



NATIVE AMERICAN CONNECTIONS



City of Phoenix



Phoenix Indian School Visitor Center
300 E. Indian School Road, Phoenix, AZ 85012
2024 Room Rental Application

*Phoenix Indian School Visitor Center is on the National Register of Historic Places.
The venue space must be respected when renting the facility for any event.*

Email: pivisorcenter@nativeconnections.org

Phone: 602-648-9713

RENTAL RATES <i>Half Day=4 hours Full Day=8 hours Includes Set-up and Take Down Time</i>		Nonprofit Agency/Government/Group/ Individual		Commercial For Profit			
Event Room	4 hours:	\$300	4 hours:	\$500			
	8 hours:	\$400	8 hours:	\$700			
Classroom	4 hours:	\$150	4 hours:	\$250			
	8 hours:	\$200	8 hours:	\$350			
Event Room/Classroom (Combined)	4 hours:	\$400	4 hours:	\$700			
	8 hours:	\$500	8 hours:	\$950			
Board Room (No Set-up Fee)	4 hours (total fee):		\$100				
	8 hours (total fee):		\$200				
Set-up Fee (except Board Room)	\$150 per rental						
Weekend Days & Extended Hours	\$50 additional fee charge per hour on weekends						
	\$50 additional fee for each 30 minutes over approved rental period						
Cancellation Fees & Refunds	Individuals	10 day notice of cancellation prior to event		Full Refund			
	All Other Groups	30 day notice of cancellation prior to event		50% Cancellation Fee with signed contract in place			
		Less than 30 day notice of cancellation		No Refund			
Organization:							
Address:							
City, State, Zip							
Responsible Party	Name:		Phone:				
	Email:						
Alternate Contact:	Name:		Phone:				
	Email:						
Description of Meeting/Event (including group size)							
Requested Rental Dates:	M	T	W	T	F	Sat	Sun
Requested Times:							
Total Fee:						\$	

Applicant Signature (Responsible Party)

Date of Request

Office Signature

Date Confirmed

The Phoenix Indian School Visitor Center is an alcohol-free facility.

Phoenix Indian School Visitor Center

Hours of Operation 7am to 8pm

Room Capacity

Event Room	Theater Style	125 people
	Classroom (tables and chairs)	90
Classroom	Theater Style	30
	Classroom	20
Board Room	Set table	12

Resources & Equipment

- Projector
- Screen
- HDMI cables. Please bring your own laptop and mini HDMI cables if needed.
- Two microphones for your use (Event Room only)
- Podium
- WiFi & Bluetooth
- Tables 60"L x 24"W x 29"H
- Sandwich board, 33" x 24" height (for outside use). You will need to make your own directional signs.

Additional Information & Requirements

- Do not use the walls to write on.
- Bring your own flipcharts, easels, paper and markers.
- Do not move furniture in Board Room.
- Renters must notify PISVC staff before attempting to move any furniture in facility.
- All renters must empty trash at end of event. Dumpsters are located near Lot B.

Thank you for your business!



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