

Facility Rental Information

Southeast Regional Library

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



Rental Information

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

- Rental hours are 7am-midnight, Mon-Sun, subject to availability.
- A 2 hour minimum 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 furniture setup.
- Tables and chairs are included in ALL room rentals.



Room	Size (Sq. Ft.)	Occupancy Chairs Only	Occupancy Tables & Chairs	Resident	Non-Resident
Shakespeare Room	3000	250	160	\$95/hour	\$113.75/hour
Alcott/Twain Room	700	45	25	\$55/hour	\$63.75/hour

Additional Fees

	1-50 People	51-100 People	101+ People
Staff Fees* *Groups of 100+ guests or rentals running after 6pm Fri-Sun require an additional staff person.			\$20/hour
Setup Only (Optional)	\$20	\$40	\$60
Take Down/Cleanup (Optional)	\$40	\$60	\$80
Setup/Take Down/Cleanup Bundle (Optional)	\$50	\$80	\$130
Beer & Wine Permit* *\$50 permit fee, \$77/hour for off duty police officer, and certificate of insurance is required.			

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.
- Rental Fees are subject to a 2% tax. *Tax and credit card fees also apply to off duty officers for the beer & wine permit.
- Decorating, setup, and cleanup time must be included in the reservation time.
- Take down and cleanup includes staff taking down all tables and chairs and cleaning the floors. Renter is responsible for bagging up all trash and placing it in the proper receptacles and removing all decorations and personal items.
- A 10% discount will be applied when two (2) or more rooms are rented in a single rental.
- Depending on condition of room upon departure, additional cleaning charges may apply.
- All groups are required to sign an end of rental form and will be contacted to pay any additional fees that may have occurred upon completion of the rental.
- Any party having beer and wine will be required to apply for a beer and wine permit.

Cancellation Policy:

Cancellations requested with a minimum of 30 days notice prior to event date will be 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 refund.