

FALLEN LEAF LAKE COMMUNITY CENTER
Facility Use Policy and Rental Guidelines

The Fallen Leaf Lake Community Center (FLLCC) is owned by the Fallen Leaf Community Services District (CSD) as an asset for use by the Fallen Leaf community. The main floor contains a large open space. There are both men's and women's bathroom facilities. The main floor opens onto a deck facing Fallen Leaf Lake. The area beneath the porch is subdivided into marina storage lockers with concrete floors and lockable doors.

The main floor meeting space can accommodate a variety of activities, including but not limited to meetings, lectures, classes, gallery, exhibitions, receptions and celebratory events. The allowable occupancy is determined by California Fire Code. Depending on room set up allowable occupancy is between 70 to 100 people.

Use Policy:

The Fallen Leaf Community Center (FLCC) is an asset of the Fallen Leaf community for use by its residents. All FLCC activities shall be conducted with appropriate respect for the interest of the Community Center's immediate neighbors. The FLCC is not available for commercial use.

The FLCC's main floor space and adjoining deck is available for smaller events booked by community members as well as for wider events that serve and/or benefit the Fallen Leaf community. Use of this space shall be allowed for one-time or recurring basis as determined and approved by the FLLCSD General Manager.

Rental Guidelines for Community Center Meeting Room:

Approved activities may be scheduled on a space available basis with a designated representative of the CSD.

All events involving renters and vendors 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, provide a certificate of insurance for General Liability naming the FLLCSD as additionally insured in the minimum amount of \$1 million for the event and shall provide the certificate with the rental application. It shall be the sole and absolute responsibility of the renter to require vendors to provide adequate and appropriate General Liability and worker's compensation insurance. If alcohol is served at the event, liquor liability shall be included on the certificate of insurance, whether it is renter or vendor. Also, estimated number of parking spaces to be used, and parking relief measures proposed.

Hours of operation shall be from 8 am 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 (cleaning deposit) if the renter or vendors fail to remove equipment,

decorations or supplies in a timely manner and such failure results in additional costs for the FLLCSD. A designated representative of the CSD will check the premises before and after all rental events.

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

Renter and Vendors that provide goods and services:

Renters 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 renter. Any and all damages caused by said vendors are the direct responsibility of the renter.

Renter and vendors shall provide a certificate of insurance for General Liability, naming the FLLCSD as additionally insured in the minimum amount of \$1 million for the event and shall provide the certificate with the rental application. It shall be the sole and absolute responsibility of the renter to require vendors to provide adequate and appropriate General Liability and worker's compensation insurance. If alcohol is served at the event, liquor liability shall be included on the certificate of insurance whether it is the renter or vendor.

Parking:

Renter and guest 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 renter and vendors shall defend, indemnify and hold harmless the FLLCSD, 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. By complying with, renter and vendors shall provide a certificate of insurance for General Liability, naming the FLLCSD as additionally insured in the minimum amount of \$1 million for the event and shall provide the certificate with the rental application. It shall be the sole and absolute responsibility of the renter to require vendors to provide adequate and appropriate General Liability and worker's compensation insurance. If alcohol is served at the event, liquor liability shall be included on the certificate of insurance whether it is the renter or vendor. The FLLCSD representative shall obtain a written agreement to this effect from renters and vendors prior to use of the facility.

Rental Fees:

The District may collect a Rental Fee based on the type of event. The Rental Fee will be determined prior to the signing of the agreement.