

**Facilities Rental Policy
Sunflower Community Association, Inc.**

The Board of Directors of the Sunflower Community Association, Inc. has reviewed Village Center room usage, fee schedules, and recommendations by staff and financial considerations for the Association. After careful consideration, the Board has adopted the following guidelines at their regular meeting on September 6, 2005 to maintain consistency for all Village Center rentals. These guidelines include changes approved at the May, June and August 2005 meetings of the Board of Directors.

All events must be scheduled with the Village Center front desk staff. AT THE TIME OF BOOKING, THE PERSON RESPONSIBLE FOR THE EVENT AND CLEAN UP AFTER THE EVENT MUST SIGN THE CONTRACT AND THE CLEAN-UP CHECK LIST.

Charter Clubs:

Charter Clubs will be given preference over other groups or non-resident rental requests. Space will usually be available for regular Charter Club events; however, specific room requests are not guaranteed and may change due to schedule restrictions.

Rentals:

Charter clubs will not be charged for room rentals to conduct business or for fund raising where all money collected goes to the club (i.e.: bake sale). If the event is open to non-residents or if the event is for selling by individuals (i.e.: Craft Show), the resident rate will be charged for the rental. (Note: the October 2005 Craft Show will fall under the previous rate arrangement).

Classes:

Charter Clubs that book a class for Sunflower members in the subject of that club (e.g.: Games Charter Club sponsors card lessons), will not be charged for use of the facility. Classes outside of the Club's main field of interest will be charged at the resident rate. All rentals are based upon the availability of space.

Other Sunflower Groups:

Groups that meet routinely for games or other functions will maintain their room reservation status free of charge as long as they continue to meet the criteria for free room status. If an event is open to non-residents or if an event is considered "for profit" or if an event is not open to all residents, the resident rate will be charged for the rental.

Space will usually be available for regularly scheduled events; however, specific room requests are not guaranteed and may change due to schedule restrictions.

Resident Rentals:

Residents will not pay a fee, but be charged \$100 security deposit for room rentals and rentals of adjacent Village Center areas for a maximum of three (3) hours, and thereafter \$25 per hour or part of an hour, conditioned upon 75% of the attendees to be SCA residents/25% non residents.

All resident rentals are based upon availability of space. The sponsoring resident must make all payments and rental arrangements and be present for the entire event. The renter is responsible for: clean-up and breakdown of the room; the behavior and safety of all guests; and compliance with all community guidelines and room rental regulations. A security deposit of \$100.00 will be charged and held until the rental area has been inspected for damage and proper clean-up. If there are damages, missing items, improper clean-up or if the event extends past the contracted time limits or facility hours, the amount due will be deducted from the security deposit.

A flat fee of \$25.00 per hour, in addition to the extra room rental fee, will be charged for any hour or portion thereof used beyond the contract limits or past the normally scheduled closing time of the facility. This includes time needed to properly clean the premises. If alcohol of any type will be served at the event, the renter must purchase a one day insurance policy in the amount of \$1 million dollars. The paid policy certificate must be submitted to the front desk at least 3 weeks before the event or the event may be removed from the schedule. The insurance certificate must list “Sunflower Community Association, Inc.” as the named insured.

There is a separate charge for any use of the kitchen. All utensils and supplies used must be accounted for by the end of the function.

Employee Rentals:

Employees of the Sunflower Community Association may rent Village Center rooms one time per year at the resident rate based upon availability of space. All rules and regulations apply to employee rentals.

Block Parties:

One annual Neighborhood Block Party may be scheduled without charge based upon availability of the space. Additional parties will be charged the resident rate.

Contract Services:

Any service performed by an independent, licensed, insured contractor (fitness instructor, massage therapist, etc) using Village Center facilities other than instructors hired by Charter Clubs shall be subject to a fee of 10% of the rate charged to the resident.

Non-Resident Rentals:

Private Parties: Non-residents may rent rooms and adjacent areas of the Village Center depending on availability of space at the rates established for non-residents (see the Non-Resident Room Rental Rates).

The renter is responsible for: clean-up and breakdown of the room; the behavior and safety of all guests; and compliance with all community guidelines and room rental regulations.

A flat fee of \$25.00 per hour, in addition to the extra room rental fee, will be charged for any hour or portion thereof used beyond the contract limits or past the normally scheduled closing time of the facility. This includes time needed to properly clean the premises.

There is a separate charge for any use of the kitchen. All utensils and supplies used must be accounted for by the end of the function.

A security deposit of \$200.00 will be charged and held until the rental area has been inspected for damage and proper clean-up. If there are damages, missing items, improper clean-up or if the event extends past the contracted time limits or facility closing, the amount due will be deducted from the security deposit.

If alcohol of any type will be served at the event, the renter must purchase a one day insurance policy in the amount of \$1 million dollars. The paid policy certificate must be submitted to the front desk at least 3 weeks before the event or the event may be removed from the schedule. The insurance certificate must list “Sunflower Community Association, Inc.” as the named insured.

Non-members may not use the Sundance Game Room, the Fitness Center, the Sombrero Peak Lounge, the Catalina Room computer center and the pool or spa.

Community Service Organizations and 501C3 Charity Non-Profit Organizations:

A Community Service Organization is a local chapter of a national, dues paying organization whose purpose is lawful and non-discriminatory. Community Service and 501 C3 non-profit charity organizations will be charged resident rental fees. Non-profit groups must present their 501 C3 charity status certificate before booking the room to obtain the resident rates. All rentals are based upon the availability of space and must be open to all Sunflower residents.

Businesses:

Any business or organization that needs space for seminars, meetings or other ventures whose purpose is to make sales to members will be charged the non-resident rental fee.

If any group schedules a single, for- profit vendor within a meeting or on a separate occasion, the vendor will be charged the non-resident rental rate.

Business representatives (realtors, salespeople, insurance or investment agents, etc.) may not use Village Center facilities without reservations and payment.

Educational Institutions:

Educational Institutions may use a room at no charge provided that any individual educational program can be scheduled within the parameters of the available room space and room use priorities.

Memorial Services:

A room may be used at no charge by a member of the family for the purposes of a Memorial Service for a member who passes away as a resident of the community.

Not Available for Rent:

The following rooms and areas are not available for rentals:

Sombrero Peak Lounge
Sundance Game Room
Santa Cruz Fitness Center
Catalina Room – Computer Center
Pool, spa and surrounding pool areas

Scheduling Priorities:

Priority for room rentals will be given in the following order; however, all groups must give adequate advance notice to reserve space:

1. Board of Directors Meetings and other Board initiated events.
2. Board Committee Meetings and Meetings requested by the General Manager
3. Charter Club meetings and events
4. Regularly scheduled Events and meetings
5. Non-chartered Activities
6. Private Parties – Resident Rental
7. Private Parties – Non-Resident Rental
8. Unscheduled events

The Board of Directors of the Sunflower Community Association, Inc. reserves the right to modify or make exceptions to the established guidelines based upon their discretion to benefit the community and the Association.

RESIDENT ROOM RENTAL RATES

All rates are for a TWO hour time period

INDOOR FACILITIES 2 Hour Rate Each Additional Hour

Fiesta Room A&B \$ 50.00 \$ 30.00

Fiesta Room A \$ 25.00 \$ 15.00

Fiesta Room B \$ 25.00 \$ 15.00

Sombrero Peak Lounge \$ 25.00 \$ 15.00

Sundance Game Room * Should not be rented out

Coronado Room \$ 25.00 \$ 15.00

OUTDOOR FACILITIES:

BBQ Only * Should not be rented out alone

BBQ & Lawn \$ 50.00 \$ 30.00

BBQ & Patio \$ 40.00 \$ 25.00

Patio Only \$ 25.00 \$ 15.00

Gazebo & Grass Lawn \$ 25.00 \$ 15.00

Pool & Pool Side * Should not be rented out

Flex Lawn Picnic Area * Should not be rented out

Kitchen \$ 50.00 --

Deposit \$100.00 --

Extra fee may apply for special set-up, after hours facility use, equipment rental, supplies and clean-up/security deposit.

**RESIDENT RATE APPLICABLE ONLY WHEN HOSTING NON-BUSINESS/
PRIVATE PARTIES**

NON-RESIDENT ROOM RENTAL RATES

All rates are for a TWO hour time period

INDOOR FACILITIES 2 Hour Rate Each Additional Hour

Fiesta Room A&B \$190.00 \$ 95.00

Fiesta Room A \$ 100.00 \$ 50.00

Fiesta Room B \$ 100.00 \$ 50.00

Sombrero Peak Lounge \$ 100.00 \$ 50.00

Sundance Game Room * Should not be rented out

Coronado Room \$ 100.00 \$ 50.00

OUTDOOR FACILITIES:

BBQ Only * Should not be rented out alone

BBQ & Lawn \$150.00 \$ 75.00

BBQ & Patio \$150.00 \$ 75.00

Gazebo & Grass Lawn \$150.00 \$ 75.00

Pool & Pool Side * Should not be rented out

Flex Lawn Picnic Area * Should not be rented out

Kitchen \$ 100.00 --

Deposit \$200.00 --

Extra fee may apply for special set-up, after hours facility use, equipment rental, supplies and clean-up/security deposit.