



# EAST VALLEY WATER DISTRICT

## Administrative Policies & Programs

### Policy Title: Facility Use Policy

**Approval Date:**  
**January 25, 2023**

**Policy No:**  
**6.4**

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<b>Fee Schedule - Headquarters</b>					
	Group A	Group B	Group C	Group D*	Group E*
Facility Use (Flat fee)	No Charge (NC)	\$350/event	N/A	\$415	\$415
Facility Use Rental (Hourly fee)	NC	NC	N/A	\$75/hour <sup>o</sup>	\$135/hour
Security Deposit	NC	\$100	N/A	\$100	\$100
Alcohol Deposit**	NC	\$500	N/A	\$500	\$500
*Groups D and E pays an hourly facility use fee in addition to the facility use flat fee **A security guard(s) is required for events that are serving alcohol <sup>o</sup> Hourly charge only applies for after-hours events †Pass through fee based on vendor contract					
<b>Additional Amenities</b>					
Security Guard †	NC	\$30.95/hour	N/A	\$30.95/hour	\$30.95/hour
Microphone/Projector Deposit	NC	NC	N/A	\$50	\$50
Flags	NC	NC	N/A	NC	NC
Podium	NC	NC	N/A	NC	NC
Tables and Chairs Set-up	NC	NC	N/A	\$110	\$110



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<b>Fee Schedule - SNRC</b>					
	Group A	Group B	Group C <sup>+</sup>	Group D <sup>*</sup>	Group E <sup>*</sup>
Facility Use (Flat fee)	No Charge (NC)	\$400/event	Agreement Specific	\$475/ event	\$1,175/event
Facility Use Rental (Hourly fee)	NC	NC	Agreement Specific	\$90/ hour	\$165/hour
Security Deposit	NC	\$100	\$100	\$100	\$200
Alcohol Deposit**	NC	\$500	\$500	\$500	\$500
<sup>*</sup> Group C pricing will effect specific agreement terms as authorized by the General Manager/CEO. <sup>*</sup> Groups D and E pays an hourly facility use fee in addition to the facility use flat fee <sup>**</sup> A security guard(s) is required for events that are serving alcohol <sup>o</sup> Hourly charge only applies for after hours events <sup>†</sup> Pass through fee based on vendor contract					
<b>Additional Amenities</b>					
Security Guard <sup>†</sup>	NC	\$30.95/hour	\$30.95/hour	\$30.95/hour	\$30.95/hour
Microphone/Projector Deposit	NC	\$50	\$50	\$50	\$50
Flags	NC	NC	NC	NC	NC
Podium	NC	NC	NC	NC	NC
Tables and Chairs Set-up	NC	\$130	Agreement Specific	\$330	\$330

Linens, cutlery, and decorations are not included with the room rental fee.

### **Variance**

- A. An applicant may request a variance from one or more of the rules set forth in this policy in writing at the time of the Facility Use Application. The request must set forth the unusual circumstances that justify a deviation from the ordinary rules.
- B. In the event a variance is granted, the applicant will pay any supplemental fee necessary to compensate the District for additional costs associated with the variance. Denial of a variance may be appealed within ten days to the General Manager/CEO. The General Manager/CEO's decision will be final.