

# DREAMLAND VILLA RETIREMENT COMMUNITY

## Administrative Policy and Procedure

**Subject:** Facility Rental and Fees

**Initially Adopted:** May 14, 2004

**Amended:** 9/14/2004; 5/9/2006; 9/9/08, 9/13/09, 11/10/09, 5/10/16, 10/10/18, 11/13/19, 11/14/2023

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### **I. Policy Statement:**

The Dreamland Villa Retirement Community maintains facilities at Read Hall suitable for meetings, exhibitions, parties, celebrations, etc. While DVRC primarily utilizes these facilities for meetings and events for its members, there remain times that the facilities may be made available for rental by residents for other purposes or by outside firms or organizations for other types of programs that may be of a benefit to residents. To this end, DVRC establishes the following procedures, rules and fee schedule for the rental of its facilities.

### **II. Definitions:**

**Caterer** – Any individual or business that provides foodservice at a remote site.

**Potluck Meal** – A meal provided by the members of a club, group or organization at which only members of such club, group, or organization, or their guests will be served. A potluck meal will not be open to the general public.

### **III. General:**

The procedures outlined in this policy and procedure are primarily for the rental of a DVRC facility on a per usage basis. The rental hours of the facility begin at the time access is required and the completion of the event's clean up. DVRC facilities are primarily available for use by DVRC members, for DVRC sponsored events, and for other types of programs presented by outside firms or organizations that may benefit DVRC.

- A. The rental of a DVRC facility is subject to that facility being available. In the event two or more requests are received to rent a facility at the same time, the date of the submitted and approved Application for Rental of a DVRC Facility will be used to determine the successful applicant. Additionally, in the case of conflicting rental applications, DVRC clubs and activities will be given preference.
- B. Prior to renting any DVRC facility, an "Application for Rental of a DVRC Facility" form must be completed and submitted to the DVRC Business Office for approval. Approval may be granted by the DVRC Business Office staff. Should there be questions about the nature of the event staff will consult the Board of Directors for final approval.
- C. A Short-Term Facility Rental Agreement will be required for any space rented on a one-time basis.
- D. DVRC clubs/activities, whether organized on a formal or official basis or not, who hold meetings, which may include the serving of food and to which attendance is strictly

limited to members of the club/activity and their guests, are exempt from the requirement to enter into a rental agreement and from the requirement to pay a security deposit.

- E. If a Key or Kee card is issued to a renter, the renter must sign a Facilities Keys/Kee Card Issuance Security Agreement and the completed agreement shall be attached to the rental agreement. Kee cards issued to a renter and not returned will be subject to a \$30 forfeiture charge to be deducted from the security deposit.
- F. All rented facilities must be left in the same condition as rented. The cost for the repair of any and all damage caused by the renter, his/her guests, and/or invitees will be the responsibility of the renter. A "Facility Post Rental Review" form shall be completed by DVRC no later than the first business day following the end of a rental period. The comments contained in this report will be the basis for the withholding of any part, or all of, a security deposit and for the charge of any repair costs that exceed the security deposit amount. Should the comments contained in the report be grounds for withholding any part, or the entire deposit fee, the report's contents must be verified by a second person. Any costs exceeding available security deposit funds shall be due and payable upon notification by DVRC. Security deposit funds remaining after all costs have been deducted shall be refunded to the renter.
- G. All DVRC clubs and activities using or renting DVRC facilities shall adhere to the same rules and conditions as established for members except as otherwise exempted in this policy.
- H. The DVRC Board of Directors may waive any rule or fee related to the rental or use of any DVRC facility unless such waiver is specifically prohibited in this policy.
- I. The DVRC Board of Directors may, from time to time, revise the facility rental fee schedule used for the rental of DVRC facilities (see attached).

**IV. Smoking/Drugs:**

- A. Smoking is prohibited in all DVRC facilities. Smoking outside must be at least 20 ft from the door.
- B. The use of illegal drugs is prohibited in any DVRC facility or on DVRC property.

**V. Facility Opening/Closing Times:**

Read Hall  
Opening Time - 6:00 a.m.  
Closing Time – 10:00 p.m.

**VI. Rental Fees:**

- A. DVRC clubs/activities will not be charged for the use of DVRC facilities for events sponsored by that club/activity provided attendance at the event is limited to DVRC members and their guests. There will be no fees for DVRC fund raising events.
- B. All non-members and organizations renting a DVRC facility will be charged a deposit. Security deposits, less any deductions as provided for elsewhere in this policy shall be returned to the renter no later than ten business days following the close of the event.
- C. Renters shall forfeit their security deposit if a rental agreement is not cancelled 30 days prior to the date of the scheduled event.
- D. There will be no charge for the use of DVRC facilities for memorial services for a DVRC member.
- E. Published rental fees are for one event. Read Hall must be rented for a minimum of two hours.
- F. A setup/tear down fee will be charged for Read Hall events. An additional hourly fee will be charged when DVRC personnel are required to spend more than one hour setting up for an event or activity and/or are required to spend more than one hour tearing down and cleaning up following an event or activity. All setup/tear down activities requiring DVRC personnel to be called back to work following their regularly scheduled work shift will be charged for at the rate of 1 ½ times the hourly rate. If necessary, these additional charges will be deducted from the deposit.
- G. All deposit fees will be paid at the time the Short-Term Facility Rental Agreement is signed. The total rental fee and setup/tear down must be paid in full before the rented space is reserved for the renter.

**VII. Security:**

- A. At the discretion of the Board of Directors, security personnel may be required depending on the size and nature of the event. If security personnel are required, the renter shall be required to pay an additional fee using the established hourly rate per security person in effect at the time the facility is rented. This fee shall be due and payable in advance of the event.
- B. DVRC retains the sole right to determine if and how many and what type of security personnel will be required and to arrange for such service.

**VIII. Parking:**

Parking is open unless otherwise posted as restricted or posted as Handicapped.

**FACILITY RENTAL FEE SCHEDULE**

**DREAMLAND VILLA RETIREMENT COMMUNITY, INC.**

**320 N. 55<sup>th</sup> PLACE  
MESA, ARIZONA 85205  
(480) 832-3461**

<b>READ HALL</b>	<b>Member Rate</b>	<b>Deposit</b>	<b>Outside DVRC Organization</b>	<b>Deposit</b>
DVRC Activities and Fundraising Events	\$0	\$0	N/A	N/A
Member Memorial Service	\$0	\$0	N/A	N/A
Not for-Profit Celebration or Event	\$35/hour	\$50	\$75/hour	\$100
For Profit Event or Seminar	\$50/hour	\$100	\$100/hour	\$200
Setup/Tear down Fee *	\$25		\$50	
<b>Room A, B, R9</b>	\$25/hour	\$50	\$35/hour	\$50

**\*Set up fee not required for DVRC Activities and Fundraising Events or Member Memorial Service.**

**Deposits will be forfeited if notice of cancellation is not received 30 days prior to the date of rental.**