CONTRACT ROUTING SHEET

Date Prepared:	July 2, 2014	Need Dat	e: July 14, 20	114 COUNTY COUNSEL
	Board of Supervisors Judi McCallum 6577		Wold Amuser	ments community Fair
Contract Term: _ Compliance with	DEPARTMENT: ed: Human Resources requirement ed by:	_ Contract Value s? Yes:		\$0.00 No:
Approved:	SEL: (Must approve all contrac Disapproved: Disapproved:		By By	Lish Bed
awarfi	ng insurance	Certy	icate	fom Wold
	TO RISK MANAGEMENT. THANKS ENT: (All contracts and MOU's Disapproved: Disapproved: O ins Reg. For ote	except boilerplat Date: 7/7		BZin
OTHER APPROV	(Al.: (Specify department(a) pa	rticinating or divis	Ally offered by	
Departments: Approved: Approved:	AL: (Specify department(s) pa Disapproved: Disapproved:	rticipating or direct Date: Date:	ctly affected by By:	



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 5/20/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

1 1	IMPORTANT: If the certificate holder in the terms and conditions of the policy certificate holder in lieu of such endor	, cer	tain i	policies may require an e	olicy(i	es) must be e ement. A sta	endorsed. If itement on t	SUBROGATION IS WAIN his certificate does not c	/ED, su confer r	ibject to rights to the
_	CODUCER	Sem	entis).	CONT	ACT	-1 Spinos			
Hylant Group Inc-Indianapolis					LNAME: Adam Reiff					
30	1 Pennsylvania Parkway, #201				PHONE FAX (A/C, No.):317-817-5139 FAX (A/C, No.):317-817-5151					17-5151
Inc	dianapolis IN 46280				ADDRESS:adam.reiff@hylant.com					
									NAIC#	
INIC	SURED				INSURER A :Lexington Insurance Company 1943				19437	
			IWAN03			INSURER B:				
	wanis International, All Clubs and The	eir Members			INSURER C:					
Insured Local Club: LAKE TAHOE PO BOX 13364						INSURER D:				
SOUTH LAKE TAHOE CA 78212						INSURER E:				
					INSURER F:					
	OVERAGES CER	TIFI	TIFICATE NUMBER: 149846131			11 REVISION NUMBER:				
(THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.									
INS	TYPE OF INSURANCE	INSR	SUBF	POLICY NUMBER		POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMIT	s	
Α	GENERAL LIABILITY	Y		013136005		11/1/2013	11/1/2014	EACH OCCURRENCE	\$2,000,	000
	X COMMERCIAL GENERAL LIABILITY							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$500,00	
	CLAIMS-MADE X OCCUR							MED EXP (Any one person)	\$5,000	
	X Agg Per District							PERSONAL & ADV INJURY	\$2,000,	000
	X Liquor Liability		1				2	GENERAL AGGREGATE	\$2,000,	
	GEN'L AGGREGATE LIMIT APPLIES PER:							PRODUCTS - COMP/OP AGG	\$2,000,	
	POLICY PRO- JECT LOC							Liquor Liability	\$1,000,	
Α	AUTOMOBILE LIABILITY			013136005		11/1/2013	11/1/2014	COMBINED SINGLE LIMIT (Ea accident)	\$1,000,	000
	ANY AUTO			Supplementation to date and supplement				BODILY INJURY (Per person)	\$1,000,	000
	ALL OWNED SCHEDULED AUTOS							BODILY INJURY (Per accident)	\$	
	X HIRED AUTOS X NON-OWNED AUTOS							PROPERTY DAMAGE (Per accident)	\$	
	70100							Aggregate	\$3,000,0	000
	UMBRELLA LIAB OCCUR							EACH OCCURRENCE	\$	
	EXCESS LIAB CLAIMS-MADE							AGGREGATE	\$	
	DED RETENTION \$							//OCILO/IIE	\$	
	WORKERS COMPENSATION							WC STATU- OTH- TORY LIMITS ER		
	AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE							E.L. EACH ACCIDENT	\$	
	OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	N/A						E.L. DISEASE - EA EMPLOYEE		
	If yes, describe under DESCRIPTION OF OPERATIONS below								\$	
Α	Self-Insured Retention			013136005		11/1/2013	11/1/2014	and the second s	\$75,000	
							50 (300)	All Glainis	φ73,000	
	SCRIPTION OF OPERATIONS / LOCATIONS / VEHICL									
dov 08/2	rtificate Holder is named as Additiona vn & rain date(s) are included): 29-9/01/2014 OR ANY OTHER FUTU LAKE TAHOE COMMUNITY COLLE	JRE								
AI	LAKE TAHOE COMMONITY COLLE	:GE								
CERTIFICATE HOLDER CANO					ELLATION					
LAKE TAHOE COMMUNITY COLLEGE JULLIE BOOTH					SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.					
ONE COLLEGE DRIVE SO LAKE TAHOE CA 96150				AUTHORIZED REPRESENTATIVE						

Wilson

LAKE TAHOE COMMUNITY COLLEGE DISTRICT One College Drive, South lake Tahoe, CA 96150 530-541-4660 Office / 530-541-7852 Fax

APPLICATION AND CONTRACT FOR USE OF FACILITIES

	ORGANIZATION: Kiwanis	Clu	b of 1 cke Tahoe DATE: 5.	5.2014						
	DRGANIZATION TYPE (SELECT ONE): NON-PROFIT */ NOT FOR PROFIT* / PROFIT / OTHER: Senie Cub									
	ADDRESS: 70 Box 13364 S. Lako Tahoo CASGISI PHONE: 530. 545.0891									
	REPRESENTATIVE: 2 Ch Barna		EMAIL: Rich. Bourna@	Takoe Turning Point a						
	LTCC REPRESENTATIVE (IF ANY): المال	lie.	Boon PHONE/EXT.: 530.5	41. 4660 × 245						
	LTCC AFFILIATION (IF ANY):	-								
		X	Equipment Requested:	Miscellaneous Information &						
	Board Room \$75.00 hr		TV/VCR/DVD - \$25.00	Room Layout Requirements:						
	Aspen Room \$40.00 hr		VCR/DVD Player - \$25.00							
	A106 \$40.00 hr		Projection System - \$50.00							
	Creekside \$40.00 hr		Podium w/ Microphone - \$25.00							
	Classroom \$30.00 hr		Projector/Computer - \$75.00							
1	Commons \$100.00 hr		Additional Tables (# of tables)							
~	Student Center \$100.00 hr	1	Internet Connection	1						
W. Strong -	Computer Lab \$75.00 hr	-	Screen - \$10.00	-11						
	Gym \$150.00 hr	-	Conference Phone- \$10.00	-1						
	Theatre \$100.00 hr		Theatre Specific Requests:	-[]						
	Parking areas \$30/lot/day			-1						
	- I running arous toomeraaj		Lighting Equipment –cost varies	-1 1						
		<u> </u>	Sound Equipment – cost varies	4						
	**Special Requests: TBD	1_	Film Screening (DVD, VHS, Screen) require more information to determine costs. Please							
	EVENT/PURPOSE OF USE: Kiwa	ris								
	IS SET UP TIME NEEDED? N IF YES, PROVIDE #/HRS/MIN DOUS Before BEFORE/AFTER EVENT.									
		WILL PARTICIPANTS BE CHARGED? Y N PURPOSE OF RECEIPTS:								
	OTHER REQUESTS / SPECIFIC NOTES: Canival - 12 Richs 10 games, non-invasive.									
	FOR FACILITY USE ONLY The above request is approved: Y/N If No, Reason:									
	Contract Valid:	Contract Valid:By (Print/Sign):								
		Room	n(s) reserved:	Calendared:						
	Fee									
	Facility									
	Custodial		Dist.: Applicant							
	Equipment		Maint & Ops	3 1 2						
	A/V Tech		Media Tech	_						
	Other		Student Serv							
			Theatre Tech	_ 1						
	Estimated Total		File (Orginial)							
	Deposit									
			NOTE: A gigned Addards to the Assissation	nn "Bulge Coversion the Lies of						
	Balance		NOTE: A signed Addendum to the Application District Facilities by the Public", must be atta							

LAKE TAHOE COMMUNITY COLLEGE DISTRICT

RULES GOVERNING THE USE OF DISTRICT FACILITIES BY THE PUBLIC

- The approved and signed Application/Contract shall be considered reasonable assurance from the College to the applicant that the facility requested will be available for use as specified. Should the facilities be needed by the College, as determined by the Vice President, Business Services, the College reserves the right to reassign space or to cancel the contract.
- 2. The applicant shall be bound by the rules, regulations and policies of the Lake Tahoe Community College District governing the use of College facilities as noted in Section 7.27 of the Board Policy Manual (copy available upon request). Among other requirements, this policy provides that no public use of District facilities interfere with any instructional or instructional-related activities.
- 3. Applications for personal use of College facilities by individuals will not be considered.
- 4. A College employee shall be on duty and be fully in charge of the facility being used.
- Possession and/or consumption of alcoholic beverages, dangerous or controlled substances on campus is prohibited. Violation of this rule will result in loss of privilege to use College facilities.
- Smoking is prohibited inside all college buildings and within 50 feet of all college buildings. Smoking is allowed in the designated smoking shelter.
- Groups or organizations using College facilities shall conform to all applicable city and county ordinances and all fire regulations. Educational classes must be approved by the Vice President, Academic Affairs and Student Services.
- Groups with minors in attendance shall provide their own chaperone/supervision. The amount of supervision required may be determined by the College.
- The College may require, as a condition for confirmation of an application, that the applicant furnish at his/her own expense, security officers in a number determined by the District.
- 9.1 Groups or organizations using the College Theater facilities, will be required to provide door supervision, in order to prevent food and/or drink in the Theater and to control room capacity. The user will be billed for all resultant damages sustained to equipment and/or premises.
- 10. Groups or organizations using College facilities shall be responsible for the normal clean-up of facilities including removal of special decorations or materials and for returning the furniture and equipment to their original set up. The user will be billed for all resultant expenses and/or damages sustained to equipment and/or premises.
- 10.1 Groups or organizations using the College Theater facilities, and if by approval, the Concessions area, shall be responsible for the normal clean-up of facilities including removal of special decorations, materials, and/or food items and for returning the furniture and equipment to their original set up. The user will be billed for all resultant expenses and/or damages sustained to equipment and/or premises, and it may result in the loss of Concession area privileges.
- 10.2. Groups or organizations using the College facilities will only be permitted to use blue painters tape for hanging or attaching objects to the walls, doors or glass. The use of scotch, masking,

Brady/Maintenance/UseRules.2/05

duct, or electrical tape is prohibited. The user will be billed for all resultant expenses and/or damages sustained to equipment and/or premises.

- 10.3 Groups or organizations using College facilities and/or College Theater facilities are prohibited from using confetti.
- Fees to be charged will be due and payable upon receipt of an invoice from the Business Office. Checks should be made payable to Lake Tahoe Community College District.
- 12. Any changes to a confirmed reservation will result in an additional fee.

LIABILITY INSURANCE All organizations using Campus facilities must provide a certificate of insurance in the amount of \$1,000,000 listing the Lake Tahoe Community College District as additional insured during the use of the facilities (Ca. Education Code 82548). It is understood and agreed that the organization renting a facility accepts full responsibility for the protection of the facility and all property and equipment used.						
Carrier:Po	olicy No.:	Expires:				
Agent Contact:	Phone #:					
HOLD HARMLESS AND INDEMNIFICATION	AGREEMENT					
The undersigned agrees to defend, indemnify and hold harmless the Lake Tahoe Community College District, its Board of Trustees, officers, agents and employees, individually and collectively, from and against all costs, losses, claims, demands, suits, actions, payments and judgments, including legal and attorney fees, arising from personal or bodily injuries, property damage or otherwise, however caused, brought or recovered against any of the above that may arise for any reason from or during or be alleged to be cased by the undersigned's use or occupancy of the District's facilities, furniture, equipment, or any other use allowed by this Application and Contract. The undersigned further agrees to provide a Certificate of Insurance for liability coverages and limits acceptable to the District.						
Board Policy Statement: I certify that I have received a copy of the hereby agree to be governed by District pol District property, and to assume responsibility	icies and procedures, to safeg					
Lessee Signature	Executive Agrista	40.				
Tance Truming Pomt, Inc.						
Bredy-Maintenance-UseRules 2/05						