

## Audie Murphy Ranch Community Association Facility Rental Guidelines

### Fees:

Room	Capacity	Rental Fee	Refundable Deposit
Sierra Lounge (Kitchen/Fireplace)	40	\$100.00	\$300.00
Ranch Room	60	\$150.00	\$300.00

Rental fee and refundable deposit must be paid in two separate checks/money orders at the time of reservation.

### *Cancellation:*

Rental fees and deposits may be forfeited for events cancelled less than fourteen (14) days prior to the event.

### Set Up/Decorations

- The Association provides only the furniture that is currently in the rooms.
- Additional tables and chairs, for indoor or outdoor use, may be rented from an offsite rental company.
- The methods of displaying decorations must be approved prior to being used. **Staples, tacks, nails, screws, etc. may not be used because they may permanently damage the facilities.**
- Candles and open flames must be approved by Management.
- All decorations must be removed from doors, windows, etc. All painters tape used to hang decorations must also be removed.
- **All decorations must remain inside the rented room/private patio.** No decorations are permitted on any portion of the pool deck.

### Clean Up Requirements

- Rental Parties are responsible for leaving the facility in the state in which it was provided. Additional clean-up fees may be imposed if the Association finds it necessary.
- All trash must be removed and shall be placed inside the dumpster.
- Tables and counters shall be wiped down

### Deliveries

Renter must arrange for all deliveries on the same day that their event is scheduled. The host resident(s) must be present at the time the deliveries are made and accepted. Deliveries cannot be made prior to the rental start time. All items including food and beverages from the reservation must be picked up and/or removed from the premises upon completion of your function.

### Insurance/Alcohol Requirements

- \$1,000,000.00 minimum rider on the homeowner's personal liability insurance policy naming the Association and the Association's property management firm as additionally insured is required. Proof of this rider is required 7 days prior to the event.
- In accordance with California State Law, no one under the age of 21 shall be served an alcoholic beverage while on the premises. If alcoholic beverages are served at the rental function, no minors are to be present without a consenting parent or guardian.
- Any abuse of alcohol privileges may result in immediate termination of the function and a fine may be charged up to the entire deposit amount.

### Security

All events, functions, or parties that serve alcoholic beverages require a security guard, unless otherwise approved by the Association. The Association will make all necessary security arrangements for Renter. One (1) guard per the first (50) guests. The charge for security must be paid in full by the renter, seven (7) calendar days prior to event.

## **Music and Entertainment**

Should the volume from musical groups, entertainment, or public address systems create disturbances, the Association reserves the right to request that the volume be adjusted. Outdoor musical entertainment will not be allowed after 10:00 p.m. due to local ordinances.

## **General Rules**

- Intoxication at any event is strictly prohibited.
- Improper conduct toward or abuse of members, residents, guests and employees will not be tolerated.
- All fire codes as well as room capacity limits must be adhered to in all Facilities. No exit doors shall be blocked in any way, at any time, during an event.
- All Rental Parties are prohibited from selling any goods or services, all facilities are non-commercial use.
- Sponsoring Resident must be present during the entire event.
- All rooms are “smoke-free” facilities.
- Early set up is based upon availability.
- The Association is not responsible for any items left prior or post reservation.
- RENTER (s) cannot have an active violation of the Association’s governing documents or be delinquent on the payment of assessments at the time of reservation request.
- The resident/host is responsible for the supervision of their guests and children. Guests are not permitted at the facility without a resident. Children must be supervised at all times by responsible adults from the event. Staff is not responsible for unsupervised children.
- RENTER (s) are responsible for removal of all items and trash from the reserved room.
- RENTER (s) are responsible for cleaning and returning the reserved room and the restrooms that were used in conjunction with the event to the Association in the same condition it was in prior to use.
- The total number of guests may not exceed the maximum occupancy of the room.
- The Association may use the security deposit to cover the cost of any damages or liability that the Association discovers after inspection.
- Each owner shall be liable for damage to the Association property that may be sustained by reason of negligence of that owner, the owner’s family members, contract purchasers, tenants, guests, or invitees.

Management and Association employees are authorized to enforce the Rental Guidelines and the Association’s other governing documents by verbally informing members that they, or guests for which they are responsible, are violating the governing documents and/or the Rental Guidelines, and requiring the violating behavior to cease.

## **Entertainment or Food Vendors**

If any type of vendor will be at the event, event insurance is required. Management can provide referrals for event insurance to be purchased by the owner.

**Audie Murphy Ranch Community Association  
Facility Rental Agreement**

RENTER'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**EVENT INFORMATION**

ROOM: \_\_\_\_\_

DATE: \_\_\_\_\_ DAY: \_\_\_\_\_ START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

NUMBER OF GUESTS: \_\_\_\_\_ TYPE OF EVENT: \_\_\_\_\_

ENTERTAINMENT OR FOOD VENDOR: YES: \_\_\_\_\_ NO: \_\_\_\_\_ TYPE: \_\_\_\_\_

ALCOHOL: YES: \_\_\_\_\_ NO: \_\_\_\_\_ SECURITY GUARD: YES: \_\_\_\_\_ NO: \_\_\_\_\_

I/We understand my/our responsibility as a member of the Association and agree to comply with the CC&R's, By-Laws, and Community Guidelines.

I/We have received a copy of the Rental Guidelines. I/We understand that if I/We do not follow the regulations, or if I/We provide incorrect information on my application, the association reserves the right to cancel the function at any time, charge any expenses incurred, and/or penalties incurred from my security deposit.

This form must be signed by an owner currently on title for the property.

Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

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**OFFICE USE ONLY**

Date Received

Amount Paid

Date Returned

Security Deposit: \_\_\_\_\_

Rental Fee: \_\_\_\_\_

Cleared of Violations: YES: \_\_\_\_\_ NO: \_\_\_\_\_

Insurance Rider Needed: YES: \_\_\_\_\_ NO: \_\_\_\_\_ Due Date: \_\_\_\_\_

Additional Information: \_\_\_\_\_