



Alpine County Community Development
50 Diamond Valley Road, Markleeville, CA 96120
Phone: 530-694-2140, Fax: 530-694-2149

TURTLE ROCK PARK COMMUNITY CENTER
17300 State Route 89, Markleeville, CA 96120
RESERVATION APPLICATION

This completed application and an initialed copy of the County Owned Facilities and Grounds General Rules and Procedures and the Turtle Rock Park Community Center General Rules and Procedures must be on file at Alpine County Community Development to secure facility rental.

User (at least 18 years of age, 21 if alcohol is served) Phone Number _____

Mailing Address City and State Zip Code

Physical Address City and State Zip Code

Email

Requested Date/Time: From: _____ @ _____ To: _____ @ _____ Total Hours: _____
(Date) (Time) (Date) (Time)

Type of Function: _____ Anticipated Number of People: _____
(Capacity: 150 Seated, 319 Standing)

USE FEE: \$ _____ Due Date: _____ Date Received: _____ Receipt Number: _____

DEPOSIT: \$ _____ Due Date: _____ Date Received: _____ Receipt Number: _____

PLEASE ALLOW AT LEAST 30 DAYS FOR RETURN OF DEPOSIT

INSURANCE REQUIRED: Yes _____ No _____ Due Date: _____ Date Received: _____

Will Alcoholic Beverages be Served? Yes _____ No _____

IF ALCOHOLIC BEVERAGES WILL BE SERVED, PLEASE READ AND INITIAL: _____

User understands that the consumption of alcoholic beverages by persons under the age of 21 is illegal in the State of California, and that this facility is closely monitored by the Alpine County Sheriff's Office.

Will Alcohol be Sold? Yes _____ No _____

IF ALCOHOL IS TO BE SOLD, A LIQUOR LICENSE MUST BE OBTAINED AND ON FILE PRIOR TO THE RENTAL OF THE FACILITY.

USER CERTIFIES RECEIVING THE COUNTY OWNED FACILITIES AND GROUNDS GENERAL RULES AND PROCEDURES AND THE TURTLE ROCK PARK COMMUNITY CENTER GENERAL RULES AND PROCEDURES AND AGREES TO ABIDE BY ALL PROVISIONS THEREIN.

Signature of User in Charge of Function Date _____

OFFICE USE ONLY

Application Received: _____ County Rules/Procedures Received: _____ TRP Rules/Procedures Received: _____

ID Received: _____ E-Mail to ACSO: _____ Deposit Refund Amount: _____ Claim Issued: _____



COUNTY ADMINISTRATIVE OFFICER

COUNTY OWNED FACILITIES AND GROUNDS GENERAL RULES AND PROCEDURES

AUTHORITY

The County Administrative Officer is authorized by the Board of Supervisors Resolution No. R2012-06 adopted on February 7, 2012 to establish general rules and procedures that apply to the use of County owned facilities and grounds that are made available for exclusive use or reservation by the general public.

RESPONSIBLE PARTY

The responsible party for use of the facility and/or grounds shall be the person signing the documents required for the reservation. This person is referred to as the "user."

RESERVATIONS

Reservations for Alpine County facilities and/or grounds shall be on a first come, first serve basis; however, County related programs have priority in the use of facilities and/or grounds.

The user must be at least 18 years of age, 21 years of age if alcohol is involved, and provide valid identification. Groups or individuals using a facility and/or grounds must sign the application, policies and procedures, and agree to be bound by its terms. These documents must be completed, signed and on file with the responsible department, and all the applicable fee and deposit must be paid in full to secure the reservation. The user is expected to adhere to the purpose of the meeting/event stated on the application. Facilities and/or grounds use may be denied to anyone falsifying an application

GENERAL RULES

User Responsibility for Property: User assumes responsibility for all accessible areas of the facility and/or grounds during use and will be charged for any damage caused to any area of the facility and/or grounds during use. Activities must be conducted in a manner that avoids damage to the building, grounds and furnishings. Facilities and/or grounds will be inspected after the meeting or event. Pursuant to *Alpine County Code 12.24.070, DESTROYING OR DEFACING*, users will be charged for any damage to the facility or belonging to, or any part thereof. Failure to pay such charges could result in legal action being taken along with loss of future use privileges.

User accepts all responsibility for anyone they have subcontracted for work (i.e.

caterers, cleaning services, disc jockeys, etc.).

County Responsibility for Property: Alpine County will not be held responsible for lost, stolen or damaged property. The County will also not be responsible for injuries or damage sustained by persons using the facility and/or grounds.

Non Smoking in Public Places: Pursuant to *Alpine County Code 8.08.020*, SMOKING IN PUBLIC PLACES IS PROHIBITED, in the building and within twenty (20) feet of the building or within twenty (20) feet of the main exit, entrance or operable window. Ashtrays or any other receptacle used to dispose of burning tobacco products is prohibited within twenty (20) feet of the building.

Alcohol Use: Alcohol use is restricted and may not be allowed at certain facilities and grounds. Please check with the responsible department for further information.

County employees, contractors and volunteers using County facilities and grounds for any County work-related purpose shall comply with the ALCOHOL-FREE AND DRUG-FREE WORKPLACE DRUG AND ALCOHOL TESTING POLICY adopted by the Board of Supervisors on April 5, 2011 including any amendments thereof.

Food and Beverage Service: Users are obligated to follow California State Health Department rules for any food/beverage preparation and service at their gathering.

Minor Children: Minor children must be supervised at all times. The County is not responsible for children left unattended.

Noise and Disturbance: Noise levels shall be in compliance with Section 18.68.090 of the Alpine County Code. No person shall disturb others between the hours of **ten p.m. and eight a.m.** without permission of the County.

Decorations: Decorations that require nails, eyebolts, tacks, pins, staples or the like may not be used. Tape should not be used on the walls, as it tends to pull the finish off; a damage fee may be assessed to the user if this happens. Birdseed use is limited to outside the building. Glitter and confetti are extremely difficult to clean up; use of these materials should be avoided if possible. Crepe streamers will stain the floor when wet; they should not be used. If tape is used on the floor, it must be painter tape that will not pull off the finish. Do not affix anything to the light fixtures. All decorations must be removed in their entirety when the meeting/event is over.

Modification of Property and Use of Furnishings: No modifications/changes will be made to any equipment or property of Alpine County at the facility and/or grounds during use. Alpine County does not allow tables and chairs to be removed from facilities. When setting up, PLEASE take care not to drag tables, chairs, etc. across the floors. County telephones are not available for public use without prior arrangement. Any long distance charges will be billed to the user whom reserved the facility and/or grounds.

Safety Precautions: Reasonable safety precautions must be observed. User is responsible for safe and proper use of any appliances.

Prohibition of Fires/Open Flame Devices: With the exception of allowable uses in the Turtle Rock Park Campground, proper use of the outdoor barbeques at the Turtle Rock Park Community Center, or approved use by a properly licensed food/beverage vendor, fires or open flame of any kind are not allowed at any location. Use of propane stoves, camp stoves, other open flame devices, candles and smoke machines, are not allowed. -

IMMEDIATE TERMINATION OF USE:

Any unlawful activity, including but not limited to serving or providing alcoholic beverages to minors, failure to maintain quiet, and non-emergency calls to 911 shall at the discretion of the Alpine County Sheriff's Deputy result in the immediate termination of the County facility and/or grounds use. If such termination occurs, the facility and/or grounds are to be vacated immediately and any keys are to be surrendered to the Alpine County Sheriff's Deputy. Any applicable use fees and security deposits will be forfeited. The offending party may also lose future use privileges. County employees and residents are instructed to call law enforcement officers to respond to any unlawful or disruptive activity.

CLEANING

County facilities and grounds should be left in the same condition as they were when use began. All areas including but not limited to floors, tables, chairs, bathrooms and kitchen areas should be clean. All personal property shall be removed. No items may be stored without prior permission from the responsible County department. Pursuant to *Alpine County Code 12.24.050, FAILURE TO DISPOSE OF GARBAGE*, all trash and recycling should be put in the appropriate bins. When leaving the building, the user shall insure doors and windows are secure, and lights and equipment are turned off. **If the facility and/or grounds require cleaning, repairs or maintenance after the close of use, County employees will perform or manage such duties and charge the user the actual costs**, which may also result in the forfeiture of a deposit along with loss of future use privileges.

INDEMNIFICATION

User shall defend, indemnify and hold the County, its elected officials, officers, employees, volunteers and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury, in law or equity, to property or persons, including wrongful death, in any manner arising out of or incident to any alleged acts, omissions, negligence or willful misconduct of user, its officials, officers, employees, agents, subcontractors and sub consultants arising out of or in connection with the performance of the rental of this facility, including without limitation the payment of all consequential damages and attorneys' fees and other related costs

and expenses except such loss or damage which was caused by the active negligence, sole negligence or willful misconduct of the County.

User shall defend, at user's own cost, expense and risk, any and all such aforesaid suits, actions or other legal proceedings of every kind that may be brought or instituted against the County, its directors, officials, officers, employees, agents or volunteers. User shall pay and satisfy any judgment, award or decree that may be rendered against County or its elected officials, officers, employees, agents or volunteers, in any such suit, action or other legal proceeding. User shall reimburse County and its elected officials, officers, employees, agents and/or volunteers, for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided.

User's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by the County, its elected officials, officers, employees, agents or volunteers.

INSURANCE

General liability insurance coverage is required for any private or commercial use of a County facility or grounds, and for any community group use involving sale or serving alcoholic beverages.

Users shall provide general liability coverage with minimum limits of at least \$1,000,000 per occurrence. The policy shall contain no endorsements or provisions limiting coverage for (1) products and completed operations; (2) contractual liability; (3) third party action over claims; or (4) cross liability exclusion for claims or suits by one insured against another.

Proof of the required insurance in the form of a valid insurance certificate naming **Alpine County, 50 Diamond Valley Road, Markleeville, CA 96120 as additional insured on the user's insurance policy**, or in the form of special event insurance coverage purchased through the Alpine County Auditor shall be provided to the responsible County department at least **ten (10) business days prior** to the scheduled use.

COMPLAINTS

Users not satisfied by any decision of the County during or relating to the use of County facilities and/or grounds may file a complaint with the County Administrative Officer (CAO).

APPROVAL

APP :oN/nu, CA / , 2012


Pamela Knorr, CAO



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TURTLE ROCK PARK COMMUNITY CENTER
17300 State Route 89, Markleeville, CA 96120
GENERAL RULES AND PROCEDURES

Turtle Rock Park Community Center is available for rent to the public for meetings, events or activities. The center consists of one large room with a maximum capacity of 150 seated and 319 standing occupants. The use of parking lots, a commercial kitchen, tables, chairs, and a coffee urn are included with the rental. There is an outdoor deck area with picnic tables overlooking a panoramic wooded area which is a great location for photographs. Also included in the use of the facility is a barbeque area with two drop down grills.

USE FEES AND DEPOSITS – Established by Board of Supervisors Resolution No. R2012-06

USER CATEGORY	FEE	DEPOSIT
<u>County Department, County-Related Business:</u> <ul style="list-style-type: none"> County Department use for official County business. Use by other Government agencies to provide services to County residents; or to provide information and/or obtain community input on government agency actions, services, plans or proposals that directly affect Alpine County lands or Alpine County residents. 	\$0	\$0
<u>Community Groups:</u> <ul style="list-style-type: none"> Must be an established group based in Alpine County (i.e. primary mailing address is within Alpine County), or with participants made up primarily of Alpine County residents and/or owners of real property located in Alpine County. Includes business meetings, events and activities conducted by the community group. 	\$10 / hour \$50 / 24 hours	\$500
<u>Private Events:</u> <ul style="list-style-type: none"> Includes parties, weddings, reunions, meetings and events conducted by private parties, groups (other than a community group), organizations and not for profit organizations. 	\$100 / 2 hours \$250 / 8 hours \$350 / 24 hours \$1400 / week	\$500
<u>Commercial Activities:</u> <ul style="list-style-type: none"> Includes any use or activity conducted with the intent of realizing a profit from the sale of goods or services to others, including events with paid admission. 	\$125 / 2 hours \$315 / 8 hours \$440 / 24 hours \$1750 / week	\$500

PAYMENTS AND INSURANCE

All use fees, deposits, and insurance must be received at least 30 days prior to event.

Checks shall be made payable to Alpine County. A cashiers check or cash is required for fees received less than 30 days before an event.

The certificate of insurance shall have minimum limits of \$1,000,000 per occurrence and name Alpine County, 50 Diamond Valley Road, Markleeville, CA 96120 as the additional insured.

Deposits shall be returned to the user, pending an inspection of the facility, subject to any and all claims for cleaning, repairs and/or maintenance. PLEASE ALLOW AT LEAST 30 DAYS FOR RETURN OF DEPOSIT.

HOURS OF USE

The Community Center is rented from the start date and time to the end date and time listed on the application. If the facility is used longer than the time designated, additional use fees, see Use Fees and Deposits on page one, will apply and be due and payable to Alpine County Community Development within **15 days** of the end of the event rental time stated on the application.

KEYS

The facility keys are issued from the Community Development office the day of the event or the Friday before weekend events. The office is open Monday through Friday from 8:30 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m. excluding holidays. Keys are to be returned to the Community Development office at the end of the event rental time. For events that end after business hours, a key drop box is located on the outside of the office or the keys can be returned the first business morning following the event.

CONTENTS

Kitchen:

Commercial refrigerator/freezer

Commercial stove: 6 gas burners, 24" x 24" grill, 1 broiler, 2 ovens

Commercial dishwasher

Microwave

3 stainless steel sinks (no garbage disposal)

Electric heating table with 3 pans and lids

Stainless steel island with commercial can opener

Stainless steel 3-tier serving cart

Closet:

(21) 8' x 2.5' tables, 2 table racks

(118) folding chairs, 2 chair racks

Podium

Extra toilet paper and multi-fold towels for the restrooms--if needed (inventory is accounted for)

Mop and mop bucket, vinyl floor cleaner (instructions on bottle--1 capful to 1 gallon)

Hand broom, dust pan, floor dust mop (FOR DRY DUST MOPPING ONLY), plungers (IN BATHROOMS)

Snow shovel, cinders (PLEASE DO NOT USE ICE MELT OR KITTY LITTER ON CONCRETE)

Meeting area: bar, 6 bar stools

Outdoor area: 8 picnic tables, 2 BBQ racks/grills, pay phone #530-694-1641

Garbage cans with liners: 2 in the meeting room, 1 in each bathroom (4), 1 in the

kitchen Community Development office: coffee urn – must be picked up and returned

CLEANING

A cleaning checklist is attached hereto for your reference.

Gum on walls, floors and/or concrete will result in forfeiture of deposit.

TURTLE ROCK PARK COMMUNITY CENTER : CLEANING CHECKLIST

- Tables and chairs: clean and put in closet on racks
- Podium: clean and put in closet
- Bar, bar stools: clean
- Kitchen: clean counters, island, sinks, appliances, empty garbage
- Stove: turn knobs to off, pilot light stays lit on stove burners, broiler, and grill
- Dishwasher: empty and clean
- Dishes: clean and put in cabinets
- Bathrooms: flush toilets, clean-up spills/messes/garbage, empty trash
- Garbage cans: meeting area, kitchen, bathrooms-empty/take to dumpster, secure bear bar, re-attach lock
- Recycling: put in outside recycling bin
- Floors: clean food, beverage, gum and dirt off floor (WET MOP-USE WATER OR VINYL CLEANER IN CLOSET-1 capful to 1 gallon, CHANGE WATER FREQUENTLY, AT LEAST 4-5 TIMES)
- Thermostat: set to 75 degrees for air conditioning, 68 degrees for heat
- Exterior doors/windows: lock/secure
- Exterior: parking lot, rim of parking lot, patio area-pick up and discard garbage, wash pavement if excessive spillage is present
- BBQ racks/grills: extinguish fire completely, leave ashes in pit
- Picnic tables: clean
- Balloons/signs at intersections: Turtle Rock Park Road/Hwy 89, Hwy 88/89 (remove/discard in trash)
- Keys/coffee urn: return to Community Development office

INSPECTION CHECKLIST(For Office Use Only)

- 8' x 2.5' tables (21), table racks (2)*
- Chairs (118), chair racks (2)*
- Podium*
- Bar, bar stools (5)*
- Kitchen counters*
- Stove: knobs to off, pilots lights lit-stove (6), broiler (1), grill (1) ovens (2)*
- Refrigerator/freezer*
- Dishwasher, microwave, sinks*
- Heating table: pans (3), lids (3)*
- Serving cart, island/can opener, dishes*
- Wet mop and bucket*
- Bathrooms (4): bathroom doors-check hinges & locks, plungers*
- Garbage cans: emptied-kitchen (1), meeting room (2), bathrooms (4)*
- Floors: food/beverage/gum/dirt removed*
- Thermostat: 75 degrees for air conditioning, 68 degrees for heat*
- Closet: toilet paper/multifold towel stock, vinyl floor cleaner, dry dust mop, hand broom, dust pan, snow shovel, cinders*
- Exterior: parking lot, rim of parking lot, patio, picnic tables (8)*
- Dumpster/recycling bin: clean, closed and locked*
- BBQ racks/grills: fire extinguished, notify Buildings and Grounds if ash disposal is needed*
- Exterior doors/windows: locked/secured*
- Balloons/signs at Intersections: Turtle Rock Park Road/Hwy 89, Hwy 88/89-removed*
- Keys/coffee urn: returned to office*