



RIO RICO PROPERTY OWNERS ASSOCIATION
dba: Residents of Rio Rico
391 Avenida Coatimundi
P. O. Box 4052
Rio Rico, AZ 85648

Regulations for Rental of Building and/or Ramada
Hours of availability: 8:00am – 11:00 pm

This building is owned by the RIO RICO PROPERTY OWNERS ASSOCIATION dba: Residents Of Rio Rico. We have made it as attractive and convenient as funds can accomplish. Please use these facilities with enjoyment and care.

Rental fees are charged to defray costs such as utilities, insurance, maintenance and management. We ask that you follow these regulations:

1. No smoking or drugs
2. No alcohol to minors
3. No decorations to be attached to walls, electrical fixtures or ceiling.
4. A fire safety regulation allows a maximum capacity of 95 persons.
5. Management Representative will be available during activities.
6. Follow the checklist for area use.
7. No perishable foods will be stored in the building for an extended period of time.
8. No partisan politics.
9. Groups, organizations or individuals utilizing the Rio Rico Community Center must agree to not discriminate against anyone wishing to join activities in this facility – based on Sex, Ethnic Origin, Age, Religion or Disability and shall abide by all federal and state laws regarding non-discrimination.

THANK YOU FOR YOUR COOPERATION



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COMMUNITY CENTER BUILDING RENTAL REQUEST

_____ by _____
 (Organization) (Authorizing Agent)

takes full responsibility for the event _____ that is
 to be held in the Rio Rico Community Center on: _____
 starting at _____ ending at _____.

Setup time and Clean Up time to be included in determining length of time.

We agree to follow the regulations attached to this agreement as set forth by the Rio Rico Property Owners Association, Inc., Board of Directors for the use of the Community Center Building

1. The Cleaning/Security deposit and the Rental Fee for the time requested will be paid in full when the scheduled event is confirmed.
2. A CERTIFICATE OF LIABILITY INSURANCE IS REQUIRED WITH THE FEES
3. The building must be left in clean, undamaged, condition according to the attached checklists:
 - a) general area b) restrooms c) kitchen

Organization: _____

Address: _____

Phone: _____

Cleaning/Security Deposit Received: Date: Amount: \$ _____

Rental Fee Received: Date Amount: \$ _____

 Signatures & date: Responsible party – RRCC Management



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CHECK LIST FOR USE OF COMMUNITY CENTER BUILDING
RENTER MUST BRING OWN CLEANING SUPPLIES
AND REMOVE TRASH

SOCIAL ROOM

- Clean and replace chairs and tables as they were _____
- Sweep / mop _____
- (RRPOA provides mop, bucket, tile cleaner)
- Turn OFF all T. V. / Audio Equipment _____
- Empty all trash (Kitchen, Bathrooms, etc) _____
- Return Heating / Cooling to original setting _____
- Turn Off all lighting and fans _____
- Check all external doors to be locked _____

RESTROOMS

- Empty all trash containers _____
- Clean as needed _____
- Lights turned off _____
- Use wedge to prop doors open _____

KITCHEN

- Renter will provide their own supplies, utensils, trash bags, paper towels, soap, etc necessary for clean up.(None provided by the Community Center) _____
- Counter Tops cleaned _____
- If using Slow Cooker, use counter top protector _____
- Sinks cleaned (there is not garbage disposal) _____
- **NO GREASE DOWN THE DRAINS ** _____
- Range and Oven cleaned _____
- Pull Range spill catcher and clean _____
- Floors swept and mopped _____
- Renter to remove all of own food _____

Organization: _____

Responsible person: _____

Management: _____ **Date:** _____

The Cleaning / Security Deposit will be returned, by mail, after inspection.



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RIO RICO COMMUNITY CENTER RAMADA RENTAL FEES
WITH OUTDOOR RESTROOM FACILITY

HOURS OF AVAILABILITY: 8:00 AM – 11:00 PM

A CERTIFICATE OF LIABILITY INSURANCE IS REQUIRED WITH THE FEES
CHECK WITH YOUR HOMEOWNERS OR BUSINESS INSURANCE CARRIER

Cleaning / Security Deposit -----	\$100.00	
Rental Fee -----	\$100.00	
Gate Key Deposit (with approval)	\$50.00	
EACH HOUR REQUESTED OUTSIDE THE "AVAILABLE" HOURS -----	\$25.00	
TOTAL -----	\$	

The Cleaning / Security Deposit and Rental Fee is required along with the Certificate of Insurance to guarantee the date requested. The Cleaning Deposit will be refunded, by mail, after the check list and the inspection has been approved.

Management of RIO RICO PROPERTY OWNERS ASSOCIATION dba: Residents of Rio Rico and / or current members associated with this facility, shall not be held liable for personal injury, accident, or sickness to any persons engaging these facilities. I (we) have read, understand and agree with the conditions stated in the disclaimer of responsibility and assume all personal risk.

Renter Signature: _____ Dated: _____



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RAMADA RENTAL REQUEST

_____ by _____
 (Organization) (Authorizing Agent)

takes full responsibility for the event _____ that is to be held in the Rio Rico Community Center Ramada on: _____ starting at _____ ending at _____.

Setup time and Clean Up time to be included in length of time.

We agree to follow the regulations attached to this agreement as set forth by the Rio Rico Property Owners Association, Inc. Board of Directors for the use of the Ramada and the outside washroom facilities.

4. The Cleaning/Security deposit and the Rental Fee for the time requested will be paid in full when the scheduled event is confirmed.
5. A CERTIFICATE OF LIABILITY INSURANCE IS REQUIRED WITH THE FEES
6. The building must be left in clean, undamaged, condition according to the attached checklists:
 - a) general area
 - b) restrooms
 - c) kitchen
7. If the renter cancels the event, the Cleaning Deposit and Rental Fee will be refunded at the discretion of the RRPOA Board.

THE ABOVE ORGANIZATION UTILIZING THE RAMADA & OUTSIDE RESTROOMS WILL BE FULLY RESPONSIBLE FOR ANY DAMAGE DONE TO THE RIO RICO COMMUNITY CENTER RAMADA AREA DURING THE ABOVE STATED EVENT.

Organization: _____

Address: _____

Phone: _____

Cleaning/Security Deposit Received: Date: _____ Amount: \$ _____

Rental Fee Received: Date _____ Amount: \$ _____

 Signatures & date: Responsible party – RRCC Management



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CHECK LIST FOR RAMADA & OUTSIDE RESTROOMS RENTAL

- No defacing or removing any of the Center's property.** _____
- No possession or discharge of firearms or fireworks** _____
- Glass containers are PROHIBITED** _____
- No Pets, except for assistance animals** _____
- No fires are allowed except in the Ramada grills** _____
- (Ashes are to be removed by the Renter into the bucket provided by the Center)** _____
- Spills / discoloration on concrete must be cleaned** _____
- Grounds are to be left free of trash / debris** _____
- Trash must be removed and taken away by Renter** _____
- (Center will provide plastic garbage cans, Renter will provide garbage bags)** _____
- Renter will provide all tables and chairs** _____
- Renter will provide own cleaning supplies** _____
- Outside restrooms to be left clean – trash removed** _____

The Cleaning / Security Deposit will be returned, by mail, after inspection.

Signature of Renter: _____ **Date:** _____

Signature of Management: _____