



10585 N. 100<sup>th</sup> Street  
 Scottsdale, AZ 85258  
 (480)-860-2022  
 Fax: (480)-860-8264  
 www.scottsdaleranch.org

## RENTAL AGREEMENT

**COMMUNITY CENTER**

**CONFERENCE ROOM**

Name: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Property Address: \_\_\_\_\_

Daytime phone: \_\_\_\_\_ Alternate phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Type of function: \_\_\_\_\_

Number of Guests: \_\_\_\_\_ Set-up Time: \_\_\_\_\_ am/pm to: \_\_\_\_\_ am/pm  
 Event Time: \_\_\_\_\_ am/pm to: \_\_\_\_\_ am/pm  
 Clean-up Time: \_\_\_\_\_ am/pm to: \_\_\_\_\_ am/pm

**Total Event Hours:** \_\_\_\_\_

Pontoon Boat Ride: From: \_\_\_\_\_ am/pm To: \_\_\_\_\_ am/pm

**Rental Fees and Charges**

Room Rental: \$ \_\_\_\_\_ *including set-up times and break down times*

Staff Charges in excess of four (4) hours: \_\_\_\_\_ hours at \$ \_\_\_\_\_ per hour = \$ \_\_\_\_\_

Fireplace Charge: \$ \_\_\_\_\_ Pontoon Boat Charge: \$ \_\_\_\_\_

**Total Fees and Charges:** \$ \_\_\_\_\_ **Initial:** \_\_\_\_\_ Today's date: \_\_\_\_\_

*Total Fees and Charges are due no later than 30 days prior to the event*

**Security Deposit:** \$ \_\_\_\_\_ *is due at the time of booking and refundable after the event.*

**Payments, forfeitures and termination of event:**

**Cancellation Charges:**

	<b>Resident/Non</b>
Cancellation Charge more than thirty (30) days prior to agreed event date:	\$ <u>25.00/50.00</u>
Cancellation Charge less than thirty (30) days prior to agreed event date:	\$ <u>100.00/200.00</u>
Cancellation Charge less than seven (7) days prior to agreed event date:	\$ <u>200.00/400.00</u>

**Forfeiture Policy Acknowledgement:**

I understand that my security deposit will be forfeited if I fail to comply with the terms of this Agreement. **Initial:** \_\_\_\_\_ Today's date: \_\_\_\_\_

**Right to Change Terms of Agreement:**

In the event the facility is not available for rental because of circumstances beyond the control of the Association, SRCA shall contact the renter and propose alternative dates. Renter shall have the right to accept alternative date(s) or cancel the reservation without penalty. In the event Renter accepts an alternative date, the terms and conditions of the original agreement shall apply.

**Agreement:**

**I have read the Community Center Rental Agreement policies as outlined in the attached documents and understand their content and agree to abide by their provisions. I further agree that if I fail to pay any additional amounts owed to SRCA within thirty (30) days after receipt of a bill from the Association specifying the amounts owed, SRCA may place a lien upon my property for the amount owed and may collect the amount owed in the same manner as regular assessments.**

\_\_\_\_\_  
Signature of Renter

Date: \_\_\_\_\_

**SRCA acceptance:**

\_\_\_\_\_  
Authorized SRCA staff member

Date: \_\_\_\_\_

**SCOTTSDALE RANCH COMMUNITY ASSOCIATION  
COMMUNITY CENTER RENTAL AGREEMENT**

**Maximum Occupancy:**

**Community Center:**

**Indoors: 75 persons**

**Outside Patio: 50 persons**

**Indoors and Outside Patio: 125 persons**

**Conference Room: 15 persons**

**Note: Children are counted as persons.**

**Rental Time:**

There is a minimum of four (4) hours per rental period (for Friday 5 p.m. through Sunday 12 a.m.) The basic space rental fee covers a total rental time of four (4) hours. All other rentals are a two (2) hour minimum.

Total rental time includes set-up time by Renter or Renter's agent(s), event time, and clean-up time by Renter or Renter's agent(s).

Time in excess of four (4) hours incurs additional charges as listed in the attached FEES and CHARGES schedule.

Rentals during public holidays are charged at holiday rates as listed in the attached FEES and CHARGES schedule.

The total rental time charges specified in this Agreement apply in the event that the total rental time is less than the agreed upon time. No refunds for unused rental time will be issued.

**Security Deposit:**

The security deposit shall be used to repair, replace or compensate for any property which is damaged or missing as a result of the rental of the Community Center by the Renter or the Renter's agents, invitees and/or guests. Additional charges will be billed to the Renter if damages exceed the security deposit.

**Insurance:**

Resident Renters must submit a copy of the declaration page of their current homeowners' insurance policy or other, appropriate documentation, at the time of payment of the rental fees and charges. The information submitted must include the renter's agent of record's name and phone number for aforementioned policy.

**Non-resident Renters must purchase a Special Events Policy with \$1,000,000 coverage listing SRCA as additionally insured or provide their own liability policy with a \$1,000,000 coverage naming SRCA as**

**additional insured. Community Center Rental Agreements are not valid and will not be honored until proof of such valid insurance is received by SRCA staff.**

**Access to Rental Space at the Community Center:**

Renters and their agent(s) are able to enter the rented premises at the time specified under set-up time in the SRCA Community Center Rental Agreement. Access to the facility prior to that time is not possible. Access will not be allowed prior to that time.

**Event Closures:**

- a. Weekdays: all weekday events must conclude (finish clean-up) not later than 9:00 p.m. Weekdays are defined as Mondays through Thursdays.
- b. Weekends: all weekend events must conclude (finish clean-up) not later than 12:00 a.m. Weekend is defined as Fridays through Sundays.

**Rental space preparation:**

SRCA staff will set up the premises in accordance with a floor plan requested by the renter. Such set-up plan must be finalized and submitted to SRCA staff no later than seven (7) calendar days prior to the event. SRCA staff members serving the event are not authorized to make set-up changes at the beginning of or during any event. Set-up is defined as the placement of tables and chairs in accordance with a set-up plan selected by the Renter from among various SRCA approved schemes. Set-up does not include the provision of table linens, cutlery, glass ware, and ice or beverage set-ups.

**Rented equipment:**

SRCA assumes no responsibility for any equipment and furniture rented from outside vendors. Renters are responsible for arranging delivery and removal of rented equipment and furniture items within the total rental time as defined above. SRCA will not be responsible for any damage to such equipment and furniture unless such damage is solely due to the negligence of SRCA staff. Failure to remove rented equipment and furniture prior to the end of the total rental time may result in a storage fee as listed in the attached FEES and CHARGES schedule.

**Clean up:**

Renters are asked to bag and tie all garbage and to make sure surrounding areas both inside and out are free from litter and party debris. Kitchen counters and sink are to be clean. All balloons and decorations must be removed from the facility. The facility is expected to be left in the same condition it was found otherwise it may result in clean up fees in accordance with the FEES and CHARGES schedule attached hereto.

**Cancellation:**

Cancellation of an agreed upon event with a minimum of thirty (30) days advance notice of the event date shall incur an administrative fee in accordance with the FEES and CHARGES schedule attached hereto.

Cancellation of agreed upon events less than thirty (30) days or less than seven (7) days in advance of the event shall incur cancellation charges in accordance with the FEES and CHARGES schedule attached hereto.

**FEES and CHARGES schedule:**

The FEES and CHARGES schedule attached to this Community Center Rental Agreement is an integral part of the Agreement, and a Renter's signature upon the Agreement constitutes acceptance of the FEES and CHARGES schedule. All fees and charges as outlined in this agreement are due a minimum of not less than thirty (30) days prior to the event. SRCA asks that your floor plan be submitted seven (7) days prior to the event.

In order for Resident FEES and CHARGES to apply, the Renter must reside in Scottsdale Ranch at the time of the event; otherwise, non-residents FEES and CHARGES will apply in accordance with the FEES and CHARGES schedule attached hereto.

**Indemnity:**

In consideration of the rental and use of the Community Center, I hereby accept all risk to the health of both myself and my guests and of our injury or death that may result from such use of the Community Center. I hereby release the Association, its governing board, officers, employees and representatives from any and all liability to me or my guests, our personal representatives, estate, heirs, next of kin, and assigns for any and all claims and causes of action for loss of or damage to our property and for any and all illness or injury to the person of both myself and my guests, including death, that may result from or occur during our use of the Community Center, whether caused, in whole or in part, by negligence of the Association, its governing board, officers, employees, or representatives, or otherwise. I further agree to indemnify, defend, and hold harmless the Association and its governing board, officers, employees, or representatives from liability for the injury or death of any person(s) and damage to property caused, in whole or in part, by the act or omission of either myself or my guests while using the Community Center, regardless of whether it is caused in part by a party indemnified thereunto. The Association shall control the defense provided by me pursuant to this provision, and shall choose the counsel to be used in such defense. Such obligations shall not be construed to negate, abridge, or otherwise reduce any other right or obligations of indemnity that would otherwise exist as to any party or person described in this paragraph.

**Suspension of Facility Privileges:**

Any violation of this Agreement may result in suspension of facility privileges.

## SRCA COMMUNITY CENTER RENTAL AGREEMENT

### General Information and Guidelines

#### **Available equipment for use at no charge:**

- ⇒ **Four wooden square 44" tables for indoor use only (Each seats 4 - with leaf seats**
- ⇒ **Ten rectangular 6' tables for indoor and outdoor use (Each seats 6-8)**
- ⇒ **Eight 60" round tables for indoor and outdoor use (Each seats 6-8)**
- ⇒ **Up to 105 stack chairs**
- ⇒ **Four hi-top round tables, two-30" and two-36"**
- ⇒ **Full service Kitchen facility**
- ⇒ **Audio equipment, which includes a 32" television, 5-disc CD changer, stereo receiver w/iPod hook-up, cassette deck and DVD/VCR player.**

#### **Attendees:**

For safety, building and fire code reasons, it is the responsibility of the Renter to be sure that at no time are there more than 75 attendees inside the Community Center at one time and that the total number of guests inside and out does not exceed 125. Building and fire codes require that the interior occupancy of the Community must not exceed 75 persons (including children). Total interior and exterior occupancy must not exceed 125 persons (including children) at any time.

Parties for children under the age of 18 require one adult chaperone for every ten (10) minor children in attendance.

#### **Reservations:**

Reservations are considered accepted upon receipt of the completed Rental Agreement form and the applicable security deposit. Reservations requests are accepted a minimum of fourteen (14) days and no more than one (1) year in advance of event. Non-resident rentals will be accepted no more than six (6) months in advance of the event.

#### **Orientation Tour:**

Upon your arrival on the day of your event, a member of the SRCA maintenance staff will walk you through a mandatory orientation of the facility. This tour is conducted for your knowledge and safety. Because an SRCA employee may not be in the building during your entire event, it is necessary that you be familiar with the building and be aware of procedures.

#### **Parking:**

In order to be courteous to the residents living close to the Community Center, SRCA asks that the Renter and his or her guests do not park on either side of the entrance/exit to The Island community (Cochise Drive), the cul-de-sac off East Island Circle just west of 100<sup>th</sup> Street or where cones are placed. Parking is permitted on the west side of 100<sup>th</sup> St between East Island Circle and Bayview Drive.

## General Information and Guidelines (cont.)

### **Non-Resident rental:**

The Community Center is only available on a limited basis to non-Scottsdale Ranch residents as determined by SRCA. Non-resident rentals are not available from Thanksgiving Day through New Year's Day. A Special Events Policy must be purchased as designated by SRCA or as defined on Page 3 of the Agreement.

If alcohol will be served at the event, the Non-Resident Renter must use a licensed bartending service as approved by SRCA. A certificate of insurance must be provided from the bartending service that shows proof of host liquor liability coverage.

### **Miscellaneous:**

The Community Center is a Non-Smoking facility.

No pets are allowed in the facility or on the pontoon boat.

The pontoon boat availability is governed by weather conditions.

No outside cooking devices are permitted without the advance written consent of SRCA.

Please notify Scottsdale Ranch staff if you are having a wedding or any part of your event outside or on one of our docks, so that we can make arrangements for the relocation of the boat and to turn off the lawn sprinklers.

Please bring a ladder for your decorating use. Due to safety reasons, do not use a chair when decorating.

Please remove all decorations from the premises immediately following the event.

For weddings, please use birdseed instead of rice and, for safety reasons, we ask that you use it only outside the building.

Gratuity is not required or expected.

### **Free Usage is available in accordance with the following guidelines:**

Ancillary Association functions, such as board meetings, executive meetings, and social functions open to only homeowners or a subdivision or other Scottsdale Ranch Community Association groups as approved by SRCA.

### **Non-reserved walk-in usage:**

1. Monday – Friday, 9:00 a.m. – 5:00 p.m. only.
2. The day-time use of this room is free of charge for social groups comprised of at least one Scottsdale Ranch resident who must be present at all times.
3. This usage will be on a first-come, first-serve basis (walk-ins only) if there is no prior reservation booked for the facility. No agreement is required.
4. The following days are available for the activities as specified only:
  - **Mondays – Open usage**
  - **Tuesdays – Bunko (with the exception of the 1<sup>st</sup> Tuesday)**
  - **Wednesdays – Mahjong**
  - **Thursdays – Bridge**
  - **Fridays – Open usage**
5. Restricted usage and exclusivity by any one party for these functions will require usage fees.
6. Multi-group usage will be encouraged and is subject to room capacity constraints.

Tables may not be reserved via phone calls.

Reserved functions will take precedence over walk-in usage.

**In order to encourage neighborhood social gatherings, free evening usage is available the 3<sup>rd</sup> and 4<sup>th</sup> Tuesday Wednesday or Thursday of each month based upon availability at the time of scheduling and will require that all attendees are Scottsdale Ranch residents otherwise FEES and CHARGES will apply. Prior arrangements with the SRCA office must be made for all evening usage at least two (2) weeks prior to the usage.**

Exceptions to the guidelines will be at the discretion of the Executive Director.

In case of after hour emergency situations regarding this event, please call the 24-hr. answering service at 1-888-271-0019.

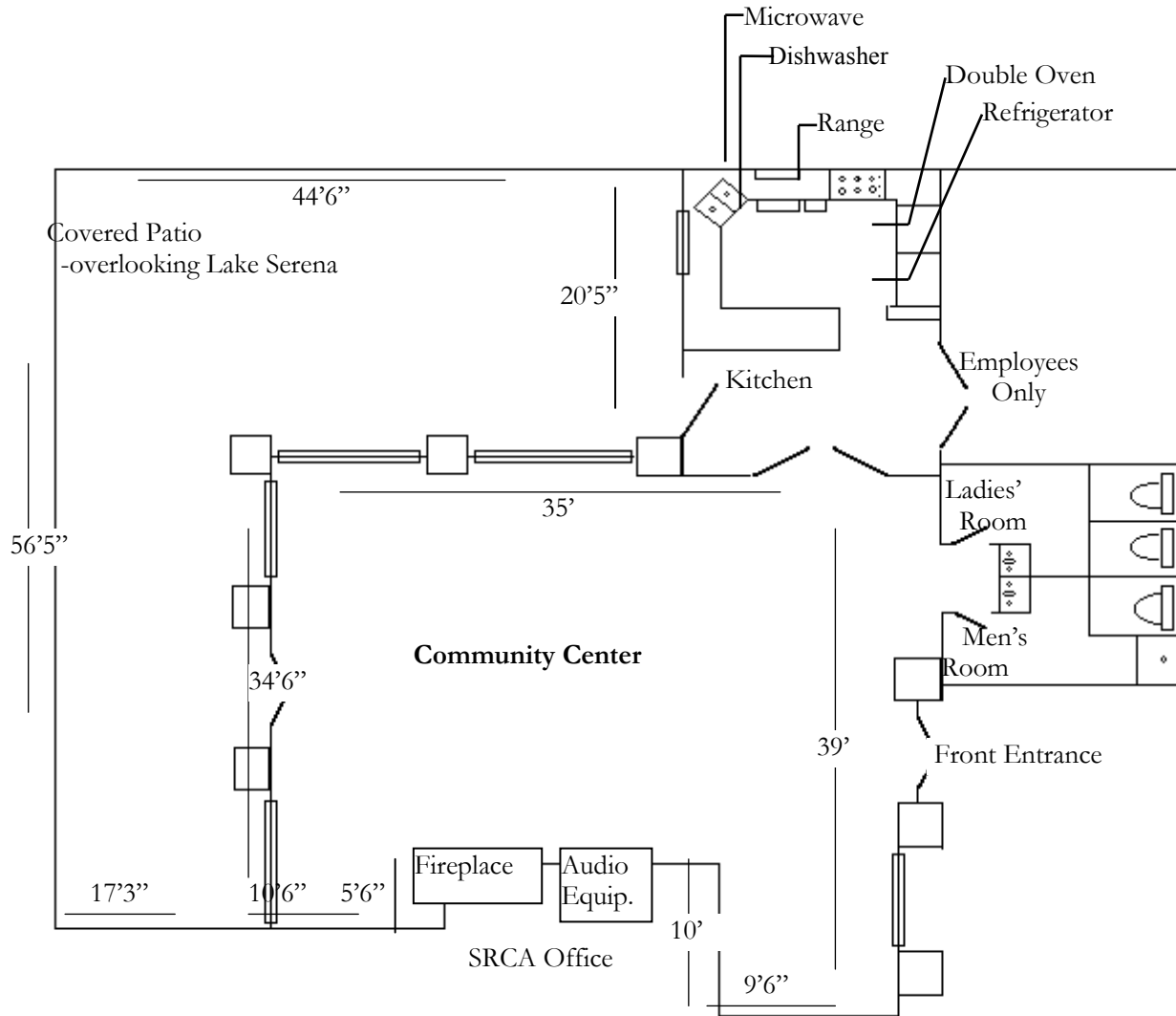
## **Event Equipment List**

***You are responsible for providing the following:***

- ❖ Table linens
- ❖ Ice & Ice Scoop(s)
- ❖ Cooler(s)
- ❖ Dish rags, towels & pot holders
- ❖ Dish soap
- ❖ Glassware
- ❖ Plates, bowls, cups & saucers
- ❖ Serving plates, bowls &/or trays
- ❖ Silverware &/or serving pieces
- ❖ Coffee pot(s)
- ❖ Tea kettle
- ❖ Pots & Pans
- ❖ Food
- ❖ Condiments
- ❖ Coffee
- ❖ Tea
- ❖ Beverages
- ❖ Napkins
- ❖ Centerpieces
- ❖ Decorations
- ❖ Bar set-up
- ❖ Can/Bottle opener &/or cork screw
- ❖ Extension cord
- ❖ Extra trash cans for large parties
- ❖ Step ladder for decorating
- ❖ OTHER

**\*\*\*SRCA provides the room with the tables and chairs you indicated on your floor plan, 2 large garbage cans and trash bags. The only other amenity provided by SRCA is an Audio Center available for your use, which includes a stereo (with speakers that are both inside and out on the patio), 5 CD changer, dual cassette player, iPod hook-up, and DVD/ VCR and television.**

# Scottsdale Ranch Community Center Floor Plan Fax: 480-860-8264



**Proportion Key**

Community Center - 1,850 Sq. Ft. Includes Restrooms – Not Kitchen/105 Stack Chairs Available

- = 6 Foot Rectangular Table  
 10 Available ~ Seats 6-8
- = 44" Indoor Square  
 4 Available ~ Seats 4
- = Couch Size  
**\*\*\*Must include 2 Couches  
 In Your Set Up**
- = 60" Round Table  
 8 Available ~ Seats 6-8
- = 44" Indoor Square with Leaf  
 Seats 4-6
- = 36" Round Hi – Top Table -- 2 Available – 41 ½" Tall  
 = 30" Round Hi – Top Table -- 2 Available – 41 ½" Tall

**SRCA COMMUNITY CENTER RENTAL AGREEMENT FEES AND CHARGES SCHEDULE**

	<b>RESIDENT</b>	<b>NON RESIDENT</b>
<b>Four (4) hour rental period (minimum) includes set-up fee (Weekends - Friday 5 p.m. - Sunday 12 a.m.)</b>	<b>235.00 for 4hrs</b>	<b>450.00 for 4 hrs</b>
<b>Two (2) hour rental period (minimum) (Weeknights–Monday 5 p.m.–Thursday 9 p.m.)</b>	<b>135.00 for 2hrs</b>	<b>\$250.00 for 2hrs</b>
<b>Hourly rental rate for exclusive weekday usage (Non-business functions/2 hr. minimum) (Monday – Friday 9 a.m. – 5 p.m.)</b>	<b>55.00 for 2hrs</b>	<b>Not Available</b>
<b>Hourly rental rate for exclusive weekday usage (Business functions/2 hr. minimum) (Monday – Friday 9 a.m. – 5 p.m.)</b>	<b>85.00 for 2hrs</b>	<b>Not Available</b>
<b>Security Deposit</b>	<b>150.00</b>	<b>500.00</b>
<b>Extra hour(s)</b>	<b>40.00/hr.</b>	<b>80.00/hr.</b>
<b>Four (4) hour rental period for holiday rentals (*Holidays as defined below) includes set- up fee</b>	<b>335.00 for 4hrs</b>	<b>650.00 for 4hrs</b>
<b>Extra hour(s) for holiday rentals (*Holidays as defined below)</b>	<b>60.00/hr.</b>	<b>100.00/hr.</b>
<b>Fireplace use</b>	<b>25.00</b>	<b>35.00</b>
<b>Pontoon Boat (2 hr. ride)</b>	<b>50.00</b>	<b>Not Available</b>
<b>Pontoon Boat (1 hr. ride)</b>	<b>35.00</b>	<b>Not Available</b>
<b>Additional clean up</b>	<b>25.00/hr.</b>	<b>35.00/hr.</b>
<b>Cancellation/administrative fee with 30 days notice</b>	<b>25.00</b>	<b>50.00</b>
<b>Cancellation fee with less than 30 days notice</b>	<b>100.00</b>	<b>200.00</b>
<b>Cancellation fee with less than 7 days notice</b>	<b>200.00</b>	<b>400.00</b>
<b>Equipment storage fee</b>	<b>50.00/day</b>	<b>100.00/day</b>

**\*Holidays are considered New Year’s Day, Easter, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day and the day after, and Christmas Day. Holiday rentals are offered based on staff availability.**