

Ranch House Flex Space - RENTAL RULES & REGULATIONS

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 48 chairs. There are also six bar stools located at the kitchen counter.

1. The contracted party is required to be in attendance during facility check-in and check-out. Failure to do so will result in a \$100 loss from the deposit per incident. Notify Grounds Services if late for check-in or early for check-out, failure to notify Grounds Services in the event of late check-in or early check-out will result in a loss of a portion of your deposit.
2. The contracted party will provide vendor contact information of any companies contracted for the event and any and all required insurance forms. All vendor insurance information is to be provided at least 30 days in advance of event date. Failure to do so may result in cancellation of your reservation and/or late fees imposed without notice. PRCA staff is not permitted to accept any deliveries on your behalf.
3. The use of the facilities by Association members may be restricted at the discretion of the Board of Directors for delinquent Association dues, violation of Association rules, or deliberate abuse of any community recreational facilities or common area.
4. The facility may not be used for commercial, 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 people than 62 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.
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 at least 30 days in advance of the event and must name PRCA and CCMC as secondary insured on the certificate. Alcohol cannot be sold. If your Professional Bartending Service or Security Guard leaves prior to the event ending, no further liquor can be served.

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. 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.

20. The renter 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 renter or contractors must be removed by the end time listed on the contract. PRCA staff may not accept/return any deliveries on your behalf.

21. 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.

22. 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.

23. Linens, serving ware, extension cords and ladders are NOT provided.

25. 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.

26. Helium balloons are not allowed inside the facility.

27. NO glassware is allowed outside, per Town of Gilbert ordinance.

28. NO smoking inside or within 20 feet of any recreation area, per Town of Gilbert ordinance.

29. Adult guests are responsible for supervising their children.

30. 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.

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. Dispose of trash and replace 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 renter, 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.

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 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.