



BARN RENTAL RULES & REGULATIONS

Should you need to reach staff during your event please call:

GROUNDS SERVICES: 480-216-9141 or 480-229-4051

Strict Fire Code Occupancy: 202 standing room, 150 with tables & chairs

Maximum Seating Provided: 20 round tables (60"), 150 chairs. There are also six - 6 ft. rectangle tables available for use.

1. The use of Power Ranch amenities may be restricted at the discretion of the Board of Directors for delinquent Association dues, violation of Association rules, or deliberate abuse of the Barn, recreational facilities or common areas.
2. Rental Fees are due in full sixty (60) days in advance of your event. If not paid in full sixty (60) days in advance of reserved event date the reservation is subject to cancellation without notice and subject to fees. Any fees applied will be taken out of the deposit. If the reservation is cancelled due to non-payment, the facility will be open for rebooking by another guest.
3. Due to multiple scheduling of events, all reservations must begin and end at the time indicated on the contract. Rental times are final sixty (60) days prior of the event. Any requested changes to your contracted rental time/date are subject to availability. Time and date changes must be made in writing to the PRCA office. Any changes made to your contracted day or time within 60 days of the event date are subject to all applicable fees/rates. These fees will be taken out of the deposit.
4. The Barn may not be used for political or religious purposes. Products may not be sold in the Barn or any recreational facility for the profit of any individual or commercial enterprise, except by invitation and/or approval from the Board of Directors or management staff. The Association has the right to refuse service or decline any reservation request that violations these terms.
5. Occupancy: Total participants must not exceed the posted room capacity. No more people than 150 seated / 202 standing room may be in attendance for any rental function or deposit will be forfeited, this includes both inside and outside the facility.
6. The contracted party, or designated individual pre-authorized with the PRCA office staff, is required to be in attendance during facility check-in and checkout. Failure to do so may result in a loss from the deposit per incident. Notify grounds services if you will be late for check-in or requesting an early checkout at 480-216-9141. Failure to notify grounds services in the event of late check-in or early check out may result in a loss of a portion of your deposit. No refunds for early check out.

INSURANCE REQUIREMENTS:

7. The contracted party will provide contact information of any vendors contracted for the event and all required insurance forms. All required documents are to be submitted to PRCA not less than thirty (30) days in advance of event date. If documents are not received, the reservation is subject to cancellation and any applicable fees without notice.
8. The contracted party is required to obtain an event insurance policy (policy must be in the name of the contracted party) for no less than \$1,000,000 coverage. The insurance policy must cover the full contracted time/day and is to be provided to the PRCA office not less than 30 days in advance of event date. The Certificate of Insurance is to name PRCA as additionally insured and **MUST** be noted on the certificate as listed below:

**Power Ranch Community Association
4546 E Haven Crest Dr.
Gilbert, AZ 85297**



9. If serving alcohol, additional Host Liquor Liability Insurance and a Security Guard are required. You may use either an insured Bartending Service or purchase a policy through your homeowners insurance or any private event insurance company. An insured Security Guard must be contracted for the time that alcohol is served. The contracted party must provide all vendor Certificates of Insurance with proper documentation and contact information to the PRCA office no less than 30 days in advance of the event. Alcohol shall not be sold. If your Professional Bartending Service or Security Guard leaves prior to the event ending, no further alcohol may be served.
10. PRCA will not be held liable in the event of accidents resulting in injury from setting/cleaning up the room or from use of the kitchen or other equipment that the contracted party, vendors or guests may use.
11. PRCA will not be held liable in the event of an illness resulting from food preparation.
12. PRCA will not be held responsible for items left at the facility, lost or stolen items.
13. PRCA will not be held liable for unforeseen mechanical problems associated with electrical, cooling/heating, or kitchen equipment failure. Power Ranch will make every effort to ensure all equipment is in normal operational condition.
14. Outside pool and recreational areas will remain open to other PRCA residents during any scheduled event. PRCA may not be held responsible for any noise that may be heard from public use areas surrounding the Barn, to include, but not limited to, the Barn pool, parking lot, arroyo, pavilions, lake, walking paths and elementary school.
15. The contracted party shall be completely responsible for their own set-up and clean-up of both interior & exterior of the facility.
16. PRCA provided tables and chairs are located in the north storage room. All furniture must be wiped down and returned to the closet on appropriate racks when the event is complete. PRCA does not provide set up/tear down of any equipment. PRCA will make every effort to ensure furniture, countertops, appliances and the bridal suite are cleaned before use, however due to the building structure we cannot guarantee a dirt free facility.
17. PRCA provided chairs are to be used indoors only. PRCA provided tables may be used on the outside north patio. The use of PRCA provided tables or chairs in the event lawn or any surrounding landscape will result in a forfeiture of your rental deposit and any damage fees.
18. Tables, chairs or other objects may not block or impede the flow of traffic in or out of any exits to or from the building, per Fire Code.
19. All areas are required to be returned in the condition they are received. This includes both the interior and exterior of the facility. A cleaning check list is provided during event check in. The contracted party will be responsible to sign out at the end of the event to insure the check list is complete.
20. Contracted party is responsible for providing their own cleaning supplies.
21. Linens, serving ware, extension cords and ladders are NOT provided by PRCA.
22. The contracted party shall arrange for all pick-ups and deliveries to be made the day of the event during the contracted time. All items provided by the contracted party or outside source must be removed by the contracted end time listed on the permit. PRCA staff is not authorized to accept any deliveries on behalf of the contracted party.
23. NO decorations, wire or lighting are to be hung from The Barn catwalk, lighting, A/C ducts, or in the outdoor plants, trees or light posts.
24. Decorations may be hung only with poster putty products, painters tape or Command hooks or similar product that won't cause paint stripping or holes in the walls. NO DÉCOR is to be attached in any manor to the glass or framing of the doors located on the North side of the building.
25. ABSOLUTELY NO scotch, masking or duct tape, nails, staples, tacks, glitter, confetti, birdseed or rice allowed. No tape on windows or glass doors. If rose petals, hay or any other substance is used on the event lawn, it must be removed prior to check out. Sparklers are okay for use outside and on the event lawn. Any damaged caused from sparkler use will result in damage fees to be taken from the deposit.
26. Helium balloons are NOT allowed inside the Barn due to the building's fire alarm and security system. Any helium balloons brought into the Barn will result in a fine. This fine will be deducted from the initial deposit.
27. Any candles beside birthday cake candles must be enclosed in a casing or votive container.
28. Fog Machines are prohibited as they activate the smoke detectors resulting in a service call to the Fire Department. A Fire Department service call will result in a forfeiture of your rental deposit.



29. In the event of stains or damage to any area of the facility, the resident is responsible for all required repair or replacement costs.
30. The buildings must be vacated by all guests by the time indicated on the contract. A deduction of \$150 per half hour will be withdrawn from the deposit for any guests that are still inside the building after the time indicated on the contract has expired.
31. Glassware is not allowed outside, per Town of Gilbert ordinance Article II, Section 46-37.
32. Smoking is strictly prohibited inside or within 25 feet of any enclosed area where smoking is prohibited to ensure that smoke or vape cloud does not enter the enclosed area through entrances, windows, ventilation systems or any other means, per Town of Gilbert ordinance, Article VII, Division 4, Section 42-269.
33. Adult guests are responsible for supervising their children at all times. A large body of water is located within approximately 150 feet of the Barn facility and event lawn. PRCA is not to be held liable for any bodily injury, drowning or death that may result from any persons near or entering said body of water.
34. I understand that Power Ranch is following the current CDC Guidelines and the Governor's Executive Order as related to private event mass gatherings. If you have more guests at your event than stated allowable you are subject to violation and may have to forfeit your security deposit. If your event is reported to the local authorities resulting in a shutdown, for any reason, of your event you are not entitled to a refund of monies for rental time lost.
35. I acknowledge that COVID-19 has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. PRCA has enacted preventative measures to reduce the spread of COVID-19. PRCA, however, cannot guarantee that participants in the event will not become infected with COVID-19. I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk I, or my fellow guests during the facility rental, may be exposed to or infected by COVID-19 by gathering.
36. I acknowledge that PRCA may implement a mandatory cleaning fee, payable by me in full 30 days prior to my scheduled reservation date. This fee is to allow for additional deep cleaning by staff and contracted party of Power Ranch Community Association's choice.
37. To the best of my knowledge, I have no physical or medical condition that would prevent me from participating in the facility rental. I warrant that I, or my fellow guests during my facility rental, do not have any symptoms of COVID-19, including, without limitation, fever, cough, shortness of breath or difficulty breathing, chills, or muscle or body aches; or have a suspected or confirmed diagnosis of COVID-19.
38. In consideration of being allowed to participate in the facility rental, I understand and agree that neither the Power Ranch Community Association, nor any person acting on behalf of Power Ranch Community Association, may be held liable in any way for any event which occurs in connection with this facility rental, which may result in harm, death, injury or other damage to me, my guests or vendors.
39. I agree to comply with all rules related to the facility rental including policies related to social distancing and personal hygiene to help prevent the transmission of COVID-19.
40. I agree to immediately notify Power Ranch Community Association if I or a member of my household, or one of my event guests, receives a positive or presumptive diagnosis of COVID-19 within 14 days of my rental, and further agree to permit Power Ranch Community Association to notify those other persons with whom I or my guests may have had contact during my Power Ranch Community Association facility rental, at Power Ranch Community Association's discretion, of the positive or presumptive diagnosis.



Cleaning Checklist Items Will Include:

- All decorations must be removed and disposed of.
- All trash is to be taken to the dumpster located in the parking lot. Please ROLL the garbage cans with liners to the dumpster (do not drag the bags across the floor or parking lot) Dispose of trash and replace with PRCA provided liner.
- Vacuum Floors. (Vacuum provided by PRCA)
- Sweep mop kitchen floor WITH WATER ONLY NO SOAPS as necessary. (Broom & mop provided by PRCA)
- All tables to be cleaned, disinfected and returned to the storage closet.
- If sufficient cleaning supplies are not provided by the contracted party, supplies may be provided by PRCA at a cost of \$25.00, to be deducted from the deposit.
- Kitchen counter tops, sink, stovetop, ovens, refrigerator and freezer must be left clean and empty. Ice machine to be wiped down.

Parking:

The parking lot at the Barn is shared with multiple PRCA facilities. Parking is not guaranteed. PRCA may not be held liable for any damage to a vehicle, including personal property at any time. All parking is at driver's own risk. All overflow event parking is to use the Centennial Elementary school parking lot. There is absolutely NO PARKING on Autumn Drive, whether there are signs posted or not. Violators are subject to tow and/or ticket by the Town of Gilbert. Any vehicles parked in a fire lane are subject to immediate tow at owner's expense.

Security Deposit:

Your security deposit is refundable if all conditions of the Rental Use Agreement and Rules & Regulations are met. Any violation of the agreement allows PRCA to keep a portion or all of the deposit. If the security deposit amount is not sufficient to correct any damage, the contracted party shall be liable for any excess amount needed to bring the Barn to its original condition. The contracted party further agrees to accept full responsibility for any damage or theft and agree to pay PRCA for any replacement costs. I will not hold PRCA responsible for any physical harm that is suffered or any property damage that is incurred from activities related to the contracted event.