



Facility Details & Protocols

Location: 215 W Main Street, Safford, AZ, 85546.

Parking: Renters and their guests are authorized to use the following parking areas:

- The driveway behind the back door to the building and along the curb surrounding the building.
- Designated parking spots directly across the street (excluding the OneAZ lot).
- The Downtown Public Parking Lot and/or DMV parking lot (weekends only).

Hours of Operation: 7AM - 10PM Sunday- Saturday

Pricing:	Morning Block	Night Block	All Day	3 HR
	7 AM - 1 PM	4 PM - 10 PM	12 HR	(within time blocks)
	\$500	\$500	\$800	\$300

Food & Catering Services

Renters can prepare meals in the Club's kitchen. The following major appliances are available for use: refrigerator, freezer, stove/oven, coffee maker, and microwave. Additionally, a variety of service equipment, including dishes, pitchers, and plating items are available for Renter use. To ensure the return of the Security Deposit, the Renter is responsible for washing, drying, and properly storing all used service items before departure.

Linen Rentals

Club linens (*white*) are available upon special request for formal events (e.g., weddings, graduations) subject to approval by the Rental Manager.

- **Request & Payment Deadline:** The request and payment for the use of Club linens is required no less than three (3) weeks prior to the rental time.
- **Pricing:** The fee is determined by the Rental Manager reflecting current costs. This

includes a charge for the amount of linen use, Rental Managers time, and the cost of professional cleaning and steaming prior to the event.

Projector Use

Renters are allowed the use of the club projector and projector screen. They are required to pay a \$100 security deposit to cover damages. If damages occur to both and exceed this amount the Tenant will be responsible for the difference.

After Party Protocol

The Tenants are required to remove decorations and trash from the building. Renters are not required to put away Tables or Chairs. Tables and Chairs are to be wiped off and left out after the rental time.

If there is large amounts of food or drink spillage, cleaning supplies are located in the metal cabinet in the kitchen.

Rental Tenants and Guests are NOT ALLOWED to participate in any of the following activities:

- Rearranging/moving the Piano or other furnishings in the facility
- Hanging decorations from fixtures including ceiling fans, lights, beams, or sound panels
- Use of any tacks or nails to hang decorations
- No Glitter or Confetti can be released inside or outside of the building
- *Concerning Balloons* - Do not tie balloons to the fans or beams. Do not put filled balloons inside trash cans or bins, all balloons must be popped if disposed of on site. All of the popped pieces must be cleaned up by the Rental Tenant.

Note: If balloons get loose and float to the ceiling, the Renter is required to turn off the fans and inform the Rental Manager.

- Nothing is to be taped, hung, tacked or placed against the sandstone of the building itself. *The Club asks for outside decorations to be placed on the railings and bench only, freestanding decorations are also allowed. *If extensive outside decoration/activity is planned please authorize with the Rental Manager.*
- **No one is allowed to consume/possess Alcohol on site at any time or Smoke within 50 feet of the building.**

Rental Terms and Conditions: Woman's Club of Safford

I. Security Deposit (\$200.00)

A refundable Security Deposit of \$200.00 is required once a rental booking is approved by the Rental Manager. This deposit secures the facility reservation for the specified date and serves as potential coverage for extensive cleaning, damages, or cancellation fees.

● **Payment Method:** The deposit must be submitted via Venmo, cash, or check dated for the scheduled rental date. *Cashier's checks are not accepted.* Checks can be mailed to *The Woman's Club of Safford PO Box 412 Safford, AZ, 85546.*

● **Deadline:** If the Security Deposit is not received three (3) weeks prior to a scheduled rental date, the Rental Manager reserves the right to cancel the reservation.

II. Refund and Forfeiture of Security Deposit

The Security Deposit is refundable after inspection and approval by the Rental Manager. To receive full deposit back the following conditions must be met:

- No damage has occurred to the facilities or club property.
- All facility rules and protocols have been followed.

A. Deposit Return Procedure

The deposit will be returned only to the signing Renter named on the contract.

If the signing Renter is unable to collect the deposit, an authorized alternate person must be designated in writing on the contract and must present a valid ID upon collection.

B. Forfeiture Conditions

The Security Deposit will be forfeited (retained by the Woman's Club) under the following circumstances:

1. **Damage Fee(s):** If any damage occurs to the facility during the event. Should the cost of damages exceed the \$200.00 deposit, the Renter will be notified and is required to remit the balance within seven (7) days of notification. The Renter is

responsible for all associated costs, including court costs and filing fees.

Any Tables or Chairs that are damaged during the rental must be reported to the Rental Manager, and the Rental Tenant must place the broken table/chair aside for inspection. If unable to fix the Tenant will be charged \$25.00 a chair, \$100 a table.

2. **Cleaning Fee:** If the facility is left in unhealthy conditions (i.e. food left on surfaces, bodily fluids of any kind left on surfaces, plumbing issues) a partial or full deposit forfeiture may occur. If none of the party cleaning protocols are followed a partial or full deposit forfeiture may occur.
3. **Linens Damage/Stain:** If Club linens, when rented, are damaged or stained, the deposit will be retained up to cost to cover the cost of replacement.
4. **Cancellation Fee:** If the Renter cancels the event with less than ten (10) days' notice prior to the scheduled date.

III. Rental Fees and Contract Execution

Rental time includes set up, celebration, and then take down. Rental Tenants are responsible for adhering to the time schedule they have rented the facility for. The Rental Tenant can request an appointment with the Rental Manager at any time during regular operating hours to sign the contract and process payment prior to the rental event.

- **Payment Deadline:** Full payment of the Rental Fee is required anytime before the beginning of the rental itself.
- **Facility Access:** Family, friends, and vendors (for decorating, drop-offs, etc.) will not be granted access to the facility until the signing Renter has executed the Rental Contract and paid all required fees.
- **Under no circumstances will a Renter be granted access to the clubhouse keys.**

IV. Date Changes

The Rental Manager will offer available alternate dates/times should the Renter need to change the event date due to unseen circumstances.

Security Deposit Policy for Date Changes:

- If the date change is requested within five (5) days of the originally scheduled rental, the initial Security Deposit is forfeited as a cancellation fee, and a new Security Deposit will be required to secure the new date.
- If the date change is requested more than six (6) days in advance of the original date. Security Deposit will be held to secure the new date.
- The Security Deposit for a rescheduled rental is non-refundable if the changed date is subsequently canceled.

V. Unforeseen Events

The Woman's Club of Safford shall not be held responsible for the failure to provide basic facilities or services due to events beyond its reasonable control, including but not limited to emergencies, natural catastrophes, or interruptions of public utilities.

In the event that the facility must be evacuated or the scheduled event cannot proceed due to such circumstances, the Woman's Club will offer the Renter one of the following options for the inconvenience:

1. The opportunity to reschedule the event.
2. A full refund of the Security Deposit.

Liability

The Renter agrees to not hold the Woman's Club of Safford liable for any suits, actions, damages, or expenses resulting from personal injury or illness incurred during the rental period.

Contact Information

Name: _____

Email: _____

Phone: _____

Event Details

Type of Event: _____

Estimated Number of Guests: _____

Event Date: _____

Rental Block: Morning Block	Night Block	All Day
7 AM - 1 PM	4 PM - 10 PM	12 HR

The Time Frame includes any decorating/set up, the event time, and take down time. It is important to adhere to your paid rental time as to not interrupt facility schedules. An additional fee of \$60 may be billed at every 30 min interval past the end of the original time for failure to adhere to scheduled time.

Special Request(s):

By signing this contract, the Rental Tenant confirms they have read and understands the terms and conditions written in the Rental Contract. The Rental Tenant also agrees to follow through with any and all payments due to the Woman’s Club of Safford.

In this rental agreement, the Woman’s Club of Safford has agreed to rent the Club building located at 215 W. Main Street, Safford, AZ, 85546, to the Renter signing this contract on written date and time.

X _____

The Rental Security Deposit is required upon the Rental Manager’s directives as a hold for the scheduled event and as a Damage/Cleaning Fee if needed. This Deposit is refundable if all directives are followed and protocols properly executed.

I, the Rental Tenant, understand that the Security Deposit can be kept if I or my guests fail to abide by the rules outlined in the previous pages of this contract.

I, the Rental Tenant, understand the Security Deposit can be kept to cover additional charges/fees such as extra time fee or any damage fees issued. I also understand that if there are any damages caused to the building or property by the Renter or guests, the Renter is required to

inform the Rental Manager and be prepared to cover the costs for the damages. If damages cost more than the Security Deposit then the Renter is required to cover the costs.

The Woman's Club of Safford asks for the Rental Tenant to report any accidents/damages that occur during your event, before the end of your event, or they will incur a fee.

By signing this agreement, I, the Rental Tenant, agree that all rules and procedures will be followed. My signature also confirms that I have inspected the building and found everything in working order.

Walkthrough Notes:

Rental Tenant _____ Date _____

Rental Manager _____ Date _____

Rental Payment Receipt

Date of Payment : _____ Amount Paid _____

Tenant Initials _____ Landlord Initials _____