

**PHOENIX CENTER  
FATHER DUEÑAS MEMORIALSCHOOL**



**PO BOX FD,  
HAGATNA, GUAM 96932  
Tel: (671) 734-5730 • Fax: (671) 735-5738**

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**RESERVATION PROCEDURES AND RENTAL RATES**

1. Call the Phoenix Center at 671-734-3832 or visit the Director's office between the hours of 8:00 a.m. to 3:00 p.m. Monday to Friday, except holidays.
2. Inquire if the dates, times and the facilities you want to reserve are available.
3. Complete the Reservation Request Form and submit it to the Director's office. Until the Reservation fee is paid in full, all requests are tentative and not guaranteed.
4. A tentative date is an expression of interest in a particular facility on a given date and is **not** a binding agreement by either party. A Date is confirmed **only** when the tenant has paid the nonrefundable Reservation Fee.
5. After the charges for use of the Phoenix Center Facilities have been explained in detail, a **Nonrefundable** Reservation Fee must be paid to guarantee your reservation dates. For one day events, the nonrefundable reservation fee is \$300.00. For multiple day events (2 or more consecutive days), the nonrefundable reservation fee is \$300.00 for the first day plus \$200.00 for each additional day.
6. The reservation fee will be applied towards the Refundable "Breakage Deposit" when the facility rental fees and all other charges are paid in full. The refundable breakage deposit is based on the type of event and the number of days, and is refundable only if there are no outstanding charges or damages to the Phoenix Center Facilities resulting from the event.
7. Rental charges for use of the facilities must be paid in full at least five (2) working days prior to your event. This payment is not refundable. A ten percent (10%) surcharge per day will be added for all late payments.

8. All Fees will be paid at the Phoenix Center Director's Office by legal tender, certified check, cashier's check, bank draft, postal money order, traveler's check or wire transfer. All payments must be made PAYABLE TO THE PHOENIX CENTER

**OVERTIME CHARGES FOR MAIN ARENA**

Facility overtime rate is quoted for each hour or fraction thereof and is applicable when the main arena is used in excess of the rental period. Rental of the main arena solely on overtime rates is not authorized. Personnel overtime charges are in addition to facility overtime charges.

Father Duenas Memorial School.....	\$50.00
NONPROFIT ORGANIZATION.....	\$100.00
COMMERCIAL OR PRIVATE.....	\$150.00
GOVERNMENT AGENCY.....	\$100.00

**SERVICES AND EQUIPMENT**

MAIN ARENA SET-UP (standard).....	\$500.00
CLEAN-UP (standard).....	\$500.00
AIR CONDITIONING IN THE MAIN ARENA (per hour).....	\$50.00
CHAIRS, INCLUDES SET UP AND TAKE DOWN (per chair).....	\$1.00
TABLES, INCLUDE SET UP AND TAKE DOWN (per table).....	\$10.00

**PERSONNEL OVERTIME**

Supervisor (each per hour).....	\$25.00
Custodian (each per hour).....	\$12.00
Usher (each per hour).....	\$5.00

NOTE: THE ABOVE PRICES ARE SUBJECT TO CHANGE WITHOUT NOTIFICATION.

## MAIN ARENA RENTAL RATES

### REVENUE GENERATING EVENTS: Performance Day 8:00 a.m. to 12:00 midnight

Father Duenas Memorial School	\$1,000.00
Government of Guam	\$3,000.00
Nonprofit Organization	\$3,500.00
Commercial or Private	\$3,500.00

Additional charges for rooms, stage, chairs, tables, ushers, etc.

### NONREVENUE GENERATING EVENTS: Performance Day 8:00 a.m. to 12:00 midnight

The following schedule of fees shall govern events that collect no admission fee or donation, charge nothing for booths or space, sell no advertisement in conjunction with the event and/or have no form of commercial sponsorship.

Father Duenas Memorial School	\$500.00
Government of Guam	\$1,500.00
Nonprofit Organization	\$2,000.00
Commercial or Private	\$2,500.00

Additional charges for rooms, stage, chairs, tables, ushers, etc.

### NONPERFORMANCE DAY

Father Duenas Memorial School	\$250.00
Government of Guam	\$750.00
Nonprofit Organization	\$1,000.00
Commercial or Private	\$1,250.00

MULTIPLE DAY FACILITY RENTAL RATES ARE AVAILABLE UPON REQUEST

## **PERFORMANCE DAY**

The Period of time from 8:00 a.m. until midnight when the facilities are used for an attraction, event or occasion attended by the public audience or members of a group. Performance day is also defined to the use of the Phoenix Center for recording, filming or televising an attraction or event for a commercial purpose or for a purpose other than the personal use of the camera or recording operator. However, the recording, filming or televising of an event or attraction, without charge by the tenant, for bona fide news purposes or to advertise the event to attraction to be shown at the facilities covered herein shall not otherwise convert a nonperformance day to a performance day.

## **NONPERFORMANCE DAY**

The period from 4:00 p.m. until 10:00 p.m. when the facilities are used for any purpose not amounting to a performance day. The term “nonperformance day” shall include, but is not limited to, using the facilities for rehearsals, moving equipment in and out, and preparing the facilities for the performance or event.

## **CONCESSIONS**

The sale of any concessions including food, beverages, wares, merchandise, and parking or any other service connected with the Phoenix Center will be sold by the organizations of Father Duenas Memorial School. All other inquires may be decided on by the Director of the Phoenix Center.

## **MANDATORY INSURANCE AND PERMITS**

A permit for place of assembly from the Guam Fire Department, an occupancy load permit from the Government of Guam Department of Public Works, along with satisfactory evidence of current insurance are mandatory and are specified in the license agreement.

