

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 and time of the event and the responsible person. Please note that if you intend to use vendors each vendor needs to be identified and a proof of insurance or bond provided to the District.

Use of the Neidig portion of the building requires permission from Bill Neidig. A phone call or email message from Bill to the CSD General Manger is sufficient.

The District does not collect a security deposit but expects all users to clean the building as described in the use guidelines. If the building is not returned to prevent conditions the responsible person may be billed the cost incurred by the District.

The District does not charge community members for the use of the building but does encourage donations to the Community Center Building Fund. Donations will be used to maintain and service the building as well as purchase furnishings for community use.

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 at the New Store.

Sincerely,



Gary Gerren
General Manager
530.544.3300
ggerren@fallenleaflakecsd.org

Fallen Leaf Lake Community Center Use Guidelines

10/29/05

These guidelines are to be distributed to those parties interested in using the Community Center facilities.

Community Center Meeting Room:

Pre-approved activities (refer to FLCC Use Policy) will be arranged on a space available basis with a designated representative of the CSD.

All events involving a third party vendor must complete a form providing a description of the proposed event. This form shall then be furnished to a designated representative of the CSD. Information may be taken over the phone or by email. This information shall include, at a minimum, name and contact information of applicant, a description of the event, hours of use, number of persons expected to attend, name and type of vendor(s) if any, description of entertainment if any, proof of insurance (if required), estimated number of parking spaces to be used, and parking measures proposed.

Hours of operation shall be from 8am to dusk unless special arrangements are approved in advance.

Regardless of the nature of any event, the facility must be cleaned and returned to its normal condition, i.e. broom clean condition, bathrooms cleaned, all debris in trash containers and the premises picked up. Additional charges may occur if the user or vendors fail to remove equipment, decorations or supplies in a timely manner and such failure results in additional costs. A designated representative of the CSD will check the premises after such events.

There are no facilities for cooking or kitchen-type cleanup in the building.

Third party providers of goods and services: Users desiring to contract with florists, decorators, entertainers and other outside vendors expressly agree that the relationship with such vendors is the direct responsibility of the user. Any and all damages caused by said vendors are the direct responsibility of the user.

Third party vendors must provide a certificate of insurance showing at minimum of \$1.0 million of coverage. It shall be the user's sole and absolute responsibility to require caterers and other third party providers of goods and services to maintain and have in effect adequate and appropriate liability and worker's compensation insurance.

User Parking: Users of the Community Center are encouraged to walk, carpool or otherwise minimize the impact of their use on the area's limited parking facilities.

Vendor parking: Vendors may drop off personnel, supplies and equipment *at the facility*, however all vendor vehicles must be parked in the upper lot on a space available basis, or take other measures to reduce the impact of the use on the area's limited parking facilities.

The CSD is not responsible for lost, damaged or stolen items.

The user (and any third party vendors) shall defend, indemnify and hold harmless the CSD, and their officers, members and employees and the store/marina operator against any and all liabilities arising out of injuries and damages in connection with the use of the facility. The CSD representative shall obtain a written agreement to this effect from users and third party vendors prior to use of the facility.

For these groups there will be no use fee assessed, however a security/cleaning deposit may be required in the future if an organization fails to leave the premises clean. Other accepted community uses such as meetings, classes, lectures, art exhibitions, music recitals, and celebratory events are also encouraged and a use fee may be assessed as appropriate to cover costs of administration, operations and maintenance, and a security/cleaning deposit may be required. Events of this nature generally shall be limited to forty-five persons.

Locker Use: The equipment lockers beneath the porch are predominately for water/recreation related equipment including but not limited to water-ski and windsurfing equipment and watercraft accessories and shall be available on a first come, first served basis for a week at a time, subject to established guidelines which shall be reviewed from time to time and adjusted to reflect existing conditions. A use fee will be assessed to cover costs of administration, operations and maintenance. See FLLCC Locker Guidelines.

Basement Use: The basement may be used by the Marina Operator as a maintenance/shop area for the Community Services District facilities. This area does not include the storage lockers below the deck.

FALLEN LEAF LAKE COMMUNITY CENTER USE AGREEMENT

All activities at the Fallen Leaf Community Center (FLCC) shall be conducted with appropriate respect for the interests of the Community Area's immediate neighbors. The FLCC is not a commercial space and therefore is not available for commercial uses. Fees can be charged to offset the cost of administration, operations and maintenance. We request that you consider a donation of \$50 to \$200 to the CSD for continued operation of the facility. 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. Notes:
3. Hours of operation are 8am to dusk unless special arrangements are approved in advance.
4. Facility must be cleaned and returned to its original 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 the building. There are no garbage facilities, garbage bags must be taken to one of the public bins offsite.
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 is 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 insurance 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 are 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 COMMUNITY SERVICES DISTRICT
COMMUNITY CENTER USE AGREEMENT

Date of Application: _____

Name of Responsible Person: _____

Fallen Leaf Address: _____

Fallen Leaf Phone Number: _____

Other Address: Street: _____

City: _____

State & Zip: _____

Other Phone Number: _____

Email Address: _____

Date of Event: _____

Hours of Use: _____

Description of Event: _____

Number of Guests: _____

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 ___

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 _____

Fallen Leaf Lake Community Center Use Policy

10/29/05

The Fallen Leaf Lake Community Center is owned by the Fallen Leaf Community Services District (CSD) and is an asset for use by the Fallen Leaf community. It is a two story, 1,575 square foot wood frame structure with a small basement. The first floor opens to the north onto a porch with views of the lake. There are both men's and women's bathroom facilities. The second floor has a hallway along the south side opening into small rooms facing the lake. The area beneath the porch is subdivided into marina storage lockers with concrete floors and lockable doors.

The first floor meeting space can accommodate a number of activities, including but not limited to Fallen Leaf community meetings, lectures, classes, gallery exhibitions, receptions and celebratory events. Currently a portion of the west half of the first floor has been reserved for Riverside Interests, Inc. for a period of 10 years commencing on June 1, 2004. The remainder of the first floor, the second floor, the basement and the lockers are available for use in accordance with CSD policy, subject to existing agreements.

Use Policy: The Fallen Leaf Community Center (FLCC) is an asset of the Fallen Leaf community and use of the facility by those who pay taxes in the district is encouraged. All FLCC activities shall be conducted with appropriate respect for the interests of the Community Center's immediate neighbors.¹ The FLCC is not a commercial space and therefore is not available for commercial uses, however use fees to offset the cost of administration, operations and maintenance may be assessed as appropriate.

The FLCC's first floor space is available for events that serve or benefit the Fallen Leaf community. Use of this space shall be allowed for one-time or recurring supervised Fallen Leaf community activities approved by a Community Building Usage Committee (under the auspices of the CSD). Use by Fallen Leaf non-profit community groups, including but not limited to the following organizations is appropriate:

- CSD Board and appointed committees
- Fallen Leaf Lake Homeowner's Association
- Lakeview Corporation
- Fallen Leaf Lodge Homeowner's Association
- Fallen Leaf Foundation
- Fallen Leaf Tract Association (West Side)
- Water Company Boards
- Fallen Leaf Lake Protection Association
- The Historical Preservation of Glen Alpine Springs

¹ Agreement between Fallen Leaf Lake Associates and the Fallen Leaf Lake Community Services District dated May 10, 1993; Para. 1.1.3