

GENERAL INFORMATION

BOOKING PROCEDURE

- Contact facility directly to inquire about space availability on desired dates of use.
- Payment in full is due on the day the reservation is made.
- Reservations are taken up to six months in advance.

CONDITIONS OF USE

- Not permitted: alcohol, smoking, candles, incense, weapons.
- Reservations are available during normal business hours of the center.
- Room set-up and clean-up is the responsibility of the licensee and/or the licensees' group
- Adult supervision is required at all times for facility rentals involving minor children.
- Outside vendors and certain types of rentals will be required to carry appropriate insurance and provide a certificate of liability insurance naming the City of Scottsdale as additionally insured for \$1 million.

FEES

| TYPE OF ROOM | CAPACITY | SIZE | FEE PER HOUR |
|--------------|----------|---------------------|--------------|
| Extra Small | 20 | | \$5 |
| Small | 30 | Less than 500 sq ft | \$20 |
| Medium | 79 | 501-1000 sq ft | \$25 |
| Large | 149 | 1001-2499 sq ft | \$40 |
| Extra Large | 150+ | 2500+ sq ft | \$60 |

***Room sizes available are dependent on center

- A \$10 non-refundable processing fee is applied to all reservation contracts
- \$75 Audiovisual Fee- includes projector, screen, and microphones (not available in all rooms)

Granite Reef Senior Center
 1700 N Granite Reef Rd
 Scottsdale, AZ 85257
 480-312-1700



Via Linda Senior Center
 10440 E Via Linda
 Scottsdale, AZ 85258
 480-312-5810