

FALLEN LEAF LAKE COMMUNITY CENTER
Use Guidelines
December 3, 2016

These guidelines are to be distributed to those parties interest 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 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 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.

Use Fees:

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