**Date of Rental: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parcel/Lot: \_\_\_\_\_\_\_\_\_\_\_**

**COMMUNITY CENTER DAY RENTAL AGREEMENT**

**FOR MEMBERS**

**USAGE /RENTAL OF ANY OF THE TRCA FACILITIES IS AVAILABLE ONLY TO RESIDENTS IN GOOD STANDING**

**Tatum Ranch Community Association**

**29811 N. Tatum Blvd., Cave Creek, AZ 85331**

* + 1. **Fax: 480-473 1912**

Today’s Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Purpose of Function \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Resident Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of Guests \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Rental \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone \_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time \_\_\_\_\_\_\_ to \_\_\_\_\_\_\_

Work Phone \_\_\_\_\_\_\_\_\_\_\_\_\_ E-Mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **Security Deposit: $ 250.00\* (Refundable)**  **Date Paid: \_\_\_\_/\_\_\_\_/\_\_\_\_ ck# \_\_\_\_\_**  Deposit is required to hold the room. Cancellation policy will be $25.00 @ sixty (60) days. Thirty (30) days out you will forfeit 50% of your deposit. Seven (7) days you will forfeit 100% of your deposit. **Rental payment and room arrangement is due in full 14 days in advance of event.** |

**Member Non-Member**

**Room Rental Fee: $200.00 (4 hours) Room Rental Fee: $400.00 (4 hours)**

**Each Additional Hour: $25.00 \_\_\_\_\_ Each Additional Hour: $100.00 \_\_\_**

**Kitchen: $50.00 \_\_\_\_\_ Kitchen: $100.00 \_\_\_**

**A/V Equipment: $50.00 \_\_\_\_\_ A/V Equipment: $50.00 \_\_\_**

**Will alcohol be served at the event? Yes \_\_\_\_\_\_ No \_\_\_\_\_\_**

**(if yes, see page four (4) of this contract)**

1. **All other rental rules apply (2) No commercial use (3) Four times per year maximum use (4) Patio included (5) No cleaning charge (leave room as you found it) (6) Three month book-out maximum (7) Security deposits will be cashed**

**Total Due: \_\_\_\_\_\_\_\_\_\_\_**

**TATUM RANCH COMMUNITY CENTER**

**DAY RENTAL AGREEMENT FOR MEMBERS**

**Date Paid \_\_\_\_/\_\_\_\_/\_\_\_\_ Amount \_\_\_\_\_\_\_\_\_\_\_ Ck # \_\_\_\_\_\_\_**

**Remaining Balance: $\_\_\_\_\_\_\_\_\_\_\_**

**Final Payment Received $ \_\_\_\_\_\_\_\_\_ Date Rec’d \_\_\_\_\_\_\_\_\_\_**

**Rental Time Breakdown:**

**RENTAL TIME PERIOD INCLUDES**

**SET-UP AND CLEAN UP**

**Set-Up Time: From \_\_\_\_\_\_\_ am/pm to \_\_\_\_\_\_\_ am/pm**

**Actual Time of Event: From \_\_\_\_\_\_\_ am/pm to \_\_\_\_\_\_\_ am/pm**

**Clean-Up Time: From \_\_\_\_\_\_\_ am/pm to \_\_\_\_\_\_\_ am/pm**

|  |  |
| --- | --- |
| **RENTAL AVAILABILITY**  **Monday thru Sunday: 8:00 am – 10:00 pm**  **All clean up needs to be completed by 10:30 pm**    **Holidays** **– Based on Community Center Staff**  **availability**   * **Holiday rental fee is 1 ½ times the published rate** * **A separate $250 refundable security deposit is due**   **@ time of booking**   * **Residents who wish to reserve the rooms (and pay a fee) will be able to do so up to 13 months out (vs.) non-residents who can only book 12 months out.** * **Rental fee for reserved rental time not used will be**   **forfeited** | **ROOM ACCOMMODATIONS**  **Maximum room occupancy inside**  **176**  **AT NO TIME CAN THE COMMUNITY ROOM EXCEED 176 PEOPLE IN CAPACITY**    **Seating capacity in Room A&B: 96 people**  **Patio Seating: 32 people**  **Total number of people not to exceed:**  **208 people**  **Parking Spaces: 72** |

**TATUM RANCH COMMUNITY CENTER**

**DAY RENTAL AGREEMENT FOR MEMBERS**

**RENTAL TIME**

**Resident must include all additional times including: decorating, caterer set-up and clean up in rental hours. The building will not be open prior to the scheduled rental time.**

Upon rental of the Tatum Ranch Community Center facility, you are entitled to use the following at no charge.

* 12 round (60 inch) tables w/ 8 chairs each for **indoor use only**
* Four (4) 6 foot rectangle tables for buffet use
* 8 round tables w/4 chairs each for **outdoor use only**
* Full service kitchen facility

***Initial for understanding the following***

The arrival time listed on page 1 is the time for all service providers including deliveries, florists, decorators, musicians/DJ and caterers to arrive as well. Please be specific with them regarding time.

**Orientation Tour**

Upon your arrival on the day of your event, a member of the TRCA Community Room Staff will walk you through a mandatory orientation of the facility. This tour is conducted for your knowledge and safety. Please bring a ladder for your use; due to safety reasons do not use a chair when decorating. If any equipment is broken during your event, the renter will be charged for the repair or replacement. Please remove all decorations (especially balloons) from the premises directly following the event. Please arrive 15 minutes before your rental time begins.

**Parking**

There are 72 parking spaces for you to utilize for your event.

**Attendees**

It is the responsibility of the Renter to be sure that at no time there are more than **176** attendees inside the Community Center at one time or that the total number of guests inside and out exceeds **208** attendees.

**Art Work:** Art work must remain in place at all times.

**Set-Up**

Resident must fill out floor plan for room arrangement set-up to be received **14 days prior** to the event. TRCA community room staff will set up the association furniture in the room/patio accordingly. Room arrangements **will not** be subject to change by TRCA community room staff at start of the event.

**Kitchen**

TRCA has a kitchen with an oven/stove, refrigerator, and microwave. TRCA does not provide ovenware, china, silverware, glassware, table linens or bar set-up. TRCA will provide trash bags for your use. Kitchen needs to be left in same condition as Renter found it prior to the start of the event. Renter must provide their own ice for the event.

**Weddings/Wedding Receptions**

Please use birdseed instead of rice and use it only outside the building. If birdseed is used inside the Community Center, there will be an additional clean-up charge to the renter.

**Fireplace**

There is a $25.00 charge for the use of the Community Center propane fireplace.

**Audio Equipment**

Audio equipment is available for use during the event, which includes floor and handheld microphones, 8 ft. projection screen, 5 disc CD changer/player, DVD and VCR cassette player, amplifier and ceiling mount for video projector. Arrangements for the use of this equipment must be made prior to the day of the event. See fee schedule.

**TATUM RANCH COMMUNITY CENTER**

**DAY RENTAL AGREEMENT FOR MEMBERS**

**Golf Course**  **Renter is responsible for keeping their guests off the golf course property. The golf course forbids any photographs taken on their property.**

**Firearms** Establishment does not allow any form of firearms or weapons on the premises.

**Alcohol Will alcohol be served at the event? Yes No If so, the following are required as specific conditions of this Rental Agreement:**

* **An off duty Police Officer or a licensed, insured and bonded security officer will be required for any event serving alcohol that has over fifty (50) people in attendance (effective 11-17-10). You may call Phoenix Police/Off Duty Coordinator to schedule an Officer for your event at 602-262-7323.**
* **I will ensure that the service of all alcohol or spirituous liquor is in compliance with State Law, including ARS §§ 4-101 to 4-312.**
* **No alcohol may be served to minors.**
* **I will obtain from an insurance carrier and provide to the Tatum Ranch Community Association a Certificate of Insurance which includes Comprehensive General Liability insurance and Host Liquor Liability insurance with minimum coverages of One Million Dollars and names the Tatum Ranch Community Association as an Additional Insured under the insurance coverages.**
* **The Tatum Ranch Community Association, its Board members, officers, employees, personnel and representatives are not responsible for the service or consumption of alcoholic beverages or spirituous liquor at the event, and are not responsible for monitoring or supervising the service or consumption of alcoholic beverages at the event or the conduct or actions of persons at the event.**
* **To the fullest extent permitted by law, I agree to protect, indemnify, defend, and hold harmless Tatum Ranch Community Association, its Board members, officers, employees, personnel and representatives from any and all claims, liabilities, damages, losses, actions or causes of action, attorneys’ fees, costs, and expenses arising from the (1) the compliance with all applicable State Law, including but not limited to ARS §§ 4-101 et seq., and/or (2) the service or consumption of alcoholic beverages or spirituous liquor during the event or acts or omissions caused by the service or consumption of alcoholic beverages (including personal injuries, property damage, and wrongful death, whether occurring at the event or off-premises).**

**\_\_\_\_\_\_**

**Initial**

**Minors**

Events for children under the age of 18 require one adult chaperone for every six (6) minor children in attendance.

**TATUM RANCH COMMUNITY CENTER**

**DAY RENTAL AGREEMENT FOR MEMBERS**

**Responsibility for Losses**

**The Tatum Ranch Member renting the Community Center is personally responsible for the proper conduct of all guests and must be present and supervising the function at all times.**

**To the fullest extent permitted by law, I agree to protect, indemnify, defend, and hold harmless Tatum Ranch Community Association, its Board members, officers, employees, personnel and its representatives from any and all claims, liabilities, damages, losses, actions or causes of action, attorneys’ fees, costs, and expenses arising from (1) the use or**

**rental of the Tatum Ranch Community Center (including personal injuries, property damage, and wrongful death) and/or (2) the conduct, behavior, acts or omissions of all persons attending the event, except that I will not be responsible for damages or losses caused by the sole negligence of the Tatum Ranch Community Association or its personnel.**

\_\_\_\_\_\_

**Initial**

I accept responsibility for my guests actions, during and arising from this function. Also, I agree that my Security deposit of $250.00 may be used in whole or part to compensate for repair or damages. If repair or damages or necessary replacement of property exceeds the security deposit, I agree to compensate upon demand TRCA in the amount deemed necessary by TRCA. **Any violation of this Agreement can** **result in suspension of facility privileges and breach of contract remedies**.

*\_\_\_\_\_\_\_*

***Initial***

I hereby certify that I will use the Community Room for my personal party only and that I will be present throughout the party. **I understand that failure to comply with the foregoing rules shall result in withdrawal of the Community Center privileges for a period of time to be specified by the Board of Directors and forfeiture of part or all of the security deposit.**

\_\_\_\_\_\_

**Initial**

The Association will pursue collection of any amounts due through any and all means available.

**\_\_\_\_\_\_**

**Initial**

**TATUM RANCH COMMUNITY CENTER**

**DAY RENTAL AGREEMENT FOR MEMBERS**

* **Deposit is required to hold the room.**
* **Cancellation policy will be $25.00 @ sixty (60) days.**
* **Thirty (30) days out you will forfeit 50% of your deposit.**
* **Seven (7) days you will forfeit 100% of your deposit.**

**\_\_\_\_\_\_ Initial**

**Tatum Ranch Community Association reserves the right to limit proposed rentals to those rentals compatible with our facility.**

**I have read the TRCA requirements and rental agreement and agree to abide by all its conditions.**

**Member’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TRCA Rep’s Signature \_\_\_\_\_\_\_\_\_\_**

**TATUM RANCH COMMUNITY CENTER**

**EVENT EQUIPMENT LIST**

**For the renter of the Community Center**

**The renter is responsible for providing the following:**

* **Cooler(s)**
* **Glassware**
* **Plates, Bowls, Cups and Saucers**
* **Serving Plates, Bowls and Trays**
* **Silverware and Serving Pieces**
* **Coffee Pots**
* **Tea Kettle**
* **Pots and Pans**
* **Food**
* **Condiments**
* **Coffee and Tea**
* **Beverages**
* **Table Linens and Napkins**
* **Centerpieces (can only use drip less candles)**
* **Decorations**
* **Bar Set-up Corkscrew**
* **Extension Cord(s)**

**We provide a small step stool**

**No loose balloons are allowed**

**CLEANING UP AFTER THE FUNCTION: The renter is responsible for removing all decorations from room. Bagging garbage and carrying it to the dumpster. Wiping off messy tables, counters and stove/microwave. Room(s) should be left as you found it upon first entering.**

**We do provide 2 large trash receptacles and trash bags. Bags can be found in the Utility room**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Renter Date**

**TATUM RANCH COMMUNITY CENTER**

**INCIDENT REPORT FOR EVENT**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TYPE OF FUNCTION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ From: \_\_\_\_\_\_ to \_\_\_\_\_\_**

**Client Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Responsible Parties Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Number of persons attending: \_\_\_\_\_\_**

**Time incident reported to TRCA Rep: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Damage Noted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Knowledge of who did damage and how did it happen: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Witnesses to the Damage and their phone #’s:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of Responsible Parties Name**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TRCA Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TATUM RANCH COMMUNITY CENTER**

**ACCIDENT INVESTIGATION REPORT**

**FUNCTION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TIME: \_\_\_\_\_\_\_\_\_\_\_**

**SECTION I: CLIENT INFORMATION (please print):**

**Client/Responsible Parties Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone #: \_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SECTION II: ACCIDENT INVESTIGATION (please print):**

**Date accident occurred: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time of accident: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_am/pm**

**Date & time reported to TRCA Rep: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_am/pm**

**Person who had accident: Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Type of Injury: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Medical Assistance Needed: Yes/No**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Was First Aid Kit utilized?: Yes/No Explain Use: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Description of Accident (be specific): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Any Witnesses? Yes/No (if yes, list names address, phones #’s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**What unsafe acts/conditions contributed to the accident: (note, 99% of accidents are caused by unsafe acts or conditions): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Responsible Parties Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_**

**TRCA Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TATUM RANCH COMMUNITY CENTER**

**COMMUNITY ROOM CHECK OFF LIST**

**FUNCTION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TIME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­\_\_ CONTACT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Review with Renter:**

**\_\_\_\_ Ask for ID of the person renting the room (person who signed the contract) it does not need to be a picture ID. Verify that this renter will be at this event the entire time, from set-up to shut down**

**\_\_\_\_ If Alcohol is to be served at this event (fifty people or more in attendance), introduce yourself to the hired uniformed security and make sure he/she is there for the entire event**

**\_\_\_\_ Fan Controls**

**\_\_\_\_ Light Switches**

**\_\_\_\_ Bathrooms**

**\_\_\_\_ How to use Audio/Visual/Screen**

**\_\_\_\_ First Aid Kit**

**\_\_\_\_ Dry Mop/Wet Mop/Bucket**

**\_\_\_\_ Doors Leading out to Patio**

**\_\_\_\_ Flashlight is in the kitchen utility room on shelf**

**\_\_\_\_ Renter needs to visit with Hospitality Representative before leaving for**

**the evening to sign off on paperwork**

**\_\_\_\_ No firearms or weapons allowed on premises**

**\_\_\_\_ Keep guests off the golf course property**

**\_\_\_\_ No outside activity after 10:00 pm**

**\_\_\_\_ Do patio chairs need to be unlocked? If the kitchen was rented, make sure the stove top, oven and the warming tray, if off and clean.**

**Have Renter sign off below that they found the room(s) to be in good condition. Note any problems found below.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_**

**Renter Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TATUM RANCH COMMUNITY CENTER**

**CLOSING CHECK OFF LIST**

**FUNCTION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Responsible Party’s Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_ Prior to renter leaving the event go thru rooms rented, including bathrooms, activity room, kitchen supply room and check for damage to see if rooms are in the same (cleaned/not damaged) condition prior to the event.**

**\_\_\_\_ If any damage noted, complete the Incident Report (attached)**

**\_\_\_\_ Secure patio chairs with locks and review patio for damage**

**\_\_\_\_ Secure (lock) patio doors (allen key) pull to make sure they are secured**

**\_\_\_\_ Turn off lights in all rooms (community room, activity room, kitchen,**

**Bath rooms, kitchen storage room).**

**\_\_\_\_ If kitchen was rented, appliances are clean and turned off.**

**\_\_\_\_ Leave thru the community room hall doors. Make sure the magnetic**

**locks (if they were released) are set**

**\_\_\_\_ Place keys and paperwork in the drop box**

**\_\_\_\_ Use key pad to secure/arm the building**

**TRCA Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TATUM RANCH COMMUNITY CENTER**

**KITCHEN CHECK OFF LIST**

**FUNCTION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TIME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­\_\_ CONTACT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**For the renter of the kitchen.**

**The renter is responsible for the following:**

**\_\_\_\_ The oven or stove top is turned off. *(or both if used)***

**\_\_\_\_ When oven or stove top has cooled both are cleaned up.**

**\_\_\_\_ Inside of oven is clean.**

**\_\_\_\_ Inside of microwave is clean.**

**\_\_\_\_ Warming tray is turned off (controls inside)**

**\_\_\_\_ Refrigerator shelves are clean, after use.**

**\_\_\_\_ Counters are wiped clean.**

**\_\_\_\_ Kitchen sink is wiped clean.**

**\_\_\_\_ Cleaning supplies placed back under the sink.**

**\_\_\_\_ Kitchen floor is clean.**

**Have renter sign off below that they found the kitchen to be in good condition and clean.**

**Note any problems found below.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Renter Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TATUM RANCH COMMUNITY CENTER**

**KITCHN EQUIPMENT LIST**

**Review with Renter:**

**Renter is responsible for providing anything they need to cook or bake.**

**This includes hot pads, serving utensils, etc.**

**We provide the cleaning supplies found under the kitchen sink.**

**When done cleaning, please put back so they are available to for the next renter.**