

The Douglas Flat Community Center



The Schoolhouse and grounds are available for rent.



Contact Danette Fortner (760) 617-5618



Douglas Flat Community Center

P.O. Box 73
Douglas Flat, CA 95229

Douglas Flat Community Center (DFCC) Rental Application

Name (Renter) _____

Organization (if applicable) _____

Purpose for Renting (i.e. wedding, community meeting, etc.) _____

Dates & Hours Requested (dates and hours requested **must** reflect not only the time needed for the event, but also time for set up, take down and clean up) _____

Number of persons attending the event _____

Is alcohol being served and/or consumed during the event? _____(Yes) _____(No)

Mailing Address of Renter _____

Phone Number _____

Email Address _____

Terms and Conditions

Rental Rates

Small Community Events

\$50/half day (5 hours), \$100/full day (7am -10pm), or \$15/hr.

Security/Cleaning deposit, \$100.

Private Events

\$100/half day (5 hours), \$200/full day (7am-10pm), or an hourly rate of \$30/hr.

Security/Cleaning deposit, \$300.



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Security/Cleaning Deposit

The security/cleaning deposit is required for a full or partial day event. It is fully refundable if the facility and grounds are returned to the condition they were in, when they were first received.

It is expected that the renter will clean the facility and grounds upon completion of the event. If the renter fails to return the facility to the condition it was received, the security/cleaning deposit can and may be used to clean the facility and its grounds. Additionally, the security/cleaning deposit can and may be used to repair any damages to the facility and/or its grounds, caused by the renter, their associates, sub-contractors and/or the event attendees.

If any or part of the security/cleaning deposit is used to clean and/or repair the facility and its grounds a fully documented list will be provided to the renter regarding the charges against the deposit. Upon completion of the event, part or all of the security/cleaning deposit will be returned within two weeks (14 days).

Time Line

Application Fee: When you submit your application, an application fee of \$ 50.00 is required to secure the date(s) for your event. Upon completion of your event the application fee will be returned within two weeks (14 days) to the renter.

Four Weeks prior to your event: The full rental cost and security/cleaning deposit are due. Failure to pay these costs can and may result in the DFCC canceling your event. If the DFCC cancels your event, you will be notified, and your application fee will be returned within two weeks of the notification.

Two Weeks prior to your event: If you cancel your event on or before two weeks (14 days) of your planned event, all your prepaid rent, security/cleaning deposit and application fee will be refunded. If the event is canceled within less than two weeks of its planned date, the applicant will forfeit their \$ 50.00 application fee.



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Miscellaneous Terms and Conditions

The building is a registered historical landmark and should be treated with respect. Take only photographs. We ask that you avoid dragging heavy items across the historic floors.

The facility occupancy limit is 50. For events that take place both inside and outside and exceed 50 attendees we ask you arrange for a porta potty.

The chairs and tables are for the renter's use. We ask that you return them to their original location when you are finished using them.

Prohibited: The use of metal tipped shoes or stiletto heels are prohibited. We ask that you avoid dragging heavy items across the historic floors. Smoking is not allowed in the facility.

Liability Insurance

Renter must provide proof of liability insurance when alcohol is being served or consumed in the building or on grounds, (available through <https://www.eventsured.com/douglas-flat-community-center/> for approximately \$120). The liability insurance must be \$1 million dollars and a certificate must indicate insured as: Douglas Flat Community Center, its Officers and Volunteers. Mailing address is P.O. Box 73 Douglas Flat, Ca. 95229. Physical address is 1330 Main Street, Douglas Flat, California. Certificate must be provided within two weeks of the event. Failure to provide the liability insurance can and may result in the DFCC canceling your event and the forfeiture of the \$ 50.00 application fee.

I have read and agree to the terms and conditions as stated in this rental application. I am providing a \$ 50.00 application fee to secure the date(s) and time(s) for my event.

Applicant/Renter _____ Date _____
(signature)

Print Name _____

Contact Danette Fortner (DFCC Rental Manager) to return the completed application with the \$ 50.00 application fee, at (760) 617-5618.