

---

# Due Dates/Descriptions of Club and Recreation Center Forms

---



October 2, 2020  
RECREATION CENTERS OF SUN CITY WEST

## CR-FORM LIST

FORM	TITLE	DUE DATE	DISCRIPTION
CR-1	Application for a Charter	When applying for a charter	The granting of a Charter is based on membership need for a program. Membership interest as determined by a predesigned minimum number of active participants.
CR-2	Membership Roster	When applying for a charter	Initial form for Charter Application
CR-3	Sample Bylaws	As Required	Some Bylaws are <b>Mandatory</b> clauses, including some <b>Verbatim</b> clauses, while others are optional and depend on the extent of the operating detail required by the Club.
CR-4	Club Roster Template	Due Annually OR monthly when new members are added and/or removed.	These Rosters are for our Club Track system. When sent back to our Club Specialist it must remain in *.csv format
CR-4a	OFFSITE Monthly Participation Report	2 <sup>nd</sup> Monday of each month	This form is for participation for offsite clubs only.
CR-5	New Club Officers list RR&P's Affirmation Report	Annually within 14 business days of taking office.	As new officers are elected or appointed, Clubs will complete the CR-5 Form and forward it the Club Specialist within 14 days after election or appointment.
CR-5a	Passing the Torch	Annually or within 14 business day of taking office	Important information for the new President.
CR-6	Club Activity Calendar for the following year (Jan 1 – Dec 31).	May 15 These are submitted between May 1 and May 15 for the following year.	Identifies regularly scheduled club activities and meetings. The term "regular" is defined to mean the general membership and board meetings that are consistently held on the same day(s) of the calendar
CR-7	Annual Financial Statement plus Preparation Instructions	Feb 15	Comprise of two sections: Income & Expense Statement, and a Balance Sheet. <i>Refer to Chapter 8</i>

## CR-FORM LIST

FORM	TITLE	DUE DATE	DISCRIPTION
CR-8	Independent Contractor Agreement	When Contract is signed	In individual or group of individuals who are paid by a club to perform services must be engaged by a written contract.
CR-9	Waiver of Liability	Annually <i>(good for a full calendar year)</i>	Only if a person is going on stage or performing and a CR-8 is not required.
CR-10	Request Purchase Equipment	As Needed	Purchase of new or replacement item
CR-11	Special Event or Tournament Request	Prior to event, approval by RAM is required	Written request for a special event or tournament with non-recreation card hold guests.
CR-12	Request for Repairs to existing Facilities	As Needed	Only the Association staff must do facility repairs and maintenance.
CR-13	Request for Interior Remodeling of Existing Club Facilities	As Needed	Request for interior remodeling of existing club quarters will be evaluated for program need and urgency.
CR-13a	Remodeling Projects over \$5,000	As Needed	Request for remodeling projects that are over \$5,000.
CR-14	Facility Reservation Request	As Needed	Form submitted to scheduling office for each facility space reserved.
CR-14a	Reciprocal Agreement <i>Never guaranteed</i>	Annually	Agreements to visit like club with like communities and facilities. Agreement must be signed by counterpart of Recreation Activities Manage.
CR-15	Membership Report	Feb 15	A membership list containing each member's name and recreation card number as of Dec 31.
CR-16	Disciplinary Action	Within 2 business days	Chartered Club Action Form
CR-16a	Disciplinary Action	As Needed	Governing Board Hearing Form
CR-20	Accident/Incident Injury Report	Within 24 hours	Any Accident/incident/injury occurring in the Association facilities shall be reported to the Facility Supervisor within 24 hours

---

# CLUB PRICE SHEET

---



SUN CITY  
WEST

December 16, 2021  
RECREATION CENTERS OF SUN CITY WEST



# SCW CHARTERED CLUB PRICE SHEET FOR:

*Beardsley, Kuentz, RH Johnson and Palm Ridge*

**NO ROOM CHARGE FOR:**

**GENERAL MEMBERSHIP MEETINGS (Coffee included)**

**BOARD MEETINGS (Coffee included)**

**2 FREE SPECIAL EVENTS/YEAR (CR-11)**

**Facility Hours of Operation: 6am – 9pm**

***Note: All Events/Meetings must be completed by 9pm  
i.e. Bands must be done by 9pm to allow clean up time  
Planned events after 9pm will be charged \$100/hour***

## **Optional extras will be charged**

- |   |                |
|---|----------------|
| ○ Coffee prep and Condiments  | \$5 Flat Rate  |
| ○ Ice carts/Bins/Coolers  | \$10 each      |
| ○ PowerPoint  | \$25 Flat Rate |
| ○ Ice Buckets for each table  | \$1 each       |
| ○ Grill   | \$35 each      |
| ○ Griddle   | \$25 each      |
| ○ Tablecloth (white linen)  | \$12.50 each   |
| ○ Cloth Napkins (white linen)                                       | \$2.50 each    |
| ○ Canopy  | \$15 each      |
| ○ Propane Heaters ( <i>Kuentz Prices available on Kuentz page</i> ) | \$20 each      |
| ○ Popcorn Machine with material                                     | \$95 Flat Rate |
| ○ Bleachers   | \$50 each      |
| ○ Portable Sound System   | \$50 Per Hour  |
| ○ After Hour Fee (to midnight)                                      | \$100 Per Hour |

## **REMINDER**

**CATERER** MUST HAVE A VALID CERTIFICATE OF LIABILITY INSURANCE ON FILE WITH RCSCW SHOWING THE CERTIFICATE HOLDER AS FOLLOWS:

Recreation Centers of Sun City West

19803 RH Johnson Blvd

Sun City West, AZ 85375

**ENTERTAINMENT** – CLUB MUST SUBMIT A COPY OF THE COMPLETED/SIGNED CONTRACT TO RCSCW NOT LESS THAN 30 DAYS PRIOR TO THE EVENT



## SCW CHARTERED CLUB PRICE SHEET FOR BEARDSLEY RECREATION CENTER

Full Park	Capacity 2000	\$300 5 hr block
Ramadas ( <i>except 3 &amp; 7</i> )	Capacity ( <i>Varies</i> )	\$80 5 hr block
Ramadas (3 & 7)	Capacity ( <i>Varies</i> )	\$100 5 hr block
Agave	Capacity 100	\$60 5 hr block
Chicory ( <i>as is</i> )	Capacity 64	\$30 5 hr block
Mesquite ( <i>as is</i> )	Capacity 48	\$30 5 hr block
Ocotillo ( <i>Kitchen</i> ) ( <i>as is</i> )	Capacity 36	\$60 5 hr block
Sagebrush ( <i>as is</i> )	Capacity 100	\$60 5 hr block
Patio	Capacity 80	\$50 5 hr block

**\$300 Damage Deposit will be billed for Pavilion if left in poor condition**

**\$100 Damage Deposit will be billed for Ramadas Patio and Room Rentals if left in poor condition**

**WE DO NOT RENT OUT THE STAGE, IF IT IS UP THEN IT IS INCLUDED WITH THE PARK**

### **FULL PARK INCLUDES:**

Pavilion  
Ramada 3 with kitchen and sink  
All ramadas  
Extra tables and chairs if needed  
Rolling Ice Cart with Ice

### **ADDITIONAL RAMADAS INCLUDE:**

Extra tables if needed  
Rolling Ice Cart with Ice

### **AGAVE ROOM INCLUDES:**

Tables and chairs setup  
Power Point setup with podium  
Rolling Ice Cart with Ice

### **CHICORY, MESQUITE, OCOTILLO, SAGEBRUSH INCLUDES:**

Existing setup  
Power Point setup  
Rolling Ice Cart with Ice

### **PATIO INCLUDES:**

Tables and Chairs setup  
Rolling Ice Cart with Ice



## SCW CHARTERED CLUB PRICE SHEET FOR KUENTZ RECREATION CENTER

Rooms 3, 4 & 5 (as is)	Capacity 60	\$25	5 hr block
Stardust Courtyard	Capacity 100	\$100	5 hr block
Main Courtyard	Capacity 250	\$200	5 hr block

**\$100 Damage Deposit will be billed for Kuentz Courtyards and Rooms 3,4, & 5 if left in poor condition**

**Note: If there are performances at the Stardust Theatre courtyards are not available**

### Stardust Courtyard Includes:

Existing setup  
Rolling Ice Cart with Ice

### Kuentz Courtyard Includes:

Existing setup  
Rolling Ice Cart with Ice  
All Additional Tables and Chairs require a flat fee of \$75  
(Courtyards only including breezeway option)

### Gas Heater prices

Fireplace	\$15/hour
Overhead/zone	\$15/zone/hour
Overhead (All 3 zones)	\$40/hour
Fireplace and all 3 overhead zones	\$55/hour



## SCW CHARTERED CLUB PRICE SHEET FOR RH JOHNSON RECREATION CENTER

RHJ Social Hall West	Capacity 360	\$200 5 hr block
RHJ Social Hall East	Capacity 250	\$150 5 hr block
RHJ Social Hall East & West	Capacity 610	\$300 5 hr block
RHJ Great Lawn	Capacity 120	\$100 5 hr block
Plaza (Includes overlook)	Capacity 60	\$60 5 hr block
RHJ Lecture Hall (as is)	Capacity 95	\$100 5 hr block
RHJ Men's Stampede (as is)	Capacity 20	\$30 5 hr block
Anna's Courtyard (ARC)	Capacity 60	\$100 5 hr block

**\$300 Damage Deposit will be billed for ALL of Summit Hall and Great Lawn if left in poor condition**  
**\$100 Damage Deposit will be billed for Lecture Hall and Stampede Room and Plaza if left in poor condition**

### RHJ SOCIAL HALL INCLUDES:

60" Round Tables  
6' or 8' Banquet Tables  
Cushioned Banquet Seating  
Podium  
Elevated Stage  
Tie in sound system  
Kitchen Access: *Includes: Rolling Ice Cart with Ice, refrigerator*

### GREAT LAWN / PLAZA / ANNA'S COURTYARD (RESTROOMS LIMITED IN ANNA'S) INCLUDES:

Use of outdoor kitchen excluding grill (**only for Great Lawn**)  
Tables and chairs setup (gravel area of 120 capacity)  
Portable sound system (Fender)  
All additional tables and chairs require a flat fee of \$75  
Rolling Ice Cart with Ice

### LECTURE HALL INCLUDES:

Board Setup  
Podium  
Audio/Projector/Laptop

*RHJ Men's Club Stampede Room (Good for Board Meetings)*





## SCW CHARTERED CLUB PRICE SHEET FOR PALM RIDGE RECREATION CENTER

Summit Hall "A"	Capacity 350	\$200	5 hr block
Summit Hall "B"	Capacity 90	\$150	5 hr block
Summit Hall "A" & "B"	Capacity 500	\$300	5 hr block
Summit Hall Patio	Capacity 40	\$50	5 hr block

**\$300 Damage Deposit will be billed for Summit Hall if left in poor condition**  
**\$100 Damage Deposit will be billed for Patio if left in poor condition**

### **PALM RIDGE SUMMIT HALL(S) INCLUDES:**

60" Round Tables  
6' or 8' Banquet Tables  
Cushioned Banquet Seating  
Podium  
Elevated Stage  
Audio *cart* and Video Access  
Kitchen Access: Includes: Rolling Ice Cart with Ice, Refrigerator

### **PATIO INCLUDES:**

Tables and chairs setup  
Rolling Cart with Ice

---

# Fa1 – Capital Project Planning Process

---

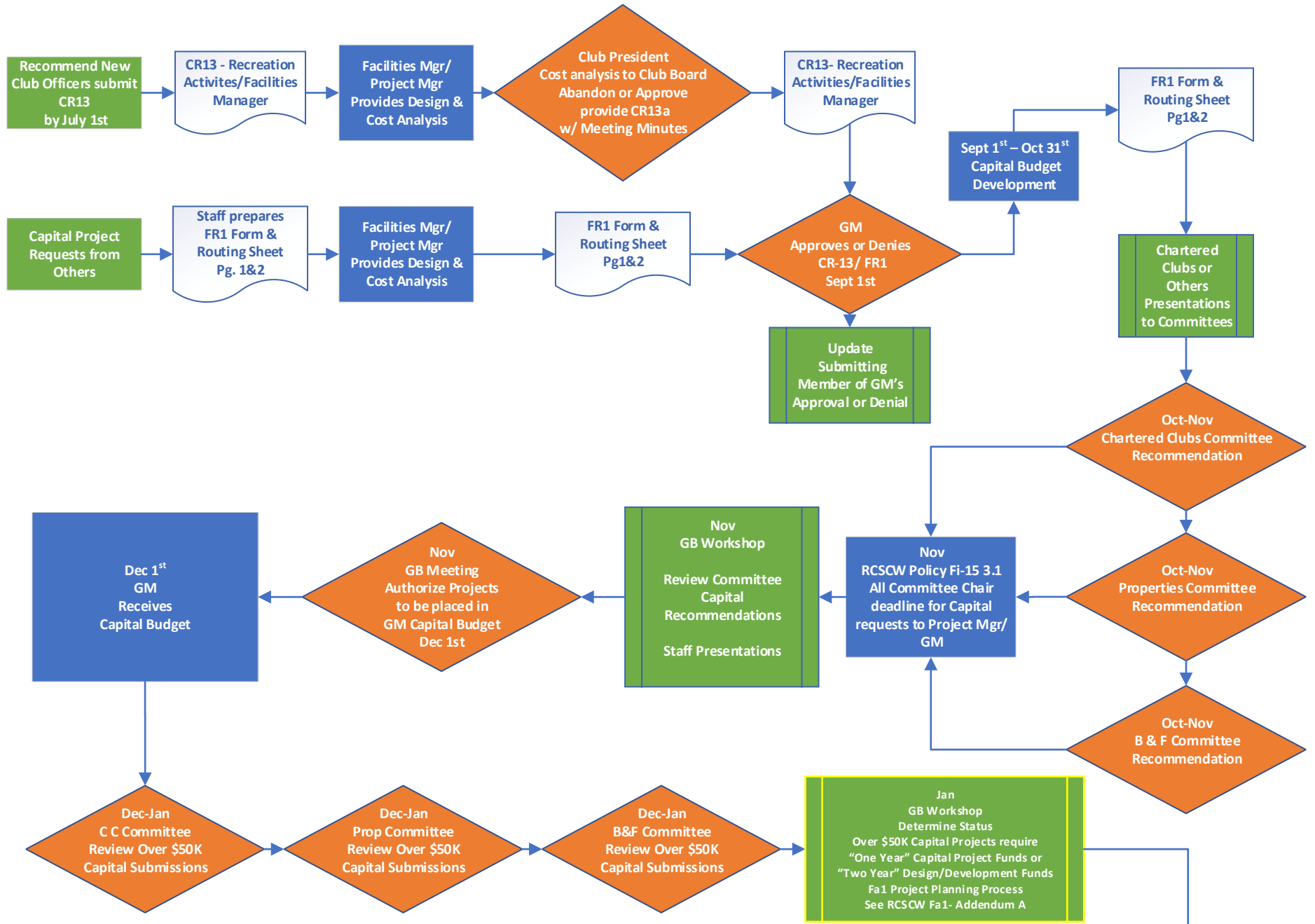


SUN CITY  
WEST

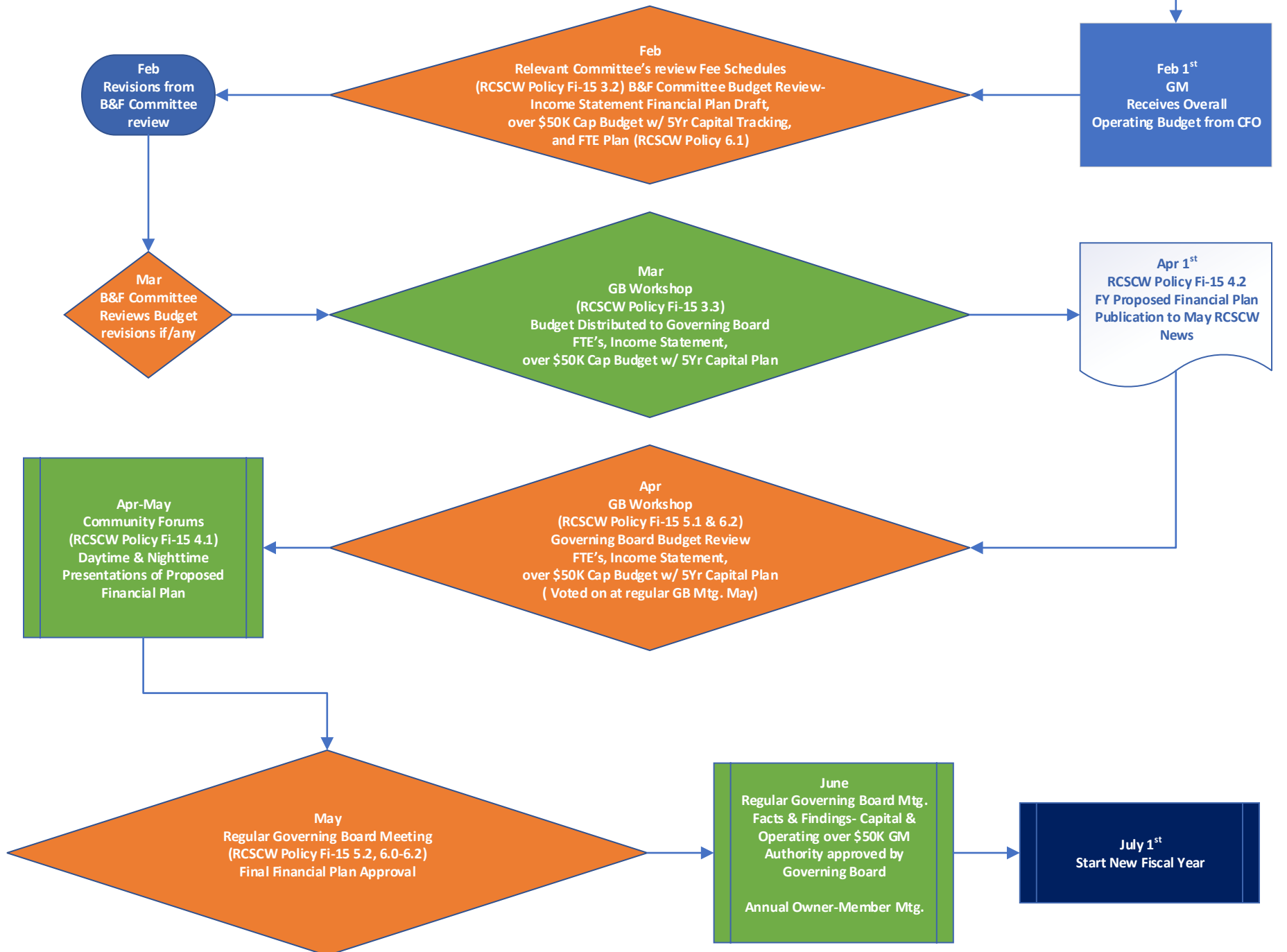
March 31, 2021  
RECREATION CENTERS OF SUN CITY WEST

# Fa1 – Capital Project Planning Process

## Chartered Clubs CR13 & General Requests for Capital Projects

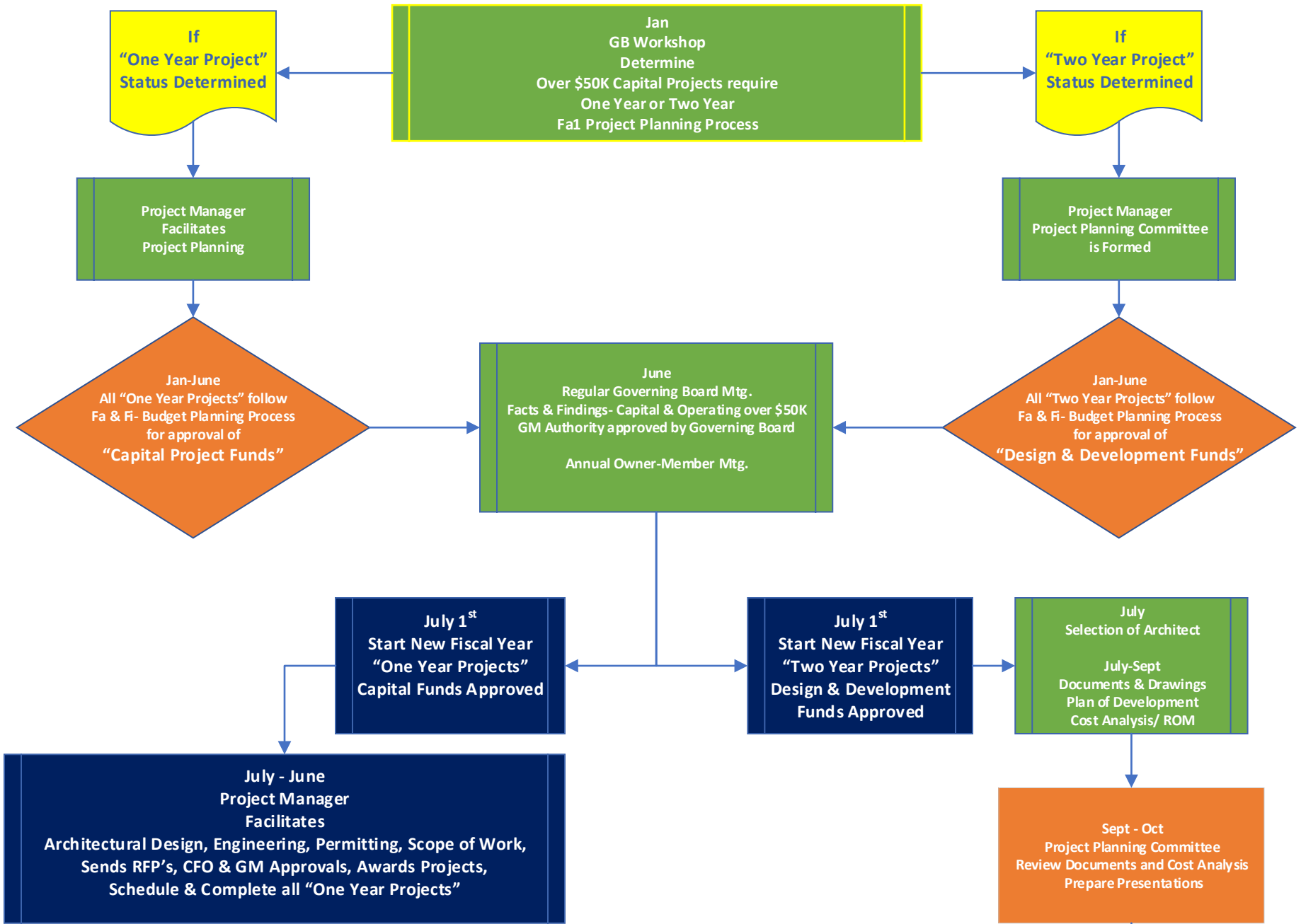


## Fa & Fi- Budget Planning Process for next Fiscal Year

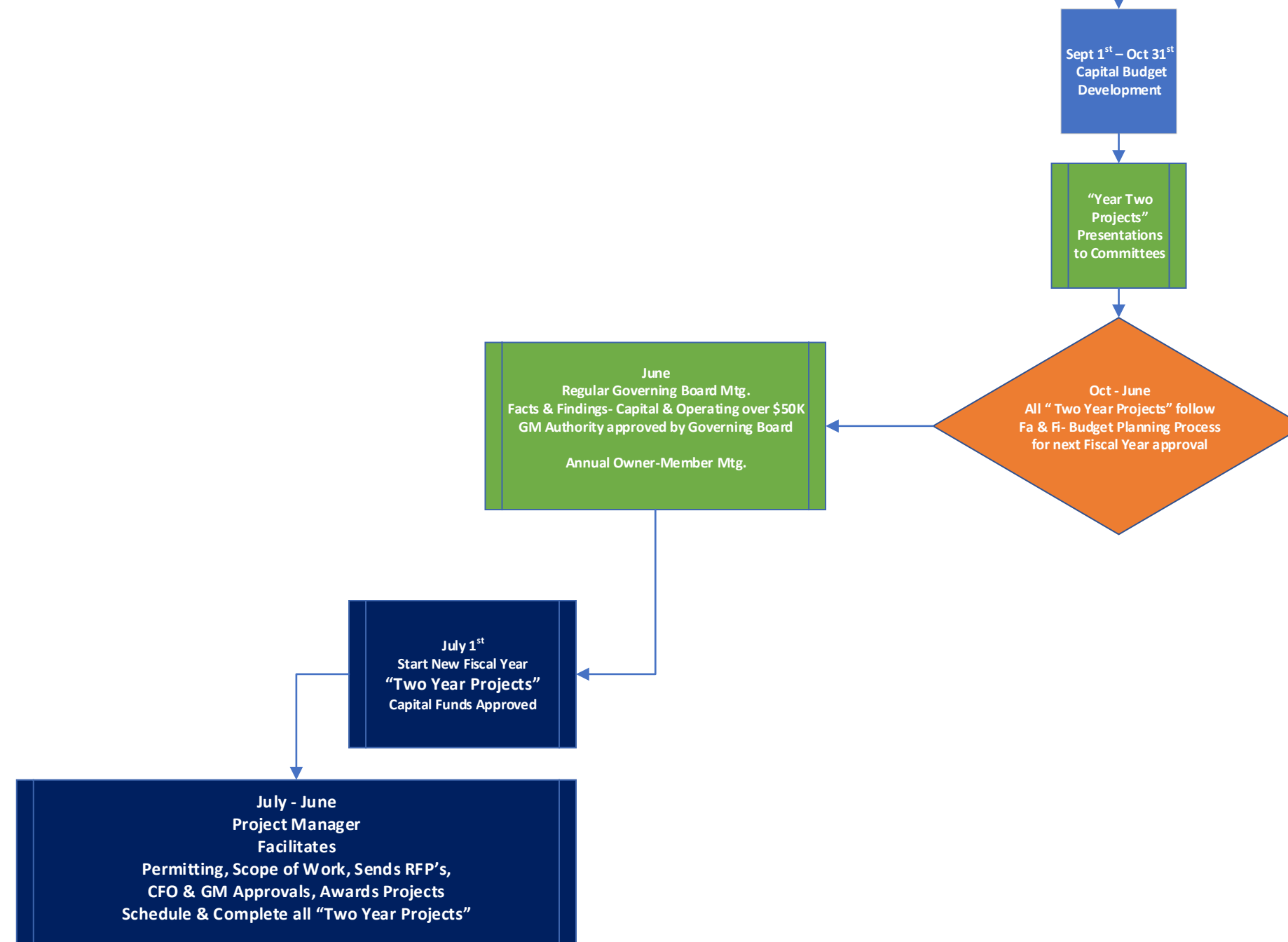


# Fa1 – Addendum A - Capital Project Planning Process

## Year One – Project Planning Process



## Year Two – Project Planning Process



---

DONATION,  
MEMORIALIZATION, NAMING  
AND ADVERTISING GUIDELINES

---



SUN CITY  
West

MARCH 31, 2021  
RECREATION CENTERS OF SUN CITY WEST

The purpose of this document is to provide a systematic and consistent approach when considering Donor Recognition, Memorialization Requests and Naming Proposals for facilities and/or related features within areas and amenities managed by RCSCW.

The RCSCW Governing Board deems it desirable, and in the owner-members' interest, to establish a set of guidelines for donations, selection of names for buildings, rooms, and other facilities, and placement of memorials within its inventory of recreational amenities.

### **Naming of Facilities and/or related features of RCSCW**

Requests may come from a Chartered Club, RCSCW Staff, or a group of owner members. The recommended name must be accompanied by a biographical or explanatory narrative to provide evidence of established name qualification listed in this document.

If the request comes from a club, including advertising contracts, the request begins at the Chartered Clubs Committee level for initial approval. If the recognition is to remain within a Chartered Club Facility the notification will then be sent to the General Manager for authorization.

If the recognition request is for a common area within the Association, after Chartered Clubs Committee approval, the request will then be sent to the Properties Committee for further review.

The Properties Committee will then continue the initial vetting of Chartered Clubs Committee requests and accept requests from other sources. Once completed, a recommendation will be forwarded to the General Manager and Governing Board for recommended approval.

If the naming is of significant change to the community, the General Manager will provide owner-member feedback opportunities during a thirty (30) day public notice period. The General Manager will then submit the recommendation to the RCSCW Governing Board for final approval.

## **Naming and/or Renaming Qualifications**

*Names* should provide some form of individual identity related to:

- Geographic location of the facility
- Outstanding feature of the facility
- Commonly recognized historical event, group, or individual
- Individual or group who contributed significantly to the acquisition or development of the facility
- Individual who provided an exceptional service in the interest of the Association as a whole

## **Renaming of Buildings, Structures and Facilities**

Renaming is strongly discouraged. It is recommended that efforts to change a name be subject to the most critical examination so as not to diminish the original justification for the name or discount the value of the prior contributors. Anything named by deed restriction cannot be considered for renaming.

Buildings, structures, and facilities named after individuals may be changed if it is found that the individual's personal character is or was such that the continued use of their name would not be in the best interest of the Association. Names may also be changed due to termination of an advertising contract.

For renaming consideration, the proposed name must meet the established naming qualifications and follow the Naming procedure herein.

## **Plaques, Markers, Memorials**

All plaques, markers, and memorials are subject to the same naming criteria within this document and should be used sparingly.

Individual Chartered clubs, with appropriate Staff approval, may make decisions on the location, size and style of such plaques, markers, signs, and memorials located within individual club rooms. Such memorials are to be managed and maintained by the individual club. Shared club space needs the approval of clubs affected.

The life expectancy of these items shall be determined by the location of the placement and exposure to the elements. When an item is showing signs deterioration requiring maintenance and replacement, or when it is no longer appropriate to the use of area, the item will be removed.

All other plaques, markers, signs, and memorials shall be restricted to the Memorial Garden within Beardsley Park or any other RCSCW managed memorial areas.

## **Donations**

RCSCW accepts gifts that are consistent with its mission and that support its core programs, as well as special projects. Donations and other forms of support will generally be accepted from individuals, partnerships, corporations, foundations, government agencies, or other entities, subject to the following limitations:

- a. Direct Financial Contributions
- b. Real Property, Personal Property or Securities
- c. Property or Material in new or nearly new condition
- d. Proof of Ownership is required

Clubs may accept donations appropriate for their club activities or craft for identified specific use or for general use. Any donation requiring installation must be approved by use of the CR form process. Individual donations for common areas may be determined by staff.

All other significant donations (\$10,000 or greater) require the review of the appropriate Committees and the General Manager with final acceptance by the RCSCW Governing Board.



## **Advertising/Sponsorship**

### **Advertising:**

Only the General Manager is authorized to enter into and sign contracts with advertisers for a period not to exceed three years for the purpose of advertising within or on properties controlled by the Association. The authority of the General Manager to approve non-event advertising will ensure that advertising does not become overly prevalent on the outside or inside of Association property.

Chartered Clubs are expressly prohibited from entering into any advertising contract with any outside entity. All advertising contracts must be approved and signed by the General Manager. This prohibition is necessary to comply with IRS and RR&Ps. All clubs must adhere to the sponsorship and signage policies of the Association.

### **Sponsorship:**

The General Manager is authorized to enter into a club/league sponsorship agreement to obtain a sponsorship contract for a single event. Each club with approval of the General Manager will be authorized to negotiate a contract for their club's special event but may not sign the contract. This prohibition is necessary to comply with IRS and Rules, Regulations and Procedures (RR&Ps).

The location of the sponsorship must be directly related to where the club/league conducts its activities. This contract is designed for the internal use of the club/league for a specific event or activity. The contract will only be authorized for six (6) weeks prior to and tear down of the event or for the duration of a league or event. This is being placed to ensure that sponsorships do not become overly prevalent on Association property.