

City of Tombstone

P.O. Box 339 * 613 E. Allen Street
Tombstone, Arizona 85638
Phone (520) 457-2202 TTY: 1-800-367-8939 Fax (520) 457-3516

INDOOR USE PERMIT APPLICATION

Please complete the below information and draw how and where you will be setting up your event on the diagrams.

REQUESTION TO USE:

☐ Schieffelin Hall ☐ Old Firehouse Senior Center

NAME OF EVENT: _____

GROUP/BUSINESS/INDIVIDUAL SPONSORING EVENT: _____

OTHER GROUPS/BUSINESSES/INDIVIDUALS PARTICIPATING IN EVENT: _____

BRIEF DESCRIPTION OF EVENT: _____

PURPOSE FOR THE EVENT: _____

Contact information must be for someone who will answer during the requested dates and times, in case a city representative has questions or concerns while the event is in progress.

CONTACT NAME: _____ PHONE: _____

ALTERNATIVE CONTACT: _____ PHONE: _____

DATE(S), TIME(S) REQUESTED: *(If you have more dates than will fit, attach a page.)*

Please provide start and end time for each date that you are applying to use. The application will be returned if there is any missing or vague information given.

Dates	Start Time	End Time Times

List of activities, performances, an/or what will be conducted at the following locations:

Schieffelin Hall: _____

Senior Center: _____

I will need: _____ 6 Ft Tables (6 available) _____ 8 Ft Tables (4 available) _____ Folding Chairs (100 available)
_____ Benches seats 6-8 (Maximum Seating allowed in Auditorium 200)

☐ Sound System ☐ Projector & Screen ☐ 85" Stage TV ☐ 40" Lobby TV

☐ AV Tech at \$35 an hour to run sound system and visual equipment.

We will need the A/V Tech for:

Dates	Start Time	End Time	Total Hours

If you need more Dates and/or Times please use a separate sheet of paper.

Please draw how you want your tables and chairs set up on the attached diagram.

Please initial the below statements:

_____ I have read the requirements for event insurance and agree to provide the city of Tombstone Certificate of Insurance(s) (COI) for all businesses, groups, or individuals participating in this event. I understand that if COIs are not provided the permit will not be issued.

_____ I have read and understand the Schieffelin Hall Use Policy and Procedure. (If requesting to use Schieffelin Hall)

_____ I have read and understand the Senior Center Use Policy and Procedure. (If requesting to use Senior Center)

_____ I have read and understand the Public Spaces Regulations, set forth by the City of Tombstone.

By signing below, I acknowledge to the best of my knowledge the above information is correct. I understand that if any changes are made, I need to notify City Hall immediately for approval and to have the permit updated to reflect the changes.

I understand that this application **does not guarantee** a Special Use Permit, but is just a submission to be approved by the Mayor and/or City Council.

I understand that the City of Tombstone has the right to pull any issued permits, at any time, if notified of any misconduct or infraction of the regulations by any participant of the event.

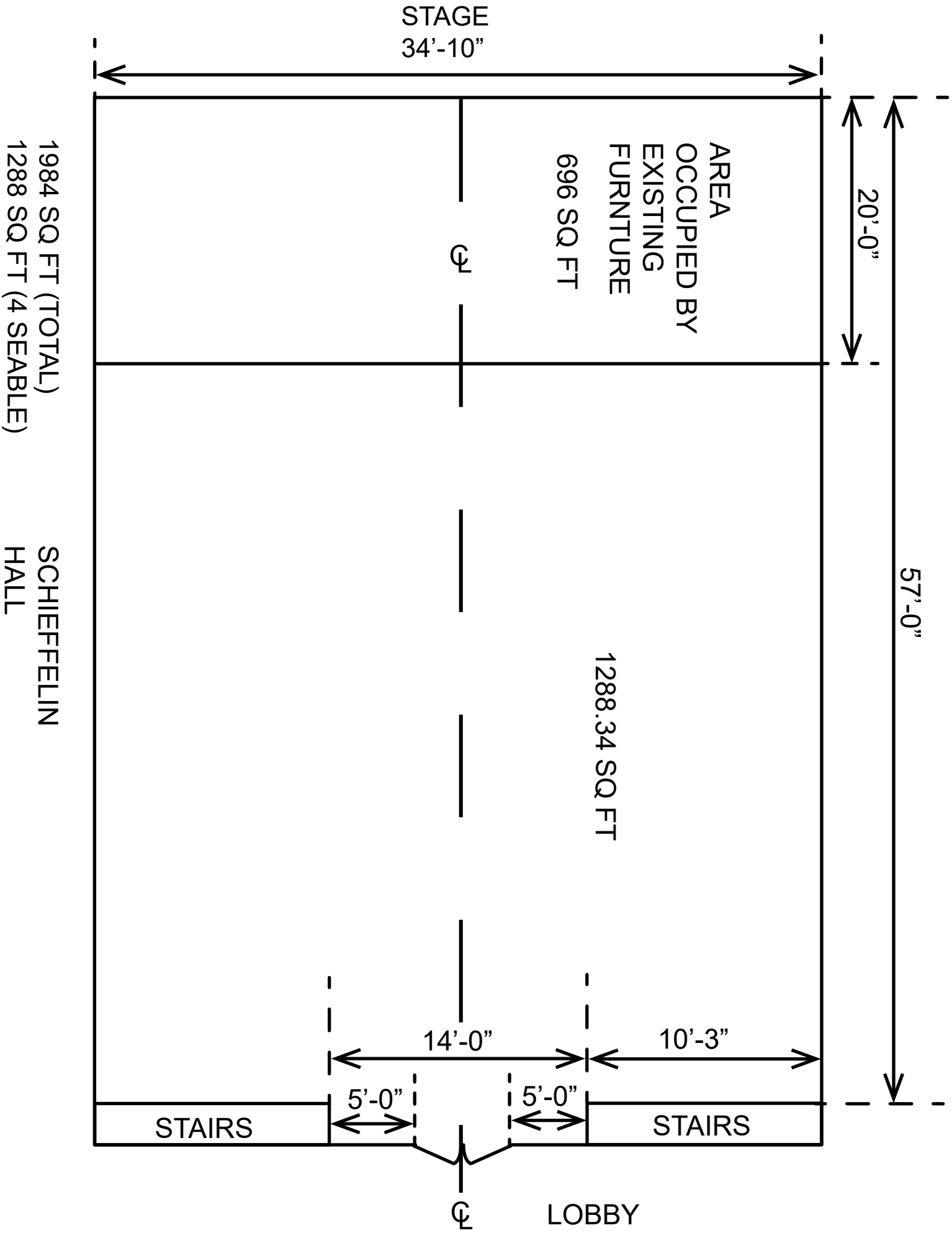
Signature Date

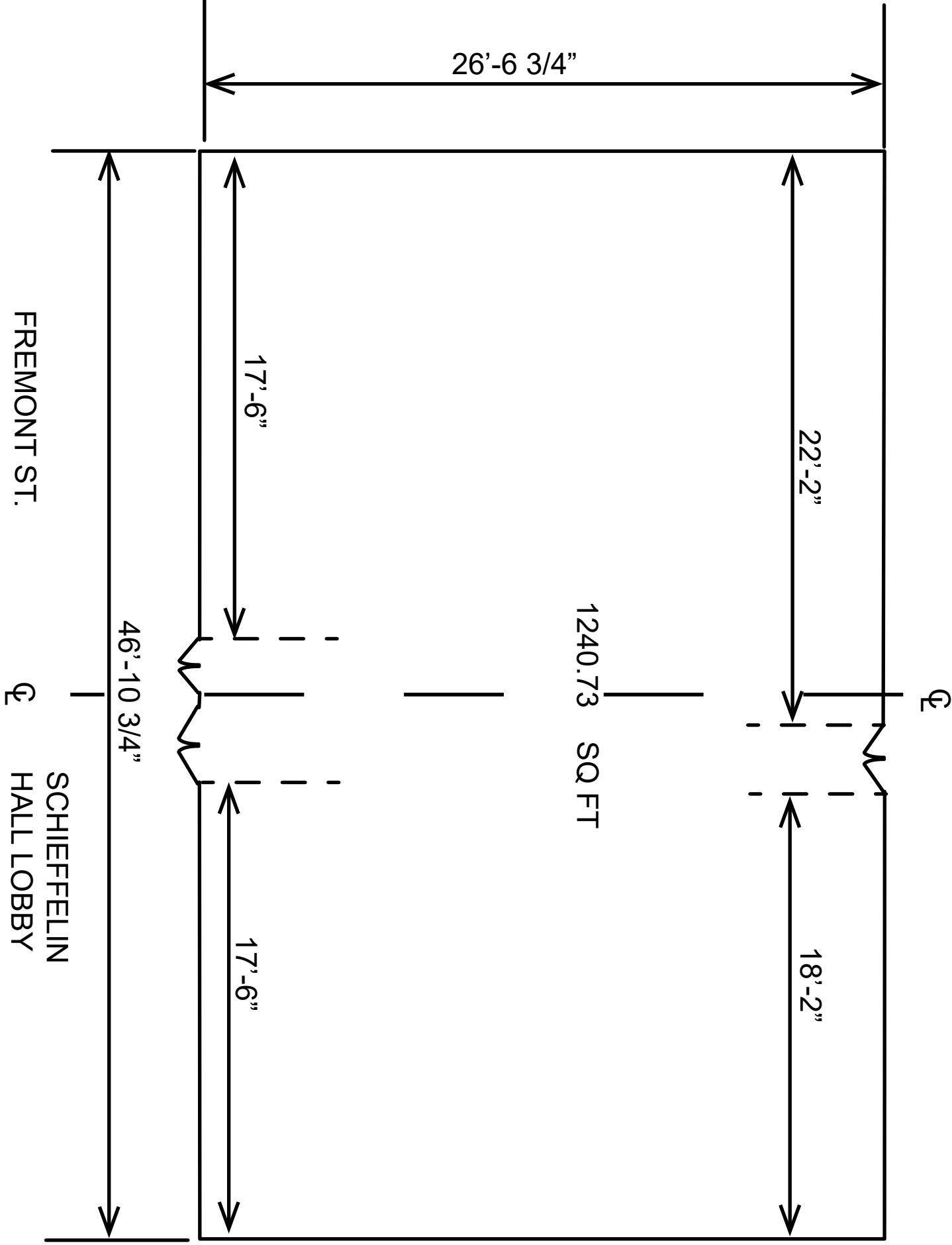
OFFICIAL USE ONLY

Fee \$ _____ Date Paid: _____ Receipt # _____ Staff Initials: _____

☐ COI on file ☐ COI received with application ☐ COI Received on _____

☐ Approved by Mayor on _____ ☐ Approved at City Council Mtg. on _____





26'-6 3/4"

22'-2"

18'-2"

17'-6"

17'-6"

46'-10 3/4"

1240.73 SQ FT

FREMONT ST.

SCHIEFFELIN
HALL LOBBY

POLICY REGARDING THE USE OF **SCHIEFFELIN HALL**

GENERAL:

Schieffelin Hall is available to Clubs, Organizations, and residents of Tombstone for functions or programs beneficial to the City of Tombstone.

Scheduling of activities in the Hall will be approved by the City Clerk or by the Mayor and City Council according to the following priorities:

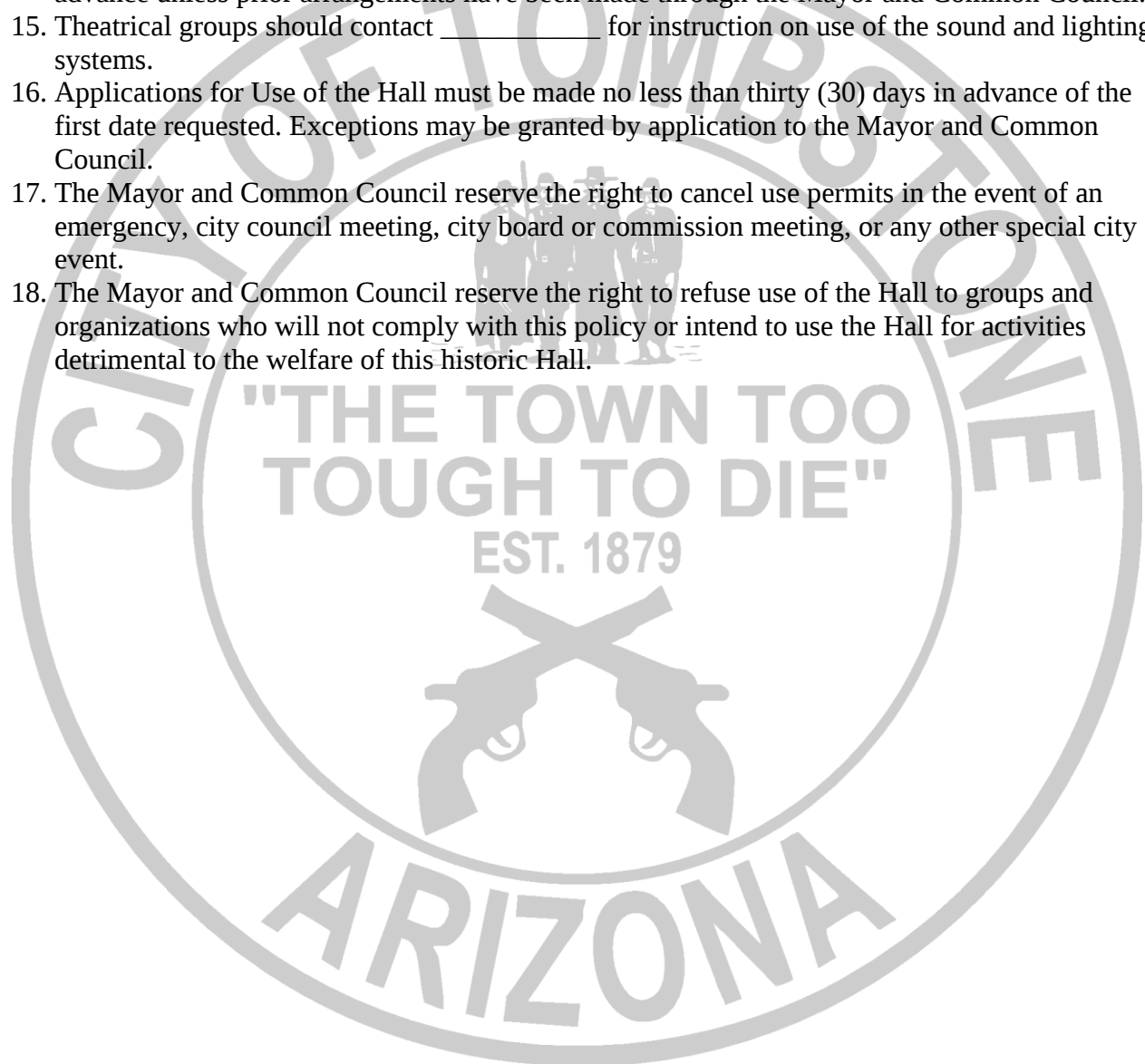
1. Meetings regarding the business of the City of Tombstone.
2. Activities and Functions sponsored or organized by the City of Tombstone.
3. Theatrical Productions by Tombstone theatrical groups.
4. Public activities sponsored by other 501C3 groups.
5. Private activities.
6. Commercial activities and functions.

The City Clerk, Mayor, and Common Council of Tombstone reserve the right to determine the priority of activities when necessary.

RULES AND REGULATIONS:

1. No food or drinks shall be **sold** in the Hall.
2. The consumption and/or sale of acholic beverages is prohibited in the Hall.
3. No outside food or drinks shall be consumed in the auditorium, except plastic water bottles.
4. Food and non-alcoholic drinks may be served and consumed in the Lobby only. Notification of such an activity in the Lobby will be made upon the application for use.
5. Each group shall assume the responsibility of leaving the premises and equipment in the condition in which they were received. No drilling of holes or pounding of nails into the stage floor or altering of the permanent structure in any way will be allowed. If damage does occur, the applicant is responsible and shall pay for repairs/replacements.
6. Loss of refundable cleaning deposit will result when any of the following occur:
 - a. Failure to notify the City of Tombstone of cancellation of the planned activity.
 - b. Failure to adequately clean the Hall or any part thereof, including but not limited to removal of all trash, cleaning of spills, and putting the Hall back to the set-up prior to the event.
 - c. Failure to return the Hall key to City Hall staff.
 - d. Damage done to the Hall facilities and/or equipment.
 - e. Smoking or vaping in the Hall.
 - f. Eating/Drinking in any area other than the Lobby as stated in Section 3 above.
7. Only City of Tombstone Notices can be posted in the Hall windows. All other notices will be removed and the organization will be responsible for any damage to window from the unauthorized posting. Schieffelin Hall windows have been covered with a sunscreen to protect the interior of the Hall and would be damaged by any adhesive material including but not limited to scotch tape.
8. Each applicant will provide proof of liability insurance for their event in the amount of \$1,000,000 with the City of Tombstone names as an Additional Insured, prior to the issuance of the use permit.
9. Arrangements must be made prior to the first day of use for pick up, by a responsible individual, of the key to the Hall and its return to City Hall staff within one (1) day after use.

10. No smoking or vaping is allowed in the Hall. City of Tombstone Ordinance No. 10-80-81 prohibits smoking in city building, and anyone who violates this Ordinance is guilty of a misdemeanor.
11. The Hall will not be available for religious or worship services or ceremonies except on an emergency basis and only when no other facilities are available.
12. The Hall will not be available for political activities.
13. Discrimination is not permitted during any function held in Schieffelin Hall or any other City-owned property. This includes race, creed, ethnicity, gender, sexual preference, or disability.
14. Groups and organizations cannot reserve the Hall for a period of more than six (6) months in advance unless prior arrangements have been made through the Mayor and Common Council.
15. Theatrical groups should contact _____ for instruction on use of the sound and lighting systems.
16. Applications for Use of the Hall must be made no less than thirty (30) days in advance of the first date requested. Exceptions may be granted by application to the Mayor and Common Council.
17. The Mayor and Common Council reserve the right to cancel use permits in the event of an emergency, city council meeting, city board or commission meeting, or any other special city event.
18. The Mayor and Common Council reserve the right to refuse use of the Hall to groups and organizations who will not comply with this policy or intend to use the Hall for activities detrimental to the welfare of this historic Hall.



POLICY REGARDING THE USE OF OLD FIRE HOUSE SENIOR CENTER

GENERAL:

The Old Fire House senior Center is available to Clubs, Organizations, and residents of Tombstone for functions or programs beneficial to the City of Tombstone.

Scheduling of activities in the Center will be approved by the Center Director according to the following priorities:

1. Activities and Functions sponsored or organized by the City of Tombstone.
2. Public activities sponsored by other organizations.
3. Private activities.
4. Commercial activities and functions.

The City Clerk, Mayor, and Common Council of Tombstone reserve the right to determine the priority of activities when necessary.

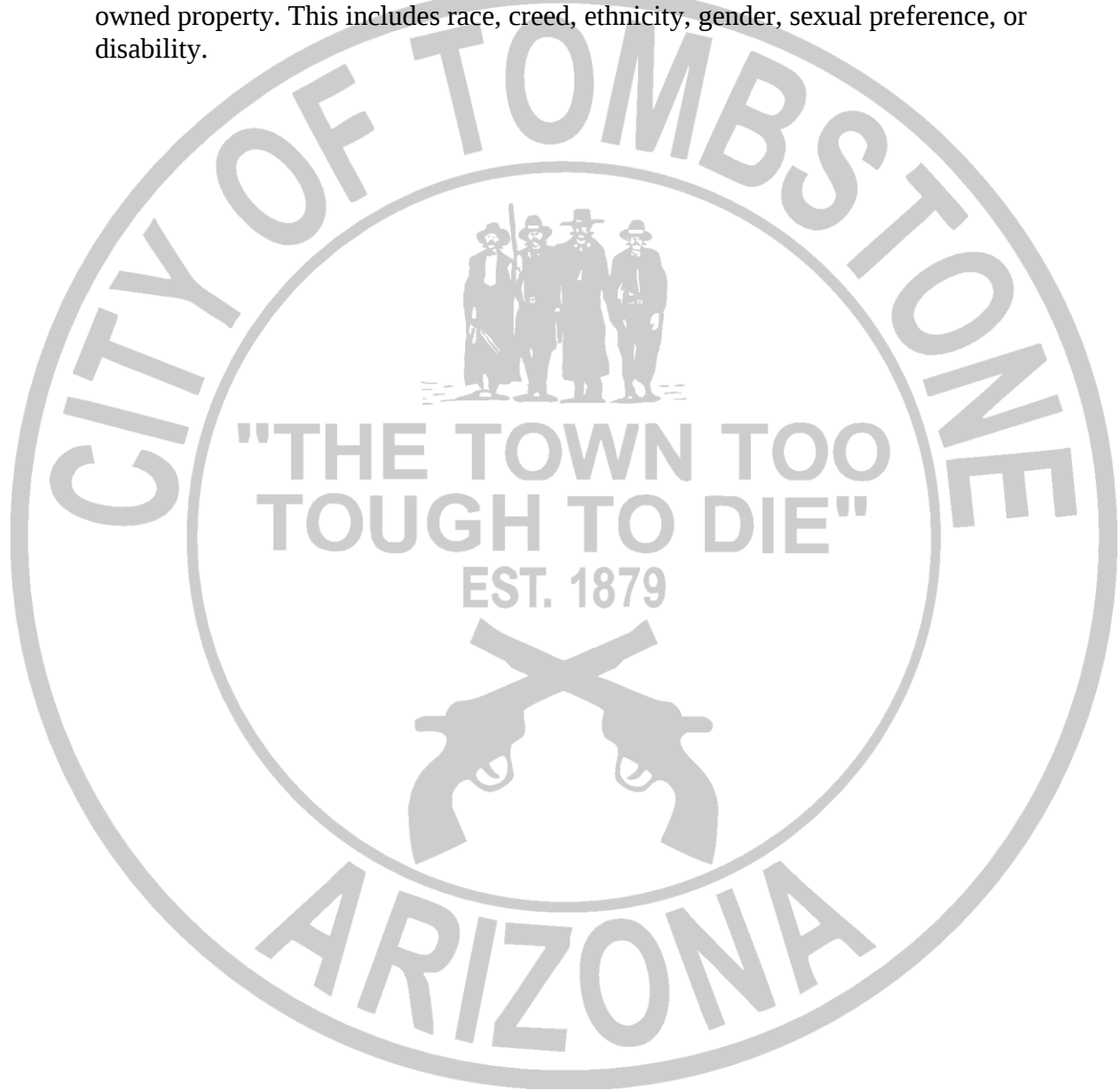
RENTAL FEES AND DEPOSITS:

1. A \$100.00 non-refundable daily rental fee will be charged for the use of the Center.
2. A \$75.00 refundable cleaning fee is required for each day the Center is used. The deposit will be returned if the Center is left clean and undamaged and/or meets all expectations.
3. All fees are made payable to **City of Tombstone** and due prior to issuance of permit and key.
4. The deposit will be returned within twenty (20) business days after completion of event and if the Center is left clean and undamaged as outlined under Section 1 below.
5. Arrangements must be made prior to the day of use for key pick up, by a responsible individual, and must be returned to Center Director with in one working day after use of the Center is completed.

RULES AND REGULATIONS:

1. Each group shall assume the responsibility of leaving the premises and equipment in the condition in which they were received. Loss of refundable security deposit will result when any of the following occur:
 - a. Failure to adequately clean the Center or any part thereof.
 - b. Failure to return key to Center Director.
 - c. Damage to the Center facilities and/or equipment
 - d. Smoking in the Center (see rule #2)
 - e. Eating or drinking in Prohibited areas.
2. Per City of Tombstone Ordinance No. 10-80-81, smoking is prohibited in all city buildings and anyone in violations shall be guilty of a misdemeanor.
3. The Center will not be available for religious or worship services or ceremonies except on an emergency basis and only when no other facilities are available.
4. Requests for reservations must be made at least thirty (30) days in advance of the first date requested. Exceptions may be granted by application to the Senior Center Director.

5. The consumption and/or sale of alcoholic beverages is prohibited in the Center unless an approved permit is issued by Arizona Department of Liquor License and Control and approved by the City Council.
6. The Senior Center Director reserves the right to refuse use of the Center to groups, organizations, and/or individuals who will not comply with these operating procedures or intend to use the Center for activities detrimental to the welfare of this historic building.
7. Discrimination is not permitted during any function held in the Center or any other City-owned property. This includes race, creed, ethnicity, gender, sexual preference, or disability.



PUBLIC SPACE REGULATION

Reference: City of Tombstone Code Title 8, Chapter 2

1. Within the limits of the city of Tombstone and in or on any public park, restroom, recreation area, sports complex, parking lot, road, cemetery, or street under the jurisdiction of the city of Tombstone all persons are forbidden to do any of the following acts:
 - A. To discharge firearms, firecrackers or fireworks, or to discharge any air gun or pistol, or any slingshot or similar device, or any bows and arrows, except in those areas specifically maintained for that purpose by the city; or to disturb the peace and quiet of any park or recreation area.
 - B. To willfully damage, deface, destroy or remove park, cemetery, or recreation area property, or to sit on picnic tables placing feet on benches.
 - C. To distribute any handbills or circulars or to post any handbills, circulars or notices without the express permission of the common council.
 - D. To swim or wade in or pollute any body of water provided that the common council may designate specific areas for swimming and wading.
 - E. To injure or mistreat any birds, animals, fish or eggs.
 - F. To fish, except in those areas specifically designated by the common council.
 - G. To make or kindle a fire in any area other than those areas specifically maintained for that purpose.
 - H. To make use of a trailer mobile home overnight; to otherwise camp, lodge or tarry overnight in any area other than those areas specifically maintained for that purpose.
 - I. To stop, park, ride or drive any horse or other animal, or to propel any vehicle elsewhere than on the roads, trails or drives provided for such purposes.
 - J. To use indecent language or engage in indecent, disorderly, or boisterous conduct; to beg or solicit for any purpose; to gamble or operate a gambling device of any nature; to litter; to discriminate in any manner against any person or persons because of race, color or creed or national origin. No drunken, noisy or disorderly person shall be allowed to remain within any park or recreation area.
 - K. To vend or sell or offer for sale any merchandise of whatsoever nature without a written permit from the city clerk.
 - L. To climb upon any park or recreation area property, other than equipment provided specifically for that purpose.
 - M. No dogs, cats, or other animals shall be allowed unless they be on leash or chain or be otherwise under physical control.
 - N. No male person over the age of six (6) years shall enter any ladies' toilet within any park or recreation area or shall go into any vault of any such toilet; no person shall loiter in the vicinity of any toilet, except that city employees may enter upon said premises at proper hours for the purpose of cleaning and repair.
 - O. No person shall unnecessarily focus or throw lights from automobiles or flashlights or any light producing apparatus upon any campsite or assemblage.
 - P. Consume or have in his possession or custody any wine, spirituous liquor, malt liquor, or other alcoholic beverage. This shall not be enforced if all the below criteria is met:
 - i. Event is sponsored by a recognized group or organization

- ii. Group or organization has acquired an Outdoor Special Use Permit that has been approved by the mayor and city council, which authorizing them to possess or consume alcohol or spirituous liquor in the designated area.
 - iii. Group or organization has acquired the proper Liquor License from the Arizona Department of Liquor Licensing and Control that was approved by the mayor and city council.
 - iv. Persons consuming wine, spirituous liquor, malt liquor, or other alcoholic beverage meet the legal age limit.
 - v. Consumption is in a designated and controlled area
 - vi. The attendees conduct themselves reasonably and in accordance with the terms and conditions of the before mentioned permit and license; and are otherwise in compliance with all other laws.
- Q. Consume or have in his or her possession or custody without a valid prescription any illegal drug, substance or paraphernalia.
2. Performances in Public places are restricted to the following guidelines
- A. Permitted locations are:
- i. City Park at the corner of 3rd and Allen Streets
 - ii. City Parking lot Next to the Art Gallery
 - iii. Old High School Ball Field
 - iv. Allen Street between 6th and 3rd Street as approved by the mayor and city council.
- B. Performances may not block or totally obstruct public spaces, sidewalks, or boardwalks or to interrupt free passage along them. Note: If a crowd gathers to see or hear the performance such that the passage of the public thoroughfare is blocked, a police officer may disperse that portion of the crowd that is blocking the passage of the public. The blocking of passage persists, the officer shall cause the performer to relocate to a less congested area.
- C. It shall be unlawful for any performance to utilize electric equipment for instruments, voices, or sound effects with the exception of battery-operated devices used not louder than normal voice.
3. Any violation of the above, constitutes a crime and is punishable under the laws of the state of Arizona. (Ord. 2007-02, 2-13-2007)
- A. Any person who shall violate any of the above provisions shall be deemed guilty of a misdemeanor and upon conviction receive a fine not more than two hundred dollars (\$200), by imprisonment not more than six (6) months, or by both such fine and imprisonment.
- B. Any person bringing prohibited articles with the confines of public spaces shall, after being convicted, forfeit the prohibited articles.

EVENT INSURANCE REQUIREMENTS

A copy of your Certificate of Insurance (COI) is required prior to the issuance of any approved permits. A COI is required for not only the sponsoring group but also for all businesses, performers, groups, or individuals who are participating in any function of the event except observer.

Your COI must include the following:

1. The City of Tombstone needs to be listed as an additional insured on the policy.
2. The insurance policy must be primary and non-contributory.
3. The insurance policy must contain a waiver for "Subrogation."
4. "Endorsements must be included for all the above listed.
5. A good description is necessary of what operations, locations, vehicles, and events the insurance is covering. Example: If a description states that biking is coming to town, the word "biking" must be defined as to whether they are motorized or non-motorized bikes. It must also state what the bikers will be doing one in town like a "non-motorized bicycle race.
6. The policy must have a minimum of \$1 million Each Occurrence coverage.
7. The policy must have a minimum of \$2 million General Aggregate coverage.
8. The policy must be valid for the date(s) the Special Use Permit will be in use.

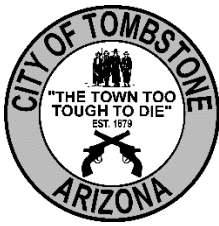
It is recommended if you plan to sponsor, plan, or participate in multiple events throughout the year, to get a policy that will cover a 12-month period.

Because the Certificate of Insurance only gives the policy and carrier information and the policy once issued is a binding, legal contract, the City of Tombstone will collect and have on file at City Hall the Certificate of Insurance as well as the policy(s) and any endorsement(s) that actually provides prior to the event taking place.

Failure to provide all insurance information to the City of Tombstone will result in the Special Use Permit not being issued.

Individuals and Groups interested in obtaining insurance for a special event can apply with Tenant User Liability Insurance Program (TULIP). Further information about this program is available at City Hall.

If you have any further questions, please do not hesitate to City Hall.



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In accordance with Ordinance 2024-01, the below fees are payable to the City of Tombstone for any rental of city property or request of street closures and are effective as of May 1, 2024.

RENTAL FEES AND CHARGES

		Fee	501c3
Schieffelin Hall	Lobby Rental Only	\$75.00	
	Lobby Cleaning Deposit	\$75.00	
	Auditorium Rental Only	\$150.00	
	Auditorium Cleaning Deposit	\$75.00	
	Lobby and Auditorium Rental	\$200.00	
	Lobby and Auditorium Cleaning Deposit	\$100.00	
	Sound System with Technician	\$35 per hour	
	Visual Equipment Rental	\$50.00	
	Conference Room	\$75.00	
	Conference Cleaning Deposit	\$75.00	
Senior Center	Hall Rental	\$100.00	
	Cleaning Deposit	\$75.00	
Medigovich Field	Ball Field Rental	\$75.00	
	Ball Field Electric Deposit	\$200.00	
	Concession Stand Rental	\$100.00	
Discover Tombstone Field	Concession Stand Electrical Deposit	\$200.00	
	Field Rental	\$400.00	\$200.00
	Concession Stand Rental	\$100.00	\$50.00
	Public Works Setup and Tear Down	\$200.00	
	Field Cleaning/Maintenance Deposit	\$150.00	\$75.00
	Tables & Chairs Rental	\$125.00	\$60.00
	Vendor Fee (10'x10' space)	\$30.00	
	Vendor Fee (Food & Beverage)	\$50.00	
	Discover Tombstone Tent Rental	\$20.00	
Schieffelin Park	Gazebo Rental	\$25.00	
	Gazebo Electric Deposit	\$25.00	
	All Day Event	\$100.00	
	All Day Event Electric Deposit	\$75.00	
	All Day Event Cleaning Deposit	\$75.00	
Allen Street	Permit for Wedding or Event	\$10 per hour	
	Parade Barricades	\$100.00	
Street Closures	Barricades	\$100.00	
Filming Permit	Movie	\$200.00	
	Documentary	\$100.00	
Paranormal Investigations	Boothill Graveyard-Monthly Event (2-hour Min.)	\$50.00	
	Boothill Graveyard-Team Rental (4-hour min.)	\$600.00	
	Schieffelin Hall-Monthly Event (2-hour min.)	\$50.00	
	Schieffelin Hall-Team Rental (4-hour min.)	\$600.00	

Fees and Deposits may be waived upon order of the Common Council if the activity is deemed beneficial to the residents of the City of Tombstone.