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 Facility Use Policy and Rental Guidelines and Rental Agreement. Please read the Facility Use Policy and Rental Guidelines. The Facility Use Policy and Rental Guidelines contain important information regarding the use of the building. You must understand these guidelines to secure your reservations. The rental agreement includes the details of your reservation such as the date, time of the event, responsible person and rental fees, if any. Please note 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 Rental Agreement needs to be completed and returned prior to determination of rental fee.

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 Facility Use Policy and Rental 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.

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,

Don Ashton
General Manager
530/718-4152
dashton@fllcsd.org