



# City Suite Usage

Council Item of Special Interest

*December 3, 2013*

- Administrative policy implemented in 2003 based on best practices of other cities
  
- Usage:
  - Conducting city business
  - City Council city business
  - Non-profit organization (in or with significant operations in Glendale)

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- Reservations:
  - First-come, first-serve basis
  - Required: Form with appropriate signatures & invite list
  
- Tickets:
  - 26/event Jobing.com Arena
  - 8/event Camelback-Ranch Glendale
  - Unused tickets offered to non-profit groups

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- ❑ Record Keeping:
  - ❑ Suite usage records maintained
  - ❑ City website includes policy, forms & users

The screenshot shows the City of Glendale website. At the top, there is a navigation bar with the city logo, a date 'GLENDALE 24/7', and social media icons. Below the navigation bar, there are several menu items: 'Departments Services', 'City Officials', 'Residents', 'Visitors', 'Businesses', 'Online Services', 'Important Updates', and 'Home'. A 'QUICK LINKS' section is visible on the left, listing various services like 'Contact Information', 'Events and Festivals', and 'Public Records Request'. The main content area is titled 'City of Glendale Suite Reservations for Jobing.com Arena and Camelback Ranch - Glendale'. It contains a detailed paragraph explaining the city's suite reservation policy, including information about non-profit groups, registration forms, and ticket availability. Below the text, there are two download links for a policy PDF and a registration form. A 'SEARCH' box is located at the bottom left of the page.

The screenshot shows a list of suite usage reports organized by month. The reports are as follows:

- March 2013**
  - Coyotes vs. Ducks - Alzheimer's Association - Desert Southwest Chapter (non-profit use) ([click for document](#))
  - Coyotes vs. Ducks - M.A.D.D. and Hope for Hunger (non-profit use) ([click for document](#))
  - Coyotes vs. Blues - City of Glendale I.C. Mayor's Office ([click for document](#))
  - Coyotes vs. Stars - Big Brothers Big Sisters (non-profit use) ([click for document](#))
  - Coyotes vs. Kings - Explorers (non-profit use) ([click for document](#))
  - Coyotes vs. Canucks - Shriner's (non-profit use) ([click for document](#))
  - Coyotes vs. Red Wings - City of Glendale I.C. Mayor's Office ([click for document](#))
- February 2013**
  - Coyotes vs. Stars - St. Mary's Food Bank (non-profit use) ([click for document](#))
  - Coyotes vs. Wild - AZTEC (non-profit use) ([click for document](#))
  - The Who - City of Glendale Economic Development ([click for document](#))
  - Coyotes vs. Black Hawks - Red Cross (non-profit use) ([click for document](#))
  - Coyotes vs. Blue Jackets - Arizona Parks & Recreation Fellowship & Heart for the City (non-profit use) ([click for document](#))
  - Coyotes vs. Flames - City of Glendale Economic Development ([click for document](#))
  - Coyotes vs. Wild - Relay for Life & Unity Tour (non-profit use) ([click for document](#))
- January 2013**
  - Coyotes vs. Blackhawks - Heart for the City (non-profit use) ([click for document](#))
  - Coyotes vs. Blue Jackets - Central Christian Church (non-profit use) ([click for document](#))
  - Coyotes vs. Kings - Younglife (non-profit use) ([click for document](#))
  - Coyotes vs. Predators - Salvation Army (non-profit use) ([click for document](#))
  - Coyotes vs. Oilers - First Southern Baptist Church (non-profit use) ([click for document](#))
- December 2012**
  - Trans Siberian Orchestra - Salvation Army (non-profit use)
  - Bruce Springsteen - City of Glendale Economic Development ([click for document](#))
- November 2012**
  - No events this month
- October 2012**
  - Carrie Underwood - Kiwanis Club of Glendale (non-profit use)
- September 2012**
  - Gymnastic Champions - Vacant
  - Justin Bieber - Hope for Hunger (non-profit use)
- August 2012**
  - No events this month
- July 2012**
  - Street League Skateboarding - Heart for the City (non-profit use)

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- ❑ Highest Use = Non-profit organizations
  - ❑ 73 non-profit groups in database
  - ❑ Usage averages 55 events a year
  - ❑ Examples:
    - ❑ Salvation Army, Shriners International, Heart for the City, Relay for Life, Youth at Risk, Kiwanis, MADD, American Red Cross, Special Olympics, St. Mary's Food Bank, Younglife, Hope for Hunger, Big Brothers Big Sisters

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- ❑ Positive Media -- Arizona Republic – March 2012
  - ❑ *“Only Glendale and Goodyear have a formal policy regarding the use of suites.”*
  - ❑ *“Glendale was the only city to document its economic-development use by listing the names of the guests.”*