Print Form

Town of Clarkdale
39 North Ninth St., PO Box 308 Clarkdale, AZ 86324-0308 (928) 639-2441
Fax (928) 639-2489 TTY: 1-800-3678939 townhall@clarkdale.az.gov

Facilities Use Request

Email, fax or bring the completed form to Community Services. For Private and Commercial events, a Facility Use Agreement and fees are required. (Please print or type all information)

Section I **Organizer** Information Date of Request_____

Organization Name_____ Responsible Party_____

Address_____ Phone #_____

Fax #_____Email_____

Town of Clarkdale Event: Employee Sponsor _____Department_____

Section II **Event Information**

Town Facility (s) Requested for use _____

Date (s) of Event _____

Hours of Operation: From _____a.m.__p.m.__ To _____ a.m.__p.m.__

Type of Event_____

Approximate number of attendees_____

Section III Equipment Request

Tables and chairs are available for use with the Clarkdale Clubhouse Facility.
Request: Tables #_____ Chairs#_____
All set-up/take down and clean-up is done by the user. The Town will provide the requested tables and chairs.
The user will return all tables and chairs to the area they were removed from.
Individual responsible for set-up/take down and clean-up of event _____
All users of the Clarkdale Clubhouse will ensure that the building has been cleaned and secured after the event.

Clarkdale Clubhouse Exit Check List1.

1. Clean-up kitchen, dispose of food, paper plates, cups and wash dirty dishes.
2. Remove objects, debris, furniture from walk ways and floors.
3. Empty trash into receptacle outside of the building.
4. Unplug all extension cords throughout the building.
5. Shut off electrical appliances.
6. Reset thermostat(s) to 60 degrees
7. Turn off evaporative coolers.
8. Shut Windows.
9. Verify that everyone has left the building
10. Shut off all lights.
11. Check and lock all doors.
12. All chairs and tables returned to the area they were taken from.

Section IV Public Safety
Based on the type of event, please check all that apply.

Clarkdale Clubhouse Venue:

Concert	____	Dance	____	Games	____
Vender Booths	____	Food	____	Exhibit	____
Art Show	____	Carnival	____	Theater	____

Other: _____

Town Park Venue:

Concert	____	Dance	____	Games	____
Vender Booths	____	Food	____	Exhibit	____
Art Show	____	Carnival	____	Theater	____

Other:_____

Resources requested of Town of Clarkdale by Event Organizer:

Security	____	Event Representative	____	Building Security	____
Equipment Operators	____	Security Check Points	____	Crowd Control	____
Police	____	Fire Personnel	____	Public Works	____
EMS	____	Ambulance	____		

Does organizer request permission from the Town of Clarkdale for any of the following:

Access:		Parking:	
Street closures	____	Off Street	____
On-site obstructions	____	On Street Parking	____
Special considerations	____		

Town Use Only

Date of Approval _____ By_____

Comments: _____

Distribution List

Public Works ____ Fire District ____ Police Department ____ Other: _____