

# Facility Rental Information

## McQueen Park Activity Center

510 N. Horne St., Gilbert 85233 | 480-503-6294

Host a successful event with us!



The McQueen Park Activity Center is one of the most versatile facilities serving the East Valley. This 27,000 square foot facility is an architecturally distinctive structure that allows us to create and accommodate multiple use rental opportunities, including meetings, trainings, banquets, receptions, long term rentals and MORE!

The center rests on a 41 acre park and overlooks a beautiful 2 acre, stocked lake. Lighted sports courts & fields, tot lot play areas, restroom facilities, multi-use trails and outdoor ramadas are also available just outside of the facility.

We have a variety of rooms to suit your event needs and budget

Facility Rooms	Size (Sq. Ft.)	Occupancy Chairs Only	Occupancy with Tables and Chairs*	Resident Rates	Non-Resident Rates
<b>Classrooms</b> <i>(four rooms available)</i>	660-780	60	54	\$30.00/hour	\$37.50/hour
<b>Multi-Purpose Rooms</b> <i>(three adjoining rooms available)</i>	1,152-1,320	98	72	\$40.00/hour	\$50.00/hour
<b>Kitchen</b> <i>(prep ONLY/NO commercial use)</i>	225	NA	8	\$15.00/hour	\$18.75/hour
<b>Gymnasium (Half)</b> <i>(athletic use ONLY/no game seating)</i>	3,276	40 <i>(game setting ONLY)</i>	NA	\$35.00/hour	\$43.75/hour
<b>Gymnasium (Full)</b> <i>(athletic use ONLY/no game seating)</i>	6,552	80 <i>(game setting ONLY)</i>	NA	\$60.00/hour	\$75.00/hour
<b>Lobby</b> <i>(ONLY available after hours with another room rental)</i>	NA	NA	40	\$40.00/hour	\$50.00/hour
<b>Traverse Wall</b> <i>(limited availability)</i>	756	12-20	NA	\$75.00 Flat rate <i>up to 2 hours</i>	\$93.75 Flat rate <i>up to 2 hours</i>

### Facility Information

- \*Room occupancy varies depending on room arrangement.
- Tables and chairs are included in ALL room reservations.
- Multi-Purpose Rooms:** The Diamondback, Gila and Javelina rooms are adjoined, multi-purpose rooms divided by vertical partitions. Banquet style seating is available up to 225 guests when all three rooms are reserved and the partition walls are opened. A 10% discount will be applied to the reservation when two (2) or more rooms are rented in a single rental.
- Classrooms:** The Coyote/Jackrabbit and the Hummingbird/Roadrunner rooms are adjoined, classrooms divided by vertical partitions. Banquet style seating is available up to 108 guests when two rooms are reserved and the partition walls are opened. A 10% discount will be applied to the reservation when two (2) or more rooms are rented in a single rental.

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PARKS & RECREATION

## Rental Information

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

- Rental hours are 7am-midnight, Monday-Sunday, subject to availability.
- A 2 hour minimum is required for all reservations originating after regular facility hours.
- 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.

## Fee Information

- Full payment is required at the time of the reservation.
- A refundable \$50 deposit will be collected at the time of the reservation.
- Non-Resident reservations are assessed a 25% surcharge.
- Set up and clean up time must be included in the reservation time.
- A \$25 administrative fee may be applied beginning with the third change to a reservation.
- Resident reservations will receive a 25% discount 9am-3pm, Monday-Friday subject to availability. Non-Resident reservations will receive the resident rate. **Does not apply to reservations made at the Southeast Regional Library.**
- A 10% discount will be applied when two (2) or more rooms are rented in a single rental for the Community Center, McQueen Park Activity Center, Freestone Recreation Center and the Southeast Regional Library.
- Additional set up and/or clean up charges may apply at the Community Center, McQueen Park Activity Center, Freestone Recreation Center and Southeast Regional Library.
- Additional fees, surcharges and/or special circumstance deposits may be assessed to individuals or groups requiring special accommodations (i.e. larger groups, after hour rentals) SEE ADDITIONAL FEES.
- After hours fees will apply at the Community Center, McQueen Park Activity Center and Freestone Recreation Center if requesting use of a facility before or after regular business hours. **Staff charges apply at all times for rentals at the Southeast Regional Library.**
- 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.

## 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.

## Additional Fees

<b>Staff Fees (required for all after hours rentals)</b> <i>Groups of 100+ guests &amp; rentals running after 6pm require two staff</i>	\$20/hour per staff person
<b>Set-up/Tear-down Fees</b>	\$40 for rentals with 99 people and under \$80 for rentals with 100 or more people
<b>Clean-up Fees</b>	\$25 for rentals with 99 people and under \$50 for rentals with 100 or more people

**Call us  
today!**  
(480) 503-6200

Give your guests an event to remember at recreation prices!

visit us online at [gilbertaz.gov/rentals](http://gilbertaz.gov/rentals)