

**FALLEN LEAF LAKE COMMUNITY SERVICES DISTRICT**  
**Community Center**

Thank you for your interest in reserving the Community Center, also known as “The Old Store”. The Community Center is a valuable asset of the community. It is very important to the District that it be put to use by the community. The District will make every effort to secure your reservation.

Enclosed are the Community Center Use Guidelines and the Community Center Reservation Form. Please read and sign the use guidelines. The use guidelines contain important information regarding the use of the building. You must agree to these guidelines to secure your reservations. The reservation form includes the details of your reservation such as the date, time of the event, responsible person and rental fees, if any. Please note that if you intend to use vendors each vendor needs to be identified and a proof of insurance, naming the FLLCSD as “additionally insured,” or bond provided to the District.

The District may collect rental fee based on the type of event. The rental fee will be determined prior to the signing of the agreement.

The District may collect a cleaning deposit based on the event type. Per Use Guidelines if the building is not cleaned and returned to pre-event conditions the renter will forfeit cleaning deposit and may be subject to additional charges.

The District does not charge community members for the use of the building but does encourage donations to the Community Center Building Fund.

Once again, thank you for your interest in the building. If I can be of any assistance please contact me by phone or email or drop by my office above the New Store.

Sincerely,

Gary Gerren  
General Manager/Fire Chief  
530/544-3300  
ggerren@fllcsd.org