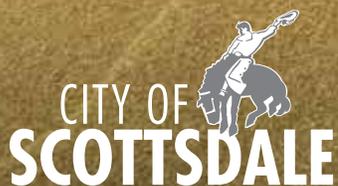




# Facility Reservation Guide

GRANITE REEF SENIOR CENTER + VIA LINDA SENIOR CENTER

Your guide to reservation pricing, policies and procedures  
for the Scottsdale senior centers



# Scottsdale's two senior centers,

the Granite Reef and Via Linda senior centers, are exceptional locations for a wide variety of rental uses, including business meetings, classes, homeowners association meetings, private parties, showers, public forums and clubs.

Between our two facilities we offer a range of rooms and outdoor spaces that accommodate anywhere from eight to 300+ people. A combination of state-of-the-art amenities, central and convenient locations and professional staff make the Granite Reef and Via Linda senior centers ideal locations for your next private, public or commercial function.



## GENERAL INFORMATION

### BOOKING STEPS / PROCEDURE

- Contact the facility's facility booking coordinator to inquire about space availability on the desired dates of use. All requests will be responded to within one business day.
- Visit the facility to see if the space is appropriate for your group/function.
- A booking is made and a contract/facility use permit is generated for your reservation.
- Payment in full is due on the day of the reservation approval. All facility use permits must be signed by the licensee or licensee organization.
- Reservations are taken up to six months in advance.

## FEES

### PROCESSING FEE

A \$10 non-refundable processing fee is applied to all reservation contracts.

### RESIDENT FEE

A fee charged to a Scottsdale resident or resident organization for use of space in our facilities. Residency is determined by whether or not an individual/organization pays city of Scottsdale utilities. Some Scottsdale mailing addresses do not qualify.

### NON-RESIDENT FEE

A fee charged to a person or organization that does not reside in the city of Scottsdale.

### CONDITIONS OF USE

- Not permitted: alcohol, smoking, candles, incense, weapons. Any exchange of money is only permitted with a commercial rental contract and under the guidelines of the city of Scottsdale's Tax & License Department.
- Room set-up and clean-up is the responsibility of the licensee and/or the licensee's group.
- Adult supervision is required at all times for facility rentals involving minor children.
- Any marketing material produced by the licensee must obtain prior approval from the center's facility booking coordinator prior to distribution.
- Outside vendors and certain types of rentals will be required to carry appropriate insurance and provide a certificate of liability insurance naming the city of Scottsdale as additionally insured for \$1 million.

### COMMERCIAL FEE

A fee charged to an individual, organization, non-profit organization or business to use space in one of our facilities for the purpose of conducting or soliciting business or to engage in an activity for economic profit, regardless of whether or not income is realized at the time of use. Examples of commercial fee use include, but are not limited to investment education, property management functions, events where fees are charged, classes and fundraising activities.

### EQUIPMENT FEES

- Audiovisual Fee - \$75  
Includes digital projector, screen and microphones. Some rooms in our facility do not have audiovisual capability and/or have limited functions.
- Commercial Kitchen Equipment  
Use of the Granite Reef Senior Center's commercial kitchen requires rental of the kitchen.

ROOM SIZE	CAPACITY	SQUARE FOOTAGE	RESIDENT	NON-RESIDENT	COMMERCIAL
X-Small	12	-350	\$5 HR	\$10 HR	\$20 HR
Small	30	350 - 500	\$15 HR	\$30 HR	\$60 HR
Medium	50	501 - 1,000	\$20 HR	\$45 HR	\$90 HR
Large	75	1,001 - 2,499	\$40 HR	\$55 HR	\$150 HR
X-Large	300	2,500+	\$60 HR	\$85 HR	\$180 HR
Kitchen	20	501 - 1,000	\$10 HR	\$20 HR	\$40 HR (GRSC)

SCOTTSDALE SENIOR SERVICES  
**RESERVATION GUIDE**

# The Granite Reef Senior Center

is a state-of-the-art 37,500 square foot, LEED® Certified Green Building. The award winning facility offers a diverse mix of spaces, including a commercial kitchen that is perfect for events and catering functions. Granite Reef has become a popular destination for events, with rental spaces that can accommodate up to 300 people. Many spaces offer high end audiovisual equipment and the opportunity for amplified sound.



## **LOCATION & CONTACT INFORMATION**

1700 N. Granite Reef Road  
Scottsdale, AZ 85257  
480-312-1735

## **RESERVATION AVAILABILITY**

The Granite Reef Senior Center is available for public reservations Monday through Friday, from 4-9 p.m. and on Saturdays, from 8 a.m.-5 p.m. The facility is closed on Sundays.



## GRANITE REEF SENIOR CENTER RESERVABLE SPACES

### CONFERENCE ROOM

	SQUARE FOOTAGE	CAPACITY	RESIDENT	NON-RESIDENT	COMMERCIAL
Room 5	330 sq ft	12	\$5	\$10	\$20

### SMALL ROOMS

	SQUARE FOOTAGE	CAPACITY	RESIDENT	NON-RESIDENT	COMMERCIAL
Room 9	485 sq ft	23	\$15	\$30	\$60
Room 10	460 sq ft	23	\$15	\$30	\$60
Room 11	485 sq ft	25	\$15	\$30	\$60
Room 12	460 sq ft	24	\$15	\$30	\$60

### MEDIUM ROOMS

	SQUARE FOOTAGE	CAPACITY	RESIDENT	NON-RESIDENT	COMMERCIAL
Room 7	950 sq ft	46	\$20	\$45	\$90
Room 8	1,000 sq ft	45	\$20	\$45	\$90
Room 13	950 sq ft	50	\$20	\$45	\$90

### EXTRA LARGE ROOMS

	SQUARE FOOTAGE	CAPACITY	RESIDENT	NON-RESIDENT	COMMERCIAL
Room 1	3,175 sq ft	207	\$60	\$85	\$180
Room 2	4,200 sq ft	318	\$60	\$85	\$180

### COMMERCIAL KITCHEN

			RESIDENT	NON-RESIDENT	COMMERCIAL
Kitchen		20	\$10	\$20	\$40



# The Via Linda Senior Center

is located in the heart of Scottsdale Ranch, one of Scottsdale's premier master-planned communities. The 20,000 square foot facility, built in 1995, has a variety of medium and small sized rooms that are perfect for meetings, parties, classes and clubs.



## **LOCATION & CONTACT INFORMATION**

10440 E. Via Linda  
Scottsdale, AZ 85258  
480-312-5811

## **RESERVATION AVAILABILITY**

The Via Linda Senior Center is available for public reservations Monday through Thursday, from 4-9 p.m. and Friday and Saturday, from 8 a.m.-5 p.m. The facility is closed on Sundays.



## VIA LINDA SENIOR CENTER RESERVABLE SPACES

### SMALL ROOMS

	SQUARE FOOTAGE	CAPACITY	RESIDENT	NON-RESIDENT	COMMERCIAL
Room 8	378 sq ft	20	\$15	\$30	\$60

### MEDIUM ROOMS

	SQUARE FOOTAGE	CAPACITY	RESIDENT	NON-RESIDENT	COMMERCIAL
Room 1	800 sq ft	52	\$20	\$45	\$90
Room 2	702 sq ft	46	\$20	\$45	\$90
Room 3	760 sq ft	52	\$20	\$45	\$90
Room 4	1,148 sq ft	68	\$20	\$45	\$90
Room 6	840 sq ft	56	\$20	\$45	\$90
Room 7	627sq ft	45	\$20	\$45	\$90

### LARGE ROOMS

	SQUARE FOOTAGE	CAPACITY	RESIDENT	NON-RESIDENT	COMMERCIAL
Rooms 1-3	2,262 sq ft	150	\$40	\$55	\$150

### SEATING CAPACITY

Room capacity in this guide represents the total seated capacity for each individual room. Functions with tables or other setup requirements may impact total room capacity. Please speak to the center's facility booking coordinator about setup needs prior to confirming your reservation.





Scottsdale Senior Services

**Visit [ScottsdaleAZ.gov](http://ScottsdaleAZ.gov) & search “seniors”**

Rental Information

**Visit [ScottsdaleAZ.gov](http://ScottsdaleAZ.gov) & search “senior facility rentals”**

Facebook

**[www.Facebook.com/ScottsdaleSeniors](http://www.Facebook.com/ScottsdaleSeniors)**