

**ANTHEM CIVIC BUILDING
PHILOSOPHIES, RULES, REGULATIONS, AND
FEE STRUCTURE**

Established 1/22/14

TABLE OF CONTENTS

I.	Anthem Civic Building Philosophies	
II.	Alcohol Policy	Page 2
III.	Animals	Page 2
IV.	Audio/Visual Equipment	Page 3
V.	Building Access	Page 3
VI.	Calendar of Event Policy	Page 3
VII.	Cancellations	Page 4
VIII.	Cash and Credit Policy	Page 4
IX.	Catering Policy	Page 4
X.	Children	Page 4
XI.	Custodial	Page 5
XII.	Damages	Page 6
XIII.	Decorations	Page 6
XIV.	Electrical Equipment	Page 6
XV.	Event Accessibility	Page 6
XVI.	Fire Regulations	Page 7
XVII.	Firearms	Page 7
XVIII.	Fitness Room Usage	Page 7
XIX.	Food and Beverage	Page 8
XX.	Freight and Storage	Page 8
XXI.	Fundraising	Page 8
XXII.	Gratuities	Page 8
XXIII.	Holidays	Page 8
XXIV.	Insurance	Page 8
XXV.	LED Monument Sign	Page 9
XXVI.	Miscellaneous	Page 10
XXVII.	Parking	Page 11
XXVIII.	Payments of Fees	Page 11
XXIX.	Room Occupancy	Page 13
XXX.	Room Reservation	Page 13
XXXI.	Room Set Up	Page 14
XXXII.	Security Policy	Page 14
XXXIII.	Sign Policy (Exterior)	Page 15
XXXIV.	Sign Guidelines	Page 15
XXXV.	Smoking	Page 15
XXXVI.	Solicitation/Advertising	Page 16
XXXVII.	Surveillance	Page 16
XXXVIII.	Television Usage	Page 17

XXXIX. [Vehicles](#) Page 17
XL. [WiFi Usage](#) Page 17

Anthem Civic Building Philosophies

General Building Use Philosophies

It is the belief of the Anthem Community Council (ACC) that the Anthem Civic Building (ACB) exists for the residents of Anthem, social groups, organizations and businesses to gather in a quiet environment that is welcoming to all.

In addition to housing the Anthem Community Council offices, Home Owners Associations, and Maricopa County Sheriff's Office (MCSO) substation, it serves as a multi-purpose facility intended to encourage social, cultural, civic and educational enrichment, as well as fitness activities for Anthem residents.

Programs will be developed to provide a wide-range of opportunities for the enrichment, education and self-improvement of the residents of Anthem.

It is the mission of the Anthem Community Council staff to operate the Anthem Civic Building in a courteous and professional manner; to provide outstanding customer service; and to be responsive to facility reservation requests in a timely manner.

The Anthem Civic Building will be open from 7:00 a.m. to 7:00 p.m. Monday and Wednesday through Friday; 7:00 a.m. to 9:00 p.m. Tuesday, and 7:00 a.m. to noon Saturday. Events outside of these hours on weekday and Saturday evenings will be considered at higher rates to cover after hours costs. These hours are subject to change.

The Anthem Community Council is committed to making the use of the building affordable to all with a fee structure based on type of event, space needed, day and time of event, and user. The nominal fee will cover operating costs such as staffing and room set-up. Meeting rooms will be charged on a per-hour basis.

Building Use – Rentals and Reservations

A 2-hour minimum is required for all reservations outside of normal business hours.

Any person making the reservation must be over the age of 18 and must be present at the event.

In order to secure a reservation, payment in full is required for all rentals less than \$100 and a signed Rental Request Form must be submitted. Rentals exceeding \$100 must secure reservation by paying 50% of the rental fee, a damage deposit of \$100 and submit a signed Rental Request Form.

The damage deposit fee is a separate fee to ensure the room is left in good condition and the terms of the rental agreement are met; it is not payment toward the room rental fee. Depending on event size, an additional deposit may be required. The remaining rental fee balance will be due 2 weeks prior to the rental date.

If it is determined that the condition of any part of the facility, furniture, or equipment has been damaged or is missing resulting from the activities of the person or group renting the room (or their guests), the damage deposit will not be returned in part or in whole and additional replacement/repair costs in excess of the damage deposit will be billed back to the renter.

Deposit is refundable if room is left in good condition and there is no damage. Refund check will be issued and returned by mail within 30 days of event. If deposit was on credit card, a credit will be processed on the credit card.

The Anthem Community Council has the sole discretion to accept, deny, adjust, and cancel a facility rental request. A reservation will be confirmed upon payment of applicable fees and approval. Anthem Civic Building staff has the authority to determine room assignments and make changes as necessary. Residents may reserve a room one-year in advance or less. Non-residents may reserve a room no more than ninety (90) days in advance.

All room reservations will be scheduled by the Scheduling Coordinator. If written request is submitted when Coordinator is not present, staff or Welcome Center volunteer accepting the rental application will mark date and time request is received, along with their initial.

Groups and organizations may reserve a room for a recurring event provided it occurs the same day and time of the month. Reservation will be valid for one year. The Civic Building staff will have the right to make modifications, if necessary, and will give as much notice as possible.

There will be designated areas in the Anthem Civic Building which will be available for drop-in use and no fees will be charged during established times. Use of free drop-in space does not mean that the user has exclusive use of the space. Civic Building staff has the discretion to move either renter or drop-in guests to another room in order to be accommodating to all.

Refund requests will be given if written cancellation is received 48 hours prior to the event. Any changes to the reservation must be made before 48 hours prior to the event. Cancellation received one day before the event will result in a 50% refund of the rental fee. Cancellation made the same day or any day thereafter, will result in a 100% forfeiture of the rental fee. Anthem Community Council will not be responsible for any costs that may originate due to cancellation.

Refunds will be returned by mail if reservation was paid by cash or check. Credit card rental payments will be refunded on the card. Refunds may take 3-4 weeks for processing.

Building Access and Behavior

All individuals and groups using the facility will conduct themselves in a civil, proper, and well-mannered fashion. Loud noise, disruptive conduct, or unruly, abusive or disorderly behavior is prohibited. If such occurs, individual or group may be required to vacate the premises immediately with no refund of rental fee or damage deposit fee.

Children 13 years and under must be accompanied by parent or guardian.

Building Activities

Alcohol service is permitted in the Anthem Civic Building if provided by a Council approved liquor vendor. Any and all use of alcoholic beverages must be in strict conformance with the Alcoholic Beverage Code of the State of Arizona. No money or tickets may be exchanged for alcohol. A cash bar is not allowed. Bring Your Own Bottle (BYOB) is not allowed. All events serving alcohol must have security.

Illegal gambling is prohibited. Lawful gaming may only be conducted pursuant to State law.

For-profit businesses or organizations may use the ACB for the purpose of management or employee meetings, trainings, shareholder meetings, or other activities at which no sales or merchandising is to take place, and for which no fees are charged for attendance. This does not apply to ACC-approved classes for which participation fees may be charged.

Violation of policies may result in suspension from the building and/or other penalties, depending on the severity of the infraction.

Definitions

Resident of Anthem refers to anyone who lives in Anthem or owns property in Anthem or is a resident of Bela Rosa. Proof of residency may be required in order to receive Resident rate.

Non-resident is an individual who does not live in Anthem or own property in Anthem.

Non-profit organization refers to a corporation recognized by the state of Arizona as being a nonprofit corporation. Proof of non-profit status may be required at the time of the reservation request.

ALCOHOL POLICY

Alcohol service is permitted in the Civic Building if provided by a Council approved liquor vendor. Any and all use of alcoholic beverages must be in strict conformance with the Alcoholic Beverage Code of the State of Arizona. No money or tickets may be exchanged for alcohol. A cash bar is not allowed. B.Y.O.B is not allowed.

The serving of alcohol at any party or event given in honor of a minor is prohibited.

The sponsoring person or organization accepts full responsibility for maintaining control of consumption and enforcing moderation. Any behavior which indicates intoxication of any participant shall be cause for consumption to immediately cease, and also shall be cause for future denial of permission for the sponsoring organization.

No alcohol may be consumed in any other area except the designated area of the event. No alcohol may be carried beyond the terrace area. Open air consumption of alcohol is prohibited on Civic Building property.

If there is any misrepresentation of the type of event being held, Owner will immediately remove Renter and guests from the premises and withhold all fees for violation of this policy. The withholding of such fees under such circumstances shall not be and is not intended as a penalty but is, instead, a reasonable forecast of probable damages resulting from

Owner's deprivation of such fees from an alternate Renter.

Security is required anytime alcohol is served. The Civic Building Scheduling Coordinator will determine the number of officers. Security will be present from the time the first guest is scheduled to arrive until the rental time expires. Civic Building staff will reserve off-duty police officers and/or North Valley Posse members. Security charges will be the sole responsibility of the Renter.

ANIMALS

No animals or pets are permitted in the building or on the Terrace except seeing-eye dogs, animals² part of an event (if approved in advance by Civic Building Management), and other legitimate assistance animals.

Animals that will be part of an event must be contained in cages in the leased area at all times. Provisions must be provided for their safety and prevention of damage to the facility. Cleanliness is expected, and catch pans must be used under all cages. Grooming may not be done inside the building. Additional insurance and/or deposits may be required.

AUDIO/VISUAL EQUIPMENT

Equipment is available on a first come, first served basis and must be reserved 72 hours in advance of an event. Additional fees may apply. Items used by the Renter which are damaged will be billed at current replacement costs plus additional handling charges.

Control of the master sound board will be left to the Civic Building staff or their designee. In event of audio equipment being present in a rented room, the Civic Building staff will provide a preset master volume for the equipment. Any additional adjustments may be made on the equipment available in the room.

There will be no connecting to any Civic Building electrical or communication systems without permission of the Civic Building Manager. Any connection or disconnection to the Civic Building equipment will be the responsibility of the Civic Building staff.

Persons using audio visual equipment may only view "family-friendly" and appropriate content; Civic Building staff reserves the right to change any programming that may be considered offensive or inappropriate.

BUILDING ACCESS

Building hours are from 7:00 AM until 7:00 PM Monday, Wednesday, Thursday, and Friday; Tuesday 7:00 AM to 9:00 PM; Saturday 7:00 AM to Noon, and closed Sunday, unless otherwise specified on the client rental contract. The Civic Building will not provide the Renter with keys to any rented spaces. A staff member of the facility will be on site at all times during the event, in addition to the time for setting up and cleaning following the event.

With management approval, the Civic Building may close to ensure employee and visitor safety in the event of civil unrest, severe weather, threats, and other local or national emergencies. Building closures will be announced via email,

Council website, main phone messaging, and/or the Community Emergency Hotline.

CALENDAR OF EVENT POLICY

Only events taking place in the Anthem Civic Building, which have Tradeshow status and/or are for the public-at-large may have their information posted on the website, at the discretion of the Anthem Community Council.

Only the following information will be post to the calendar:

- Event Name
- Event Date(s)
- Hosting Organization
- Web address and/or phone number

CANCELLATIONS

Refund requests will be given if written cancellation is received 48 hours prior to the event. Any changes to the reservation must be made before 48 hours prior to the event. Cancellation received the day prior to the event will result in a 50% refund of the rental fee. Cancellation made the same day or any day thereafter, will result in a 100% forfeiture of the rental fee. Anthem Community Council will not be responsible for any costs that may originate due to cancellation.

Refunds will be returned by mail if reservation was paid by cash or check. Credit card rental payments will be refunded on the credit card. Refunds may take 3-4 weeks for processing.

CASH/CREDIT POLICY

Cash transactions must be performed by Council staff members only. Volunteers are not permitted to accept any form of payment for any services/programs. Cash payment is not to be accepted for residential or commercial assessments, fines, etc. Quickpass transponders may not be purchased with cash or check.

CATERING POLICY

The Renter and/or caterer of its choosing in accordance with the alcohol and/or catering policies may bring in food and beverage. The Renter is totally responsible for its food and beverage service and shall hold Anthem Community Council and its employees, agents, and representatives harmless for all liability, illness, or any damages arising from Renter bringing such items into the center itself or through its caterer. Renter is responsible for acquiring any required liquor license/permits.

Only caterers listed on the Anthem Civic Building "Approved Caterer's List" can be used for events.

For small meetings, renters may bring in the following:

- Donuts, Bagels, Muffins
- Fruit
- Juice
- Dessert
- Coffee, soda or bottled water

Potluck meals or homemade items may be brought into or served at the Anthem Civic Building, either by the Renter, guests, representatives or its sub-contractors with preapproval from Civic Building staff. Civic Building Staff may restrict food and drink in a room on a limited basis for specific meetings/events.

Cooking of food material is prohibited. The kitchen(s) and facilities shall be used only to support the serving of pre-prepared foods. All ware washing and food preparation is to be completed off-site.

CHILDREN

All children under the age of 13 must be accompanied and supervised by an adult while visiting/using Civic Building facilities at all times..

CUSTODIAL

No Council personnel are allowed to move, load, unload or setup equipment that is not the property of the Anthem Community Council.

Building maintenance personnel are not authorized to make changes in the setup unless instructed to do so by a Civic Building staff member.

Custodial service is not provided for the Renter or for the caterer aside from routine cleaning of restrooms and common areas. The caterer is responsible for the cleaning of his or her own area, but it is the ultimate responsibility of the Renter. Custodians do not clean catering areas at night, other than removal of trash, for an event lasting longer than one day.

Renter is responsible for policing his or her own areas. Custodial service during the event is not provided by the ACC. Trash liners are provided in each trash receptacle and extras are left in the bottom of the container. Should renter need a vacuum, broom or other cleaning supplies or should a major spill occur, please contact Building Support Staff immediately so the spill can be cleaned before it permanently stains the floor.

DAMAGES AND REFUND OF DAMAGE DEPOSIT

The Renter is responsible for all damages to the facility during the event. The Renter is responsible for returning the facility to the same condition it was received. The Renter is responsible for all materials, trash, residue, etc. left by any exhibitors and/or outside contractors (i.e. decorators and caterers). Fees may be assessed for cleanup and disposal of remaining items.

A damage deposit fee of \$100 is required for all rentals exceeding \$100 and is due 60 days prior to the rental date. This is a separate fee to ensure the room is left in good condition and the terms of the rental agreement are met; it is not payment toward the room rental fee. Depending on event size, an additional deposit may be required.

If it is determined that the condition of any part of the facility, furniture, or equipment has been damaged or is missing resulting from the activities from the renter, the damage deposit will not be returned in part or in whole and additional replacement/repair costs in excess of the damage deposit will be billed back to the renter.

Damage deposit is refundable if room is left in good condition and there is no damage. Refund check will be issued and returned by mail within 30 days of event. If deposit was on credit card, a credit will be processed on the credit card. Refunds may take 3-4 weeks to process.

Renter is responsible for the common areas associated with your event. The lobby, restrooms and parking lots should be free of excessive trash or other damage. If such damage is attributed by Anthem Community Council to the Renter's event, these damages will be charged against the deposit or be billed to the Renter.

At the end of the event, the Room

- Must be clear of all material not belonging to the Civic Building.
- Trash must be removed from the tops of tables and placed in the trash receptacles.
- All food, trash or other debris must be removed from the floor and placed in trash receptacles.
- Marker boards and walls must be clean and free from new damage.

Kitchen/Lounge

- The counter surfaces must be clean and free from debris.
- All food and trash must be removed from sinks / drains.
- The refrigerator must be clean and empty.
- The freezer must be clean and empty.
- The floor must be clean and dry.

DECORATIONS

The use of masking tape is permitted in decorating. Nails, hooks, screws, tacks, staples, putty, double-sided tape and strong adhesive tape shall not be used on the interior or exterior walls, ceilings, windows, doors, outside signs or furnishings of the facility. The Renter is responsible for any damage to the facility. Decorations causing a high volume of trash and/or debris are subject to cleanup charges. The Civic Building Manager must approve decorations.

Throwing of or decorating with confetti, rice, glitter, birdseed, or other materials that can cause damage to property and/or present a safety hazard is not allowed on the Civic Building grounds (Inside or Outside). Smoke machines or any type of inflatable are not allowed unless approved by Civic Building Management.

ELECTRICAL EQUIPMENT

All electrical equipment must be approved by Civic Building Manager, Scheduling Coordinator or Manager On Duty. Accessibility to equipment rooms and utility boxes is prohibited.

EVENT ACCESSIBILITY

The Anthem Civic Building staff must have complete accessibility to all event spaces, kitchen areas, corridors and hallways before, during and after events. The Anthem Civic Building Management must grant in writing any exclusivity to any area.

FIRE REGULATIONS

Open flames are prohibited. Barbeque grills, propane/butane burners, and open fires are prohibited. All candles, candelabras and sparklers are prohibited. Birthday cake candles may be allowed with prior approval from the Civic Building Scheduler Coordinator.

All event promoters, exhibitors, and service contractors must comply with all federal, state and local fire codes which apply to places of public assembly. Fire code prohibits overages of capacity of any room, and blockage of exit doors, extinguisher cabinets or service hallways. Renter shall not permit more persons into the facility or premises than can safely and freely move about or be safely evacuated in the event of emergency, as determined by the Fire Marshal of Maricopa County. The capacity will be reflected, as number of "guests in attendance" in the rental contract. In the event the Fire Marshal alters or changes the foregoing maximum capacities, Renter shall abide thereby and comply therewith.

FIREARMS

No firearms or weapons of any kind are allowed on Council property per the ACC Weapons Policy and State Law with exception for authorized law enforcement personnel.

Firearm displays or exhibits are not permitted in the building.

FITNESS ROOM USAGE

All people using the fitness area must be actively participating in an organized class or other instruction. Individuals who are loitering will be asked to leave the exercise floor. Horseplay, running, hanging out, loitering, and loud disruptive behavior will not be tolerated. No food or drink is permitted in the fitness room, with the exception of water in a closed top container. Infant carriers, strollers, car seats etc. are NOT permitted; with the exception of those coming or going to a class.

Appropriate exercise clothing must be worn. Shirts and pants/shorts must be worn on the exercise floor. Swimsuits are not appropriate exercise clothing for the exercise floor. Proper footwear is required on the fitness floors. High heels, roller shoes, and marking sole shoes are prohibited on the fitness floor. Civic Building staff reserves the right to define inappropriate dress when necessary.

Please be courteous while working out. This includes: re-racking weights when finished, not dropping weights, putting back any equipment you use, wiping down equipment after use, and sharing equipment.

To promote a safe environment and prevent theft, all gym bags, purses, etc. should be secured. The Anthem Community Council is not responsible for lost or stolen items.

FOOD AND BEVERAGE

The Renter and/or caterer of its choosing in accordance with the alcohol and/or catering policies may bring in food and beverage. The Renter is totally responsible for its food and beverage service and shall hold Anthem and its employees, agents and representatives harmless for all liability, illness, or any damages arising from Renter bringing such items into the center itself or through its caterer. Moreover, Renter shall be responsible for cleanup. The caterer or Renter must setup and breakdown within the rental period outlined on the client rental contract.

Cooking of food material is prohibited; heating of food in the microwave on a small scale is allowed. The kitchen(s) and facilities shall be used only to support the serving of pre-prepared foods. All ware washing and food preparation is to be completed off-site.

Renters/Guests selling food on the property or any type of concession is not allowed without prior approval from Civic Building Management.

Potluck meals or homemade items may be brought into or served at the Anthem Civic Building, either by the Renter, guests, representatives or its sub-contractors with preapproval from Civic Building staff.

No food or drink is permitted in the fitness room, with the exception of water in a closed top container.

FREIGHT AND STORAGE

Freight and materials will not be accepted for an event. If Council staff and/or representatives accept delivery and/or shipment they are not liable for any loss, theft or damage to materials received.

Materials remaining in the facility after the last contracted day are considered abandoned property and may be disposed of accordingly.

The Civic Building will not be held liable for any pre or post event freight.

FUNDRAISING

Written permission from Anthem Community Council Executive Management is required to seek donations or solicit for charitable purposes on Council property, which extends to fundraising activities. Fundraising activities include raffles, donation collections, canvassing, or soliciting for charitable purposes. Efforts to fundraise or solicit for donations must be in conjunction with a preapproved Civic Building reservation or program. Fundraising activities must be associated with and benefit an established non-profit or charitable organization. Exceptions may be made as determined by ACC Executive Management in special instances.

GRATUITIES

Anthem Community Council policy prohibits any employee from accepting loans, advances, gifts, gratuities, or any other favors from parties doing business with the Council.

HOLIDAYS

At the discretion of the Civic Building Manager, an event may be scheduled on a holiday, if staffing is available. Saturday rates will apply to any State and/or Federal observed holiday.

Council Observed Holidays: Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the following Friday, Christmas Day, New Years Day.

INSURANCE

All tradeshow, conventions and/or events open to the public are required to provide insurance, although any prospective Renter may be required to purchase liability, property and/or casualty insurance (30) days prior to the event. In the alternative, through determination by Anthem Community Council, Renter will purchase such insurance at Renter's expense as Anthem Community Council may require. A caterer, at their expense, shall provide a blanket insurance policy for the period of their contract and name the Anthem Community Council, its officers, agents and employees as an additional insured on the policy.

Insurance requirements are as follows, with limits of at least:

1. \$1,000,000 coverage against the claims of any and all persons for personal or bodily injury (including wrongful death) arising out of the work and services to be performed hereunder by Caterer, its officers, agents, employees, subcontractors, licensees or invitees, whether or not caused in whole or in part by the alleged negligence of the officers, servants, employees of the Anthem Community Council.

LED MONUMENT SIGN (EXTERIOR)

The Anthem Civic Building Message Board is located on the corner of Anthem Way and Venture Drive. The purpose of the Electronic Message Board is to primarily publicize Anthem Community Associations' events, meetings, performances, or public service messages and events taking place in the Civic Building which are open to the public.

Marketing of event taking place in the Civic Building open to the public on the message board will be at the sole discretion of the ACC. Announcement applications are available by calling 623-742-6050 or online at www.OnlineAtAnthem.com. Announcement forms must be submitted at least two weeks in advance of the requested air date. Application forms for consideration can be dropped off or mailed to:

**Anthem Community Council Communications
3701 W. Anthem Way, Suite 201
Anthem, AZ 85086 or faxed to 623-742-6170**

Application forms and photographs or logos may be submitted for consideration electronically to webmaster@anthemcouncil.com. All photographs and logos must be clearly viewable/readable and formatted in high resolution. Communications staff reserves the right to edit any submissions for length or clarity. Design, including font style, color, and possible use of artwork will be determined by the ACC Communications Department. Individuals or groups are limited to 3 message screens at a time. Each message screen should have no more than 10 words to include only event name, time, and date.

Requests must include sponsoring organization, point of contact, phone number and email address. Requestors are responsible for verifying the accuracy of their display message and terms of agreement; the ACC is not responsible for inaccurate information. Message requests not adhering to these guidelines will not be displayed.

Birthday, congratulations, and other personal type messages are not permitted. Political messages are not permitted.

If associated event fees are not paid in full by contract deadlines, the requestor will forfeit their opportunity to use the message board until account is brought current.

The Civic Building electronic message board may display an announcement of the Renter's event a maximum of seven (7) days prior to the event. Any additional announcements of the event must be approved by Civic Building Management, and an additional charge may be required. The Anthem Community Council owns the message board and its contents and reserves the right to refuse to publish any message and cease this service at any time without notice.

MISCELLANEOUS

Live music is not allowed in any room or area other than the Community Room or Terrace. Artist must setup and breakdown within the rental period outlined on the client rental contract. Exceptions will be made as determined by the ACC in special instances, such as for music lessons.

The Civic Building is not responsible for lost or stolen items. The Council will hold any items found for a period of two weeks. After that period, the articles will be considered abandoned property and may be disposed of accordingly.

The Anthem Civic Building is not responsible for vehicle damage or theft.

Any change to room set-up made the day of the event may not be possible or result in a minimum additional labor charge.

Should renter need a vacuum, broom or other cleaning supplies or should a major spill occur, please contact Building Support Staff immediately so the spill can be cleaned before it permanently stains the floor.

Rental equipment may not be left in the room for next day pickup unless prior arrangements have been made with the Civic Building Manager and this is noted in the setup sheet.

No person(s) other than Anthem Civic Building personnel are authorized to move portable walls, turn on lights, change thermostat settings or unlock doors.

The Civic Building does not provide items such as dishware, serving utensils, tape, ladders, etc.

All restrooms are public restrooms and may not be used as dressing rooms.

Illegal gambling is prohibited. Lawful gaming may only be conducted pursuant to State law.

The Civic Building, and specifically the Business Center, are not to be used for profit based business transactions. For-profit businesses are prohibited from selling, soliciting, or conducting day-to-day operations in the Civic Building.

There is to be no loading and unloading of equipment, which results in lane blockage or blockage of any entrance of the building. Violators are subject to towing at owner's expense.

At no time may the drive thru of the North entrance of the building be blocked with any vehicle. Violators are subject to towing at owner's expense.

Throwing of or decorating with rice, confetti, glitter, birdseed, or any other material that can cause safety concerns or damage, as well as the spraying of silly string or any like product is prohibited in or on the Civic Building premises. Blowing bubbles is permitted, but restricted to parking areas only. Renter will be assessed a cleanup fee for any violation of these rules.

Only authorized personnel are allowed inside the Welcome Center desk area.

All residents, guests, and staff must abide by the Anthem Community Council Harassment Policy when on Council property.

The Anthem Civic Building is a drug free and weapon free zone, as per the Anthem Community Council Weapons and Drugs Policy.

Events must be contained within the specific room that has been rented. The gathering of guests/participants in the Welcome Center lobby area for a short break is permitted provided that space for free flow of traffic into, out of, and through the building space is maintained at all times and that the view of the welcome center staff of building operations is not restricted. This area is not available for meetings. If this policy is not adhered to, a member of the Civic Building or Security staff will give one warning. If at that time all attendees have not returned to the leased room, the event will be closed and everyone will be removed from the premises.

Renter will ensure that its guests, participants, licensees and invitees will conduct themselves in a civil, proper, and well-mannered fashion. Loud noise, disruptive conduct, or unruly, abusive or disorderly behavior is prohibited; if such occurs, Renter may, at Owner's sole and exclusive discretion, be required to vacate the premises immediately with no refund of rental fee or reservation deposit fee.

Enforcement of these Rules and Regulations will be by Civic Building Staff and/or law enforcement personnel. Failure to follow all guidelines for use of the Civic Building will result in the closing of the event, vacating of the premises, forfeiture of fees and deposits, and/or prohibited access in the future.

PARKING

The Anthem Civic Building offers over 200 parking spaces free of charge. Parking is not permitted in fire lanes. Overnight parking of motor homes, travel trailers or campers on Council property is prohibited. Vehicles or trailers taking up multiple spaces in the parking lot are prohibited, unless preapproved by Civic Building Management. No public parking in reserved spaces. Violators are subject to towing at owner's expense.

PAYMENT OF FEES

The basic rental rate and charges for other services are as and may be established from time to time by Anthem Community Council. All fees paid shall be in a form acceptable to Anthem Community Council.

Cash, Visa, MasterCard, or Discover are required for payments made less than (15) days prior to the event.

It is the Renter's responsibility to furnish the Civic Building with all payments. The event is subject to cancellation if any payment is not made by designated deadline. Any late fees are subject to a 5% Past Due Fee.

Invoices will only be sent upon written request.

Cleanup/Damage Deposit Fee

A damage deposit fee of \$100 is required for all rentals exceeding \$100 and is due 60 days prior to the rental date. This is a separate fee to ensure the room is left in good condition and the terms of the rental agreement are met; it is not payment toward the room rental fee. Depending on event size, an additional deposit may be required.

Deposits are refundable after the event if the room has been left in good order, no damage has been done to the property or equipment, the Renter and guest have left the premises by the contracted time and all conditions of the contract have been met. Refund check will be issued within 30 days of event and returned by mail to the address

provided by Renter. If deposit was on credit card, a credit will be processed on the credit card.

Failure to cleanup or be checked out by the Civic Building office staff will result in a forfeiture of the entire deposit plus any additional damage or cleaning fees.

Additional fees will be charged for vacating the building after the contracted time.

Rental Fees

Rental fees will be based on type of event, space needed, day and time of event, and user. Room rentals will be charged on a per hour basis. A two-hour minimum will be required for rentals outside of normal business operating hours. Anthem Residents may not reserve the facilities for a non-resident. Proof of residency may be required at time of reservation request.

There will be designated areas in the Anthem Civic Building which will be available for drop-in use and no fees will be charged. A designated drop-in room may be reserved with an applicable fee, however, renter will be asked to accommodate guests already in room. Civic Building staff has the discretion to move either renter or drop-in guests to another room in order to be accommodating to all.

ROOM OCCUPANCY LIMITS

Renter shall not permit more persons into the facility than can safely and freely move about, as determined by the Fire Marshal of Maricopa County. The signed rental contract must accurately state the number of people attending the event. If the number of people in attendance exceeds the maximum room capacity and the event is moved to a larger room, there may be an additional fee charged.

The contract will state the number of people allowed at the Renter's event.

ROOM RESERVATIONS

The Civic Building Scheduling Coordinator shall schedule events on a first-come, first-served basis upon receipt of a completed ACB Facility Rental Request Form and payment of applicable fees. The Anthem Community Council Board and Board-approved committees, as well as all delegated committees of the Council Board, will have the first priority for room reservations.

The responsible party reserving facilities must be at least 18 years of age and must be present during facility rental time.

Courtesy holds will not be accepted at any time.

The Anthem Community Council has the sole discretion to accept, deny, adjust, and cancel a facility rental request. A reservation will be confirmed upon payment of applicable fees and approval. Anthem Civic Building staff has the authority to determine room assignments and make changes as necessary. Residents may reserve a room one-year in advance or less. Anthem residents may be required to show proof of residency. Non-residents may reserve a room no more than ninety (90) days in advance.

Residents and Anthem-based groups/organizations may reserve a room for a recurring event provided it occurs the same day and time of the month. Reservation will be valid for one year. All applicable rental fees must be paid 2 weeks

prior to each month's event.

In order to secure a reservation, a signed rental agreement and payment in full is required for all rentals less than \$100. Rental agreements where fee exceeds \$100, reservation will be secured upon payment of 50% of the rental fee which is due and a damage deposit fee of \$100, along with the signed contract. The remaining balance will be due 2 weeks prior to the rental date. A 2-hour minimum is required for all reservations outside of normal business hours.

The Civic Building is not responsible for omissions and/or cancellations of any reservations not accompanied by an executed contract. Cancellations and/or changes made to the contract must be submitted in writing to the Civic Building office. Verbal cancellations or changes will not be eligible for any refunds, if due.

Use of special equipment (i.e. microphones, speakers, amplified music, etc.) or entertainment (hired vendor, etc) must receive prior approval from Civic Building Scheduling Coordinator and be explained fully in the rental application.

Anthem Community Council retains the exclusive right to disapprove any event, performance, exhibition, or entertainment which, in the sole discretion of Anthem Community Council, may be offensive, inappropriate, unsafe or unsuitable, and Anthem Community Council retains the right to cancel a lease without advance notice in the event that Renter's conduct or use of the premises is regarded in Anthem Community Council's sole discretion as offensive, inappropriate, unsafe or unsuitable. Anthem Community Council further retains the exclusive right to cancel a lease at any time without advance notice if Renter's event, performance, exhibition or entertainment fails to substantially meet its advertising claims or violates event content or event restrictions originally agreed upon by the parties.

Notwithstanding any term or condition herein contained, Anthem Community Council retains the absolute and unconditional right and authority to cancel and annul a lease, at Anthem Community Council's option, for any or no reason, and shall provide Renter with advance notice thereof not less than (20) days prior to the commencement of Renter's event or intended use of the facilities. In the event that Anthem Community Council exercises this right, Renter shall be entitled to a refund of any and all advance fees made prior to the cancellation of the lease. The return of sums previously paid shall be Renter's sole and exclusive remedy for any cancellation.

Renter shall not assign a contract or any part hereof, nor sublet the premises to any person without prior written consent of Anthem Community Council.

ROOM SET UP

All room diagrams layouts are to be finalized and approved by the Civic Building Manager and/or Scheduling Coordinator no later than 15 business days prior to the event. Late room diagrams or last minute changes may be subject to additional charges.

For safety reasons, Renter is not permitted to move Civic Building equipment. The room, its furnishings, and all Civic Building owned equipment should not be altered in any way. Renter is not allowed to stand on tables, chairs, etc.

The Civic Building does not provide ladders, extension cords, tape, pins, etc.

If there is a charge for room setup diagrams received less than 15 business days prior to the event or last minute changes or additions, these charges will be taken out of the deposit fee or collected separately should the deposit amount be insufficient to cover the charges.

ROOM USE – FREE/DROP IN

The ACC may provide rooms on a free, drop-in basis, and may establish policies to govern this type of building use. Free drop-in space is only available to Anthem residents and Anthem-based groups of no larger than twenty people, and only in designated areas during designated times.

SECURITY POLICY

Civic Building Management will have final authority to determine whether or not security is needed for an event even though alcohol may not be served, and will work with Renter to determine the appropriate source of the security. Civic Building Management will also determine the number of security personnel required for an event, as well as, the length of time such services are needed. Under most situations, security will be required for any of the following:

- Security is required for all events serving alcohol.
- Events that are considered “high risk” or have “value” content.
- Any social event and/or large attendance event.

Cost of security will be at the sole expense of the Renter. The security officer's duty will be for the protection of life and property.

Shows and exhibits may use private security agencies for protection of their property if they so choose. The name of the private security agency and contact information must be submitted to Civic Building Management 2 weeks prior to event.

<u>Attendees</u>	<u>Officer(s)</u>	<u>Officer(s) For Events w/Alcohol</u>
Up to 150	1	2
151 to 330	2	3
331 plus	3	4

SIGN POLICY (EXTERIOR)

Council sponsored or Council hosted events may, if the Civic Building Manager determines appropriate, display signs in designated exterior locations. ONLY Council Sponsored Event and/or Partnership Event banners will be allowed on Council Property. Council approved events may be eligible for banner placement in other areas of the Civic Building. Council is not responsible for damage to or theft of banners while on Council property.

Non-Council sponsored events may be eligible to place announcements on the LED Monument Sign. Please see LED Monument Sign Policy for requirements.

SIGN GUIDELINES

The Civic Building Manager must approve all signs and banners prior to placement. These signs must meet and follow the sign guidelines set forth.

The Civic Building electronic message board may display an announcement of the Renter's event a maximum of seven (7) days prior to the event. Any additional announcements of the event must be approved by Civic Building Management, and an additional charge may be required.

Interior signs may not be placed on Civic Building entrance doors and signs may not be placed in common areas unless the renter has prior approval from Civic Building Management.

SMOKING

The Anthem Civic Building is a tobacco free facility. Smoking and/or tobacco use, including electronic cigarettes, is prohibited in all areas inside and outside the building.

SOLICITATION/ADVERTISING

No solicitation of any kind on Council property. The circulation of advertisements, tickets or any other written material in or on Council property, including parking lot areas, without written permission from Council Management is prohibited.

Political candidacy materials are strictly prohibited on Council property unless provided in conjunction with a candidate's night and approved by the ACC management.

Individuals and/or organizations wishing to place informational materials in the Welcome Center must submit a Information Material Display Request Form and receive written approval from Civic Building Management. Welcome Center material space will be offered on a first come first serve basis. The material provider will be responsible for restocking brochures.

The Anthem Community Council recognizes the need to strike a balance between the individual's right to be free from invasion of privacy and the institution's duty to promote a safe environment for all community members.

SURVEILLANCE

The purpose of video surveillance in the Anthem Civic Building is to:

- Promote a safe environment by deterring acts of harassment or assault.
- Deter theft and vandalism and assist in the identification of individuals who commit damage to Civic Building property.
- Assist law enforcement agencies with regard to the investigation of any crime that may be depicted.

- Assist in the daily operations of the Anthem Civic Building.

Signs will be posted in appropriate areas, either at the entrance to the area under surveillance or in close proximity to the camera informing the general public of the usage of video surveillance on site.

At no time will persons other than those designated by Office Management have access to the monitors or to the recordings made in the course of the surveillance. Personal information contained on the recordings shall not be used or disclosed for purposes other than those for which it was collected, except with the consent of the individual or as required by law.

TELEVISION USAGE

The Civic Building offers cable television viewing in the Lounge area. Television viewing is available for the use of adults and teens; children under the age of 13 must be accompanied by an adult to watch cable television in the Civic Building. Persons using the TV are requested to keep the volume low enough so as not to disturb other participants and to be thoughtful of others who may also be watching TV. Persons using the TV are requested to view only "family-friendly" shows; Civic Building staff reserves the right to change any programming that may be considered offensive or inappropriate.

VEHICLES

Vehicles are not allowed in the building.

WIFI USAGE

The Wi-Fi service is a free public service provided by the Anthem Community Council for Anthem property owners and their guests. Access to the service is completely at the discretion of the ACC and may be blocked, suspended, or terminated at any time for any bona fide reason including, but not limited to: a violation of this Agreement; actions that may lead to perceived or potential liability for the ACC; disruption of access to other Users; and violation of applicable State, County or Federal laws or regulations. The ACC may revise this Agreement at any time. You must accept this Agreement each time you use the Service and it is your responsibility to review it for any changes each time.

The ACC supports the free flow of information and ideas over the Internet with the understanding that the Anthem Civic Building areas are designed to be, and endeavor to be, family friendly. Access to the service is conditioned on legal and appropriate use. Use of the service and any activities conducted online through the service shall not violate any applicable law or regulation; or violate the governing documents of the ACC or its HOA governing documents; or the rights of any third party.

Enforcement of these Policies and Procedures will be by Council staff. Failure to follow all guidelines for use of the Civic Building may result in the closing of the event, vacating of the premises, and/or forfeiture of deposit and lease fee.