

CONTINENTAL RANCH COMMUNITY ASSOCIATION
ROOM RENTAL POLICY AND FEE STRUCTURE
COMMUNITY CENTER

I. PURPOSE:

To define policy and fee structure for use of meeting room space at the Continental Ranch Community Center.

II. POLICY and AUTHORIZATION:

- A. It is the policy of the Continental Ranch Community Association (CRCA or Association) to make rooms available for community use when such use is not in conflict with Association activities.
- B. Authorization for use of room(s) shall not be considered as endorsement of or approval of the activity, group, or organization, or the purposes they represent.
- C. The right to authorize use of any room area shall be retained by the CRCA Board of Directors.
- D. Final approval for use of facilities will require completion of a CRCA Center Lease Agreement and Rules form, duly signed and dated.
- E. For extended/recurring use, Board of Directors approval must be obtained.
- F. This policy may be amended at the discretion of the CRCA Board of Directors.

III. FEE STRUCTURE:

The attached schedule of rates has been developed and will be revised as necessary by the CRCA Board of Directors. User categories have been identified for purposes of this fee structure

IV. APPLICANT'S RESPONSIBILITY:

- A. The applicant shall be responsible for compliance by all participants with the Association rules as contained in the CRCA Lease Agreement and Rules form.
- B. The applicant shall accept the conditions and status of any facilities used pursuant to this policy.
- C. The applicant shall further agree that the Association and its employees or directors shall not be liable for any damage to persons or property by reason of the acts of the applicant, its agents, employees, invitees, or sub-contractors.
- D. In addition, the applicant shall agree to protect, indemnify for costs, legal and other expenses and hold harmless CRCA and its Board of Directors, employees, invitees, or subcontractors.
- E. Where required, the applicant shall obtain, prior to use of the facilities, such liability insurance as stated and provide a certificate of such insurance coverage, specifically naming CRCA as an insured party.
- F. Where required, the applicant shall provide proof of 501 (c)(3) status and a membership roster indicating percentage of non-resident members.

V. CANCELLATION OF FACILITIES' USE:

Cancellation of use of any facilities shall be in accordance with conditions as stated in the CRCA Center Lease Agreement and Rules form.

FEE SCHEDULE

(may be revised at the discretion the CRCA Board of Directors)

1. Non-Homeowner Renter: \$25.00 per hour, per room.
2. Homeowner Renter or Homeowner Private Function: \$10.00 per hour, per room.
3. Homeowner Non-profit Use (i.e. service org. or educational institutions with 90% resident membership and verifiable 501(c)(3)): half-rate charge; \$5.00 per hour, per room.
4. Non-Homeowner Non-profit Use (i.e. service org. or educational institutions with verifiable 501(c)(3)): half-rate charge; \$10.00 per hour, per room.
5. Homeowner memorial services: No charge.
6. Refundable Deposits: \$150 per room.

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 half the 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.

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.

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.

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, regardless of whether the business belongs to a CRCA resident or not.

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.