



Fountain Hills Community Center

Rental Rules and Regulations Summary

The Town of Fountain Hills Community Center (Center) is available for private reservation by organizations businesses or individuals. Below are the General Rental Rules. Organizations or Event Permit holders may be subject to additional regulations and fees. (Please refer to [Community Center Operating Policies](#) for details.)

To reserve space, contact the Center directly or use the [online rental form](#).

General Rental Rules

- The Permit Holder (renter) is responsible for the actions of their guests and hired services.
- All rentals must be approved by the Community Center Manager. At no time shall a reserving Permit Holder sublease or assign its lease to another group or organization.
- Permit Holders and their guest/attendees must abide by all facility and municipal rules and regulations. Violations may result in removal from the facility and/or forfeiture of the security deposit.
- Room capacities shall not be exceeded, and emergency exits must remain clear.
- Community Center may have other activities and events occurring at the same time as event.
- Lobby and corridors are shared spaces and not available for lease without approval.
- Firearms, explosives, or weapons are prohibited, except for peace officers or permitted events.
- Except for service animals, live animals are not allowed in the Center.
- The operation of engines or machinery without consent from Center staff and necessary permits is prohibited. All electrical connections must be approved.
- All Events need to provide insurance through www.gatherguard.com or through the organization's insurance company as per the Town's Vendor Insurance requirements, naming the Town as an additional insured. Renter insurance requirements can be found at [Community Center | Fountain Hills, AZ - Official Website \(fountainhillsaz.gov\)](#)

Reservation/Cancellation Policy

- All rental fees shall be paid at the time of booking, including any deposits. Any additional charges incurred during the event must be paid at the conclusion of the event or will be deducted from the security deposit.
- Permit Holders are responsible for completing their rental within the permitted reservation time. Any extension of time (before or after reservation time window) or specific requirements will be subject to additional charges.
- Tables and chairs (quantity limited by room size) come as part of the rental. AV equipment, staging, dance floor, bars, etc. are available for additional charges.
- Rental space will be set as per the approved layout at the beginning of the rental period. Any changes to the layout will be subject to additional charges.
- Renter is responsible for returning the rented space to the condition it was in at the beginning of the rental period.
- Refunds will not be given for unused time, i.e. late arrival or early departure. Cancellation and refund details are included in the [Community Center Operating Policies](#).

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Room Setup, Decorations, Cleanup and Damage Policy

- Setup requirements should be finalized with staff at least 72 hours before the event; any changes within 24 hours will incur a room change fee.
- Center staff will assist with equipment setup, but the Permit Holder is responsible for online conferencing setup and operation.
- Permit Holder will be charged for any damage to furnishings, walls, floors, or other surfaces.
- Refunds will not be given for unused time, i.e. late arrival or early departure. Cancellation and refund details are included in the [Community Center Policy](#).
- Storage of event supplies and equipment is not permitted. All items must be brought in after the rental start time and must be removed at the end of the rental period.
- Helium filled balloons need prior approval; Mylar balloons are allowed only if secured. Prohibited items include peanuts, sunflower seeds, rice, glitter, or confetti. No decorations permitted on glass surfaces, no pins, staples, or similar on curtains, skirting, or tack boards.
- Decorations must be flame-retardant; candles require approval and must comply with Town Fire Code. Open flames are not permitted.
- All signage inside or outside the Center must be approved by the Center Manager and comply with Town of Fountain Hills sign ordinances.
- The Center provides limited audio-visual services and public Wi-Fi, available at specified rates.
- Guidelines for setup, decorations, cleanup and damage are in the [Community Center Policy](#).

Catering and Alcoholic Beverages

- Permit Holder must engage a licensed and insured Caterer, providing proof of business license and insurance naming the Town as additional insured at least two weeks before the event. All catering arrangements must be directly coordinated with the Caterer.
- The Center kitchen is classified as a "Service Kitchen," requiring compliance with Maricopa County's Environmental Health Division regulations.
- Private events serving alcohol, must have an open bar. Public events wanting to sell alcohol (cash bar), will need to apply for a special event liquor license which requires Town Clerk approval. Alcohol service must end by 10pm.
- Alcohol can be offered and served only by a licensed vendor who has provided, at least 14 days prior to rental, all necessary documentation to Center staff. Alcohol must be handled by a designated licensed bartender; self-service is prohibited.
- Permit holders that will be serving alcohol must hire an Off Duty Deputy by going to MCSO's website at [Maricopa County Sheriff's Office](#) Confirmation is required two weeks prior to ensure approval for alcohol service.
- Permit Holder may be required to provide security personnel at their expense, based on event needs.
- Non-Vetted Vendors who have not been pre-approved by the Center must provide a Certificate of Liability Insurance naming and the Town as an additional insured. Permit holder will be assessed \$100.00 fee per non vetted vendor.

These rules ensure compliance with safety, operational, and financial regulations for all users of the facility.