavilion: _____
Chuparosa Park	Pavilion: _____
Espee Park	Pavilion: _____
Desert Breeze	Pavilion: _____
Folley Park	Pavilion: _____
Pima Park	Pavilion: _____
Tumbleweed Park	Pavilion: _____

Reservation Hours

Date of event: _____
Starting Time: _____
Ending Time: _____
Expected Attendance: _____

****NO MONEY CAN BE EXCHANGED
ON PARK PROPERTY****

Will a Beer Permit be purchased? Yes No

- The individual who purchases a permit must be 21 years of age, on-site, provide the beer and is responsible for anyone drinking during the reservation.
- Must be purchased in person with a valid photo ID.
- Can or keg only, no glass containers allowed.
- Permit costs \$14 resident or \$19 non-resident.

- Vehicles are allowed in designated parking areas **ONLY**. Driving into parks on sidewalks, turf, or landscaped areas to load or unload equipment is **prohibited** per City Code Section 3, Chapters 11-9.2 and 12-4; City Code Section 5, Chapter 31-5.EE.
- The grounds, fields, parking, and pavilion areas, as well as the entire area used by the reservation, will be as clean as it was found. Trash containers are at the site to be used for disposal. If trash, litter, debris, etc. are found, this would be subject to a maintenance fee, as well as the ability to use the facility in the future.
- Damage to the turf, trees, shrub beds, hard surfaces, or structures caused during the event will be charged to the user group at Parks' current labor and material costs. All damage must be repaired to Park Operations Division's standards.
- **NO** defacing, attaching tape, pasting, gluing, tacking, taping, or otherwise attaching any decoration, sign, or placard to any parks, facility, picnic shelter, pole, or other structure.

Section 5: SITE PLAN *150 or more attendees

A site plan depicting the layout/arrangement of equipment/activities is required for review. Attach your site plan to this application. Please be as detailed and accurate as possible.

Section 6: CERTIFICATION

Acknowledgment of the below items:

- Failure to clean up the reserved area may result in additional charges.
- Damage of property by applicant or hired company(ies) will result in additional charges.
- The scope of application may require the applicant to provide a Certificate of Insurance for rental and use of City property.
- This application is not final approval for your activities, request, or reservation, including the date and location.

I certify that the information set forth within this application is complete, true, and correct to the best of my knowledge and belief and that I have received and will comply with the information set forth on the attached sheet(s). Information from your application is considered public information and may be used in developing additional information for future customers. Acceptance of your application should in no way be construed as final approval or confirmation of your request. The City of Chandler reserves the right to refuse the application and it is revocable if deemed in the best interest of the City of Chandler.

Authorized Agent/Company Representative (PRINT)

Date

Signature

E-mail Address

ACCEPTANCE OF YOUR APPLICATION FOR REVIEW SHOULD IN NO WAY BE CONSTRUED AS FINAL APPROVAL OF YOUR REQUEST.

OFFICIAL USE ONLY

Application received date:		By:	
Complete Application: Y or N			
PARK OPERATIONS DIVISION (Review is to be done w/in 3 business days.)		RECREATION DIVISION (Review is to be done after Parks has reviewed)	
APPROVED BY:		APPROVED BY:	
NOT APPROVED BY: (State reason(s))		NOT APPROVED BY: (State reason(s))	