



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

## FACILITY RENTAL AGREEMENT

COMMUNITY CENTER

CONFERENCE ROOM

Signed Agreement  Deposit  Tulip Insurance  Fees  Floor Plan

Resident Name \_\_\_\_\_ Date of Event \_\_\_\_\_

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

Phone \_\_\_\_\_ Cell \_\_\_\_\_ Alternate Contact \_\_\_\_\_

Email Address \_\_\_\_\_ Type of Function \_\_\_\_\_

Number of Expected Guests \_\_\_\_\_ Set-up Time \_\_\_\_\_ to \_\_\_\_\_

Event Time \_\_\_\_\_ to \_\_\_\_\_

Clean-up Time \_\_\_\_\_ to \_\_\_\_\_

If Applicable, Pontoon Boat Ride Time \_\_\_\_\_ to \_\_\_\_\_

*\*Additional Charges May Apply for Pontoon Boat Ride*

TOTAL EVENT HOURS (including set-up/clean up time) \_\_\_\_\_

### RENTAL FEES AND CHARGES

Security Deposit (due at signing, see contract for terms) \$ \_\_\_\_\_

Base Room Rental Fee \$ \_\_\_\_\_ Events Exceeding Base Rate \_\_\_\_\_ hours @ \$ \_\_\_\_\_ per hour = \$ \_\_\_\_\_

*\*All unscheduled time will be charged \$100.00 per hour*

Tulip Event Insurance Fee \$ \_\_\_\_\_

Pontoon Boat Fee \$ \_\_\_\_\_

Total Fees and charges (due 30 days in advance of event) \$ \_\_\_\_\_

Initial \_\_\_\_\_ Today's date \_\_\_\_\_

### PAYMENTS, FORFEITURES AND TERMINATION OF EVENT – CANCELLATION CHARGES

Cancellation charge more than thirty (30) days prior to agreed event date: \$ 25.00

Cancellation charge less than thirty (30) days prior to agreed event date: \$100.00

Cancellation charge less than seven (7) days prior to agreed event date: \$200.00

#### 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 - PLEASE INITIAL EACH SECTION BELOW**

\_\_\_\_\_ **Reservation Confirmation Policy:** Reservations will not be considered until receipt by the Association of both this *Facility Rental Agreement* and the *Security Deposit*. Except for reservations for holidays (which can be requested no more than 90 days before the holiday), reservation requests will be considered a minimum of fourteen (14) days and no more than one (1) year in advance of event. Reservation is not confirmed until SRCA has confirmed the reservation. The decision to confirm a reservation is at the sole discretion of SRCA.

\_\_\_\_\_ **Residential Status Policy:** It is understood that the SRCA Community Center /Conference Room, can only be reserved by Scottsdale Ranch residents in good standing. This means all assessments for their residence must be current and they must have no pending violations of the governing documents. The *agreement, deposit, liability insurance and rental fees* all must come from the resident and be in the resident's name with a Scottsdale Ranch address. The resident must also be in attendance at all functions that are reserved in his/her name. **PLEASE NOTE:** In accordance with our Liability Policies, if a resident moves out of Scottsdale Ranch any time before the actual reservation date, the reservation will be cancelled. SRCA will not be held responsible if there is a last minute cancellation due to this circumstance. It is up to the resident to obtain a new venue location in the event of a resident's relocation.

\_\_\_\_\_ **SRCA Cancellation Policy:** In the event the facility is not available for rental because of circumstances beyond the control of the Association, including, but not limited to, Acts of God, fire, flood, explosion, earthquake, or other natural forces, terrorist attack, war, civil unrest, accident, any strike or labor disturbance, epidemic or pandemic, government restrictions or guidance, or any other event similar to those enumerated above (a "Force Majeure Event"), 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. In all cases, SRCA shall be held harmless by Renter and shall have no liability to Renter for any damages or losses suffered by the Renter due to the rescheduling or cancellation of the event due to a Force Majeure Event.

\_\_\_\_\_ **Alcohol Policy:** Please note that no cash bars are permitted at this facility at any time, and alcohol cannot be sold at any event. Alcohol may not be served to anyone under the age of 21 at any time. Alcohol may not be served to anyone who is visibly intoxicated.

\_\_\_\_\_ **Music Policy:** In order to be respectful of homes nearby, music levels are to be kept down at all times. In addition, after 10 pm the facility doors must be closed. No outdoor bands are permitted on the patio at any time.

\_\_\_\_\_ **Candle Policy:** Battery operated candles are preferred, but if there are open flame candles, they must be fully enclosed and surrounded by a glass container, including the bottom. THERE ARE NO OPEN FLAME CANDLES ALLOWED ON THE FIREPLACE MANTLE AT ANY TIME.

\_\_\_\_\_ **Mantle Policy:** Absolutely no objects are allowed at any time directly under the television. If décor is to be placed on the mantle, it must be on each extreme end away from the television.

\_\_\_\_\_ **Inventory Policy:** Please initial to acknowledge you have reviewed the inventory list.

\_\_\_\_\_ **Adherence to SRCA Policies and Restrictions:** I hereby agree that I will ensure that I and all event attendees will comply with all applicable SRCA policies, rules, and regulations that apply to the event, including, but not limited to, facilities use policies, codes of conduct, and policies related to preventing the spread of COVID-19. In the event that SRCA has not enacted specific rules on an issue, SRCA recommends that all events abide by current CDC guidelines to help prevent the spread of COVID-19.

\_\_\_\_\_ **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 illness, 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 illness, 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.

\_\_\_\_\_ **Tulip Event Insurance:** Philadelphia Insurance Companies Tenant Users Liability Insurance Protection (TULIP) naming SRCA as an additional insured is required. This insurance is designed to provide short term liability insurance coverage for Renters who are renting the community center.

**Suspension of Facility Privileges:** Any violation of this Agreement may result in suspension of facility privileges.

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.

**Signee** (Must be SRCA Resident)

**Today's Date**

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# Tenant Users Liability Insurance Program (TULIP)

Philadelphia Insurance Companies' (PHLY) Tenant Users Liability Insurance Protection (TULIP) is insurance uniquely designed to provide short term liability insurance coverage for homeowners, renters, outside groups or any individual who would like to rent a community facility (i.e. clubhouse). Typically it's difficult for these types of tenants to find insurance coverage on a short-term basis. In some cases a homeowner's personal insurance policy naming the association as an additional insured is not enough or may be inadequate. What would happen if the HOA does decide to rent out their clubhouse and a guest is over-served by the group renting the clubhouse for their party? By purchasing coverage under a policy written for all tenants of a specific facility, the user not only meets the contractual obligations required by the homeowners association, but obtains coverage that is more competitive than purchasing a single special event policy. A simple one page questionnaire is all that is needed to apply. Also this is a separate policy for the community and provides another layer of coverage should a community decide to rent or lease out their clubhouse. Why not make sure that both the association and the tenant renting the clubhouse or other community venue are properly insured. This TULIP policy provides the necessary coverage to protect both the HOA and the person or group renting the common area amenity.

## Key Benefits

### General Liability

- Limits - \$1M occurrence/\$2M aggregate or as required by the facility or venue
- Host Liquor Liability coverage included
- Primary Liquor Liability may be offered
- Facility/venue owner included as an additional insured
- Coverage for exhibitors available
- Schedule of tenant users reported monthly, quarterly, or semi-annually depending on frequency of rentals
- Hired and non-owned Automobile Liability may be included if contractually required by facility or venue

### Bell Endorsement

Includes \$50,000 limits each for Business Travel Accident Benefit, Donation Assurance, Emergency Real Estate Consulting Fee, Identity Theft Expense, Image Restoration and Counseling, Key Individual Replacement Expenses, Kidnap Expense, Terrorism Travel Reimbursement, and Workplace Violence Counseling. \$25,000 limits for each Conference Cancellation, Fundraising Event Blackout, Political Unrest (\$5,000 per employee), Temporary Meeting Space Reimbursement, and \$1,500 Travel Delay Reimbursement

### Crisis Management Enhancement Endorsement

\$25,000 limit for crisis management emergency response expenses incurred because of an incident giving rise to a "crisis"

## 10 REASONS WHY™

1. Ease of use – tenant users needing insurance in order to rent a facility can purchase under the facility's TULIP policy – no need for a separate special event policy
2. Minimum premium for tenant users as low as \$100 per event – lower than a monoline special event policy
3. Policy specifically designed to meet the contractual insurance requirements in the facility rental agreement
4. Ability to include exhibitors for a small flat charge
5. Products coverage included for light hazard products, i.e. food, beverage, and souvenirs
6. Host Liquor Liability coverage included – primary liquor liability for sellers/distributors of alcohol available for qualified tenant users
7. Facility/venue is automatically included as an additional insured
8. Policy limits apply for each tenant user
9. Events reported on monthly, quarterly, or semi-annual basis depending on frequency of rentals
10. Hired and non-owned Automobile Liability may be included if contractually required by facility/venue owner

**TULIP - Tenant Users Liability Insurance Application**

Applicant Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Web Site: www. \_\_\_\_\_ E-mail address: \_\_\_\_\_  
 Contact person (Billing): \_\_\_\_\_ Telephone: \_\_\_\_\_

1. Type of business:  Individual  Partnership  Corporation  Association  Other: \_\_\_\_\_
2. Years this entity in business: \_\_\_\_\_
3. Has the Applicant had any claims filed against it in the last four years?  Yes  No  
 If yes, Please provide details:

4. Description of event: \_\_\_\_\_

5. # of Attendees: \_\_\_\_\_

6. Dates: \_\_\_\_\_  
 Times: \_\_\_\_\_

7. Describe products to be sold or exhibited (if any):

8. Advise if any of the following will be present during the event. If so, who is responsible for set up and operation?
- |              |                              |                             |       |
|--------------|------------------------------|-----------------------------|-------|
| Amusements?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | _____ |
| Inflatables? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | _____ |
| Tents?       | <input type="checkbox"/> Yes | <input type="checkbox"/> No | _____ |

9. Is alcohol being served?  Yes  No

10. Are servers trained in alcohol awareness like TIPS?  Yes  No

11. What are the expected liquor /alcohol sales? \_\_\_\_\_  
 Liquor License Number # \_\_\_\_\_ (Must have liquor license in order to get coverage for liquor liability)

See Event Schedule of Rates – rates apply per attendee subject to minimum premium.  
 Products Liability is excluded, except for beverage, clothing, and souvenir sales

Certified check, money order or credit card payment required with application.

## FRAUD NOTICE STATEMENTS

NOTICE TO APPLICANTS: "ANY PERSON WHO KNOWINGLY AND WITH INTENT TO DEFRAUD ANY INSURANCE COMPANY OR OTHER PERSON FILES AN APPLICATION FOR INSURANCE OR STATEMENT OF CLAIM CONTAINING ANY MATERIALLY FALSE INFORMATION, OR CONCEALS FOR THE PURPOSE OF MISLEADING, INFORMATION CONCERNING ANY FACT MATERIAL THERETO, COMMITS A FRAUDULENT INSURANCE ACT WHICH IS A CRIME AND MAY SUBJECT SUCH PERSON TO CRIMINAL AND CIVIL PENALTIES."

NOTICE TO ALASKA RESIDENTS APPLICANTS: "A PERSON WHO KNOWINGLY AND WITH INTENT TO INJURE, DEFRAUD OR DECEIVE AN INSURANCE COMPANY FILES A CLAIM CONTAINING FALSE, INCOMPLETE OR MISLEADING INFORMATION MAY BE PROSECUTED UNDER STATE LAW."

NOTICE TO ARKANSAS RESIDENT APPLICANTS: "ANY PERSON WHO KNOWINGLY PRESENTS A FALSE OR FRAUDULENT CLAIM FOR PAYMENT OF A LOSS OR BENEFIT OR KNOWINGLY PRESENTS FALSE INFORMATION IN AN APPLICATION FOR INSURANCE IS GUILTY OF A CRIME AND MAY BE SUBJECT TO FINES AND CONFINEMENT IN PRISON."

NOTICE TO ARIZONA RESIDENTS APPLICANTS: "FOR YOUR PROTECTION ARIZONA LAW REQUIRES THE FOLLOWING STATEMENT TO APPEAR ON THIS FORM. ANY PERSON WHO KNOWINGLY PRESENTS A FALSE OR FRAUDULENT CLAIM FOR PAYMENT OF A LOSS IS SUBJECT TO CRIMINAL AND CIVIL PENALTIES."

NOTICE TO COLORADO RESIDENTS APPLICANTS: "IT IS UNLAWFUL TO KNOWINGLY PROVIDE FALSE, INCOMPLETE, OR MISLEADING FACTS OR INFORMATION TO AN INSURANCE COMPANY FOR THE PURPOSE OF DEFRAUDING OR ATTEMPTING TO DEFRAUD THE COMPANY. PENALTIES MAY INCLUDE IMPRISONMENT, FINES, DENIAL OF INSURANCE, AND CIVIL DAMAGES. ANY INSURANCE COMPANY OR AGENT OF AN INSURANCE COMPANY WHO KNOWINGLY PROVIDES FALSE, INCOMPLETE, OR MISLEADING FACTS OR INFORMATION TO A POLICYHOLDER OR CLAIMANT FOR THE PURPOSE OF DEFRAUDING OR ATTEMPTING TO DEFRAUD THE POLICYHOLDER OR CLAIMANT WITH REGARD TO A SETTLEMENT OR AWARD PAYABLE FROM INSURANCE PROCEEDS SHALL BE REPORTED TO THE COLORADO DIVISION OF INSURANCE WITHIN THE DEPARTMENT OF REGULATORY AGENCIES."

NOTICE TO DISTRICT OF COLUMBIA APPLICANTS: "WARNING: IT IS A CRIME TO PROVIDE FALSE OR MISLEADING INFORMATION TO AN INSURER FOR THE PURPOSE OF DEFRAUDING THE INSURER OR ANY OTHER PERSON. PENALTIES INCLUDE IMPRISONMENT AND/OR FINES. IN ADDITION, AN INSURER MAY DENY INSURANCE BENEFITS IF FALSE INFORMATION MATERIALLY RELATED TO A CLAIM WAS PROVIDED BY THE APPLICANT."

NOTICE TO FLORIDA RESIDENTS APPLICANTS: "ANY PERSON WHO, KNOWINGLY AND WITH INTENT TO INJURE, DEFRAUD, OR DECEIVE ANY INSURER FILES A STATEMENT OF CLAIM OR AN APPLICATION CONTAINING ANY FALSE, INCOMPLETE OR MISLEADING INFORMATION IS GUILTY OF A FELONY OF THE THIRD DEGREE."

NOTICE TO KENTUCKY APPLICANTS: "ANY PERSON WHO KNOWINGLY AND WITH INTENT TO DEFRAUD ANY INSURANCE COMPANY OR OTHER PERSON FILES AN APPLICATION FOR INSURANCE CONTAINING ANY "MATERIALLY" FALSE INFORMATION, OR CONCEALS FOR THE PURPOSE OF MISLEADING, INFORMATION CONCERNING ANY FACT MATERIAL THERETO, COMMITS A FRAUDULENT INSURANCE ACT WHICH IS A CRIME."

NOTICE TO LOUISIANA RESIDENTS APPLICANTS: "ANY PERSON WHO KNOWINGLY PRESENTS A FALSE OR FRAUDULENT CLAIM FOR PAYMENT OF A LOSS OR BENEFIT OR KNOWINGLY PRESENTS FALSE INFORMATION IN AN APPLICATION FOR INSURANCE IS GUILTY OF A CRIME AND MAY BE SUBJECT TO FINES AND CONFINEMENT IN PRISON."

NOTICE TO MAINE RESIDENTS APPLICANTS: "IT IS A CRIME TO KNOWINGLY PROVIDE FALSE, INCOMPLETE OR MISLEADING INFORMATION TO AN INSURANCE COMPANY FOR THE PURPOSE OF DEFRAUDING THE COMPANY. PENALTIES MAY INCLUDE IMPRISONMENT, FINES OR A DENIAL OF INSURANCE BENEFITS."

RESIDENTS OF MARYLAND APPLICANTS: "ANY PERSON WHO KNOWINGLY AND WILLFULLY PRESENTS A FALSE OR FRAUDULENT CLAIM FOR PAYMENT OF A LOSS OR BENEFIT OR WHO KNOWINGLY AND WILLFULLY PRESENTS FALSE INFORMATION IN AN APPLICATION FOR INSURANCE IS GUILTY OF A CRIME AND MAY BE SUBJECT TO FINES AND CONFINEMENT IN PRISON."

RESIDENTS OF MINNESOTA APPLICANTS: "ANY PERSON WHO, WITH INTENT TO DEFRAUD OR KNOWING THAT HE/SHE IS FACILITATING A FRAUD AGAINST ANY INSURER, SUBMITS AN APPLICATION OR FILES A CLAIM CONTAINING A FALSE OR DECEPTIVE STATEMENT IS GUILTY OF INSURANCE FRAUD."

RESIDENTS OF NEW JERSEY APPLICANTS: "ANY PERSON WHO INCLUDES ANY FALSE OR MISLEADING INFORMATION ON AN APPLICATION FOR AN INSURANCE POLICY IS SUBJECT TO CRIMINAL AND CIVIL PENALTIES."

RESIDENTS OF NEW MEXICO APPLICANTS: "ANY PERSON WHO KNOWINGLY PRESENTS A FALSE OR FRAUDULENT CLAIM FOR PAYMENT OF A LOSS OR BENEFIT OR KNOWINGLY PRESENTS FALSE INFORMATION IN AN APPLICATION FOR INSURANCE IS GUILTY OF A CRIME AND MAY BE SUBJECT TO CIVIL FINES AND CRIMINAL PENALTIES."

RESIDENTS OF NEW YORK APPLICANTS: "ANY PERSON WHO KNOWINGLY AND WITH INTENT TO DEFRAUD ANY INSURANCE COMPANY OR OTHER PERSON FILES AN APPLICATION FOR INSURANCE OR STATEMENT OF CLAIM CONTAINING ANY MATERIALLY FALSE INFORMATION, OR CONCEALS FOR THE PURPOSE OF MISLEADING, INFORMATION CONCERNING ANY FACT MATERIAL THERETO. COMMITS A FRAUDULENT INSURANCE ACT, WHICH IS A CRIME AND SHALL ALSO BE SUBJECT TO A CIVIL PENALTY NOT TO EXCEED FIVE THOUSAND DOLLARS AND THE STATED VALUE OF THE CLAIM FOR EACH SUCH VIOLATION."

RESIDENTS OF OHIO APPLICANTS: "ANY PERSON WHO, WITH INTENT TO DEFRAUD OR KNOWING THAT HE/SHE IS FACILITATING A FRAUD AGAINST ANY INSURER. SUBMITS AN APPLICATION OR FILES A CLAIM CONTAINING A FALSE OR DECEPTIVE STATEMENT IS GUILTY OF INSURANCE FRAUD."

RESIDENTS OF OKLAHOMA APPLICANTS: "ANY PERSON WHO KNOWINGLY AND WITH INTENT TO INJURE, DEFRAUD OR DECEIVE ANY INSURER. MAKES ANY CLAIM FOR THE PROCEEDS OF AN INSURANCE POLICY CONTAINING ANY FALSE, INCOMPLETE OR MISLEADING INFORMATION IS GUILTY OF A FELONY."

RESIDENTS OF OREGON APPLICANTS: "ANY PERSON WHO KNOWINGLY AND WITH INTENT TO DEFRAUD OR SOLICIT ANOTHER TO DEFRAUD AN INSURER: (1) BY SUBMITTING AN APPLICATION, OR (2) BY FILING A CLAIM CONTAINING A FALSE STATEMENT AS TO ANY MATERIAL FACT, MAY BE VIOLATING STATE LAW."

RESIDENTS OF PENNSYLVANIA APPLICANTS: "ANY PERSON WHO KNOWINGLY AND WITH INTENT TO DEFRAUD ANY INSURANCE COMPANY OR OTHER PERSON FILES AN APPLICATION FOR INSURANCE OR STATEMENT OF CLAIM CONTAINING ANY MATERIALLY FALSE INFORMATION OR CONCEALS FOR THE PURPOSE OF MISLEADING INFORMATION CONCERNING ANY FACT MATERIAL THERETO COMMITS A FRAUDULENT INSURANCE ACT WHICH IS A CRIME AND SUBJECTS SUCH PERSON TO CRIMINAL AND CIVIL PENALTIES."

RESIDENTS OF TENNESSEE APPLICANTS: "IT IS A CRIME TO KNOWINGLY PROVIDE FALSE, INCOMPLETE OR MISLEADING INFORMATION TO AN INSURANCE COMPANY FOR THE PURPOSE OF DEFRAUDING THE COMPANY. PENALTIES INCLUDE IMPRISONMENT, FINES AND DENIAL OF INSURANCE BENEFITS."

RESIDENTS OF TEXAS APPLICANTS: IF A LIFE, HEALTH AND ACCIDENT INSURER PROVIDES A CLAIM FORM FOR A PERSON TO USE TO MAKE A CLAIM. THAT FORM MUST CONTAIN THE FOLLOWING STATEMENT OR A SUBSTANTIALLY SIMILAR STATEMENT: "ANY PERSON WHO KNOWINGLY PRESENTS A FALSE OR FRAUDULENT CLAIM FOR THE PAYMENT OF A LOSS IS GUILTY OF A CRIME AND MAY BE SUBJECT TO FINES AND CONFINEMENT IN STATE PRISON."

RESIDENTS OF VIRGINIA APPLICANTS: "IT IS A CRIME TO KNOWINGLY PROVIDE FALSE, INCOMPLETE OR MISLEADING INFORMATION TO AN INSURANCE COMPANY FOR THE PURPOSE OF DEFRAUDING THE COMPANY. PENALTIES MAY INCLUDE IMPRISONMENT, FINES AND DENIAL OF INSURANCE BENEFITS."

RESIDENTS OF WASHINGTON APPLICANTS: "IT IS A CRIME TO KNOWINGLY PROVIDE FALSE, INCOMPLETE, OR MISLEADING INFORMATION TO AN INSURANCE COMPANY FOR THE PURPOSES OF DEFRAUDING THE COMPANY. PENALTIES INCLUDE IMPRISONMENT, FINES, AND DENIAL OF INSURANCE BENEFITS."

RESIDENTS OF WEST VIRGINIA APPLICANTS: "ANY PERSON WHO KNOWINGLY PRESENTS A FALSE OR FRAUDULENT CLAIM FOR PAYMENT OF A LOSS OR BENEFIT OR KNOWINGLY PRESENTS FALSE INFORMATION IN AN APPLICATION FOR INSURANCE IS GUILTY OF A CRIME AND MAY BE SUBJECT TO FINES AND CONFINEMENT IN PRISON."

\_\_\_\_\_  
Insured Signature \_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Producer Signature \_\_\_\_\_  
Date

Producer License Number: \_\_\_\_\_ State: \_\_\_\_\_



# Scottsdale Ranch Community Association (SRCA)

## Community Center Room Rental Deposit

### Refund Policy

The following criteria must be met in order to receive a full refund of your SRCA Community Center Room Deposit and to ensure future use of SRCA amenities and facilities:

SRCA Property Owner: \_\_\_\_\_

Scottsdale Ranch Address: \_\_\_\_\_

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

- Must be present at the scheduled event for the entire reserved rental time.
- Must be available at the beginning of the rental time to meet with the employee assigned to the event to review and sign-off on the room check-in list.
- Must be available at the end of the rental time to meet with the employee assigned to the event to go over and sign-off on the end of event room check list to ensure that all requirements for clean-up are met (see Facility Agreement for further details on holding your event in the SRCA Community Center).
- Must adhere to the rental times; i.e., the rental time includes set-up, the event and clean-up. If you have made arrangements for a caterer or any other outside service, make sure they are aware of the rental start time so they do not ask to enter earlier than the reserved time.

**In the event all the above requirements are not met, the room deposit will not be refunded.**

Additional charges may be incurred if any damages occur, or extra clean-up time for the facilities employee(s), as a result of your event, are required.

SRCA Property Owner Signature & Date: \_\_\_\_\_

Witness & Date: \_\_\_\_\_





# YOUR EVENT DETAILS!

Thank you for choosing the Scottsdale Ranch Community Association (SRCA) Community Center for your event! Our office does not assist with the detailed planning of your event, but we do have information to help keep you organized, on schedule and overall, have a terrific and stress-free event.

**To discuss your reservation at our facility, contact SRCA Staff member:**

**Joni Shepherd**, Member Services Coordinator

**Direct Phone:** 480-860-1259 x10

**SRCA Office Phone:** 480-860-2022

**Email:** [jshepherd@scottsdaleranch.org](mailto:jshepherd@scottsdaleranch.org)

∠ **To Secure Reservation → Due Date: WITHIN 2 BUSINESS DAYS OF PLACING "ON HOLD"**

- ∠ Signed Agreement Packet - including signed TULIP Insurance Form  
(Includes pontoon agreement and boat rental fees, if applicable)
- ∠ Pay Rental Deposit  
(\$250 for Community Center, \$100 for Conference Room)
- ∠ NOTE – Reservation is not secured until SRCA has confirmed the reservation

∠ **30 Days Prior To Your Event → Due Date:**

- ∠ Tulip Insurance Payment  
(\$100 for Community Center, N/A for Conference Room)
- ∠ Pay Rental Fees in Full  
(If applicable: Community Center, Conference Room, Pontoon Boat)
- ∠ Finalized Floor Plan  
(All chairs, tables, etc. *must* be provided on this document)
- ∠ *Only if reserving Pontoon:* Home Owners Insurance Cover Page  
(Document must prove owner's address and coverage)

***For Community Center/ Private Event FAQ's,  
furniture pictures with dimensions and more, visit:***

***[www.scottsdaleranch.org/planmyevent](http://www.scottsdaleranch.org/planmyevent)***

**SRCA COMMUNITY CENTER/CONFERENCE ROOM RENTAL AGREEMENT**

SRCA Facility Rental Agreement

Last Updated on: July 15, 2021

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**MAXIMUM OCCUPANCY**

Please note that SRCA may modify the occupancy permitted for any facilities at any time in its discretion based on any applicable governmental restrictions or guidance. If the Renter chooses not to proceed with the event at the lower occupancy level, then it will be treated as a cancellation due to a Force Majeure event.

**Community Center:**

**OCTOBER - MAY**

**Indoors: 75 persons    Outside Patio: 50 Persons    Indoor/Outdoor Maximum: 125 Persons**

**JUNE - SEPTEMBER**

**Indoor/Outdoor Maximum: 75 Persons**

**Conference Room: 15 Persons**

**Rental Time:**

There is a minimum of four (4) hours per rental period (from Friday 3 pm through Sunday at midnight). The base rental fee covers a total rental time of four (4) hours. All other rentals are a two (2) hour base minimum.

Total rental time includes set-up 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:**

Renters must purchase Short Term Liability Insurance Protection (TULIP) through Philadelphia Insurance. This insurance is designed to provide short term liability insurance coverage for Renters who are renting the community center. It is understood that it is required to purchase coverage under this policy. The insurance application is attached and adhere to made a part of this agreement. Payment of this insurance is due at the time of payment of the rental fees and charges. The application must be submitted and signed by the resident's name.

**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 will not be allowed prior to that time.

## **Event Closures:**

Weekdays (Mondays through Thursdays): All weekday events must conclude (finish clean-up) no later than 9:00 pm.

Weekends (Fridays through Sundays): All weekend events must conclude (finish clean-up) no later than 12:00 midnight.

## **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 thirty (30) 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 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.

## **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:**

Cancellations 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.

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

- Five - 33-36" octagon card tables for indoor use (Each seats 4)
- 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 125 folding chairs
- Six - 36" round, 42" high hi-top round tables
- Full service kitchen facility
- State-of-the-Art Audio equipment, which includes an 80" flat screen television with Direct TV, blue ray dvd/cd player, stereo receiver w/ipod dock, HDMI computer hook-up and 2 wireless microphones.
- NOTE: The 4 large side-arm chairs and 3 small side tables are **not** available for use during rental.

For furniture photos and dimensions, please visit: [www.scottsdaleranch.org/planmyevent](http://www.scottsdaleranch.org/planmyevent)

### **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 & serving staff). Total interior and exterior occupancy must not exceed 125 persons (including children) at any time. **Please note that SRCA may modify the occupancy permitted for any facilities at any time in its discretion based on any applicable governmental restrictions or guidance. If the Renter chooses not to proceed with the event at the lower occupancy level, then it will be treated as a cancellation due to a Force Majeure event.**

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

### **Reservations:**

Reservations will not be considered until receipt by the Association of the completed Rental Agreement form and the applicable security deposit. Except for reservations for holidays (which can be requested no more than 90 days before the holiday), reservations requests will be considered a minimum of fourteen (14) days and no more than one (1) year in advance of event. Reservation is not confirmed until SRCA has confirmed the reservation. The decision to confirm a reservation is at the sole discretion of SRCA.

### **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 100th Street or where cones are placed. Parking is permitted on the west side **ONLY** of 100th St between East Island Circle and Bayview Drive.

### **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. SRCA may have other guests utilizing boats on the day of your event. If you want exclusive dock usage you will need to make us aware of this prior to your event and understand that there may be an additional fee. 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.

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.

SRCA staff works strictly for the Community Association. They are not available to assist you with your event needs other than the initial room set-up and routinely checking in with the responsible party. Gratuity is not required or expected.

The Association does not have any security personnel and does not provide any security for use of the Community Center or any other facilities of Scottsdale Ranch. If any security issues or concerns arise, please call 9-1-1.

The Community Center may not be used for commercial purposes. Products may not be sold and donations may not be solicited in the Community Center or any other facility for the benefit of any individual or entity, except by invitation and/or approval from the Board of Directors or management staff.

## EQUIPMENT LIST REMINDER

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

- ❖ Table Linens
- ❖ Napkins
- ❖ Centerpieces
- ❖ Decorations
- ❖ Bar Set-Up
- ❖ Can/Bottle Openers &/or Cork Screw
- ❖ Ice and Ice Scoop
- ❖ Cooler(s)
- ❖ Dish rags, towels & pot holders
- ❖ Dish Soap
- ❖ Cleaning Supplies
- ❖ Glassware
- ❖ Plates, bowls, cups and saucers
- ❖ Serving plates, bowls &/or trays
- ❖ Silverware &/or serving pieces
- ❖ Coffee pot(s)
- ❖ Tea Kettle
- ❖ Pots & Pans
- ❖ Food
- ❖ Condiments
- ❖ Tea
- ❖ Coffee
- ❖ Beverages
- ❖ Extension Cord (s)
- ❖ Extra trash bags and cans for large parties
- ❖ Step ladder for decorating
- ❖ OTHER supplies needed (SRCA provides the room, tables, and chairs)

# INVENTORY CHECK LIST

## **Entry Area**

1. Area Rug
2. Pewter Buckets in Silver Frames (2)
3. Century Plant and Container

## **Hall**

1. Cactus Paintings (2)
2. White Scroll Mirrors (2)
3. Glass/Pewter Tray
4. Wood Chest
5. Metal Trash box with Lid

## **Men's Bathroom**

1. Leaf Paintings (2)
2. Bronze Tissue Holder
3. Bronze Trash Container

## **Women's Bathroom**

1. Flower Oil Painting (2)
2. Glass/Metal Tray
3. Brushed Chrome Tissue Holder
4. Brushed Chrome Trash Containers (2)

## **Main Club Room**

1. Landscape Oil Painting
2. Grand Canyon Oil Painting
3. Large Iron Candle Sconce
4. Remote Candles (9)
5. Large (9) Magnolia Tree and Container
6. Book Painting
7. Wall Clock
8. Medium Palm Tree and Container
9. Club Chairs (4)
10. Candle Stick Tables
11. Floral Bowls
12. Trays (1)
13. Shelf items including: Iron Plaques (3), book boxes (10), greenery, vases (3) brass birds (3)



## SRCA FACILITY RENTAL AGREEMENT FEES AND CHARGES SCHEDULE

	Community Center	Conference Room
<b>Security Deposit</b>	\$250.00	\$100.00
<b>1 - 75 Attendees</b> <b>Weekends:</b> (Friday 3 p.m. - Sunday midnight) Minimum four (4) hour rental period. Set-up included <b>76 – 125 Attendees</b> <b>Weekends:</b> (Friday 3 p.m. - Sunday midnight) Minimum four (4) hour rental period. Set-up included	\$275.00 for 4 hrs.  \$325.00 for 4 hrs.	N/A
<b>Extra hour(s)</b> - (Weekends - based on availability) <b>Extra hour(s)</b> - (Unscheduled)	\$60.00/hr. \$100.00/hr.	N/A
<b>Weeknights:</b> (Monday - Thursday 3 p.m. - 9 p.m.) Minimum two (2) hour rental period	\$60.00/hr.	\$30.00/hr.
<b>Weekday (Exclusive):</b> (Monday – Friday, 9 a.m. – 3 p.m.) Minimum two (2) hour rental period	\$45.00/hr. 2 Hr/Min.	\$20.00/hr.
<b>Holiday usage:**</b> Minimum four (4) hours - <b>1-75 Attendees</b> <b>Extra hour(s)</b> <b>76 – 125 Attendees</b>  (** Holidays are defined below) (Limited availability) (May only be reserved 90 days in advance and is based on staff availability)	\$400.00 for 4 hours \$ 75.00/hr. \$450.00	N/A
<b>Additional clean up</b>	\$25.00/hr.	N/A
<b>Equipment storage fee</b> – (based on availability)	\$50.00/day	N/A
<b>Pontoon Boat:</b> (2 hr. ride) (1 hr. ride)	\$50.00 \$35.00	N/A
<b>Cancellation/Administrative fee:</b> More than 30-day notice Less than 30-day notice Less than 7-day notice	\$25.00 \$100.00 \$200.00	N/A
<b>Tenant Users Liability Insurance Program (TULIP)</b>	\$100.00	N/A

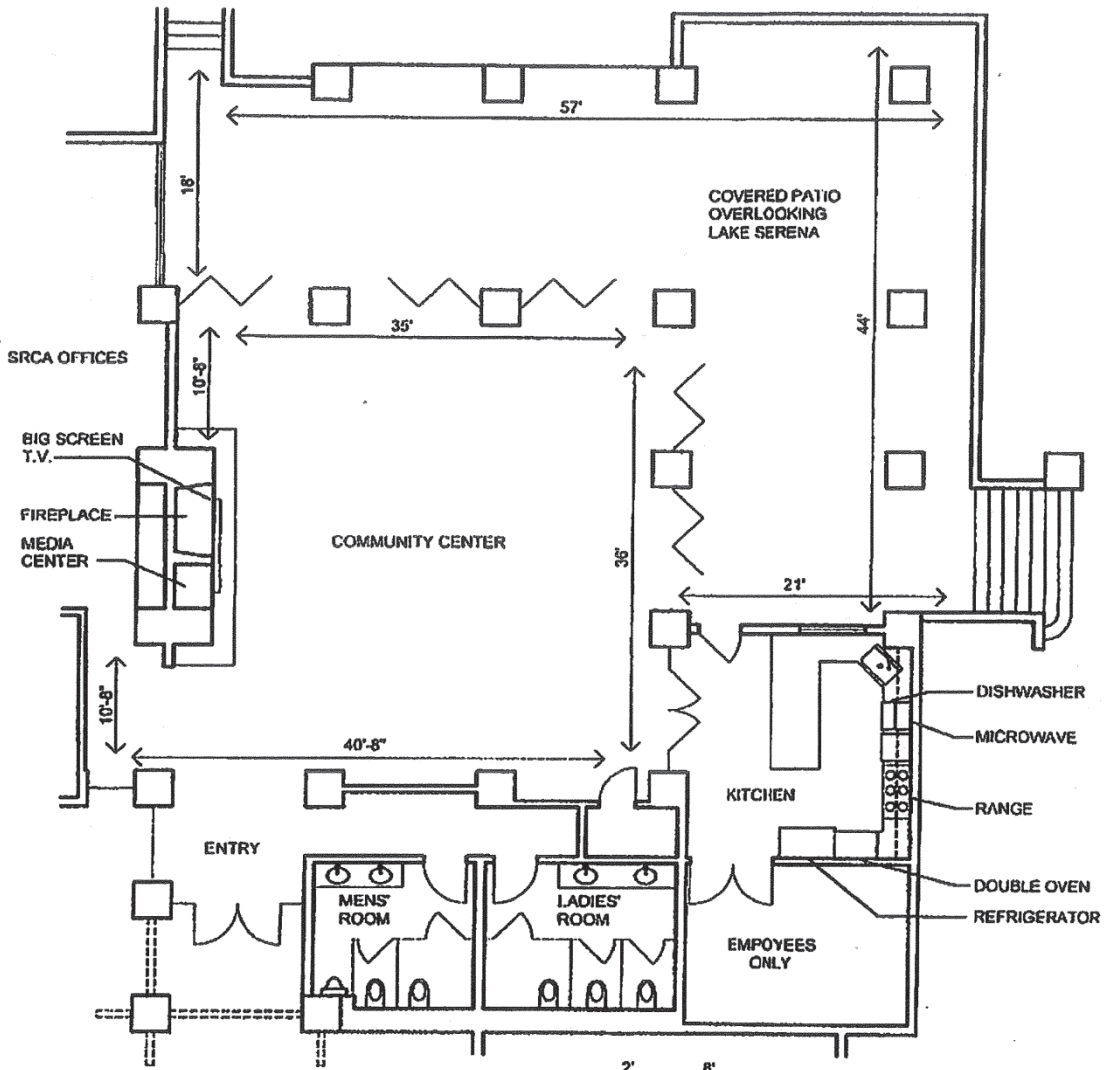
\*\* Holidays are considered New Year's Day, Easter, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day and the day after, Christmas Eve, Christmas Day and the day before and after if a holiday should fall on a weekend. *Holiday date and rentals may vary each year and are offered based on staff availability, contact office for details.*

*New rates effective January 1, 2015.*



**Scottsdale Ranch  
Community Center Floor Plan**  
Fax 480 860-8264 www.scottsdaleranch.org

Name \_\_\_\_\_  
Date \_\_\_\_\_  
Time \_\_\_\_\_ to \_\_\_\_\_



Community Center - 1,850 Sq. Ft. Includes Restrooms - Not Including Kitchen

- |  |   |  |   |   |
|--|---|--|---|---|
|  | 6 Foot Rectangular Table<br>10 Available - Seats 6 to 8 |  | 44" Octagon Wood Card Tables<br>5 Available - Seats 4 *Only available indoors | 125 Stack Chairs Available  |
|  | 60" Round Table<br>8 Available - Seats 6 to 8           |  | 36" Round High Top Table - 42" High<br>6 Available                            | ~ 4 Large Side Arm Chairs &<br>3 End Tables are not available for parties |

**Special Directions/Requests:**

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Please highlight any of the following if requested:

- patio heaters - patio misters - patio fans - fireplace
- podium w/microphone - single wireless microphone - media center