



Town of Wickenburg

Policies and Procedures - Facility Rental and Special Event Services

- A. Contracts shall be written no more than one (1) year in advance.
 - 1. All facility reservations will be managed and reserved through the online registration system. Customers can visit Parks and Recreation facilities for assistance with submitting an online registration.
 - a. Reservations shall be on a first come, first served basis for all events outside of the established Preference and Priority Policy below.
 - b. Staff shall have seven (7) calendar days to review the facility rental request and respond to applicant.
 - c. Local Non-profit Events shall have fifteen (15) months in advance of the date of the event to submit a reservation request for priority status.
 - d. Trade Shows or Conferences that take place on a fixed schedule, although not necessarily on an annual basis, may schedule their event more than one (1) year in advance with approval of the Special Event Program Manager.
 - 2. Deposits must be made at the time of facility rental.
 - a. Deposit refunds will be issued within thirty (30) days of facility rental date.
 - b. The extent and cost of facility damage will be determined by the Special Event Program Manager and will be deducted from the rental deposit. Damages shall include the actual repair cost to the facility and staff time at the rate established in the Town's Consolidated Fee Schedule.
 - c. Control of lights, keys, locks, locking of doors, gates, etc. will be the responsibility of the contracted renter. Doors and gates left unlocked, or lights left on could result in the loss of the rental deposit.
 - 3. Rental fees shall be due thirty (30) days prior to the event.
 - a. Reservations must be cancelled thirty (30) days prior to the event or the entire rental fee will be charged and the event date released for reservation by another party.
 - 4. The Town reserves the right to close any facility for safety reasons, including inclement weather.
 - 5. The Town reserves the right to close any park at any given time for an extended period of time for reseeding and/or maintenance.
 - 6. The Town staff shall not have the right to waive rental fees. All rental fees will be charged unless waived by a vote of the Wickenburg Town Council.
 - 7. Deposit fees shall not be waived for any events.

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B. Preference and Priority Policy for Town Facilities and Special Events Services.

1. The Town has established a Preference and Priority Policy to assist Town Staff in managing Town facility rentals and special event services requests. Events are given priority in facility rentals and use of Town services and equipment in the following order:
 - a. Town of Wickenburg Events or Meetings
 - b. Partner Events for other organizations that have a contractual arrangement with the Town that includes use of facilities or Town services.
 - c. Resident Events, including private and family functions for individuals or organizations with a permanent presence within the corporate limits of the Town of Wickenburg.
 - d. Non-Resident Events, including private and family functions for individuals or organizations without a permanent presence within the corporate limits of the Town of Wickenburg.
2. If the Town receives numerous special event permit requests for the same date or weekend, the Town will use the established Preference and Priority Policy to prioritize levels of service available.
3. Traditional Local Non-Profit Youth Sports must submit a special event application, sign a contract, and pay a deposit each year even though all rental fees are waived for recreational use.

Facility Rental Guidelines

1. Rental Scheduling and Turnaround Time:

- All rentals must have an 18-hour time window between them to allow the TOW (Town of Wickenburg) staff adequate time to prepare the facility for the next event.
- If a rental is scheduled one day apart from another, prior approval must be obtained from the Facilities Manager.

2. Restrictions Around Gold Rush Days:

- No large rentals will be allowed during the week before or the week after Gold Rush Days to accommodate the town's preparations and recovery time, prior approval must be obtained from the Facilities Manager.

3. Short Notice Reservations:

- Reservations for the following facilities can be made at least 10 calendar days in advance: *(upon facility rental manager's approval)*
 - Ramadas
 - Sports Courts (Pickleball, Basketball, Tennis, Volleyball)
 - Ballfields
 - Hassayampa Riverwalk Event Bridge
- All other facilities will continue to require reservations be made at least 30 calendar days in advance.

Please ensure that these guidelines are followed to maintain the quality and availability of our facilities. For any special requests or further clarification, please contact the Special Events Program Manager.