



## RANCH HOUSE FLEX SPACE RENTAL RULES & REGULATIONS

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

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

**Maximum Occupancy (including kitchen space) is 62.** PRCA will provide eight square tables (40"x 40") that can be converted to 50" rounds and two square tables (40" x 40") and 48 chairs. There are also six bar stools located at the kitchen counter.

1. 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 or credits for early check out.
2. 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.
3. 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 amenities, recreational facilities or common areas.
4. The facility may not be used for political or religious purposes. Products may not be sold in the Ranch House 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.
5. PRCA will not be held liable in the event of accidents resulting in injury from setting up the room or from use of the kitchen or other equipment that you are operating.
6. PRCA will not be held liable in the event of an illness resulting from food preparation/served.
7. PRCA cannot be held responsible for lost or stolen items.
8. PRCA cannot be held liable for unforeseen mechanical problems associated with electrical, cooling/heating, or kitchen equipment failure. Power Ranch will make every effort to maintain all equipment in operational condition.
9. **Occupancy:** Total participants must not exceed the posted room capacity. No more than 62 people seated may be in attendance for any rental function or deposit will be forfeited, this includes both inside and outside the facilities.
10. Outside pool and recreational areas will remain open to other PRCA residents during your scheduled event. Any and all guests of Power Ranch residents may only utilize the pool and other recreational areas while in the accompaniment of a member of PRCA. Wet clothing or swimwear is not allowed inside the facility at any time.
11. Tables, chairs or other objects will not block or impede the flow of traffic in or out of any exits to or from the building, per Fire Code.
12. If serving alcohol, [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. All insurance certificates and contracts must be provided by the resident to the PRCA office no less than 30 days in advance of the event and must name PRCA as secondary insured on the certificate exactly as noted below. Alcohol may not be sold. If your Professional Bartending Service or Security Guard leaves prior to the event ending, no further alcohol can be served.

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



13. Rental Fees are due in full thirty (30) days in advance of your event. If not paid in full 30 days in advance of reserved event date the reservation is subject to cancellation and/or a \$25 late charge per week until paid in full. This fee will be taken out of the deposit. If the reservation is cancelled the facility will be open for rebooking by another individual.
14. Due to multiple scheduling of events, all reservations must begin and end at the time indicated on the contract. Rental times are final on the day of the event. Any requested changes to your contracted rental time are subject to availability and must be made in writing 30 days in advance of contracted event date. Any changes to rental times within 30 days of the event date are subject to a fee. This fee will be taken out of the deposit.
15. The renter shall be completely responsible for their own set-up and clean-up of both interior & exterior of facility.
16. Tables and chairs can be rearranged, but must be carried to the location and returned when the party is completed.
17. Tables and chairs are to be used indoors only.
18. Any candles beside birthday cake candles must be enclosed in a casing or votive container.
19. The contracted party shall arrange for all pick-ups and deliveries to be made the day of the event during the time the facility is reserved. All items provided by the contracted party or contracted vendors must be removed by the end time listed on the contract. PRCA staff may not accept/return any deliveries on your behalf.
20. NO Fog Machines permitted at any facility, if you utilize a fog machine, the smoke detectors will activate resulting in a fire call. This event will result in a \$150 forfeiture of your rental deposit.
21. The building must be vacated by all guests and residents by the time indicated on the contract. Monetary penalties will be withdrawn from the deposit for any guests/residents that are still inside the building after the time indicated on the contract has expired.
22. Linens, serving ware, extension cords and ladders are NOT provided.
23. 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. ABSOLUTELY NO scotch, masking or duct tape, nails, staples, tacks, glitter, confetti, bird seed or rice allowed. No tape on windows. If rose petals, hay or any other substance is used, it must be removed prior to check out.
24. NO glassware is allowed outside, per Town of Gilbert ordinance.
25. NO smoking inside or within 20 feet of any recreation area, per Town of Gilbert ordinance.
26. Adult guests are responsible for supervising their children.
27. 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 will be provided at your event. You will be responsible to sign out at the end of your event to insure that check list is complete.
28. I understand that Power Ranch is following the current CDC Guidelines and the Governor's Executive Order as related to mass gatherings. If you have more guests at your event than stated allowable in the Executive Order you are subject to violation and may have to forfeit your security deposit. If your event is reported to the local authorities, and they find you in violation of the current Executive Order of the Governor's office, which results in a shutdown of your event you are not entitled to a refund of monies for rental time lost.
29. 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. Power Ranch Community Association, however, cannot guarantee that participants in the facility rental 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.
30. I acknowledge that Power Ranch Community Association 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.



31. 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.
32. 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.
33. 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.
34. I agree to immediately notify Power Ranch Community Association if I or a member of my household, or one of my facility rental 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, but are not limited to:**

- All decorations including tape must be removed and disposed of.
- All trash is to be taken to the dumpster located in the parking lot. Please do not drag the bags across the floor or parking lot. Replace trash receptacle with provided liner.
- Sweep mop kitchen floor WITH WATER ONLY NO SOAPS. (Broom & mop provided)
- All tables to be cleaned, disinfected and returned to original set up. You must bring your own cleaning supplies.
- If sufficient cleaning supplies are not provided by the contracted party, supplies will be provided by the Association at a cost of \$25.00 to be deducted from the deposit.
- Kitchen counter tops, sink, stove top, oven, microwave and refrigerator must be left clean and empty.

**Parking:**

The parking lot at the Ranch House is used for multiple resident events and parking is not guaranteed. All overflow event parking is to use Power Ranch Elementary school parking lot. No parking in fire lanes or blocking of sidewalks or handicap ramps. Violators are subject to immediate tow.

**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 your security deposit amount is not sufficient to correct any damage, the homeowner shall be liable for any excess amount needed to bring the facility back to original condition. The homeowner 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 event. Failure to contact Grounds Services if your event ends early shall result in a partial forfeit if your deposit.