



**FACILITY USE PERMIT APPLICATION**  
**COMMUNITY SERVICES DEPARTMENT**  
**BUCKEYE PUBLIC LIBRARY – COYOTE BRANCH**  
 21699 W Yuma Rd #116, Buckeye, AZ 85326  
 (623) 349-6300  
 library@buckeyeaz.gov

## APPLICANT INFORMATION

Applicant Full Name: <i>(First, Last Name)</i>		Date of Birth: <i>(Proof of Age)</i>
Organization Name:		Estimated # of Attendance (Maximum 125 guest):
<input type="checkbox"/> Non-Profit	<input type="checkbox"/> Resident	<input type="checkbox"/> Corporation
<input type="checkbox"/> Profit	<input type="checkbox"/> Non-Resident	<input type="checkbox"/> Government/School
Mailing Address:		City/State/Zip:
Phone Number:	Alternate Phone Number:	Email:
<input type="checkbox"/> Community Based Org.		
<input type="checkbox"/> Non-Community Based Org.		

<b>DATE REQUEST</b>	<input type="checkbox"/> One Time Use	Day/Date: _____
		Rental Purpose: _____ _____
<i>Please include description of activities and events planned</i>		

<b>TIME REQUEST</b>	Start Time: _____ <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	End Time: _____ <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.
	Start Time: _____ <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	End Time: _____ <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.
<i>(Please include all set-up &amp; tear down times)</i>		

<b>Resident</b>	<b>Non-Resident</b>	<b>Non-Profit</b>	<b>Non-Profit/ Non-Resident</b>
<b>\$100/hr</b>	<b>\$125/hr</b>	<b>\$50/hr</b>	<b>\$75/hr</b>

Do you plan to use our tables and/or chairs? (40 tables, 100 chairs on site)  Yes  No

**Waiver Certification & Use Acknowledgment**

Renter shall indemnify, defend, and hold harmless the City of Buckeye, its officers, employees, and agents from any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any time during and/or arising out of or in any way connected with Renter's use or occupancy of the Facility and adjoining property, unless solely caused by the gross negligence or willful misconduct of the City of Buckeye, its officers, employees, or agents. I acknowledge that I am familiar with and will abide by all parks rules and policies. Facility availability is subject to change at any time by City staff. Failure to abide by the rules set forth in this agreement and any applicable rules set forth in City Code (found at [www.buckeyeaz.gov](http://www.buckeyeaz.gov)) may result in suspension or termination of rights to use city facilities.

<b>Applicant Initial:</b> _____	<b>Date:</b> _____
<b>Applicant Signature:</b> _____	<b>Date:</b> _____

<b>For office use only:</b>	<b>Hourly Fees:</b>	<b>Staff Initials</b> _____
<input type="checkbox"/> Approved	Due _____	<b>Date</b> _____
<input type="checkbox"/> Denied	Paid _____	