

Ironwood Crossing Homeowners Association Multi-Purpose Room Reservation/Rental Rules and Regulations

1. The Ironwood Crossing Homeowners Association office is located at 8360 E. Via de Ventura, Suite L-100, Scottsdale, AZ 85258. The telephone number is 480.921.7500. Office hours are Monday through Friday, 8:30 am to 5:00 pm, closed on Saturday and Sunday. Office hours may temporarily change without notice due to holidays or other company requirements.
2. The Multi-Purpose Room is available for Ironwood Crossing Community Association events and activities and to residents and Declarant (employees of Fulton Homes and its affiliates). Ironwood Crossing Homeowners Association events will take precedent over the scheduling of rentals at the facility with a 45-day advance notice.
3. **Facility reservations are taken on a first-come, first-served basis and will be confirmed upon full payment of the designated rental fees and deposits; and approval of the Facility Reservation Request Form or Facility Rental Agreement by Management. All rentals require specified deposits, which reserve the rental date and cover any damages incurred during the rental.**
4. The Aquatic Center as a whole is not available for exclusive rental and is available for use by owners/residents and their guests between the hours of 6:00 am and 10:00 pm daily. Such use means that resident traffic may occur through any event.
5. The maximum number of people permitted in the Multi-Purpose Room is 48.
6. A rental event cannot exceed six (6) hours, including set-up and tear-down.
7. Person applying for the facility reservation must be at least 21 years of age.
8. **Facilities may be rented for events on a first come first served bases and not more than 90 days in advance. All reservations must be made through the Association Office. A full refund of rental fees and deposits will be given if cancellation of a reservation/rental is made a minimum of forty-five (45) days before the scheduled event. If cancelled by the User less than 45 days but more than two weeks before the event, the User may lose all deposits, but the rental fee will returned. Cancellation by the User two weeks or less from the date of the event will result in the loss of all deposits and fees.**
9. The Ironwood Crossing Homeowners Association may require proof of liability insurance for events.
10. The Ira A. Fulton Aquatic Center's regular hours are from 6:00 am to 10:00 pm daily, and includes the Multi-Purpose Room. All events must conclude by 10:00 pm (including teardown). Any outdoor sound system must be kept at a level so not to disturb neighboring property and must be shut down by 9:30 pm.
11. Proper attire is required at all times.
12. User is responsible for the proper use of the facility and equipment by guests/attendees.
13. User is responsible for cleaning and leaving the facility and equipment in a clean, safe, and sanitary condition. The tables, counters, chairs, sink, microwave and refrigerator must be cleaned and wiped dry. Nothing is to be left in the refrigerator or freezer.
14. All trash and garbage must be removed from the facility upon conclusion of the event. Failure to do so will subject User to a cleaning fee.

15. All Ironwood Crossing tables and chairs must remain inside the Multi-Purpose Room only.
16. Caterers and other outside vendors hired by User are responsible for removal of their equipment and trash. Rented items from outside vendors must be removed from the property at the conclusion of the event. Ironwood Crossing is not responsible for the security or condition of any outside vendor's equipment at any time.
17. During severe inclement weather, User and guests/attendees must cease outdoor activities and seek shelter.
18. Failure to comply with the above regulations may result in the denial of future use.
19. No smoking or use of tobacco products is permitted in the Multi-Purpose Room, restrooms, Ramadas or in the surrounding area of the Aquatic Center facility.
20. No rice, birdseed or confetti is permitted in or around the Aquatic Center.

Facility Reservation Procedure:

1. Select a date for your event and check the date for availability by calling the Ironwood Crossing Homeowners Association at 480.921.7500 or by logging onto the Association website at ironwoodcrossinghoa.com. Request a Facility Reservation Form and if necessary, a Facility Use/Rental Agreement. Both forms may be obtained from the Association's office.
2. Upon confirmation of availability of selected date, submit a completed Form and (if applicable) Agreement with two checks payable to the Ironwood Crossing Homeowners Association at 8360 E. Via de Ventura, Suite L-100, Scottsdale, AZ 85258 for a total of \$100.00. No User shall be approved without a completed Facility Use/Rental Agreement and the required deposit.
3. \$75.00 of the \$100 deposit will be refundable. Any expenses in excess of \$25.00 for damages or cleaning costs that are incurred during the course of the event will be deducted from the refundable deposit. Additional expenses will be invoiced and due upon receipt of invoice.

Check-Out Procedure:

1. Remove all trash generated from the activity or party from the building. The trash will need to be taken with you to be disposed of; there are no bins at the premises.
2. Return tables and chairs to their original locations.
3. Allow ten business days from the date of your event to receive by mail the portion of your refundable deposit that is being refunded after any damage and/or cleaning charges are subtracted. Any such charges shall be outlined in an accompanying form.
4. Any deviations from or violations of these Guidelines or the Facility Use/Rental Agreement subject the homeowner to monetary penalties, which may be charged to the User of the facility, and future use of the facility may be denied.