

**FOREST LAKES COMMUNITY CENTER
USAGE REQUEST**

Today's date _____ Date of Requested Use: _____

Hours of use _____ AM/PM until _____ AM/PM Allowable hours: 8:00AM-7:00 PM

Check the facilities that you plan to use: "Q" Bldg _____ FLOA House _____ Outdoor property _____ Garage _____

Requester's Name/Group _____

Address _____ Phone _____

Community Groups scheduling meetings or Community Service Events will not be charged rent for use of the facilities.

Community Groups whose members are also members of FLOA **shall not** be required to provide additional liability insurance.

Private parties and events will be charged a \$20 per hour rental fee...starting when doors are unlocked for set-up and ending when door is locked after cleanup and inspection. They will also be required to provide a Certificate of Insurance - Liability

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.

All private parties will be required to pay a two hundred dollar (\$200.00) refundable damage deposit at the time the reservation is made. Refund will be made **IF** cancellation is at least 24 hours in advance of the event. **OR** Refund will be made if Center is left in the same or better condition and level of cleanliness as when it was turned over to user. **TOTAL DEPOSIT \$ _____**

Damage Deposit should be made out to: **FOREST LAKES OWNERS ASSOCIATION** and given to the Event's Coordinator, who will pass it on to the FLOA Treasurer.

Requesters reserving and using the Forest Lakes Community Center are 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 taken to the FLCC dumpster. This will be done **PRIOR TO** the final inspection and lock up of the facility.

Resident of record **MUST** be at the Community Center during the reservation time.

Requester has read and understands the [FLOA.club website rental USAGE GUIDELINES](#) and agrees to them. _____ (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 Event Coordinator at the time of final inspection.

HOLD HARMLESS AGREEMENT

The Forest Lakes resident executing this application in consideration of receiving permission to use the FLCC for him/herself and the attendees, releases FLOA and its Governing Board, members, officials, employees, 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 on this form including, but not limited to, the hold harmless agreement.

Signature _____ Date _____
Forest Lakes Resident

Signature _____ Date _____
Authorized Representative of FLOA

Community Center contact: **Shari Massion**: Events Coordinator
480-201-4693 ssmassion45@gmail.com

Approved: 16 May 2015
5th Revision: Oct. 4, 2019