

FALLEN LEAF LAKE COMMUNITY CENTER

Rental Agreement

Activities at the Fallen Leaf Community Center (FLCC) shall be conducted with appropriate respect for the interest of the Center's immediate neighbors. The FLCC is not available for commercial use. Based on the type of event, rental fees may be charged. Use of FLCC is subject to the following guidelines:

1. Rental applications are accepted 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 required.) The deposit will be returned, as long as the FLLCC is returned to pre-event condition: (i.e. broom clean, bathrooms cleaned and stocked, all debris in trash containers removed). Additional charges may be incurred 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 pre and 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. If a fire watched is required the renter will be responsible for the hourly cost of the fire watch. This cost will be determined prior to approval of the rental applications. Trash and trash bags must be taken to one of the adjacent dumpsters.
6. Renters 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, naming the FLLCSD as additionally insured for the event usage. It shall be the sole and absolute responsibility of the renter to require third party vendors to provide adequate and appropriate liability and worker's compensation insurance of \$1 million minimum.
8. Renters 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 renter (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 rental 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
Rental Agreement

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_____

Rental Fees: _____ Initial _____

Cleaning Deposit: _____ Initial _____

Fire Watch Fees: _____ 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. I agree by signing this form to the rental rate, cleaning deposit, Fire Watch Fee (if any) and any other special instructions.

Responsible Person Signature _____ Date _____

Approved by: _____ Date _____
General Manager/Fire Chief FLLCSD