



**CITY OF CHANDLER, COMMUNITY SERVICES DEPARTMENT**  
**Museum Division: McCullough-Price House**  
**300 S. Chandler Village Dr., Chandler, AZ 85226, 480-782-2717**

**FACILITY RENTAL POLICY, RULES, AND REGULATIONS**

**Rental Hours:** 9am-10pm (weekdays)  
 9am-11pm (Saturday)  
 Facility rentals are not available on Sun - Mon and City Holidays.

**RESERVATIONS AND GENERAL INFORMATION**

The Facility Coordinator will oversee facility use and make reservations. Prior to rental, the Facility Coordinator will meet with the renting party to go over facility use guidelines, policy, procedures, and rental fees. The renting party must read, fill out, and sign all necessary documents.

The City of Chandler does not reserve rooms on a continual basis. We take one reservation at a time per individual or group for private rentals based on availability. The City of Chandler and then our affiliate groups have first priority in using and reserving the House. Thereafter, the House will be available for private rentals.

Rental use of the McCullough-Price House must be arranged with the Facility Coordinator during operational hours, no later than one (1) month before and no earlier than twelve (12) months before the event. Such time limits may be adjusted, as House operations require. Upon renting the facility, the security deposit must be received and 25% of the total rental fee is due. The balance of the rental fee is due no less than two (4) weeks prior to the event.

Reservation time should be made from the time the renter needs the House, to when the renter will vacate the House. Weeknight events must end no later than 9pm, therefore, clean-up must be finished and the premises vacated no later than **10pm**. Saturday events must end no later than 10pm, with clean-up finished and the premises vacated no later than **11pm**. Failure to have clean-up completed and the House vacated on time will result in additional hours being charged.

The responsible party must be present at the event for the entire duration. For wedding receptions, the responsible person should be someone other than the bride or groom, if they will be leaving before the end of the event. If the bride or groom signs the contract, please assign another person to be the responsible party for the duration of the event. The responsible party is responsible for knowing all details agreed upon in the contract and making sure all rules and regulations are enforced. Failure to enforce the Facility Rental Policy, Rules, and Regulations shall result in forfeiture of part or all of the security deposit.

I have read, understand, & agree to comply: \_\_\_\_\_ (Initial)



## FACILITY USE PRIORITY

City of Chandler staff will not be charged for rental of the House use but must make reservations a minimum two (2) weeks in advance for all events, and must have one (1) dedicated staff person to assist with set-up and clean-up of the event. If the event will host more than 100 people, the hosting department must arrange for potential overflow parking.

The primary mission of the facility is to provide cultural programs to the community, as well as City-use for meetings or programs. Should two requests be made simultaneously for facility use on the same day, the House uses the following priority list to determine which request to honor:

1. Programs or meetings conducted by the City of Chandler staff
2. Programs or meetings conducted by groups affiliated with the City of Chandler government
3. Programs or meetings conducted by the general public and open to the community
4. Private and commercial uses

## FEES AND CHARGES

For private/commercial use:

- Deposit must be secured and twenty-five percent (25%) of the rental fee is due upon signing of the contract no earlier than twelve (12) months in advance. Deposits are secured by credit/debit card only.
- The rental balance is due no less than four (4) weeks prior to the event.
- Final payment of the rental balance is due by debit card, credit card (Visa, Mastercard, American Express), or check made payable to: **City of Chandler-Community Services Department**.
- If paying by check, please mail to:
 

City of Chandler, Museum Division
Mail Stop 419, PO Box 4008
Chandler, AZ 85244-4008

## DEPOSITS

All groups using the House are required to provide a \$500 security/clean-up/damage deposit. Deposits are secured with a debit or credit card only. Your card is not charged up-front, the number is held on a receipt. After your event, as long as no damage has occurred to the facility and/or equipment, time restrictions are complied with, clean-up requirements are complied with, and **all** House rules and regulations are observed, your credit/debit card receipt will be shredded within 72 hours after the conclusion of the event. Any damages to the House may result in all or part of the \$500 deposit being withheld. If damage occurred or a violation surcharge is assessed, clients will be notified of the amount of money being charged and reasons. We will only charge the credit/debit card for the amount appropriate to correcting the problem. Major damage to the House will result in the \$500 deposit being charged & completely withheld. Examples of major damage include: fire, structural damage, & vandalism.

I have read, understand, & agree to comply: \_\_\_\_\_ (Initial)



## RENTAL SPACES & RATES

Propstra (multi-purpose) Room: approx. 550 square feet, includes white board, projection screen, podium, tables and chairs, accommodates 30 people classroom-style with tables and chairs, accommodates 40 people with chairs only.

Courtyard and House Lawns: Courtyard and Patio approximately 1200 square feet, includes set-up of outdoor tables and chairs.

Courtyard / Patio / Lawns: \$125 per hr

Extra hours (set-up/clean-up): \$25 per hr

Propstra (multipurpose) Room: \$40 per hr

Malt Beverage Permit: \$10 each

- Rental fees include use of the kitchen as well as set-up of House tables and chairs to your specifications and take down of the same. **NO other set-up or clean-up is provided by the House staff.**

## ON-SITE AVAILABLE EQUIPMENT

The House has the following items for use on-site (these items are included in the rental rate):

- 14 long (6ft) metal rectangular tables for indoor use, with 60 stacking brown chairs for indoor-use only
- 2 long (4ft) & 10 long (6ft) plastic rectangular tables for outdoor use, with 60 folding white padded chairs

The House has the following items for use on-site, for an **additional** charge:

- Media cart available for rental use with the Propstra room at \$10 hr
- Wedding archway for \$75

## ADDITIONAL RENTAL EQUIPMENT

Other items may be rented from an outside vendor, please check with the Facility Coordinator for approval of such items. Fog or smoke machines are not permitted. This will set off smoke alarms. If used, renter will be charged for the cost of the alarm company to come out to check and reset the alarm. The renting party is responsible for all other rental items and their set-up and take-down. Canopies and tents will be allowed on the House lawns and in the Courtyard; however, no stakes may be used to secure them into the ground. Sand bags must be used instead, no exceptions. Damage done to the lawn by using stakes will result in all or part of the security deposit being withheld. Groups who are renting equipment to be delivered to the House must make arrangements with the rental company to meet them at the House to accept the deliveries. House staff cannot sign for these items and will not be responsible for them while they are on the premises. The rental companies must pick up rental items within 24 hours of the completion of the event, except on Saturdays; items must be picked up no later than noon on the Monday after the event.

I have read, understand, & agree to comply: \_\_\_\_\_ (Initial)



**ALCOHOL PERMIT**

An alcohol permit must be purchased in order to serve any type of alcoholic beverage. The permit is \$10. Only the responsible party or the designee of the responsible party is allowed to bring the alcohol into the facility. The group may contract with whomever they choose to serve the alcohol. There must be a designated bartender responsible for serving the alcohol at all times. At no time can guests help themselves to alcohol or kegs. There are no open bottles allowed on tables. A second designated server may fill wine or champagne glasses but these bottles must also be contained behind the bar and controlled. Guests are not allowed to bring in their own alcohol. Control of alcohol is crucial and infraction may result in the closing of your event immediately upon warnings and non-compliance. An off-duty Chandler police officer must be hired at the cost of \$39 per hour. The officer must be present for the entire rental time until the House is vacated and closed and must also be present the entire time the alcohol is being served. All events with alcohol require one (1) officer.

The Police officer must be booked at least one (1) month prior to the event date. If a Police officer is not booked and the Facility Coordinator has not been confirmed of the booking within fourteen (14) working days of the event, the alcohol permit will be revoked and no alcohol will be allowed into the House, and the permit fee will not be refunded. **Please call 480-782-4204 for Police officer rates and further information.**

The responsible party signing the permit is responsible for upholding all policies on the supplemental "Alcoholic Beverage Policy" given at the time of the reservation. Failure to adhere to these policies will result in the forfeiture of the security deposit. Please refer to the included "Alcoholic Beverage Policy" for detailed information.

I have read, understand, & agree to comply: \_\_\_\_\_ (Initial)

**INSURANCE REQUIREMENTS**

Caterers and Bartenders must provide the City of Chandler proof of minimum liability insurance coverage. The minimum acceptable coverage shall be a \$1,000,000 aggregate policy naming the City of Chandler as additionally insured. Proof of coverage must be provided to the Facility Coordinator no less than one (1) week prior to the event.

I have read, understand, & agree to comply: \_\_\_\_\_ (Initial)

**NOISE RESTRICTIONS**

Amplified or live music is allowed at the House with the approval of the Facility Coordinator. As the House borders a residential area, noise must keep at a reasonable level. Appropriate noise levels must be maintained and will be monitored by the House staff. ALL MUSIC, including DJ's for wedding receptions must cease at 10pm. No exceptions.

I have read, understand, & agree to comply: \_\_\_\_\_ (Initial)



## **PARKING**

Parking at the House is free. Fifty (50) spaces are provided on-site at the House. Overflow parking is not the responsibility of the House and must be secured by the renting party if needed. All rental areas can only accommodate small groups up to 100 due to limited on-site parking.

## **REFUNDS**

In the event of cancellation, please notify the Facility Coordinator immediately by calling 480-782-2878.

Alcohol permits are non-refundable and non-transferable. Other monies collected shall be refunded as follows, Cancellations from: 7-12 months prior to event = 25% withheld, 2-6 months prior to the event = 50% withheld, less than 2 months = 100% withheld for no refund

## **HOUSE RULES AND REGULATIONS**

The following list of rules and regulations has been developed to assist in the rental operations of the McCullough-Price House. They will help provide a safe, clean, and orderly environment for all users of the House. Infractions of these rules and regulations will result in loss of all or part of your security deposit.

### **Kitchen Information and Rules**

1. The Kitchen is a service-only kitchen. There is not a range/oven in the Kitchen. As a service kitchen, food may be prepared off-site by a caterer that has the proper permit(s) and food handling staff with the proper food handling cards and brought in and served from our kitchen. Or the renting party may opt to cater their own event, for example, by bringing in party trays, boxed lunches, or other pre-made items and storing them in the refrigerator. ANY food/drink items left after a rental event in the refrigerator or kitchen will be disposed of within 24 hours. For more information, please request a copy of our Catering Guidelines from the Facility Coordinator.
2. **House staff is not permitted to assist with any serving, set-up, or clean-up of food and beverages.**
3. It is the renter's responsibility when renting the Kitchen to provide the items needed for the event. Rental of the kitchen only includes the use of the microwave, coffee machine, refrigerator, freezer, counter surfaces, as well as paper towels and basic cleaning supplies. No utensils, pots, pans, or other equipment are provided. Disposable items (plates, napkins, cups, utensils, table-coverings) are also not provided.
4. All groups using the Kitchen are responsible for the thorough clean-up of this area. This involves wiping all counter space/appliances with soap and water; drying with a clean cloth; the floor is to be swept and mopped (broom, mop, and bucket provided by the House). All trash is to be placed in the outside House



dumpster. Liquid waste may not be placed in any trash container. Soda cans and water bottles must be emptied before being placed in any blue recycling containers. All other personal possessions or rental items are to be removed from the Kitchen upon completion of the event.

5. Catering and Bartending companies using the Kitchen must provide proof of liability coverage of \$1,000,000 naming the City of Chandler as additionally insured.

### **Equipment and Room-use Rules**

6. Equipment checked out from the House staff must be returned immediately after use. Do not leave any equipment in the room or Courtyard after the completion of the event.
7. No furniture or equipment should be moved by users of the House without the permission of the House staff. Rooms are to be returned to their original set-up at the conclusion of every event.
8. Please leave rooms clean for the next group using the House. Cleaning should include: removing all decorations, clearing off tabletops, removing tablecloths and wiping down all tables if needed; sweeping spills or messes from floors; wiping off chairs and placing them under the tables or stacking extras; disposing of all trash and removing excess trash to the outside House dumpster. A mop, broom, paper towels, and spray cleaners may be checked out from the House staff. After clean-up, close all blinds on windows, and turn off the lights upon exiting the room. All clean-up must be completed prior to vacating the premises.
9. Do not drag tables across floors. Two people must move tables. Table leg damage will occur and they may collapse. This could injure the people moving the tables.
10. Do not use any type of markers that will bleed through paper onto the tables. Only dry-erase markers should be used on the marker boards. Do not use other markers of any kind.
11. For bar set-ups inside the Propstra Room or Galleries, plastic must be placed under the metal barrels that the kegs are in. Kegs must be placed in some type of container. Plastic barrels are preferred. Bar set-ups usually consist of two tables placed together. These tables must be covered completely to avoid damage from excess moisture.
12. All groups using the House who leave equipment, charts, decorations, etc. in the House do so at their own risk. All House equipment used, rented, or removed from the building, must be returned to the Facility Coordinator immediately after the event. The City of Chandler is not responsible for personal items, equipment, or other rental items left by renters in the House.



13. In the event of House equipment failure (media projector), do not attempt to fix it, instead ask for House staff assistance.

#### Decorating Rules

14. No nails, staples, duct/scotch tape, or other fastening devices are to be attached to any walls, floors, or ceiling. Only painter's tape can be used on walls. All tape must be removed immediately after use. If any adhesive from tape sticks to and remains on any surface, a charge will be assessed to remove it.
15. Helium balloons in the Multi-purpose Room & Galleries must have at least a 3 foot string attached to them. All balloons must be removed at the conclusion of the event.
16. No glitter or small confetti can be used at any time in any part of the House or Courtyard. For classes, please check with the Facility Coordinator for approval of arts and crafts materials. If glitter is approved and used it must be cleaned up completely from all tables and floors.
17. For events with food and beverage, art activities/classes, tablecloths are required. Renters must provide their own tablecloths. Cloth, plastic, or paper with plastic backing can be used.
18. Renters must provide their own ladders and equipment needed for decorating the House.

#### General Rules and Information

19. It is the responsibility of the person in charge of each program or group to relate all rules and regulations to their entire party. Failure to adhere to these rules shall result in expulsion of the group or activity, forfeiture of the security deposit, as well as forfeiture of any future use of the House.
20. Expenses incurred by the City of Chandler for repairs of damaged equipment or other damage to the House, stains or marks on furniture, floors, or walls will be charged back to or deducted from the security deposit of the group responsible.
21. All group-use of the House must be under competent, adult supervision with the person or group using the House assuming full responsibility for any damage to the House or equipment.
22. **SMOKING IS NOT PERMITTED INSIDE THE HOUSE OR IN THE COURTYARD AT ANY TIME (City Ordinance #1767).** The responsible party of the event is responsible for enforcing this rule, as well as all other House rules. Damages that occur from smoking will result in charges of \$25 per cigarette burn, or the loss of the \$500 security deposit, whichever is greater.



23. The rental party, instructors, and group leaders will be held responsible for the actions of their children. For their safety, please enforce the following rules:
- Children must be under adult supervision at all times while in the House and Courtyard.
  - Rental groups, instructors, or parents/guardians must keep control of their children at all times.
  - It is the responsibility of the person in charge of the event or class instructor to make sure proper supervision and conduct takes place.
  - Children are not allowed to run free in the Courtyard or throughout the House and Galleries, and rental spaces.
24. Room occupancy limits, as established by the Fire Marshal, apply.
25. Reservation hours must be strictly observed. For rentals, it shall be the duty of the responsible party to insure that the group departs on or before the time designated on the Facility Use Permit. Failure to depart on time shall result in forfeiture of part or all of the security deposit. If failure to depart occurs outside of normal operating hours, an additional penalty charge of \$50 per hour shall be assessed to cover staff and building operation costs and will be charged to the responsible party's security deposit credit/debit card.
26. No animals are allowed in the Courtyard or in the House except for trained Service animals. If animals are part of a special event or program, permission may be granted by the Facility Coordinator for them to be in the House under special conditions.
27. It is the responsibility of the renting party to completely remove all possessions, empty trash into the outside House dumpster, and make sure their function ends and clean-up takes place at the times agreed to in the contract. It is the responsibility of the person in charge to enforce the contract terms.
28. If anyone at the event sets off the fire alarm or damages any alarm, renter will be charged for parts, labor to install, and the cost of the alarm company to come out to check and reset the alarm.
29. Requirements for use of candles and other open-flame devices must be in accordance with the City Ordinance #25.116. Please call Virginia Holtzcaw at the City of Chandler's Fire Prevention Department at (480) 782-2156 to set up an appointment to complete the Open-Flame Permit.
30. This document is by no means an exhaustive list. The Facility Coordinator maintains the right to implement additional rules and regulations at any rental event as needed, in order to ensure the safety and security of the House, Staff, and guests.

I have read, understand, & agree to comply: \_\_\_\_\_ (Initial)



## FACILITY CLEAN-UP CHECKLIST

**General clean-up includes:** removing all decorations, clearing off tabletops, removing tablecloths and wiping down all tables if needed; sweeping spills or messes from floors; wiping off chairs and placing them under the tables or stacking extras; disposing of all trash and removing excess trash to the outside House dumpster. Liquid waste may not be placed in any trash container. Soda cans and water bottles must be emptied before being placed in any blue recycling containers. A mop, broom, paper towels, and spray cleaners may be checked out from the House staff. After clean-up, close all blinds on windows, and turn off the lights upon exiting the room.

**All clean-up must be completed prior to vacating the premises.**

**All groups renting spaces in the McCullough-Price House are responsible for the complete clean-up of these areas. The items listed below will be inspected by the House staff and must be completed thoroughly before deposits can be returned.**

### PROPSTRA ROOM

- \_\_\_\_\_ Tabletops cleared of all paper, tablecloths, food/drink waste etc.
- \_\_\_\_\_ All chairs free of food stains, spills, gum, or other damage.
- \_\_\_\_\_ All tape and decorations have been removed from the walls, tables, floor, etc., and no damages have been made by the use of tape or other items.
- \_\_\_\_\_ Spills cleaned from all surfaces and floors.
- \_\_\_\_\_ All trash cleaned-up, placed in trash bags, and emptied in the outside House dumpster.

### KITCHEN

- \_\_\_\_\_ All appliances cleaned, dried, and turned off.
- \_\_\_\_\_ All used surfaces cleaned with warm soapy water and dried with a clean cloth.
- \_\_\_\_\_ Trash from kitchen area placed in trash bags and emptied in the outside House dumpster.
- \_\_\_\_\_ Floor swept of all debris, and then mopped.
- \_\_\_\_\_ All food and beverages removed from the refrigerators and kitchen area. Refrigerators wiped out if any spills occurred.
- \_\_\_\_\_ All the water faucets turned off and the sinks dried out.

### COURTYARD AND HOUSE LAWNS

- \_\_\_\_\_ If tables used in these areas: all table tops cleared of all paper, tablecloths, food/drink waste, etc.
- \_\_\_\_\_ If chairs used in these areas: all chairs free of food stains, spills, gum, or other damage.
- \_\_\_\_\_ All decorations removed and trash picked-up off the grounds, placed in trash bags, and emptied in the outside House dumpster.



## CITY OF CHANDLER, COMMUNITY SERVICES DEPT., MUSEUM DIVISION

### ALCOHOLIC BEVERAGE POLICY

1. Groups wishing to have alcoholic beverages during events must make application thirty (30) days in advance of the event to allow time for Community Services Department approval.
2. Alcoholic Beverage Permit must be obtained. A \$10.00 permit fee must be paid at the time of the application. Permit is non-transferable and non-refundable.
3. Permit is only valid for the permit date and is restricted to the building specified and the number in the group indicated.
4. The permit must be signed by the responsible person who is 21 years of age or older and who will be at the event the entire time. NOTE: For wedding/receptions, the responsible party should be someone other than the bride and groom, if they may be leaving before the end of the event.
5. Approval will be contingent upon the time and day of reservation and other events scheduled at the House.
6. Alcohol must be confined to inside the building and the permit area of the building. Consumption of alcohol in the Courtyard will be restricted to non-operational hours only or when there are no other groups in the building.
7. The permit holder must designate one person to oversee the control of the alcohol in the facility, and the permit holder is totally responsible for the conduct of group members. The alcohol must be served from a bar area by designated servers.
8. Permit holder and designated server will be responsible for insuring that **all** attendees of the event who are served alcohol are of legal age to drink alcoholic beverages according to Arizona State Law.
9. **All City, County, and State Ordinances, Laws and Statutes pertaining to alcohol will apply.**
10. If any alcohol is being served, 1 off-duty police officer is required at the event. The officer must be present from the beginning of the event through clean-up and must also be present the entire time alcohol is being served.

**\*\*\*NO ALCOHOL CAN BE SERVED UNTIL THE ARRIVAL OF THE POLICE OFFICER\*\*\***



11. The City of Chandler Police Department will be notified of the function. An officer must be scheduled with the Chandler Police Department no less than one (1) month before the date of the event. If the group fails to secure the officer(s) within fourteen (14) working days of the event, their alcohol permit will be revoked and no alcohol will be allowed on the premises. It is the responsibility of the permittee to contact the Chandler Police Department, (480) 782-4204, to schedule the officer. A minimum of three hours is required and must be paid to the police department upon completion of the contract. If the event is cancelled and the Police Department is not notified by the permittee, the rental party will be charged a 3-hour show-up fee. Payment is due in full at least two (2) weeks prior to the event. There is a fee for returned checks due to non-sufficient fees. It is the permit holder's responsibility to notify the Police Department of cancellations.
12. Permit holder must retain permit and make available upon request by House staff on duty, Park Ranger, or Police Official.
13. The Community Services Department reserves the right to revoke any permits. Any infraction of the above policies may result in the loss of all or part of the security deposit and expulsion from the House.
14. **Alcohol cannot be sold (including "donations" and ticket sales)** without an approved Arizona Department of Liquor, Licenses and Control Special Event License. The State fee is \$25.00 per day. (\*NOTE: Only charitable, civic, religious, fraternal, and political organizations may apply for this license and they must have been in existence for over 5 years.) State license can be obtained by contacting the Arizona Department of Liquor, Licenses & Control: 800 W. Washington, 5th floor, Phoenix, AZ 85007, 602-542-5141.

**Additionally**, City of Chandler approval is required for a Special Event License. Application must be made of Arizona Department of Liquor, Licenses and Control. Special Events forms should be sent to the City of Chandler Management Services Department, Sales Tax/License Division, not less than sixty (60) days prior to the date of the event. The Chandler City Council shall hold a public hearing on the application and transmit to the Arizona Department of Liquor, Licenses and Control it's recommendation within forty-five (45) days of receipt of the application. The City application fee is \$10.00 plus \$5.00 per day for the City Special Events license. The fee shall be submitted at the time of application and is refundable if state license is not issued. Submit all applications to: City of Chandler, Management Services Department, Sales Tax/License Division, 55 N. Arizona Place, Chandler, AZ 85225, Phone: (480) 782-2276.

15. Copies of all above permits must be given to the Facility Coordinator no less than one (1) week prior to the event.

I have read, understand, & agree to comply: \_\_\_\_\_ (Initial)



### **HOLD HARMLESS AGREEMENT**

By the issuance of the alcohol permit, the City of Chandler neither accepts nor assumes any responsibility or liability for any loss or damage that may occur, or be attributed to the use, sale or gift of any alcoholic beverage. The recipient of the permit is totally responsible for any and all such damages that may arise and agrees to indemnify and hold the City of Chandler, its Boards, Commissions and employees harmless from all liability whatsoever involving the distribution of alcoholic beverages.

### **OFF-DUTY OFFICER GUIDELINES**

The following is a list of guidelines observed when scheduling an Off-Duty Officer for events held at the McCullough-Price House, located at 300 S. Chandler Village Dr., Chandler, AZ 85226.

1. Officers are selected on a rotating basis from the Available Off-Duty Officers List. The fee for an off duty police officer is \$39.00 per officer, per hour, with a minimum of three (3) hours is required.
2. The officer must be scheduled with the Chandler Police Department at least one month before the date of the event. If the responsible party fails to secure an officer within fourteen (14) working days of the event, the alcohol permit will be revoked and no alcohol will be allowed on the premises.
3. Please call the Chandler Police Department at (480) 782-4204 to schedule an officer, arrange payment, and for any questions.
4. Fees must be paid at the time of scheduling the officer or at least two (2) weeks prior to the scheduled event. A contract must be signed with the Police Department. A fee is charged for checks that are returned for non-sufficient funds. If at the end of the function, the officer's hours are less than what has been paid, a refund will be mailed to the responsible party. If the hours are more, the responsible party will be billed for the difference. (Please make checks payable to the City of Chandler.)
5. In the case of cancellation, the Chandler Police Department will need to be notified, as well as the McCullough-Price House. A full refund will be mailed. If the responsible party fails to do so and an officer arrives, the 3-hour minimum charge will be deducted from the refund.
6. The officer must be present from the time the alcohol is served until the House is vacated and closed.
7. The officer is expected to walk through the House areas where the event is taking place repeatedly, throughout the assignment (ie: Propstra multi-purpose Room, Courtyard, Lawns, Galleries, and parking areas, etc.).
8. The officer is on assignment to provide general security, ensure citizens are not serving or allowing minors to drink, enforce the "No Smoking" policies, and to assist House staff as needed.
9. The officer and House staff are to notify the responsible party and the person serving alcohol that control has to be implemented at the bar when conduct and drinking is getting out of control and guests are obviously intoxicated.
10. Should the event get too disorderly, the House staff may call the event to a halt and require everyone to leave. At this time, the officer will assist in vacating the building, and remain until the facility is secured.



**CITY OF CHANDLER, COMMUNITY SERVICES DEPARTMENT**  
**Museum Division: McCullough-Price House**  
**300 S. Chandler Village Dr., Chandler, AZ 85226**

**FACILITY RENTAL AGREEMENT**

This agreement made and entered into on \_\_\_\_\_ (today's date), by and between the City of Chandler, Community Services Department, and McCullough-Price House, and \_\_\_\_\_.

The Facility Coordinator will represent the City of Chandler and facilitate rental events at the House. This agreement is for the use of the rental space at McCullough-Price House (specified on the Rental Invoice and Use Permit) on \_\_\_\_\_ (date), from \_\_\_\_\_ (am/pm) to \_\_\_\_\_ (am/pm).

I, \_\_\_\_\_, have received and thoroughly read, understand, and agree to comply with the following documents:

- Facility Rental Policy, Rules and Regulations & the Facility Clean-up Checklist

For events with Alcoholic Beverages, I, \_\_\_\_\_, have received and thoroughly read, understand, and agree to comply with the following documents, as well as those listed above:

- Alcoholic Beverage Policy & Alcoholic Beverage Permit

I, \_\_\_\_\_, agree to hold the City of Chandler harmless from all liability, damages, costs and expenses in connections with all claims, actions or causes of action for injury, death, or property damage arising from or out of the use and occupancy of the McCullough-Price House.

I, \_\_\_\_\_, am aware and understand that any violation of the Rental and/or Alcohol Policy will result in the \$500 security deposit being charged and completely withheld by the House at the conclusion of the rental event.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_