

RENTAL POLICIES
CHANDLER COMMUNITY CENTER
SNEDIGAR RECREATION CENTER
CHANDLER SENIOR CENTER

Basic Rental Information:

Rentals are booked one year on a first come, first serve basis. Upon placing a reservation, a \$200 payment is due. This will go toward the balance of the rental fee. The balance of the rental fee and all deposits are due one month prior to the reservation date. Rental dates booked less than one month ahead must be paid in full. A rental appointment needs to be set up with the Recreation Coordinator to go over all rental policies and procedures.

Reservation time should be made from the time renter needs the facility, to when the group will **vacate** the facility. Rental parties must end no later than 12:00 midnight, with clean up and vacating no later than 1:00 am. Parties must begin after 5:00 pm on Fridays and 2:00 pm on Saturdays. Rental times must be in one-hour segments. Decorating times on Fridays before 5:00 pm and on Saturdays between 9:00 am and 2:00 pm are at no charge. Approval and acknowledgment of a reservation shall consist of one copy of the signed Facility Use Permit being returned to the responsible party.

The responsible party must be present at the event or activity for the entire program. For wedding receptions, the responsible person should be someone other than the bride or groom, if they will be leaving before the end of the party. If the bride or groom signs the paperwork, please assign another person to be the responsible party the evening of the reception. The responsible party is responsible for knowing all details agreed upon in the contract, making sure all rules and regulations are enforced, tables are cleaned, trash picked up and emptied, and kitchen is **completely** cleaned and wiped down. All equipment used, rented, or removed from the building, must be returned to the Recreation Coordinator immediately after the event. **The City of Chandler is not responsible for personal equipment left by renters in the facility.** Failure to enforce policies shall result in forfeiture of part or all of the security/clean up deposit.

When applicable, proof of liability insurance may be required. Liability insurance will be for \$1 million dollars and must name the City of Chandler as co-insured.

Alcohol Permit

An alcohol permit must be purchased in order to serve any type of alcoholic beverage. The permit is \$10.00. Only the responsible party or the designee of the responsible party is allowed to bring the alcohol into the facility. The group may contract with whomever they choose to serve the alcohol. There must be a designated bartender responsible for serving the alcohol at all times. **At no time can guests help themselves to alcohol or kegs. There are no open bottles allowed on tables.** A second designated server may fill wine or champagne glasses but these bottles must also be contained behind the bar and controlled. Guests should not bring in their own alcohol. If they do, they must put it behind the bar, immediately. Control of alcohol is crucial and infraction may result in the closing of your party immediately upon warnings and non-compliance. Chandler police officers must be hired at the

cost of \$52.70 per hour. **One officer must be present for the entire rental time until the facility is vacated and closed and the second officer must be present the entire time the alcohol is being served.** (*Alcohol is not permitted at the Senior Center or Snedigar Recreation Center.*)

All events with alcohol require 2 officers.

Police officers must be booked at least one month prior to the event date. If Police Officers are not booked within 14 working days of the event, the alcohol permit will be revoked and no alcohol will be allowed into the facility. **Please call (480) 782-4204 for police officer rates.**

The responsible party signing the permit is responsible for upholding all policies on the supplemental "Alcohol Policies Form" given at the time of the reservation. Failure to adhere to these policies will result in the forfeiture of the security deposit. See "Policy for Use of Alcoholic Beverages" for detailed information.

Deposits

Security/Clean-up/Damage

All groups using the center require a \$500 security/clean-up/damage deposit. Groups sponsored or co-sponsored by the Community Services Department are not required to pay a deposit. Deposits are secured with a debit or credit card only. In the event the following conditions are not complied with, the appropriate amount will be charged to the card.

- There is no damage to facilities and all equipment is returned to the original location in good condition.
- Time restrictions are complied with.
- **All** rules and regulations detailed in this handout are observed.
- Renter completes all cleaning assigned to rental party. Particular attention will be paid to use of the kitchen.

All appropriate deposit credit card numbers shall be shredded 72 hours after the last day of the event. If damage occurred or a violation surcharge is assessed, groups will be notified of the amount of money being charged and reasons. We will only charge the credit card for the amount appropriate to correcting the problem.

Refunds:

Cancellations from 7 months to one year, 25 percent of the initial \$200 is withheld, 2 to 6 months, 50 percent of the initial \$200 is withheld and 2 months or less, no refund.

FACILITY RULES AND REGULATIONS

The following list of rules and regulations has been developed to assist in the operation of the Chandler Community Center, Senior Center, and Snedigar Recreation Center. They will help provide a safe, clean environment for all facility users. Infractions of these rules will result in loss of all or part of your security deposits.

GENERAL

1. Organizations or groups wanting to use or rent the Community Center, Senior Center, or Snedigar Recreation Center, must be approved by the Recreation Coordinator. Priority will be given to those groups who are Chandler based.
2. All group-use of facility must be under competent, adult supervision with the person or group using the facility assuming full responsibility for any damage to the facility or equipment.
3. **SMOKING IS NOT PERMITTED INSIDE THE FACILITY OR COURTYARD AT ANY TIME (City Ordinance #1767). The responsible party of the event is responsible for enforcing this rule, as well as all other rules. Damages that occur as a result of this action will be charged \$25 per cigarette burn or the loss of the \$500 security deposit, whichever is greater.**
4. Rental parties, instructors, and group leaders will be held responsible for the actions of their children. For their safety, please enforce the following rules:
 - A. Children must be under adult supervision at all times while in the facility.
 - B. Rental groups, instructors, or special use groups must keep control of their children at all times. An adult must be in the rooms with the children at all times.
 - C. It is the responsibility of the person in charge of the event or the class instructor to make sure proper supervision and conduct takes place.
 - D. Children should not be allowed to run free in the courtyard, in classrooms, on the stairs, or balcony areas.
 - E. Children should not play in the plants or the fountain in the courtyard.
5. Appropriate noise levels must be maintained and will be monitored by the facility staff.
6. Room occupancy limits, as established by the Fire Marshal, apply.
7. **Reservation hours must be strictly observed. Facility must be vacated within 15 minutes of reserved time to allow access to next scheduled group. For rentals, it shall be the duty of the responsible party to insure that the group departs on or before the time designated on the Facility Use Permit. Failure to depart on time shall result in forfeiture of part or all of the security deposit. If failure to depart occurs outside of normal operating hours, an additional penalty charge of \$50.00 per hour shall be assessed to cover staff and building operation costs and will be charged to the responsible party's security deposit credit card.**
8. No animals are allowed in the courtyard or in the building except for Seeing Eye dogs. If animals are part of a special event or program, permission may be granted by the Recreation Coordinator for them to be in the facility under special conditions.

9. Turn off all lights and close all windows upon exiting a room when you're the last person to leave.
10. It is the responsibility of groups to completely remove all possessions, empty trash into waste bins, empty waste bins into outside dumpsters and make sure their function ends and cleanup takes place at the times agreed to on the contract. It is the responsibility of the person in charge to enforce the contract times.
11. Groups who are renting equipment to be delivered to the facility must make arrangements with the rental company to meet them at the facility to accept the deliveries. Facility staff cannot sign for these items and will not be responsible for them while they are on the premises. The rental companies must pick up rental items within 24 hours of the rental, except on the weekends; items must be picked up no later than noon on the Monday after the facility use.

MULTI-PURPOSE ROOMS

1. DO NOT attempt to move the vertical partitions in any of the multi-purpose rooms. Doors are to be moved by trained staff only.
2. The bar will be setup outside of the multipurpose room next to the entrance of Room 109. Kegs must be placed in some type of container. Plastic barrels work best. Bar setups usually consist of one or two tables placed together. These tables must be covered completely to avoid damage from excess moisture. The bar is NOT allowed to be setup in the multipurpose room.

KITCHEN

1. The Community Center Kitchen is a Service Kitchen only. Rental groups can bring pre-prepared food into the kitchen to plate, store, warm or cool. If a licensed caterer is supplying the food, they are required to supply a copy of their caterer's license 30 days prior to the event-taking place. Caterers are not permitted to use any kitchen to cook in, their food must come pre-prepared.
2. The kitchen must be reserved and paid for or it will remain locked at all times.
3. It is the renter's responsibility when renting the kitchen to provide pots and pans, utensils, dishcloths, soap and anything else needed. The Center provides nothing more than working space and appliances.
4. All groups using the kitchen facilities, including renters, are responsible for the thorough clean up of this area. This involves wiping all counter space/appliances with water and drying with a clean cloth; the floor is to be swept and mopped (broom, mop and bucket provided by Center). All trash is to be placed in dumpsters, and all possessions are to be removed from the facility.

COURTYARD

1. Renters are responsible for keeping the courtyard clean and returning it to its previous state before the event. This is enforced whether the courtyard is rented and set up with tables or if it is used just as a walk-through and gathering place.

DECORATING/POSTING

1. No nails, staples, duct/scotch tape, or other fastening devices are to be attached to any walls, floors, or ceiling. Only painter's masking tape can be used on walls. If tape is needed for floors, facility staff has the only type of tape to be used. **All** tape must be removed immediately after use. If any adhesive from the tape sticks to the surface, a charge will be assessed to remove it. Permission must be given by the Recreation Coordinator prior to use of tape. Stickpins may be used on the foam panels in the Community Center multi-purpose room.
2. Helium balloons in the Community Center multi-purpose room must have at least a 14-foot string attached to them. All balloons must be removed at the conclusion of the event.
3. **NO GLITTER OR SMALL CONFETTI CAN BE USED AT ANY TIME IN THE MULTI-PURPOSE ROOMS.** Curling ribbon can be used in place of glitter, but must be picked up by group.
4. Groups using tables for food service or any messy activity are required to cover all tables and provide their own tablecloths. Cloth, plastic, or paper with plastic backing can be used. The rectangular tables are 8x3 foot and the round tables 6 foot (72 inch diameter) in dimension.
5. Fog or smoke machines are not permitted to be used. This will set off smoke alarms. If used, renter will be charged for the cost of the alarm company to come out to check and reset the alarm.
6. If a person at the party sets off the fire alarm or damages any alarm, renter will be charged for parts, labor to install and the cost of the alarm company to come out to reset the alarm.
7. Requirements for use of **candles and other open-flame devices** must be in accordance with the City Ordinance #25.116. Please call Virginia Holtzcaw at the City of Chandler's Fire Prevention Department at (480) 782-2156 to set up an appointment to complete the Open-Flame Permit for a fee of \$85. Her office is located at 221 East Boston Street.
8. Groups must provide their own ladders and equipment needed for decorating the facility.

It is the responsibility of the person in charge of each program to relate these rules and regulations to their entire group. Failure to adhere to these rules shall result in expulsion of the group or activity, and forfeiture of all deposits, as well as forfeiture of future use of the facility.

Expenses incurred by the City for repairs of damaged equipment or facilities, stains or marks on furniture, floors, or walls will be charged back to or deducted from security deposit of the group responsible.

**CHANDLER COMMUNITY SERVICES DEPARTMENT
FACILITY AND CLEANUP CHECKLIST**

All groups using kitchens in city facilities are responsible for the complete cleanup of these areas. In the Multi-Purpose Rooms at the Community Center, Senior Center, and Snedigar Recreation Center, groups are also required to cover the tables with tablecloths and tabletops must be cleared off. The clean up must be completed prior to reservation expiring. Any broken or damaged items must be reported to the facility staff immediately. The items listed below will be inspected by the facility staff and must be completed thoroughly before the cleanup deposit can be returned.

MULTI-PURPOSE ROOM

- _____ Table tops cleared of all paper, tablecloths, etc.
- _____ All chairs free of food stains, gum or other damage.
- _____ All masking tape and decorations have been removed from the walls, tables, floor, etc., and no damages have been made by the use of tape or other items.
- _____ No damage has been made to the floors both on the stage and in the MPR.
- _____ Spills cleaned immediately.
- _____ Trash cleaned off floor.
- _____ Trash from room and courtyard put in trash bags and emptied in the facility dumpsters.

KITCHEN

- _____ All appliances cleaned, dried, and turned off.
- _____ All used surfaces cleaned with warm soapy water and dried.
- _____ No food particles left in any areas, especially on the stove (on the surface, backsplash, or slide in catch pan under burners); in the warming bins; or on any counter tops.
- _____ If Food Steam Unit is used, all stains must be removed and unit drained and dried thoroughly. To drain run hose line under the cabinet to the drain under the ice machine. Turn the yellow lever to the on position and let all water run out. Turn the red water flow valve to on and flush for one minute. Shut water off. After the water has stopped running, close yellow valve and wrap hose up on shelf. Dry any water that may leak from the hose.
- _____ Trash from kitchen area should be put in trash bags and emptied in the facility dumpsters.
- _____ Floor swept of all crumbs and debris, then damp mopped, especially near stove. Floor should not be sticky or greasy from mopping.
- _____ All food and beverages removed from the refrigerators and kitchen area. Refrigerators wiped out if any spills occurred.
- _____ If the disposal in the back sink is used, the floor drain strainer **MUST** be cleaned out. **DO NOT CLEAN THIS IN A SINK.** This must be cleaned in a trashcan of all particles, and then washed in the sink.
- _____ All the water faucets turned off and the sinks dried out.

**CITY OF CHANDLER
EVENT SECURITY
POLICE OFFICER INFORMATION**

The following is a list of guidelines observed when scheduling an Off-Duty Officer for events held at the Chandler Community Center and Senior Center.

1. Officers are selected on a rotating basis from the Available Off-Duty Officers List.
2. The number of officers will be scheduled as follows:

Events with ALCOHOL requires 2 officers

Quincinearas requires 1 officer whether ALCOHOL is served or not

One officer(s) must be present from the entire time of the event and the other officer must be present during the time alcohol is served until the facility is vacated and closed.

3. Officers must be scheduled at the Chandler Police Station at least one month before the date of the event. If the responsible party fails to secure the appropriate officer(s) within fourteen working days of the event, the alcohol permit will be revoked and no alcohol will be allowed on the premises.
4. Please call the Chandler Police Department at (480) 782-4204 to schedule officers, arrange payment, and for any questions.
5. The fee for an off duty police officer is \$52.70 per officer, per hour.
6. A minimum of three hours is required.
7. Fees must be paid at the time of scheduling the officer or at least two weeks prior to the scheduled event. A contract must be signed with the Police Department. A fee is charged for checks that are returned for non-sufficient funds. If at the end of the function, the officer's hours are less than what has been paid, a refund will be mailed to the responsible party. If the hours are more, the responsible party will be billed for the difference. (Please make checks payable to the City of Chandler.)
8. In the case of cancellation, the Chandler Police Department will need to be notified, as well as the Chandler Community Center. A full refund will be mailed. If the responsible party fails to do so and an officer arrives, the three-hour minimum charge will be deducted from the refund.

POLICE OFFICER DUTIES

1. Officers are expected to walk through the facility or area where the event is taking place and all surrounding areas repeatedly, throughout the assignment (ie: multipurpose room, upstairs balcony, back stairwells, outside of Community Center, parking garage, etc.).
2. Officers are on assignment to secure the area, ensure citizens are not serving or allowing minors to drink, enforce the "No Smoking" policies, and assist facility staff as needed.
3. Officers, as well as facility staff, are to notify the responsible party and the person serving alcohol that control has to be implemented at the bar when drinking is getting out of hand and guests are obviously intoxicated. Officers are to ask guests to leave the premises if conduct gets out of hand.
4. Should the event/crowd get too disorderly, the Community Center staff may call the event to a halt and ask everyone to leave. At this time, the officer will assist in vacating the building, and remain until the facility is secured.
5. Officers are not to remain in the office area. There is no access to television.

POLICY FOR USE OF ALCOHOLIC BEVERAGES

The following is a list of procedures for use of alcohol in the Community Center and Senior Center.

1. Groups wishing to have alcoholic beverages during events must make application thirty (30) days in advance of the event to allow time for Community Services Department approval.
 2. Alcoholic Beverage Permit must be obtained from the Recreation Coordinator. **A \$10.00 permit fee must be paid at the time of the application. Permit is not transferable.**
 3. Permit is only valid for the permit date and is restricted to the building specified and the number in the group indicated.
 4. **The permit must be signed by the responsible person who is 21 years of age or older and who will be at the party the entire time.** NOTE: For wedding receptions, the responsible party should be someone other than the bride and groom, if they may be leaving before the end of the party.
 5. Approval will be contingent upon the time and day of reservation and other events scheduled in the facility.
 6. Alcohol must be confined to inside the building and the permit area of the building. Consumption of alcohol in the courtyard will be restricted to non-operational hours only or when there are no other groups in the building.
 7. The permit holder must designate one person to oversee the control of the alcohol in the facility, and the permit holder is totally responsible for the conduct of group members. The alcohol must be served from a bar area by designated servers.
 8. Permit holder and designated server will be responsible for insuring that ALL MEMBERS of his/her party are of legal age to drink alcoholic beverages according to Arizona State Law.
 9. **ALL CITY, COUNTY AND STATE ORDINANCES, LAWS AND STATUTES PERTAINING TO ALCOHOL WILL APPLY.**
 10. If any alcohol is being served, 2 security officers are required. **One officer must be present from the beginning of the event thru clean up and the other officer must be present the entire time alcohol is being served.**
- ***NO ALCOHOL CAN BE SERVED UNTIL THE ARRIVAL OF THE POLICE OFFICER.*****
13. Permit holder must retain permit and make available upon request by Recreation staff on duty, Park Ranger, or Police Official.
 14. The Community Services Department reserves the right to revoke any permits.

15. Any infraction of the above policies may result in the loss of all or part of the security deposit and expulsion from the facility.
16. Alcohol cannot be sold (including "donations" and ticket sales) without an approved Arizona Department of Liquor, Licenses and Control Special Event License. The State fee is \$25.00 per day. (*NOTE: Only charitable, civic, religious, fraternal, and political organizations may apply for this license and they must have been in existence for over 5 years.) State license can be obtained by contacting the:

Arizona Department of Liquor, Licenses & Control
800 W. Washington, 5th floor
Phoenix, AZ 85007
Phone: (602) 542-5141

Additionally, City of Chandler approval is required for a Special Event License. Application must be made of Arizona Department of Liquor, Licenses and Control. Special Events forms should be sent to the City of Chandler Management Services Department, Sales Tax/License Division, not less than sixty (60) days prior to the date of the event. The Chandler City Council shall hold a public hearing on the application and transmit to the Arizona Department of Liquor, Licenses and Control it's recommendation within forty-five (45) days of receipt of the application. The City application fee is \$10.00 plus \$5.00 per day for the City Special Events license. The fee shall be submitted at the time of application and is refundable if state license is not issued. Submit all applications to:

City of Chandler
Management Services Department
Sales Tax/License Division
55 N. Arizona Place
Chandler, AZ 85225
Phone: (480) 782-2276

The permit holder must provide the City of Chandler proof of minimum insurance coverage. The minimum acceptable coverage shall be a \$2,000,000 aggregate policy naming the City of Chandler as additionally insured.

Copies of all above permits must be given to the Recreation Coordinator no less than one week prior to the event.

HOLD HARMLESS AGREEMENT

By the issuance of this permit, the City of Chandler neither accepts nor assumes any responsibility or liability for any loss or damage that may occur, or be attributed to the use, sale or gift of any alcoholic beverage. The recipient of this permit is totally responsible for any and all such damages that may arise and agrees to indemnify and hold the City of Chandler, its Boards, Commissions and employees harmless from all liability whatsoever involving the distribution of alcoholic beverages.