



Mountain Line

216 W. Phoenix Ave. · Flagstaff, AZ 86001 · 928-679-8900 · www.mountainline.az.gov

Updated: September 15, 2025

Document: Public Handbook for Mountain Line Facility Use

GOAL

To serve community needs and make available for use the public spaces owned and operated by Mountain Line, when not used for transit purposes. To provide a guide for clear and consistent decision-making regarding public use of those facilities that ensures compliance with Federal Transit Administration (FTA) facility management requirements. To reduce unnecessary wear or damage on Mountain Line facilities and property.

DEFINITIONS

1. Federally invested property: Mountain Line facilities that have been acquired and/or constructed with funding from the FTA for the purpose of supporting the provision of public transit services and programs in the greater Flagstaff region.
2. Incidental use: the limited authorized non-transit use of project property acquired with FTA assistance. Such use must not conflict with the approved purposes of the project and must not interfere with the intended transit uses of the project property. An acceptable incidental use does not affect a property's transit capacity or use. Incidental use should be infrequent and should not increase wear and tear of the facilities.
3. Use Fee: the normal cost for cleaning, maintenance, and operation of the facilities. Any incidental use is subject to a use fee that reimburses the transit program for use of the transit facility for non-transit use.

GENERAL RULES REGARDING FACILITY USE

1. These rules are illustrative and not comprehensive. Additional rules or conditions apply as present in the applicable facility's Use Agreement.
2. Anyone interested in using Mountain Line's facilities will submit a request using the Microsoft form (<https://forms.cloud.microsoft/r/teTgZzzMey>) available on Mountain Line's website (<https://mountainline.az.gov/services-programs/mountain-line-facility-use/#>).
3. Requests must be submitted no less than 7 days prior to the event. Schedulers will consider requests less than 7 days in advance when there is capacity.
4. Payment, user agreement, and proof of insurance (where applicable) are required before your reservation is confirmed. Further communication will be sent by email from Forms@mountainline.az.gov; please monitor your email and check your Junk folder.
5. Incidental use requests must align with FTA regulations and will be reviewed and approved by the Mountain Line Facility Scheduler.





Mountain Line

216 W. Phoenix Ave. · Flagstaff, AZ 86001 · 928-679-8900 · www.mountainline.az.gov

6. Mountain Line facilities are generally available for use seven days a week from 7:00 a.m.–10:00 p.m. Event setup and cleanup must be done within scheduled time.
 - a. Administrative business hours (Monday–Friday, 8:00 a.m.–5:00 p.m., excluding holidays) are preferred for the Community Rooms and Bus Wash. The scheduler will consider and determine after-hours requests on a case-by-case basis.
 - b. The CDL Course is generally available on Saturday, Sunday, and Monday from 7:00 a.m.–10:00 p.m. The scheduler will consider and determine requests for Tuesday–Friday on a case-by-case basis.
7. User will be considerate of noise they create at the facility. In the case of excessive noise, Mountain Line may require User to change volume to a reasonable level.
8. Mountain Line welcomes service animals but we do not allow pets in any Mountain Line Facility.
9. User shall not violate, or allow to be violated, any Federal, State, or local law, or rules of Mountain Line, Northern Arizona University (NAU), or NAU Campus.
10. Use of tobacco, alcohol, and drugs is prohibited in and on any and all Mountain Line property, including outdoors. Tobacco use is only permitted in designated smoking areas.
11. User will ensure that all doors and gates are securely closed at all times; they are not to be left partially open or propped open.
12. Any advertising promotion for an event held at Mountain Line facility, such as newspaper releases, posters, tickets and handbills, must be approved in advance by Mountain Line.
13. Specific limitations apply as to the use of tape, marking paint, barricades, signage, and other such materials (collectively, “Assistive Items”). User should consult with Mountain Line for a full overview of allowable Assistive Items to appropriately accommodate User’s needs. Assistive Items which cause damage or additional cleaning requirements will result in additional charges to the User. All Assistive Items must be removed by the User immediately following the Event.
14. User shall exercise care in the use of the Facility, adjacent Campus areas, and equipment, and shall comply with guidelines to reduce excessive wear or damage. User agrees to use and operate all equipment in accordance with its intended use, keep the Facility and adjacent areas on the Campus in a clean and orderly condition, and remove all waste material at the conclusion of the Event, unless Mountain Line or University agree, in writing, to be responsible for any cleanup.
15. User shall not make any alterations to the Facility. At the end of the Event, the Facility shall be left in a clean, safe condition. The User shall remove from the Facility all property and materials belonging by the User. If User damages the Facility or removes any equipment from





Mountain Line

216 W. Phoenix Ave. · Flagstaff, AZ 86001 · 928-679-8900 · www.mountainline.az.gov

the Facility, Mountain Line shall have the option of either (i) requiring User, at User's own expense and risk, to restore the Facility to the condition existing prior to the Event, or (ii) itself making the repairs and restorations, or buying equipment replacement to the Facility. Mountain Line shall have sole and complete discretion in deciding which option to exercise. If Mountain Line decides to itself make the repairs and restorations to the Facility or replacement of equipment, the costs for same shall be borne solely by User. User shall reimburse Mountain Line for any repairs or restoration necessary to repair damages to the Facility caused by User or the attendees of the Event no later than ten (10) business days after Mountain Line presents User with a written statement or invoice reflecting the nature and costs of the repairs.

16. User will not dispose of, generate, manufacture, process, produce, release, store, transport, treat, or use, nor will it permit the disposal, generation, manufacture, presence, processing, production, release, storage, transportation, treatment, or use of Hazardous Substances on, under, or about the Facility in violation of applicable environmental regulations and laws. User agrees that it will comply and cause all of its agents, employees, and contractors to (a) comply with all environmental regulations and laws; (b) obtain and maintain or cause to be obtained and maintained all permits, licenses, and approvals required under applicable environmental regulations and laws relating to Hazardous Substances; and (c) comply with all conditions and requirements of such permits, licenses, and approvals. All spills, including but not limited to oil and other hazardous substances, must be promptly contained, cleaned, and disposed of in accordance with applicable local, state, and federal regulations. Appropriate spill response measures, including the use of approved absorbent materials, containment barriers, and disposal protocols, must be employed to mitigate environmental impact and ensure compliance. See Rule #15 above regarding damages and Mountain Line's authority on cleanup.
17. In the event of an emergency requiring public safety intervention (i.e. Police, Fire, or Public Works), Mountain Line will cancel the event immediately, escort attendees off premises, and retain the fee.
18. Mountain Line has the right to cancel any reservation for any reason or for no reason at all. If this occurs, Mountain Line will reimburse 100% of the User Fee.
19. User cancellations must be in writing and received at least twenty-four (24) hours preceding the start of the planned event, or the Friday before a weekend or Monday event. Reservations cancelled after the cancellation deadline will forfeit the total rental fee amount. The fee will be reimbursed within four (4) to six (6) weeks.
20. Mountain Line reserves the right to cancel this Agreement for any reason or for no reason at all.

AVAILABLE FACILITIES





Mountain Line

216 W. Phoenix Ave. · Flagstaff, AZ 86001 · 928-679-8900 · www.mountainline.az.gov

Commercial Driver's License (CDL) Training and Testing Course
Ponderosa Room
Vera Room
Bus Wash

page 4-5
page 6-7
page 8-9
page 10

Commercial Driver's License (CDL) Training and Testing Course

Fee: \$75 per day

Location: 499 E Pine Knoll Drive, Flagstaff, AZ 86011 (south of NAU Facility Services)

Course Size: ~150' x 300'

CDL carousel A is certified for Class A.

CDL carousel B is certified for Class B.

Amenities:

- Covered sitting area.
- Restroom access in NAU Facilities Building during public access hours.
- All waste must be packed out: there are no trash or recycling receptacles on-site and NAU dumpsters are not available for use.

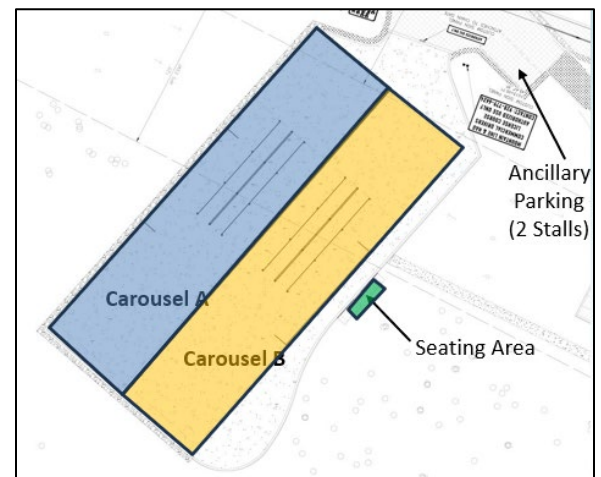
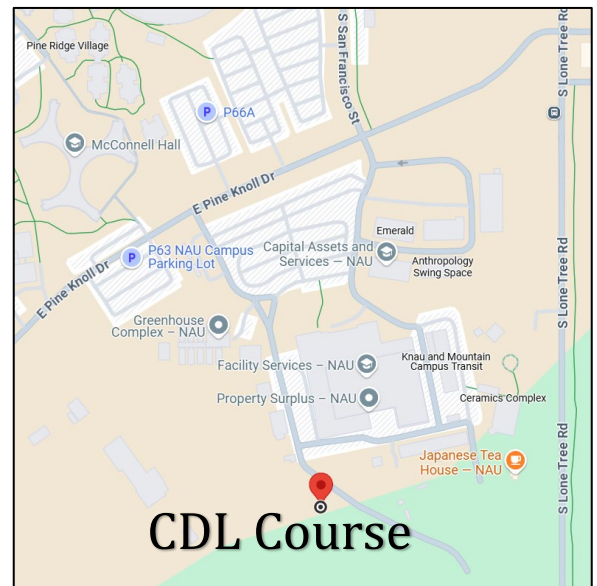
Gate Access: Mountain Line staff will provide gate access prior to the event.

Parking: Parking available adjacent to CDL course and paid NAU parking at NAU facilities per parking lot per NAU policies.

Restrictions:

- Maximum height of vehicle with appendages extended is 13'6" for vehicles due to low-hanging power lines.
- The CDL Course is generally available on Saturday, Sunday, and Monday from 7:00 a.m. – 10:00 p.m. The scheduler will consider and determine requests for Tuesday–Friday on a case-by-case basis.
- For all approved uses, event setup and cleanup must be completed within the reserved timeframe.

Insurance Requirements:





Mountain Line

216 W. Phoenix Ave. · Flagstaff, AZ 86001 · 928-679-8900 · www.mountainline.az.gov

- Certificate of Insurance with general liability minimum limits of \$1,000,000 per occurrence and \$2,000,000 aggregate, with Mountain Line, the State of Arizona, Arizona Board of Regents, Northern Arizona University and their regents, officers, officials, agents, employees and volunteers as additional insureds with the address of the facility being used.
- Workmen's Compensation Insurance
- Automobile Liability Insurance with minimum limits of \$1,000,000 per occurrence combined single limit, with Insurance Service Office, Inc.
- Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to Mountain Line.





Mountain Line

216 W. Phoenix Ave. · Flagstaff, AZ 86001 · 928-679-8900 · www.mountainline.az.gov

Ponderosa Room at the Downtown Connection Center

Fee: \$100 per day plus \$30 cleaning fee

Address: 216 W Phoenix Avenue, Flagstaff, AZ 86001

Room Size: 30' 4" x 50' (1,517 square feet)

Capacity: 20 tables, 40 chairs. Seats can be moved.

Amenities:

- Kitchenette with sink, microwave, dishes, dishwasher (must be emptied prior to the end of your reservation period)
- White Board
- Public Restrooms
- Drinking Fountain

Audio/Visual:

- Access to two large screen TVs via HDMI connection for sound/video.
- Access to Webcam, Speakers, Microphone via USB Cable
- Bluetooth Connection to Room Speakers
- Wi-Fi provided
- Applicant must bring their own laptop

Requirements:

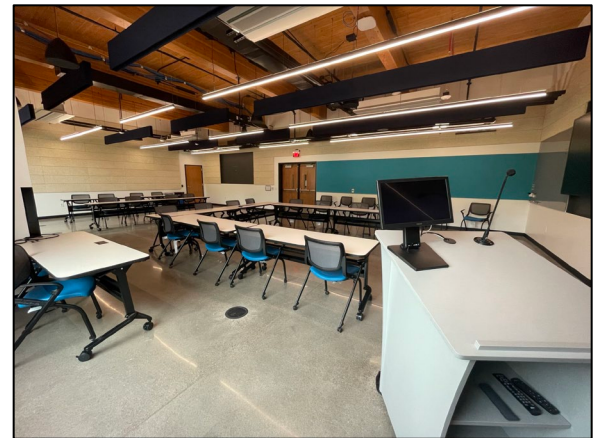
- Users must agree to a hold harmless agreement, releasing Mountain Line from any liability while using community rooms.

Restrictions:

- For all approved uses, event setup and cleanup must be completed within the reserved timeframe.

Day Of Event:

- If the event is during office hours, the Day-of-Contact will check in at the Mountain Line Front Desk. The Front Desk will direct them to the Ponderosa Room.
- If the event is after hours, the Mountain Line scheduler will arrange for staff to be present before the event and admit the first guest, stay through the event, and lock up after the event.
- Facility doors will remain unlocked until the scheduled event time, allowing participants to enter freely.
- Before the end of the reservation, User needs to complete the following cleaning tasks:





Mountain Line

216 W. Phoenix Ave. · Flagstaff, AZ 86001 · 928-679-8900 · www.mountainline.az.gov

- Wipe down all used counters, tables, chairs, and sink using cleaning materials provided by Mountain Line under the sink.
- Remove all used trash and recycling bags from bins and take out to the facilities trash and recycling dumpsters. See Front Desk staff for directions to the dumpsters.
- If the room is not properly cleaned or if the room is damaged, Mountain Line reserves the right to charge a fee. Fee information can be found in the Facilities Use Agreement.
- At the end of the reservation period, the User will check out at the Front Desk during office hours or the Mountain Line staff person on duty if after hours.





Mountain Line

216 W. Phoenix Ave. · Flagstaff, AZ 86001 · 928-679-8900 · www.mountainline.az.gov

Vera Community Room at Kaspar Ave

Fee: \$100 per day plus \$30 cleaning fee

Address: 3773 N. Kaspar Drive

Room Size: ~19' x 23' (437 square feet)

Capacity: One large, fixed table that seats 10 people, with seating on the perimeter for 15 people. Seats can be moved.

Amenities:

- Sink
- Small Refrigerator
- White Board
- Restrooms

Audio/Visual:

- Access to large screen TV via HDMI connection for sound/video.
- Wi-Fi provided
- Applicant must bring their own laptop, HDMI cable, webcam

Requirements:

- Users must agree to a hold harmless agreement, releasing Mountain Line from any liability while using community rooms.

Restrictions:

- Table is wired in and cannot be moved.
- For all approved uses, event setup and cleanup must be completed within the reserved timeframe.

Day Of Event:

- If the event is during office hours, Guests will press the intercom button to request access by Dispatch and enter through the east entry.
 - Dispatch will provide a FOB to the day-of contact, and the User is responsible for admitting their participants to the facility and returning the FOB once everyone has left and they are ready to depart. A \$25 fee is charged if the FOB is not relinquished at the end of the day.
- If the event is after hours, the Mountain Line scheduler will arrange for staff to be present before the event and admit the first guest, stay through the event, and lock up after the event.
- Before the end of the reservation, User needs to complete the following cleaning tasks:
 - Wipe down all used counters, tables, chairs, and sink using cleaning materials provided by Mountain Line.





Mountain Line

216 W. Phoenix Ave. · Flagstaff, AZ 86001 · 928-679-8900 · www.mountainline.az.gov

- Remove all used trash and recycling bags from bins and take out to the facilities trash and recycling dumpsters. See Dispatch staff for directions to the dumpsters.
- If the room is not properly cleaned or if the room is damaged, Mountain Line reserves the right to charge a fee. Fee information can be found in the Use Agreement.
- At the end of the reservation period, the User will check out at Dispatch.





Mountain Line

216 W. Phoenix Ave. · Flagstaff, AZ 86001 · 928-679-8900 · www.mountainline.az.gov

Bus Wash

Fee: \$25 per wash

Address: 3825 N. Kaspar Drive

Maximum Height: 12 feet

Maximum Width (to the furthest point out, including mirrors): 11 feet

Restrictions:

- Requires Mountain Line staff to drive the vehicle through the bus wash.
- Mountain Line is not responsible for damage to antennas, mirrors, or other external parts on the vehicle.

Requirements:

- Release and Waiver: User agrees to release from liability and waive any right to sue the ML Parties from any and all claims, including claims of the ML Parties' negligence, resulting in any damage to the vehicle related to or caused as a result of the use of the Facility.
- The scheduler will work out meeting details with the applicant prior to the visit.
- Upon arrival, please buzz in at the Bus Entrance gate. Please state your name and that you are scheduled to use the bus wash. All other details will be worked out with the scheduler prior to the applicant's visit.

