

## 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