

FALLEN LEAF LAKE COMMUNITY CENTER

Use Agreement

December 3, 2016

All activities at the Fallen Leaf Community Center (FLCC) shall be conducted with appropriate respect for the interest of the Community Area's immediate neighbors. The FLCC is not a commercial space and therefore is not available for commercial use. However, based on the type of event, use fees to offset the cost of administration, operations and maintenance may be assessed as appropriate. The FLCC meeting room will be used in accordance with the following guidelines:

1. Activities will be arranged on a space available, first-come, first-served basis with the designated representative of the CSD (usually the General Manager).
2. Event information must at minimum include:
 - a. Date of Event
 - b. Name of applicant responsible
 - c. Fallen Leaf Residence
 - d. Phone and email
 - e. Description of Event
 - f. Hours of Use
 - g. Number of guests
 - h. Vendors
 - i. Description of entertainment
 - j. Notes
3. Hours of operation are 8 am to dusk unless special arrangements are approved in advance.
4. Facility must be cleaned (a cleaning deposit may be secured) and returned to its pre-event condition (i.e. broom clean, bathrooms cleaned and stocked, all debris in trash containers removed). Additional charges may occur if the user or vendors fail to remove equipment, decorations or supplies in a timely manner. A designated representative of the CSD will inspect the building post event.
5. There are no facilities for cooking or sink cleanup in the building. No open flames are allowed inside or on the deck of the building, without special permission from the Fire Chief. A fire watch maybe required by the Fire Chief. Trash and trash bags must be taken to one of the adjacent dumpsters.
6. Users desiring to contract with third party vendors expressly agree that the relationship with such vendors is the direct responsibility of the user. Any and all damages caused by any vendors and/or the user in the direct responsibility of the user.

7. Third party vendors must provide proof of insurance. It shall be the sole and absolute responsibility of the user to require third party vendors to provide adequate and appropriate liability and worker's compensation insurant of \$1 million minimum.
8. Users must walk, carpool or otherwise minimize the impact of their use on the area's limited parking facilities. Permission to use the facility in no way guarantees or allocates any parking spaces at any time.
9. Vendors may drop off personnel, supplies and equipment at the facility, however all vendor vehicles must be parked in the upper lot. If no spaces area available, vendor vehicles must find alternate parking.
10. The CSD is not responsible for any lost, damaged or stolen items. The user (and all third party vendors) shall defend, indemnify, and hold harmless the CSD, its officers, members and employees against any and all liabilities arising out of injuries and damages in connection with the use of the facility.

I have read and agree to comply with the terms of Use for the Fallen Leaf Lake Community Center.

Signed_____

Print Name _____

Date_____

FALLEN LEAF LAKE COMMUNITY CENTER

Use Agreement
December 3, 2016

Date of Application_____

Name of Responsible Person: _____

Fallen Leaf Address: _____

Other Address: Street: _____

City: _____

State & Zip: _____

Other Phone Number: _____

Email Address: _____

Date of Event: _____

Hours of Use: _____

Description of Event: _____

Number of Guests: _____

Description of Entertainment: _____

Vendors

1. Name: _____

Address: _____

Phone: _____

Specialty: _____

Proof of Insurance Attached: Yes_____ N/A_____

2. Name: _____

Address: _____

Phone: _____

Specialty: _____

Proof of Insurance Attached: Yes_____ N/A_____

3. Name: _____

Address: _____

Phone: _____

Specialty: _____

Proof of Insurance Attached: Yes_____ N/A_____

User Fees: _____ Initial _____

Cleaning Deposit: _____ Initial _____

Please read and initial Fees required prior to signing this form.

Other Notes:

I have read and agree to abide by the Fallen Leaf Lake Community Center Use Guidelines. A signed copy is attached to this form.

Responsible Person Signature _____ Date _____

CSD Representative _____ Date _____