



BROOKTRAILS TOWNSHIP

COMMUNITY SERVICES DISTRICT
 24860 BIRCH STREET
 WILLITS, CA 95490
 Phone: 707-459-2494
 Fax: 707-459-0358
 btcسد@btcسد.org

COMMUNITY CENTER RENTAL CONTRACT

Date: _____

Applicant Name: _____

Address: _____

Phone: _____ Email: _____

Event Date: _____ Nature or Type of event: _____

Reservation Type: <i>(circle one)</i>	6 Hours		6am to 11pm	<i>Extra Hours- After 11pm</i>	Alcoholic Beverages:	Yes	No
Rates:	\$500	<i>Commercial</i>	\$700	<i>\$75/Hour</i>	Deposits:	\$600	\$300
	\$350	<i>Private</i>	\$500	<i>\$45/Hour</i>			

*Some or all of the cleaning deposit may be refunded based on inspection of clean-up checklist compliance and any damage to building and contents by BTCSD staff. However, staff will not "hold" check deposits.***

Brooktrails Township (BTCSD) does hereby agree to rent to Applicant the BTCSD Community Center on the terms and conditions set forth herein:

- Applicant hereby agrees to hold BTCSD free and harmless from any liability that may arise during or be caused in any way by their use or occupancy of the Community Center and its contents.
- Applicant certifies their responsibility for any damages sustained to building, furniture, or equipment during their occupancy or use of the Community Center or surrounding area. Any lost equipment or damage to the Community Center or contents, therefore, are to be compensated for within seven (7) days of the date of said loss or damage. (see page 2)
- Applicant shall provide evidence of comprehensive Event Liability Insurance for the event in the amounts of: \$1,000,000 for injury or death to one or more persons; and, \$100,000 for destruction or damage of property of others. If alcoholic beverages are to be served, provided, or allowed, then Liquor Liability Insurance in the same amounts shall be provided. All such liability insurance shall name BTCSD as additionally insured on certificates documenting coverage limits. Applicant shall be responsible for obtaining any alcoholic beverage license required and compliance with all laws and regulations relating to the distribution and use of alcohol. (see page 3)
- Applicant hereby certifies that they have read the above and agree to the Rental Rate. They also acknowledge that it is their responsibility to timely notify BTCSD of cancellation. Upon cancellation less than seven (7) days prior to the rental date, the deposit shall be forfeited.

APPLICANT SIGNATURE: _____



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COMMUNITY CENTER RENTAL RATES AND TERMS

Reservation Type:	6 Hours		6am to 11pm	Extra Hours- After 11pm	Alcoholic Beverages:	Yes	No
Rates:	\$500	Commercial	\$700	\$75/Hour	Cleaning Deposits:	\$600	\$400
	\$350	Private	\$500	\$45/Hour			

The extra hours rate after reserved hours or 11:00 pm includes the 6 hour rate after the 6 hour reserved period between the 6 am to 11 pm rate.

Rates apply to each calendar day reserved and/or occupied. Commercial rates apply to users that sell or offer products or services for sale. All dates subject to prior reservation.

CLEANING AND DAMAGE DEPOSIT REQUIRED

With alcoholic beverages and ABC Event License: \$600

Without alcoholic beverages: \$300

Cleaning deposit required 25 days prior to the scheduled event. Upon cancellation less than seven (7) days prior to the rental date, the deposit shall be forfeited.

Return of the cleaning deposit is subject to Brooktrails staff inspection and may be post-rated based on completeness of the clean-up checklist.

TERMS OF RENTAL

**All checks for reservation and cleaning deposit will be promptly deposited to ensure that they will clear the bank prior to the event.

Children must be properly supervised by adults at all times inside or outside around the building.

All rules and regulations regarding serving of alcoholic beverages including minimum age, intoxication of patrons, and driving while intoxicated shall be followed.

Event Liability Insurance Certification, including Liquor Liability Insurance if applicable, in the amount of \$1,000,000 for injury or death and \$100,000 for property damage shall be obtained and evidence of such coverage presented to Brooktrails staff at least 7 days prior to the event. Such insurance shall name Brooktrails Township CSD as additional insured.



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COMMUNITY CENTER EVENT LIABILITY INSURANCE TERMS

You are required to provide evidence of comprehensive Event Liability insurance with limits in the amount of \$1,000,000 for any injury or death to one or more persons, and property damage insurance in the amount of \$100,000 for any one incident. This insurance must be evidenced by a certificate naming Brooktrails Township CSD as an additional insured party.

Insurance certificates from a company licensed to provide insurance in the State of California must be provided to Brooktrails staff at least 7 days prior to your event.

It is best to approach your homeowners' or renter's insurance provider, as most insurance companies will provide a certificate for your event at a nominal fee.

If you plan to serve alcoholic beverages at your event, you are required to include Liquor Liability insurance in the policy certificate for your event; or, you must obtain such insurance elsewhere.

- If alcoholic beverages are provided at no cost to your guests, host liquor liability may be included in your homeowner's policy for no additional charge for your event.
- If you plan to charge for alcoholic beverages, you need to obtain an event permit from the California Alcoholic Beverage Control Department along with clearance from the Mendocino County Sheriff's office, as well as the Event Liability and Liquor Liability insurance.

An application form for the Alcoholic Beverage Control event permit can be found at:
www.abc.ca.gov/licensing/license-forms



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COMMUNITY CENTER

INSTRUCTIONS FOR COMMUNITY CENTER RENTALS

- 1. ENTRANCE LIGHTS** – The light switches for the entrance hall are just inside the door to the right. The flag switch should be left up at all times.
- 2. BATHROOMS** – There are electric wall heaters in both bathrooms. You may turn them on if needed. **TURN OFF UPON DEPARTURE.**
- 3. ROOM LIGHTS** – The switches for the lights in the first room are immediately inside the entrance to this room on the right. The switches for the next room are on the wall at the serving window. The kitchen switches are next to the thermostat in the kitchen.
- 4. THERMOSTAT** – Set the thermostat on the kitchen wall to COOL or HEAT as appropriate. Use the arrow buttons to set the desired temperature. Do not attempt to program the time and temperature settings or set the fan to ON. The temperature will revert to a standby setting after four (4) hours or when 6:00 or 12:00 passes on the time clock. Set the temperature again if you are staying.
- 5. FIREPLACE** – There are two switches for the fireplace on the left side as you face the fireplace. One is for gas and one is the blower. **TURN OFF BOTH SWITCHES UPON DEPARTURE.**
- 6. COOKING & WARMING** – There are two gas stoves in the back of the kitchen and one electric warming oven under the serving counter. Please be sure to turn them off when not in use. There are also two microwave ovens that you may use.
- 7. SINK** – Clean stainless sink frequently and immediately after use if possible. There is no garbage disposal. Apply hot water and/or detergent with sponge or cloth. You may use baking soda or mild cleanser. **DO NOT USE steel wool or scouring pads, wire brushes or other steel tools.**
- 8. GARBAGE** – Separate recyclables into the blue can. Clean paper, cans, and glass can all be mixed together in one or more cans. All other garbage can be placed together in plastic garbage liners. Replacement garbage liners are stored in the drawer under the microwave ovens in the kitchen.
- 9. CLEAN-UP** – The clean-up checklist must be fully completed to receive a cleaning deposit refund. Some or all of the cleaning deposit may be refunded based on inspection of clean-up checklist compliance and any damage to building and contents by BTCSD staff. However, staff will not “hold” check deposits.**



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COMMUNITY CENTER CLEAN-UP CHECKLIST

FOR QUESTIONS OR CONCERNS CONTACT THE DISTRICT OFFICE (707)459-2494

When vacating the Community Center, the following clean-up tasks must be completed:

Kitchen

- Clean counters, sink, and stove top.
- Wipe out ovens and microwaves.
- Remove items from refrigerators and wipe down inside shelves and exteriors.
- Remove crumbs from bread warmer and turn OFF.
- Mop floor if necessary.

Bathrooms

- Empty trash containers into the garbage cans.
- Turn off heater on both bathroom walls.

Dining/Meeting area

- Remove any decorations.
- Wipe all table tops and chairs **before** returning to the storage area.
- Sweep floor. Mop if necessary.
- Turn fireplace switches to the OFF position.

Outside Area

- Pick up all refuse/garbage from building entrance and surrounding areas, including cigarette butts.
- Check the inside of the hollow tree for debris.

Garbage and Recycling

- Place all garbage in the lined cans in the kitchen.
- Empty cans and replace the liners from plastic liners in the drawer under the microwaves.
- Place garbage in dumpster behind the locked outside gate adjacent to blue US Mailbox.
- Place all recycling in the blue recycle dumpster.

You Must Close the Lids on Outside Dumpsters (prevent wild animal feeding)

You Must Relock the Outside Gate

Departure

- Close and lock the sliding glass door and all windows**
- Lower all blinds**
- Turn off all lights**
- Place keys in white (payment) deposit box by office**
- Release door bar**
- Make sure all doors are securely locked**