



Communications

Memorandum

DATE: January 18, 2005 **REVISED:** March 3, 2015
TO: Department Heads
FROM: City Manager's Office
SUBJECT: Policy for use of the city suite in the Gila River Arena and Camelback Ranch

The City of Glendale possesses suites at Gila River Arena and Camelback Ranch Stadium for the following uses:

1. Conducting city business
2. City Council city business
3. Activities for youth and recognized, non-profit organizations
4. City of Glendale Volunteers

The Communications Department will maintain the master schedule of city-suite usage and date reservations will be accepted adhering to the uses above. Reservations will be made on a first-come, first-serve basis. To request the use of the suite, a "Suite Reservation Form" must be completed, appropriate signatures obtained, and an invitation/attendance list must be included. The "Suite Reservation Form" can be accessed on the intranet site or by contacting the Communications Department.

Should multiple requests for the same date be received, the suite will be awarded on a first come, first served basis once a form has been filled out. If more than one request is received, we will work with all parties to see how we might be able to accommodate the usage with the initial requesting group having first priority. A request can be made for a maximum of 26 tickets per event at Gila River Arena. It is the city's policy to reserve ten tickets to accommodate more than one user/group in the suite and to allow for last minute requests. Reserve tickets will be released and distributed to the user(s) of the suite prior to the event if an official request for their use is not made. A request can be made for a maximum of 8 suite tickets per event at Camelback Ranch- Glendale. It is the city's policy to reserve four tickets to accommodate more than one user/group in the suite and to allow for last minute requests. Reserve tickets will be released and distributed to the user(s) of the suite prior to the event if an official request for their use is not made.

If reservations have not been made two weeks prior to an event, the suite will be given to a non-profit organization. Applications from youth and non-profit organizations will be requested and qualified organizations will be drawn at random for available dates. Priority will be given to organizations based in or with significant operations in Glendale. Non-profit groups must fill out necessary paperwork and provide 501c3 documentation prior to being considered for tickets. A minimum of 10 events annually will be designated for this purpose.

Cities suites will also be used to honor and reward city volunteers for donating their time to citywide services and programs. Eligible volunteers are given the opportunity to be part of a random drawing to

win two tickets to either the city's suite at the arena or the suite at the spring training stadium. In order for volunteers to be eligible they must be an active volunteer who has donated a minimum of 25 hours a year at the end of the fiscal year. The Communications Department will choose 5 hockey games and 4 spring training games each season that will be designated as "volunteer days" in which the suite will be filled with the city's volunteers who won the random drawing.

The Communications Department will also maintain records of suite usage. For confidential economic development prospects, specific names and companies may not be listed. This category of guest will be limited to representatives of companies who are considering locating or expanding in Glendale. For all other guests who are invited by the city, the Communications Department will keep a record of the name, business affiliation (if any) and job title.

For all city uses, the hosting department is responsible for all suite-related expenses. Operational expenses for other uses (including non-profit organizations and other public agencies) will be at their own expense. If food and beverage is purchased by a city department, a copy of the receipt should be sent to the Communications Department within one week after the event.