

Thank you for your interest in renting historic Memorial Hall.  
The following tips will help you through the reservation request process.

## FIRST THINGS FIRST

- ❏ It is very important that you read all the guidelines and share this information with your planning committee.
- ❏ Please keep in mind that Memorial Hall is a historic facility and is an affordable venue for small performing arts groups and an ideal space for community meetings. Uses include music and theatrical performances, to meetings, conferences, gallery art exhibitions, and low to no impact functions (the original floor is thin and fragile so no dances, parties, or mid to high impact activities are permitted inside Memorial Hall).
- ❏ If you feel your reservation will work utilizing Memorial Hall, please call to see if the date you are requesting is available.
- ❏ If a date is available, fill out the attached application and submit for approval. The date cannot be held until this request form is submitted and approved.

## APPLICATION FORM

- ❏ Approval of your reservation is based on availability and what you put on the application. Please carefully read the entire packet for all guidelines of Hall use.
- ❏ Please fill the form out completely (page 6 & 7).
- ❏ If your organization is a non-profit submit proof of your nonprofit status with the application.
- ❏ Once the application is processed you will be sent an SUR (Special Use Contract/Permit) showing the fees that are due.
- ❏ All fees including the damage deposit are then due immediately.

## TIPS

- ❏ Certificates of Insurance should be submitted as soon as possible to avoid delays in review and approval by park manager.
- ❏ Your set-up will be done based on your submitted form if approved and cannot be moved upon your arrival. **If tables and chairs need to be moved again, you will need to provide assistance to do so.**
- ❏ The Damage Deposit refund process can take 4-6 weeks after the rental is concluded, providing no damage has been done to the facility.
- ❏ The lectern cannot be moved up onto the stage.



# MEMORIAL HALL

## Steele Indian School Park

Our Mission Statement: *To provide an affordable space for local performing artists and a meeting space for community groups.*

### GENERAL INFORMATION

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- ❖ The facility is available for rent from 8:00 am to 10:00 pm daily, pending scheduling.
- ❖ Reservations are not taken on Holidays or for parties, wedding's, receptions or dances.
- ❖ Dates cannot be held without a reservation request form submitted and approved.
- ❖ Children must have adult supervision at all times.
- ❖ No dogs allowed in facility (certified service animals are welcome).
- ❖ Reservation times must be for consecutive hours and cannot be split up.
- ❖ All set-up/takedown, deliveries/pickups must take place during the rental time only.
- ❖ **If your rental involves charging for tickets, having monetary donations/raffles &/or sales of any kind, and or the serving of alcohol it will also need to go through the Parks Board approval process (a minimum 60 day process).**

### CAPACITY

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- ❖ Maximum capacity is 300 in theater seating on the main floor.
- ❖ Maximum capacity is 160 in banquet seating on the main floor.
- ❖ There are 165 permanent seating in the balcony.
- ❖ Standing room only is not permitted.
- ❖ Due to fire and safety laws additional seating is prohibited.
- ❖ Exit doors cannot be blocked.

### PARKING

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- ❖ The 3rd Street parking lot of 200 spaces is recommended for groups renting the facility, but is not guaranteed for it is shared with other park events and visitors along with possible weekday use by the neighboring VA administration and State Veterans Home.
- ❖ Vehicles can only be on the fire lane for unload/load purposes with appropriate Certificate of Insurance and must be moved immediately to the Parking lot prior to your public event starting time. The fire lane cannot be blocked. No driving on sidewalks.

### SET UP

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- ❖ You will be given a choice of Theater Style or Banquet Style seating.
- ❖ Once you arrive "All" setup changes if approved must be carefully done by the USER group.
- ❖ Extra tables and chairs cannot be brought into the historic facility.
- ❖ All equipment brought into the facility must be pre-approved by the facility manager (approved equipment brought in must be set up/taken down by the User and floors protected).
- ❖ The lectern cannot be moved up onto the stage.
- ❖ The lobby furniture cannot be moved. Please be good stewards & help protect the Hall.

### CLEANUP

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- ❖ The User is responsible for leaving the facility the way it was when they arrived.
- ❖ All trash needs to be bagged and placed outside the facility on the west side.
- ❖ Glass bottles must be discarded by User off site.

## DELIVERIES AND STORAGE

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- ❖ All delivery/pickup of equipment must take place during the rental time only.

## FACILITY & FLOOR PROTECTION

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- ❖ **It is mandatory that the User place rubber mats under all food and drink areas.**
- ❖ Performances to take place on stage only, unless by prior arrangement and approval.
- ❖ It is mandatory that the User protect the floor with backboard and appropriate wood floor tape.
- ❖ All equipment must be carried or wheeled into the facility (see "Parking" section above).
- ❖ Please remember to be good stewards and help protect this historic space.

## DECORATIONS, SIGNAGE & OTHER

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- ❖ The facility is rented "AS IS"- Decorations/signage needs to be free standing elements only.
- ❖ Nothing can be hung or taped on any permanent fixture of the building's interior or exterior.
- ❖ Open flames, candles, smudging activities, confetti, glitter, pyrotechnics, paint, glue, arts and crafts material and helium balloons are prohibited.

## CATERING

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- ❖ Memorial Hall does not have a kitchen; all food must be prepared off site and brought in.
- ❖ Food or drinks on main floor only - not on stage, in dressing rooms or balcony area without prior review and approval by Hall Coordinator.

## AUDIO VISUAL / EQUIPMENT

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- ❖ The Hall is equipped with rear projection projector and 12'x12' screen (on stage), 3 wired microphones / 2 handheld wireless mics, main floor lectern, sound system, chairs, tables and \*piano. Equipment is "AS IS." **User provides their own laptop:** all power point presentations must be presented by the User or their designee (Mac/Apple product users will need to supply their own VGA Adapter dongle for projector use). HDMI connections not available.
- ❖ **Internet & Wi-Fi not available** – please consider bringing your own "hot spot" capability if needed by you, your presenters, speakers or guests.
- ❖ \*Piano tuning/repair is at renter's expense and must be arranged with qualified techs only.
- ❖ Minimal programmed light sets are available. If needing more, you will need to provide a qualified professional audio/visual technician at your own expense.
- ❖ If your outside hired piano or a/v tech needs access prior to actual rental times, please note there is a \$53/per hour charge to have park supervision staff onsite. To make arrangements, please contact Tammy Parker at 602-534-8659 or [tammy.parker@phoenix.gov](mailto:tammy.parker@phoenix.gov)

## DAMAGES

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- ❖ The User shall pay for any damage to the facility or the equipment.
- ❖ The User shall pay for any excessive cleaning needs resulting from use of the facility.
- ❖ The charges will be taken from the deposit.

## INSURANCE

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- ❖ User shall provide two weeks minimum in advance of rental date for review & approval a Certificate of Insurance for general liability in the amount of \$2 million with the City of Phoenix named as additional insured and as certificate holder for all reservation dates.
- ❖ Certificate of Insurance must read as follows: The City of Phoenix shall be named as an additional insured with respect to liability arising out of the activities performed by, or on behalf of "your permit/contract holder name here" with respect to "event name & date

here” at Steele Indian School Park, 300 E Indian School Rd, Phoenix, AZ 85012.  
 Certificate holder: City of Phoenix, 2700 N. 15<sup>th</sup> Ave, Phoenix, AZ 85007.

- ☒ An example of the insurance with required liability coverage amounts and specific wording will be provided.

## ALCOHOLIC BEVERAGES

- ☒ A COP Alcohol permit is required if you are serving Beer/wine and will be added into your fees.
- ☒ If you are charging a ticket price, taking monetary donations and serving or selling alcohol you must obtain a Special Event Liquor License via the City and State. This is normally a 60 day process and requires additional liquor liability insurance. Contact Phoenix Licensing Services at 602-262-4638, and the Arizona Department of Liquor License and Control at 602-542-5141.
- ☒ **The COP Parks Department requires that you provide an off-duty police officer for security for reservations that are serving alcohol.**

## FACILITY USE FEES AND DEPOSITS

- ☒ Fees are due immediately upon receipt of your SUR.
- ☒ Please make checks payable to the City of Phoenix **AND** include on the check’s notation line the SUR Permit number of the rental.
- ☒ An online parks account can be created for you to make payment or you may postal mail your payment with a copy of your SUR or pay in person by credit card at the following address (we do not have postal delivery at the park):

City of Phoenix  
 Parks and Recreation Department  
 Downtown Division Office - Norton House (SISP)  
 2700 N. 15<sup>th</sup> Avenue  
 Phoenix, AZ 85007

## CANCELLATION POLICY

- ☒ Cancellation or a no show of reservation will be subject to a monetary penalty:

Cancellation Requested	Amount Refunded	Deduction or fees
31 days or more prior to scheduled event date	Refund of Rental Fee & Deposit	Deduct a processing fee
30 to 14 days prior to scheduled event date	Full Refund of Rental Fee	Forfeit of cancellation fee
Less than 13 days of event date	Deposit refunded	Full rental fee is forfeited
No Show	Deposit refunded	Full rental fee is forfeited

We wish you the utmost success for your event, but the City shall assume no liability or expense for inclement weather that affects the User’s event or for any occurrence that may impact the event, which is outside the City’s control. The City reserves the right to determine if weather conditions warrant a cancellation. In the event of strong winds and/or heavy rain at the time of the event, the Facility Manager may deem event unsafe and cancel the event.



## Steele Indian School Park Memorial Hall Fee Schedule

300 E. Indian School Rd., Phoenix, AZ 85012 • 602 534-8659

<https://www.phoenix.gov/parks/parks/alphabetical/s-parks/steele-indian-school>

Rental Fee for Meetings	
Theater Art Organizations	\$25.00 per hour (2 hour minimum) – planning meetings and audio visual consultations
Non Profit Organizations	\$50.00 per hour (2 hour minimum) – business or community meetings
Commercial or Private Business, Organization, or Agency	\$100.00 per hour (2 hour minimum)
Rental Fee for Performance / Function	
Theater Art Organizations	\$250.00 for five hours or \$50.00 per hour with 2 hr. min. - performances, rehearsals for Choral, Dance, & Arts & Cultural Exhibits Only
Non Profit Organizations	\$250.00 per hour (2 hour minimum) - trainings, presentations, award ceremonies, pageants, fund-raiser's, banquets
Commercial or Private Business, Organization, or Agency	\$500.00 per hour (2 hour minimum)
Extra fees	
Recreation Supervision Fees	*\$53.00 per hour / per staff (minimum 1 staff)
Maintenance fee	\$177.00 flat fee for cleaning and set up.
Damage Deposit	
\$5.00 per person	No food / drink being served**
\$7.00 per person	Food /drink being served
\$10.00 per person	Alcohol being served

\*Fee subject to change.    \*\*only non-chilled individual bottled water excepted.

**Memorial Hall Special Use Reservation Application**  
 Please print and complete one form per reservation request  
 Email to: [tammy.parker@phoenix.gov](mailto:tammy.parker@phoenix.gov)

<b>Organization:</b>	<b>Contact Person:</b>
<b>Address:</b> <b>City &amp; Zip Code:</b>	<b>Phone:</b> <b>Email:</b>

COP Departments please provide your Cost Center and GL account # for payment.  
 Please list #'s here: CC# \_\_\_\_\_ GL# \_\_\_\_\_

If your organization is a non-profit please submit proof with this application. The organization listed above must match the IRS determination letter you submit.

<b>Name of your Event:</b>  <b>Event Day &amp; Date:</b> _____ <i>(For multiple dates requests please list on a separate sheet of paper)</i> <b>Arrival time:</b> _____ <b>Actual Event time:</b> _____ to _____ <b>Departure time after cleanup:</b> _____ <i>(rental end time not to exceed 10pm for park closes &amp; gates lock)</i> <b>Expected attendance:</b> _____ <i>(Total number of entertainers, volunteers, and audience)</i>	<b>About your reservation:</b> Brief Description of Event / Function:  Is this reservation open to the public or private? Is this a fund raiser or ticketed event? If yes, price of tickets? Any onsite donations &/or sales of any kind (i.e. vendors, cash bars, silent auctions...) taking place? Are you serving food/drink? If yes, using a catering company? Are you serving beer? Are you serving wine or hard alcohol? Are you requesting outdoor space? If yes, for what purpose?
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<b>Equipment:</b> place X by each choice wanted		<b>Set Up Style:</b>
Projector/screen:	Piano:	Theater seating (max 300):
Lectern: <i>(with microphone)</i>	Microphones: <i>(2 wireless, 3 corded)</i>	Banquet seating (max 160):  Facility has 300 chairs, 20 - 5' round tables & 20 - 5' foot rectangle tables

*I certify that the information set forth within this Reservation Request Form is complete, true and correct to the best of my knowledge and belief. I understand that the City of Phoenix reserves the right to revoke this reservation request if deemed in the best interest of the City of Phoenix. I have read and understand the contents of the Memorial Hall rental rules and guidelines. By signing below I agree to abide by these rules and guidelines.*

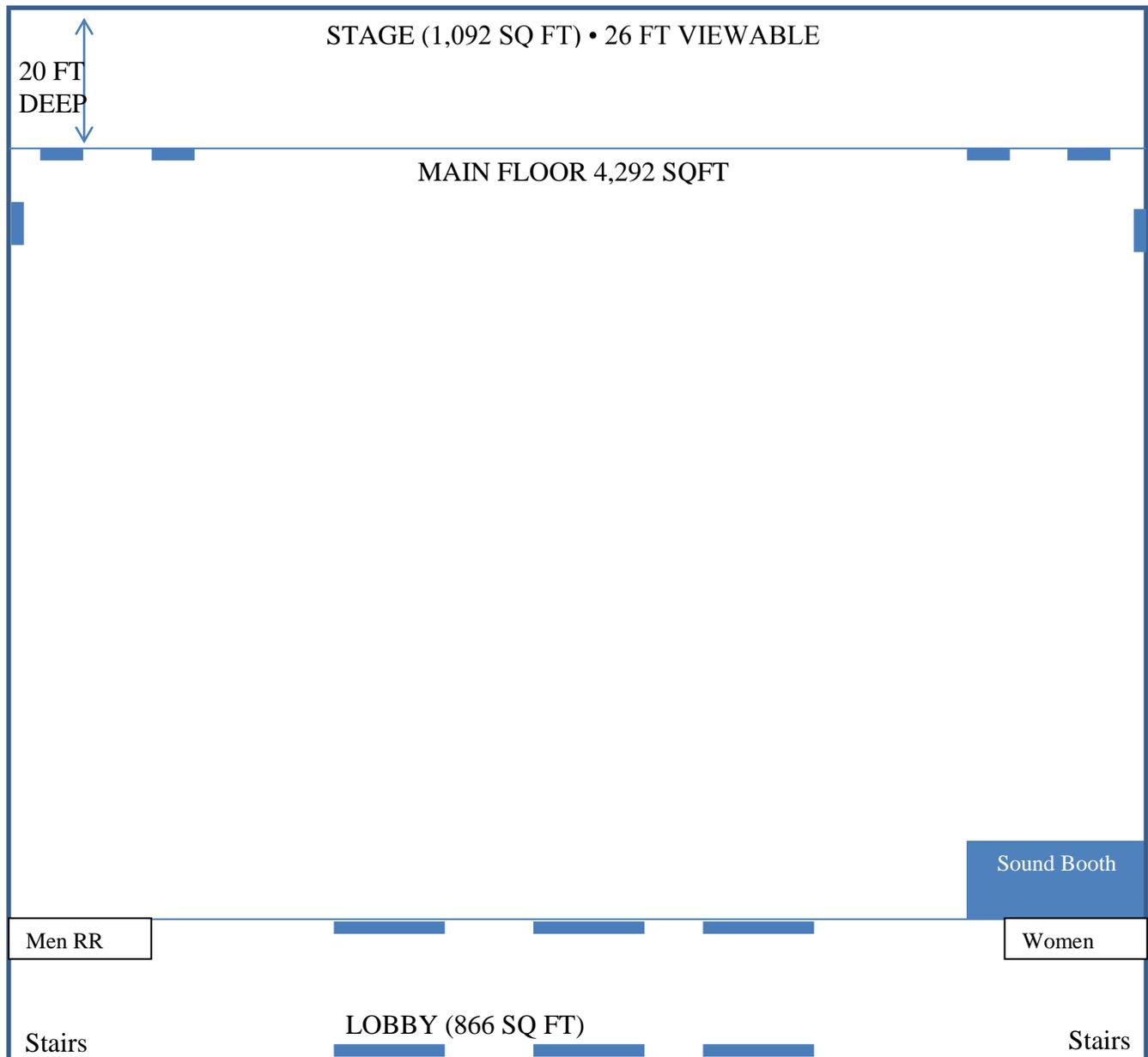
Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Memorial Hall Event Set Up Plan

<b>Event Date:</b>	<b>On-Site Event Lead &amp; Phone Number:</b>		
<b>Arrival (Setup) Time: _____ Actual Event Time: _____ to _____ Departure Time After Cleanup: _____</b> <i>Please note: rental end departure time after cleanup <u>not</u> to exceed 10pm for park closes &amp; gates lock.</i>			
<b>Maximum Capacity: 300 Theatre Seating • 160 Banquet Seating • 165 Balcony</b>			
<b>Set Up Style</b>	Theater      Banquet	<b>Balcony Seating Use?</b>	Yes   No <b>Attendance:</b>
<b>Equipment Needs:</b>			
# of Chairs:	# of Round Tables:	# of Rectangle Tables:	Lectern: Yes   No (main floor only)
Projector: Yes   No	Screen: Yes   No	Acoustic Shells: Yes   No	Light Plan:
Corded Mics: 1, 2 or 3	Wireless Mics: 1 or 2	Sound: Yes   No	Piano (stage):

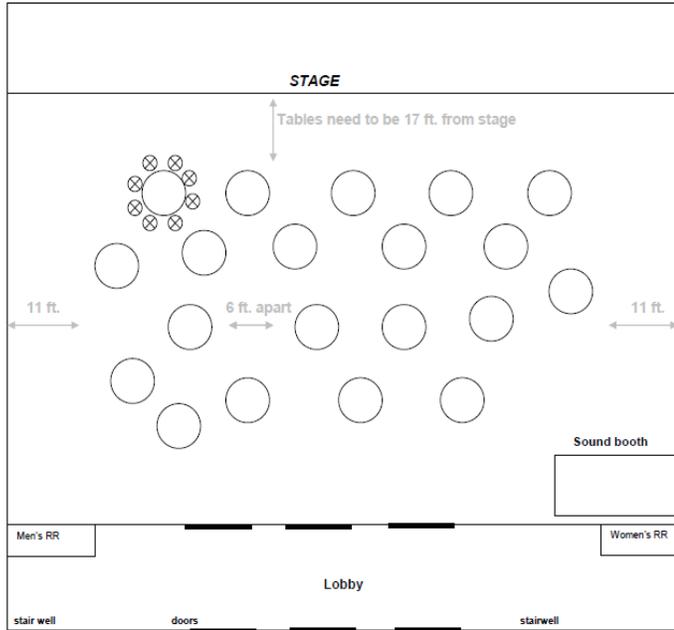
**Please Return Forms to Tammy Parker • [tammy.parker@phoenix.gov](mailto:tammy.parker@phoenix.gov)**



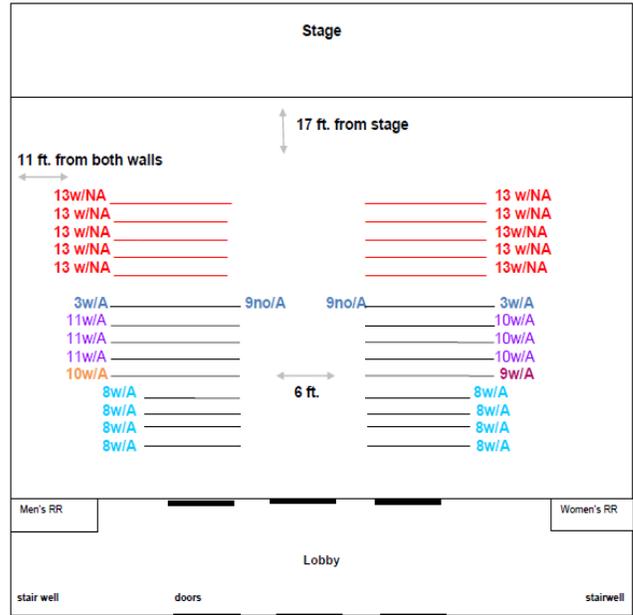
# MAXIMUM MEMORIAL HALL SET UPS:

**MEMORIAL HALL SET UP – BANQUET FOR 160 is maximum set up**  
 20 round Tables set up 6 feet apart on all sides  
 160 chairs – 8 chairs at each table  
 Chairs with arms dispersed throughout tables in the back of the room

- - Round tables
- ⊗ - Chairs



**MEMORIAL HALL SET UP – THEATER STYLE FOR 300 is maximum set up**  
 Chairs are placed 17 feet from stage  
 Rows are lined up with 1 chair width between rows  
 Aisle in middle is 6 ft. wide  
 w/A – chairs with arms  
 no/A – chairs with no arms

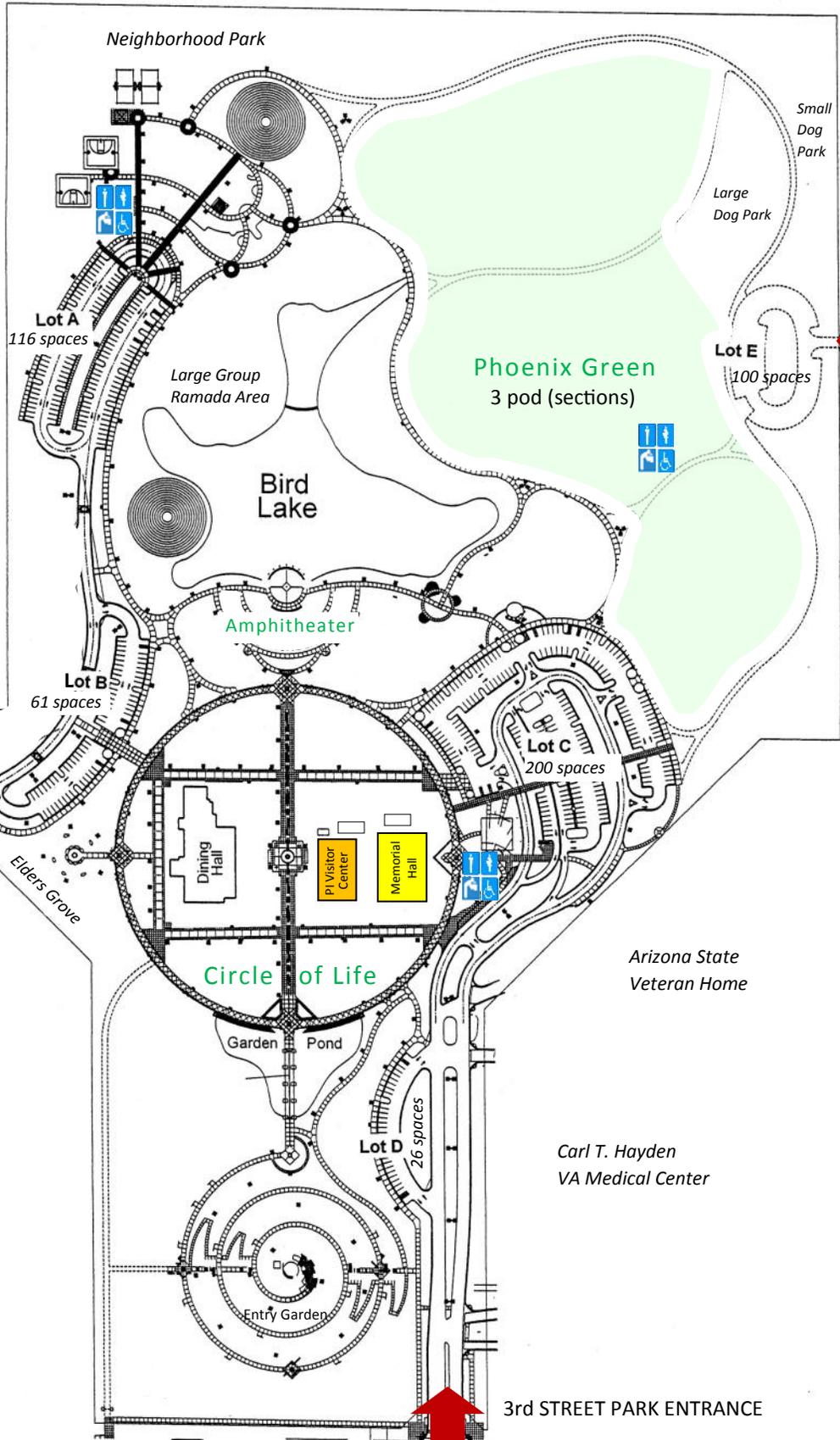




# Steele Indian School Park

300 E. Indian School Rd. • Phoenix, AZ 85012

Central High School



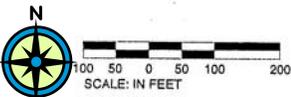
7th STREET ENTRANCE

7th STREET

CENTRAL AVENUE & FARRINGTON DRIVE ENTRANCE

CENTRAL AVENUE

3rd STREET PARK ENTRANCE



INDIAN SCHOOL ROAD