

FOREST LAKES COMMUNITY CENTER USAGE GUIDELINES

SECTION I – General Information

The Forest Lakes Community Center is owned and operated by the Forest Lakes Owners Association (FLOA) and may be used by FLOA members, residents and local community organizations. 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.

All groups must have an APPROVED Usage Application on file with the Events Coordinator. The date(s) and time(s) must be reserved AND confirmed.

Forest Lakes groups, property owners and residents will have priority use of the Community Center. All users are subject to the following requirements:

- * Standard hours of use will be from 8:00 a.m. to 7:00 p.m, mid-May through September. Exceptions by Board approval only.

- * If an event is cancelled, the Event Coordinator shall be notified immediately.

- * **IF** an event is cancelled at least twenty-four (24) hours before the scheduled start time, the deposit will be refunded.

- * If the event is cancelled less than twenty-four (24) hours prior to the scheduled start time, the deposit will not be refunded.

- * No smoking is allowed in any community center facility or on the property.

- * No alcoholic beverages are allowed on the property.

- * No unsupervised/unchaperoned youth groups, children's parties or teen-aged events are allowed.

- * There must be at least one adult for every eight (8) children age eleven (11) years and younger. There must be one adult for every ten (10) children between the ages of twelve (12) and eighteen (18).

- * No animals except American Disability Act (ADA) certified service dogs will be 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. The refrigerator and freezer may be used to temporarily store food and drink. All food and drinks must be removed at the end of the event

All food and trash must be removed to the Community Center dumpster by the user at the end of the meeting.

Access to the Community Center dumpster is to be facilitated by the Event Coordinator.

The user must leave the Community Center and kitchen clean, litter-free, orderly and set up as it was found.

All audio/video equipment must be provided by the user.

There is no telephone, no internet service on the premises.

Parking only in designated areas.

Originated: May 16, 2015

4th revision, Oct. 4, 2019

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The Forest Lakes Owners Association (FLOA) Board meetings, work sessions, and any other committees sanctioned by the Board will not be charged for using the facility.

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

SECTION II – Community Service Events

Community Service Events are events that benefit the larger community. They may include brought-in refreshments but do not involve major food preparation. No fees will be charged for Community Service events.

The Center may be used at no charge for community information presentations by such groups as the Forest Service and Coconino County.

SECTION III – Private Parties and Events

These events are one time only and may include decorations and music.

Residents in Forest Lakes may hold events on an individually Board approved basis at the rate of \$20 (twenty dollars) per hour. The charge 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.

All parties or events require a, refundable, \$200.00 damage/cleaning deposit payable at the time the reservations are made. It will be returned within ten (10) days if the center is left in satisfactory / serviceable condition.

How to obtain Certificate of Insurance - Liability

It is imperative that the renters of the Community Center facilities secure their own insurance and provide a Certificate of Liability certificate with proof. Normally, a Homeowner's policy will not extend.

FLOA shall be identified as secondary insured organization on the Certificate of Insurance liability form submitted by the requestor.

There are "Special Event" policies available on-line that can be purchased. A policy is quoted and purchased on line very easily.

A couple of websites that are very helpful are www.EventHelper.com or www.specialeventinsurance.com. Why is this insurance required? It protects the Association and establishes that the host of the event is the first recourse if a claim occurs.

These procedures may be revised at a FLOA Formal or Work session Board meeting.

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Originated: May 16, 2015
4th revision, Oct. 4, 2019