

Facility Rental Information Southeast Regional Library

775 N. Greenfield Road, Gilbert 85234 | 480-503-6256



PARKS & RECREATION

90 E. Civic Center Drive | 480-503-6200
www.GilbertAZ.gov

Rental Information

To reserve a space in a Gilbert Recreation Facility, call the Gilbert Parks & Recreation Office at 480-503-6200 Monday-Thursday 7am-6pm.

- Rental hours are 7am-midnight, Monday-Sunday, subject to availability.
- A 2 hour minimum rental is required for all rentals.
- Reservations can be made up to six months in advance or a minimum of five business days before the event.
- General liability insurance may be required.
- Room occupancy varies depending on room arrangement.
- Tables and chairs are included in ALL room reservations.



Room	Size (Sq. Ft.)	Occupancy Chairs Only	Occupancy with Tables and Chairs	Resident	Non-Resident
Assembly Room	3000+	265	180	\$95.00/hour	\$113.75/hour
Conference Room	700	45	30	\$55.00/hour	\$63.75/hour

Additional Fees

	1-50 People	51-100 People	101+ People
Staff Fees* <small>*Groups of 100+ guests & rentals running after 6pm FRI-SUN require an additional staff person.</small>			\$20/hour
Setup Only (Optional)	\$20	\$40	\$60
Take Down/Clean-up* (Optional)	\$40	\$60	\$80
Setup/Take Down/Cleanup Bundle* (Optional)	\$50	\$80	\$130
Alcohol Permit -\$50 Permit Fee & \$71/hour for off-duty police officer			

Fee Information

- Full payment is required at the time of the reservation.
- A refundable \$100 deposit will be collected at the time of the reservation.
- Set up and clean up time must be included in the reservation time.
- *Take down and cleanup includes staff taking down and cleaning all tables and chairs. Renter is responsible for bagging up all trash and placing it in the proper receptacles and removing all decorations and personal items.
- A \$25 administrative fee may be applied beginning with the third change to a reservation.
- A 10% discount will be applied when two (2) or more rooms are rented in a single rental.
- Additional set up and/or clean up charges may apply.
- All groups are required to sign an end of rental form and pay any additional fees that may have occurred upon completion of the rental.
- Any party having alcohol will be required to apply for an alcohol permit.

Host your event with us!

Cancellation Policy

In the event of a cancellation, the credit/refund policy is as follows:

- Cancellations requested with a minimum of 30 days notice prior to event date will be credited/refunded 100% of the rental fees.
- Cancellations requested between 30 days to two weeks prior to event date will receive 50% of the rental fees.
- Cancellations requested with less than two weeks notice prior to the event date will not receive a credit or refund.