



Thank you for your interest in renting with the City of Sedona.

Below you will find the PDF application. If you are familiar with using our form, please proceed with your submission.

For those who need additional instructions, here are some suggested steps to help you submit the application. These steps may vary depending on your computer set-up. In the form below:

1. Check the box next to your rental location and provide ramada or court numbers if needed.
2. Check the appropriate box to denote the purpose of use.
3. Check the appropriate box to indicate whether guests will be charged to attend your event.
4. Type your information into the form. Please note, the signature cannot be typed, but you can use the Adobe e-signature function if you have it
5. Once the form is filled out, please chose "File, Save As" to choose a location to save your document.
6. If the form has not been signed, you will need to print it and sign it manually. If you signed the form electronically, you can skip to the next step.
7. You can submit the form via email to SedonaRec@SedonaAZ.gov or via fax to (928) 204-7163. A scan or a picture of the form will be accepted if the image is clear, legible, and doesn't crop any area of the form.

If you attempted these steps and weren't successful submitting your form, you are welcome to mail the application to:

Parks & Recreation
City of Sedona
102 Roadrunner Road
Sedona, AZ 86336

Or hand deliver the form to our offices Monday through Thursday from 7 AM and 6 PM (closed Friday through Sunday and major holidays) at:

Posse Grounds Park
525A Posse Grounds Road
Sedona, AZ 86336

We are located behind the upper softball field next to the tennis courts.



Facility Rental Request Form and Authorization

Sunset Park:		Posse Grounds Park:	
<input type="checkbox"/> Picnic Ramada #: _____	<input type="checkbox"/> Grass Area	<input type="checkbox"/> Picnic Ramada #: _____	<input type="checkbox"/> Recreation Room
<input type="checkbox"/> Tennis Courts #: _____	<input type="checkbox"/> Basketball Court	<input type="checkbox"/> Upper Softball Field	<input type="checkbox"/> Pavilion
Wetlands Preserve:		<input type="checkbox"/> Lower Softball Field	<input type="checkbox"/> The HUB
<input type="checkbox"/> Picnic Ramada #: _____	<input type="checkbox"/> Sand Volleyball	<input type="checkbox"/> Multi-Use Field	<input type="checkbox"/> Bike Skills Park
Public or Private event?		<input type="checkbox"/> Basketball Court	<input type="checkbox"/> Tennis Courts #: _____
<input type="checkbox"/> Public – open to anyone <input type="checkbox"/> Private – closed guest list		Purpose of use: <input type="checkbox"/> Performance/Game <input type="checkbox"/> Workshop/Rehearsal/Practice <input type="checkbox"/> Conference/Meeting <input type="checkbox"/> Fundraiser <input type="checkbox"/> Party/Wedding <input type="checkbox"/> Other: _____	
Fee to guests:		<input type="checkbox"/> Required Donation (<i>check range below</i>) <input type="checkbox"/> Fee (<i>check range below</i>)	
<input type="checkbox"/> Free <input type="checkbox"/> Requested Donation		<input type="checkbox"/> less than \$10 <input type="checkbox"/> over \$10 to \$25 <input type="checkbox"/> over \$25 to \$50 <input type="checkbox"/> over \$50	

Date(s) Requested: _____ **From:** _____ **To:** _____ **Total Hours:** _____
(list only dates you are able to pay for in full) (start and end times must include set-up, event, and clean-up time)

Name of Event: _____ **# of Attendees:** _____

Description of Event: _____

Contact Person: _____ **Contact Telephone Number:** (_____) _____
(This person must be available at this listed phone number should we need to contact them on the day/time of the event)

Contact Email Address: _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

Do you have a Non-Profit ID? YES NO **ID # (required to receive rates):** _____

Will there be amplified music or sound? YES NO
If sound regulations are in question, please contact our Code Enforcement Office at (928) 282-1154.

Will your event have alcohol? YES NO
Alcohol is not allowed on City property unless you obtain the necessary permits and/or approvals.

Do you plan to bring rented items into the space (tables, chairs, bouncy house, etc.)? YES NO
You will be required to provide a Certificate of Insurance listing the City as additionally insured before permission is granted to bring items onto the premises.

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Staking into City owned property, affixing signs and/or other decorations is not permitted without proper permission. If you need to obtain permission for one or more of these activities, please inform the Parks & Recreation Dept

HOLD HARMLESS AGREEMENT

I/we acknowledge that based on the nature of activities and/or event/s I/we may be required to produce liability insurance and/or other documents governing such activities. I further acknowledge that I have been informed that my conduct, activity, event, or function, though held on City property, will not be covered under the City's liability insurance policy, unless harm is caused during "normal park use". I agree to hold harmless the City of Sedona for any and all claims that might arise from the activities performed. I have also been informed of TULIP (Tenant User Liability Policy) as an option for liability insurance. **All rentals must abide by park rules (sedonaaz.gov/home/showdocument?id=5979). Renters found in violation of park rules, policies, and/or procedures may be temporarily or permanently banded from renting city facilities in the future.**

Pavilion & Hub: (Renter) hereby represents and warrants that it has obtained any and all necessary licenses, permissions or other authorizations to use copyrighted material in the course of the activity which is the subject of this agreement. (Renter) agrees to indemnify, defend and hold City harmless for and against any claims of any nature brought by the owner or interest holder of any copyright for its unauthorized use in connection with this agreement.

All deposits and user fees must be paid in advance. If paying by check, please make payable to: **City of Sedona**. If premises are left in the same condition, a deposit refund will be processed within 30 days. Refunds for cancellations and/or inclement weather will be processed minus a 15% administrative processing fee. Cancellations and requests to reschedule must be received directly by a staff member as described in the full Refund Policy listed here: sedonaaz.gov/rentals

I understand and agree that this Authorization **only** allows me to access and use the requested facility on the date(s) and time(s) listed on this form. I further understand and agree that if I access the requested facility or any other parks and recreation facility requiring an advance reservation on date(s) or time(s) that I do not have an approved reservation, then my privileges to reserve parks and recreation facilities may be suspended or revoked.

Signature below acknowledges that the authorized representative has received, read and agrees to abide by all terms and conditions associated with this form.

Ashley Hardy

Signature of Authorized Requesting Organization Representative (typed signatures won't be accepted) _____ Date _____