

FOREST LAKES COMMUNITY CENTER
1111 Merzville Road, Forest Lakes, AZ 85931
USAGE REQUEST FORM

Today's date _____ Date of Requested Use: _____

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

Which facilities do you want to rent?: FLOA House ____ Q Bldg. ____ All ____ Other _____

Rquester _____ Group: _____

Address _____ Phone _____

RENTAL FEES

- Community Groups scheduling meetings or Community Service Events — **No Charge**
- Private events — **\$20 per hour** (rate begins when doors are unlocked for set-up and ends after cleanup and inspection.)

INSURANCE REQUIREMENTS

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.

- 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 .
- FLOA shall be identified as secondary insured organization on the COI form submitted by the requester.

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

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.

DAMAGE DEPOSIT INFORMATION

All Private Events will be required to pay a **\$200.00 damage deposit**. Refundable **IF** cancellation is at least 24 hours in advance of the event. **OR** if facility is left in the same condition and level of cleanliness as when it was turned over to user. **TOTAL DEPOSIT \$ _____**

Checks can be made out to: **FOREST LAKES OWNERS ASSOCIATION**

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.

Requesters Signature _____

Date _____

Forest Lakes Resident Signature (if applicable) _____

Date _____

Authorized Representative of the Forest Lakes Owners Association (FLOA) owner of the Forest Lakes Community Center contact:

Judy Nelson - Events Coordinator

602-739-4369

judynelson717@gmail.com

Approved: 16 May 2015

6th Revision: January 3, 2023