Fort McDowell Recreation Center
Facility Rental Policy

The Fort McDowell Recreation Center is available to be reserved by enrolled FMYN Tribal Members or FMYN Government Department and Enterprise personnel.

Standard Hours of Operation

Rentals are available during the Recreation Center's standard hours of operation (Monday-Thursday 10 AM – 8 PM; Friday 12 PM – 5 PM). Any rental outside of the standard hours of operation, including Friday evenings and Saturdays, will be subject to an hourly fee. Rentals are not available on Sundays and any FMYN Tribal Government holidays when the Recreation Center is closed.

Rental Requirements

The Responsible Party is the person listed on the Rental Request Form who assumes full responsibility for all attendees and any damage to the facility or facility equipment during the rental. Responsibility Party must meet all the following:

- Be an enrolled FMYN Tribal Member 21 years of age or older and able to present a Driver's License or Federal ID and FMYN Tribal ID, upon request, when submitting a Rental Request Form;
- Must be on-site during the entire Reservation Time requested on the Rental Request Form; and
- Must comply with any requests of the Recreation Department related to the rental.

Rentals are approved by the Recreation Department based on the type of request submitted and availability. The Recreation Department reserves the right to deny a rental request. The Recreation Department, at any time, may cancel an approved request.

The following table will help guide you on the deadline to submit your Rental Request Form for review.

When is your Reservation Time?	Deadline to submit request before scheduled rental date
During standard hours of operation	7 days
Outside of standard hours of operation	30 days
Consecutive days for same rental	30 days

Community funeral/memorial/wake services and meals before or following these services must be approved by FMYN Tribal Council before submitting a Rental Request Form. Rental Fees and Deposit will be waived for services and meals approved by FMYN Tribal Council.

Responsible Party is to make sure the room(s) rented is (are) cleared of all items from the rental before the conclusion of the Reservation Time. Examples include, but are not limited to, any item(s) rented from an outside vendor, debris, decorations, dishes, drinks, food, linens, paper products, trash, utensils, etc.

Approved on October 28, 2019 by FMYN Tribal Council; Amended on June 27, 2024;
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Rental Deposit

A $50.00 Rental Deposit must accompany a completed Rental Request Form before the request will be reviewed by the Recreation Department. The refundable Rental Deposit must be made in the form of a cash (preferred), money order or cashier's check made payable to "FMYN". The Rental Deposit must be made in a separate form of payment from the Rental Fee(s).

The Rental Deposit will cover any additional cleaning expenses and/or damage to the facility, including equipment, resulting from the rental. Decorations may only be secured with non-marking tape.

Any major facility damage will be reported to the FMYN Police Department and the Responsible Party will be excluded from renting the Recreation Center for a period of three (3) years. At the end of this exclusion period, any future rental requests will require a mandatory meeting between Recreation Department management and the Responsible Party before a future request will be reviewed.

The Rental Deposit cannot be applied towards the Rental Fee(s). Rental Deposits will be returned, within 30 days following the scheduled rental date, only to the Responsible Party only if all conditions of the Facility Rental Policy are fulfilled at the conclusion of the Reservation Time. The Fort McDowell Recreation Department has final authority on Rental Deposits. Please allow for up to five (5) business days for the Recreation Department to contact the Responsible Party regarding the status of the Rental Deposit.

Rental Fees

The Rental Fee includes the total time requested on the Rental Request Form (Reservation Time) outside of the Recreation Center's standard hours of operation. The rate per hour is not prorated. Acceptable forms of payment for Rental Fees are cash, money order or cashier's check made payable to "FMYN". The Rental Fee(s) must be made in a separate form of payment from the Rental Deposit.

Any additional time over the Reservation Time will be charged the regular room rate, rounded up to the nearest hour, and be deducted from the Rental Deposit.

If the Rental Deposit is expended and a remaining balance is due following the completion of the rental, then payment is due immediately. A hold will be placed on the Responsible Party, Government Department and/or Enterprise personnel rental account and no future rental requests will be accepted until the balance is paid-in-full.

Room	Maximum Occupancy [1]			Rate Per Hour [2] (rate is not prorated)
	Tables & Chairs Only	Chairs Only	Standing Only (No seating/tables)	
Large Room (only) [3]	138 [4]	192 [4]	248	$35.00
Kitchen (only) [3] [5]	n/a	n/a	n/a	$35.00
Large Room & Kitchen [3] [5]	~see above for Large Room~			$50.00
Half Gymnasium [3]	189	263 [4]	341	$50.00
Full Gymnasium [3]	378 [4]	526 [4]	682	$100.00

Rental Fee Rates Notes

Rates are subject to change at any time without any notice.

1. Room maximum occupancy limits are established by the Recreation Department & FMYN Fire Department. If there is a concern with the number of people in the room(s) during the rental the Responsible Party must cooperate with Recreation Department requests. Maximum Occupancy limits are based on room setup using Recreation Department tables and chairs. Limits are subject to change at any time at the discretion of the Recreation Department but may not exceed International Fire Code limits. Responsible Party should contact Recreation to check the current occupancy levels for their rental before submitting a request, deposit, and fees.
2. Hourly rate to be charged for any rental outside of the Recreation Center's standard hours of operation. Rate includes usage of Recreation Center facility equipment (chairs, tables, microphone, projector, sports equipment, etc.) upon request.
3. Four (4) hour minimum Reservation Time on Fridays after 5 PM/Saturdays. A single day rental fee rate may be available at the discretion of the Recreation Department based on the request. Responsible Party should contact Recreation to discuss a possible single day rental fee before submitting their request, deposit, and fees.
4. Recreation Department does not provide tables and chairs for any outside rental or any rental with an estimated attendance count of 200 or more. Responsible Party must contact outside vendor at own expense.
5. Kitchen includes any, and all, use of the walk-in cooler, walk-in freezer, ice machine, counter space, etc. Recreation Department does not provide any kitchen related items or utensils as it relates to food prepping, cooking, serving, and cleaning dishes. Responsible Party is to provide these items during their rental.

Rental Late Fee/Changes/Cancellations

The Responsible Party must submit their Rental Request Form prior to the deadline outlined in the table on Page 1. A $50.00 Late Fee will be added to the Rental Fee total for a request received and approved not within the deadline. Approval is based on current Recreation Department availability at the time the late request was received and reviewed.

The Responsible Party must communicate any changes (such as, but not limited to, time, date(s), set-up, etc.) to the original Rental Request Form. A $50.00 Change Fee may be deducted from the Rental Deposit for any changes made to a confirmed and scheduled rental request.

The Responsible Party must contact the Recreation Department if cancellation of a rental becomes necessary. If cancellation notice is received seven (7) days or less prior to the scheduled rental date, a $50.00 Cancellation Fee will be deducted from the Rental Deposit. The Recreation Department has final authority on Cancellation Fees.

FMYN Government Department and Enterprise

All FMYN Government Department and Enterprise personnel group(s) and/or committee(s) rental requests must follow the outlined Fort McDowell Recreation Center Facility Rental Policy. FMYN Directors/Managers must sign the Rental Request Form for their respected personnel. Requests may be denied if Government Department and Enterprise personnel do not follow the outlined Policy.

Government Department and Enterprise personnel rentals must have a full-time employee designated as the Responsible Party who is able to present an employee ID badge upon request when submitting a Rental Request Form. The Responsible Party must remain on-site during the Reservation Time (see Page 1 – Rental Requirements).

All Rental Fees and Deposits will be waived for Government Department and Enterprise personnel if the Reservation Time for the request takes place during the Recreation Center's standard hours of operation (see Page 1 – Standard Hours of Operation). Any request outside of the standard hours of operation may be subject to Rental Fees and Deposits at the discretion of the Recreation Department.

Any additional cleaning expenses and/or damage to the facility, including equipment, resulting from the FMYN Government Department and Enterprise personnel rental will be billed directly to that Department/Enterprise. Any future rental requests will be denied until the cleaning and/or damage has been completely addressed. Decorations may only be secured with non-marking tape.

Liability

Responsible Party is to make sure all attendees adhere to the posted Fort McDowell Recreation Center rules. The Fort McDowell Recreation Department is not responsible for lost or stolen items.

The Recreation Center, and its surrounding grounds, is declared drug-fee and alcohol-free. Smoking of any kind is permitted 50 feet from facility entrances.

The Fort McDowell Recreation Center, and its surrounding grounds, is declared a "Safety Zone" under Resolution No. Ft. McD. 2014-40. Responsible Party is to make sure all attendees observe FMYN's policy under Sex Offender Registration and Notification Act (SORNA).

Responsible Party, and attendees, agree the Fort McDowell Yavapai Nation and Fort McDowell Recreation Department shall be free from all liabilities and/or claims due to injuries and property damage. ALL patrons of the Fort McDowell Recreation Center, and surrounding grounds, agree to freely, voluntarily, and expressly assume and accept any and all risks of personal injury, including death, property damage, and exposure to or infection by COVID-19.

Responsible Party agrees to comply with all laws, policies, orders, and otherwise ("restrictions") as implemented by the Nation regarded health and safety, including but not limited to those associated with COVID-19.

Failure to abide by such restrictions will result in the immediate cancellation of the rental and may result in civil or criminal liability.

Fort McDowell Recreation Center
Rental Request Form

Responsible Party	**Email**
Phone	**Rental Type (birthday, meeting, presentation, etc.)**
Rental Date(s)	**Estimated Attendance**

Reservation Time (total time using room)

Setup Time		Event Time		Cleanup Time	
FROM	**TO**	**FROM**	**TO**	**FROM**	**TO**

Room(s) Requested (check all that apply):	**Additional Items Requested (check all that apply):**
☐ **Large Room** ☐ **Kitchen**	☐ **Microphone (if yes, how many: ____)**
☐ **Half Gymnasium** ☐ **Half Gymnasium**	☐ **Podium** ☐ **Laptop** ☐ **Projector** ☐ **Aux**

Room setup – How would you like the room to be set up?
For the Kitchen, do you plan to use the Gas Range Oven and/or the outdoor Grill area?

I, the Responsible Party, have read, understood, and agree to the Fort McDowell Recreation Center Facility Rental Policy outlined before me. My signature below acknowledges I understand I must fully comply with all Recreation Department requests before, during, and after my rental. Additionally, I understand my rental is subject to cancellation, at any time, by the Recreation Department.

RESPONSIBLE PARTY: _____ DATE: _____
"Digital signatures NOT accepted"
FMYN DIRECTOR/MANAGER: _____ DATE: _____

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Staff receiving form	Date form was received	Rental Deposit received $50.00	Total Rental Fee(s) received	Receipt #		Supervisor reviewing form	Reservation #
		YES NO					

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