

**FOREST LAKES COMMUNITY CENTER**  
**1111 Merzville Road, Forest Lakes, AZ 85931**  
[www.floa.club](http://www.floa.club)

**USAGE GUIDELINES AND REQUEST APPLICATION**

**SECTION I – GENERAL INFORMATION, RULES AND REGULATIONS**

The Forest Lakes Community Center (herein referred to as FLCC) is owned and operated by the Forest Lakes Owners Association (herein referred to as FLOA) and may be used by FLOA members, residents and local community organizations. Usage is limited to Forest Lakes community residents.

If a concern or disagreement about the use of the center for a specific event arises, the FLOA Board of Directors will have the final approval or disapproval of that event. Access to the FLCC facilities shall be facilitated by the FLCC Usage Coordinator.

To reserve the FLCC, a Usage Request Application (attached) must be submitted to the FLCC Usage Coordinator for approval before any meeting or event is publicly announced..

All users are subject to the following:

- Standard hours of use will be from 8:00 a.m. to 10:00 p.m. mid-May through September. Exceptions by Board approval.
- If an event is cancelled, the FLCC Usage Coordinator shall be notified immediately.
- No smoking is allowed in any FLCC facility or on the property.
- Alcoholic beverages
  - BYOB is permissible.
  - Beer & wine allowed to be served if user provides it at no cost to attendees.
  - Alcohol is allowed to be served at private parties, but a licensed bartender is required by AZ law to serve alcohol at private parties. (See SECTION IV for more information).
- No unsupervised/unchaperoned youth groups, children's parties or teen events are allowed. There must be at least 1 adult for every 8 children ages 11 and younger, and at least 1 adult for every 10 children ages 12 to 18.
- No animals except American Disability Act (ADA) certified service dogs are allowed in the buildings.
- All food and food serving items will be provided by the user. The kitchen is a warming and serving kitchen ONLY; not for major food preparation. The refrigerator and freezer may be used to temporarily store food and drink, but all must be removed at the end of the event.
- Decorations are allowed if they are taped or tied; no nails, staples, etc.
- Audio/visual equipment and internet is available for music, videos, presentations, etc.
- All trash must be emptied and put in the dumpster by the user at the end of the event.
- All facilities that are used need to be left as they were found.
- Parking only in designated areas.

**SECTION II – PUBLIC EVENTS USAGE**

Usage shall be Free of Charge for all FLOA business, a current FLOA member requesting to hold or sponsor an event that is open to the community, and local organizations, government entities, and public utilities needing a facility to hold a public meeting.

### **SECTION III – PRIVATE EVENTS USAGE**

One-time only events such as weddings, receptions, family reunions, and private parties.

- **\$20 per hour for FLOA members**
- **\$40 per hour for non-FLOA members**
- **\$200.00 damage/cleaning deposit due upon acceptance of request.**

Refundable within ten (10) days if left in satisfactory condition. All parties or events require a refundable, payable at the time the reservations are made. Deposit will be refunded if cancellation is at least twenty-four (24) hours before the scheduled start time; no refund if less than twenty-four (24) hours prior to the scheduled start time.

Rate begins when the door is unlocked to allow for the event set-up and ends when the door is locked after clean-up at the end of the event.

The authorized requester of the renting party is responsible for any damage incurred while under his/her use. Damage must be reported to the FLCC Usage Coordinator. The FLOA Board of Directors will see that the damage is repaired and the responsible person(s) or Insurance agency assessed.

Requesters reserving and using the FLCC are also responsible for set-up AND take down of any and all chairs, tables and other equipment that will be used. All trash is to be disposed of in the dumpster. This must be done PRIOR TO the final inspection and lock up of the facility.

Requester of record or an approved designee MUST be at the FLCC during the event.

### **SECTION IV - INSURANCE REQUIREMENTS, LIABILITY AND INSURANCE**

Community Groups who are FLOA members are not required to provide additional Liability Insurance. Private Events are required to secure their own insurance and provide a Certificate of Liability Insurance (COI). Normally, a Homeowner's policy will not extend.

#### **How to obtain Certificate of Liability Insurance**

"Special Event" policies are available on-line that can be purchased. A policy is quoted and can be purchased on line very easily. A couple of websites that are very helpful are [www.EventHelper.com](http://www.EventHelper.com) or [www.specialeventinsurance.com](http://www.specialeventinsurance.com).

FLOA shall be identified as secondary insured organization on the COI form submitted by requester/ This insurance is required to protect the Association and establishes that the host of the event is the first recourse if a claim occurs.

Contact Information:

Scott Keele, FLCC Usage Coordinator  
[scootersfree@yahoo.com](mailto:scootersfree@yahoo.com) 602-570-2002

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2<sup>nd</sup> Revision: 24 Sept 2024

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**USAGE REQUEST APPLICATION**

Today's date \_\_\_\_\_ Date(s) of Use: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Hours of use \_\_\_\_\_ AM/PM until \_\_\_\_\_ AM/PM (Allowable hours: 8:00AM-10:00 PM)

The Community Center has the following facilities available. Check all that apply.

FLOA House \_\_\_\_\_ Q Bldg. \_\_\_\_\_ Ramadas \_\_\_\_\_ All \_\_\_\_\_ Other \_\_\_\_\_

Requester: \_\_\_\_\_ Group: \_\_\_\_\_

Forest Lakes Address: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Usage Fees (details of approval as found in Section II and III): Check the one that applies:**

\_\_\_\_\_ Community Usage as stated in Section II — **No Charge**

\_\_\_\_\_ Private event — **\$20 - \$40 per hour plus \$200 deposit** FLOA Member: Y N

Requester has read, understands and agrees to the **Forest Lakes Owners Association (FLOA)**  
**USAGE GUIDELINES** \_\_\_\_\_ (initial)

The Requester reserving the Community Center is responsible for any damage incurred while the Community Center is under his or her use in circumstances where the damage incurred exceeds the "damage Deposit" to repair or replace.

Damage **must be reported, by the REQUESTER** to the FLCC Usage Coordinator at the time of final inspection.

**HOLD HARMLESS AGREEMENT**

The Forest Lakes resident executing this application in consideration upon receiving permission to use the FLCC for him/herself and the attendees, releases FLOA and its Governing Board, members, officials, and agents from all claims and liability arising from or during use of these facilities and agrees to indemnify and hold harmless said parties from all claims of any nature.

Signature below acknowledges that the authorized representative of the group requesting use has read and agrees to abide by all terms of the Usage Guidelines, including, but not limited to, the hold harmless agreement.

Requesters Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FLCC Usage Coordinator Signature \_\_\_\_\_ Date: \_\_\_\_\_

Scott Keele, FLCC Usage Coordinator

602-570-2002

[scootersfree@yahoo.com](mailto:scootersfree@yahoo.com)