



FACILITY RENTAL/USAGE AGREEMENT

RESIDENT (\$200 SECURITY DEPOSIT) OR NON-RESIDENT (\$500 SECURITY DEPOSIT)

*If resident, account number:

EVENT DATE	EVENT TYPE
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PRIMARY CONTACT NAME	ADDRESS
EMAIL ADDRESS	CONTACT NUMBER
SECONDARY CONTACT NAME	SECONDARY CONTACT NUMBER

RESERVATION TIMES | Monday – Sunday 8 am – 10 pm | 2 hour minimum

HOURLY FEES | Monday – Thursday \$30 resident / \$50 non-resident : Friday – Sunday \$75 resident / \$100 non-resident

RESERVATION START TIME (remember to keep in mind your set-up/decoration time, not included):	RESERVATION END TIME (remember to keep in mind your clean-up time, not included; all events must end by 10 pm.):
TOTAL HOURS RESERVED:	TOTAL NUMBER OF GUEST (estimate number):

EVENT DETAILS: Information must be provided to Spectrum Community Association 14 days prior to the event.

EQUIPMENT NEEDED: no additional charge			
6 ft. tables (max available 10)	Square Card tables (max available 10)	60" Round tables (max available 3)	Folding Chairs (max available 85)
Access to TV YES or NO	Access to PA System (Mic) YES or NO	Access to Warming Kitchen YES or NO	Event Signage (direct guest to patio door entrance) YES or NO

WILL THERE BE ALCOHOL SERVED AT YOUR EVENT?

___ No, Alcohol is NOT being served.

* ___ Yes, Alcohol will be served.

Please review Rules & Requirements for details

FILL OUT APPLICABLE INFORMATION IF USING ANY OF THE FOLLOWING:

Bartending Service	Bartending Service Number
Catering Service	Catering Service Number
DJ or Band	DJ or Band Number
Rental Company	Rental Company Number
Security Guard Service	Security Guard Service Number



RULES & REGULATIONS

Rental fees and deposits are required to secure your event.

A refundable security deposit in the amount of \$200 will be required to secure the event date. The security deposit will be collected in the form of a cash or check. The Member of the association must be in good standings with the association (account must be current). Non-members will pay a \$500 deposit. In the event of damaged, missing or broken items the security deposit will be used and/or the Member's account charged to return the facility to its original condition. If costs exceed the security deposit, the association may charge the members account and collect it as an assessment and/or pursue the renter as a personal liability. **Refunded security deposits will be mailed to the renter of the facility within 4 -6 weeks after the event.**

A certificate of insurance naming **Spectrum Community Association** (2928 S. Spectrum Way) and **CCMC** (8360 E. Via De Ventura, Suite L100) as additionally insured for the day of the event is required. Insurance can be obtained through your homeowners or renters insurance or through any private insurance company.

Cancellation: Cancellations must be submitted to the association in writing. A **\$25** cancellation fee will be deducted from the paid rental fee if the event is cancelled. If the event is cancelled within 14 days prior to the event, 25% of the rental fee and the cancellation fee will be deducted from the rental fee. If the event is cancelled within 48 hours prior to the event or if the renter of the facility is a "No Show" (renter deemed to be a No Show if they are not physically present at the Spectrum facility 30 minutes after the event start time) the renter of the facility forfeits 50% of the rental fee.

Occupancy – No more people than 100 standing room in the Multi-Purpose Room may be in attendance for any rental function, this includes both inside and outside the facilities. Fire code occupancy 100 maximum in Multi-Purpose Room, 100 maximum on the Patio.

Should the Renter require staff assistance during, before or after event rental times, which require a staff member to come to the community center after business hours a **\$75** fee will be imposed, unless there is a maintenance emergency.

The Renter will provide contact information of any companies contracted for the event and any and all required insurance forms.

The Spectrum staff will not manage your vendors/rental deliveries. The person renting the facility must make arrangements regarding deliveries and pick-ups. SCA is not responsible for any missing, damaged or lost rental items.

The Renter shall arrange for all pick-ups and deliveries to be made only during the time set reservation times set in contract. All items provided by the Renter or contractors must be removed by the exit time listed on the contract. SCA cannot be held responsible for lost or stolen items.

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 the Community Center, recreational facilities or common area.

SCA 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 and/or your group are operating.

SCA will not be held liable in the event of an illness resulting from food being served.

If serving alcohol, Host Liquor Liability Insurance and Security Guard are required.

You may use either (1) an insured Bartending Service or (2) 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.

Alcohol cannot be sold. If your Professional Bartending Service or Security Guard leaves prior to the event ending, no further alcohol can be served.

The Renter shall be completely responsible for their own set-up and clean-up of both interior & exterior of facility.

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

SCA cannot be held responsible for lost or stolen items.

Linens, serving ware, extension cords and ladders are not provided.

Any candles beside birthday cake candles must be enclosed in a casing or votive container.

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

Adult guests are responsible for supervising their children.



NO decorations, wire or lighting are to be hung from catwalk, lighting, A/C ducts, audio/visual equipment, ceiling or in the plants, trees or light poles.

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, birdseed or rice allowed.

No tape on windows.

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.

SCA cannot be held liable for unforeseen mechanical problems associated with electrical, cooling/heating, or kitchen equipment failure. Spectrum will make every effort to maintain all equipment in operational condition.

The buildings must be vacated by all guests and residents by the time indicated on the contract. An additional charge of **\$75** per half hour will be assessed to your account for any guests/residents that are still inside the building after the time indicated on the contract has expired.

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.

The tables and chairs can be moved and arranged by the Renter. Tables and chairs must be cleaned and returned to their proper storage rack/cart at the conclusion of your event. Tables are to be used indoors only.

Renter of the facility must make arrangements with Spectrum Community Association (SCA) staff to set up facility walk through appointment. Renter will receive check-in/check-out instructions, facility key and security code. Notify Spectrum Community Association (SCA) staff if late for walk through meeting 480-726-8080.

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.

Drinks that contain a red-colored dye are not permissible due to risk of permanent stains on the carpet and furniture. In the event of stains or damage, the resident is responsible for repair or replacement costs of \$25 per carpet tile.

Recreational areas may remain open to other SCA residents during your scheduled event. Any and all guests of Spectrum residents may only utilize recreational areas while in the accompaniment of a member of SCA. Wet clothing or swimwear is not allowed inside the facilities.

If all conditions of the Facility Rental Use Agreement and Rules & Regulations are met, no maintenance assessments will be charged to the members. Any violation of the agreement allows SCA to charge against the members account or seek reimbursement as a personal liability. The Member shall be liable for any excess amount needed to bring the facility back to original condition if damages occur. You further agree to accept full responsibility for any damage or theft and agree to pay SCA for any replacement costs. I will not hold SCA responsible for any physical harm that is suffered or any property damage that is incurred from activities related to the event.

I, the undersigned indemnify and hold harmless The Spectrum Community Association and Board of Directors, Capital Consultants Management Corporation and any other employees or agents from any claim, liability or loss suffered by anyone wholly or partially responsible through my negligence or staff negligence or equipment failure. I will be in attendance throughout the entire length of the event, and understand that if I leave the event, this contract will become null and void, the event will end, and the deposit will be forfeited and will not be returned to me.

I also understand that any damage to the property or the furnishings will be my responsibility and additional charges will be assessed to my homeowner account. I accept full responsibility for the conduct of my guests. I have read and fully understand the terms of this agreement and the policies set forth in the use "Rules & Regulations" and by signing this document, I agree to adhere to all policies regarding the use of all facilities.

Primary Contact Name (print)

Signature (sign)

Date

OFFICE ONLY:

Member account current: <input type="checkbox"/> Yes <input type="checkbox"/> No _____ Staff	Security Deposit: _____ Amount ____ Date ____ Check # ____ Staff	Rental Fees: _____ Amount ____ Date ____ Check # ____ Staff
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