

# CONTRACT ROUTING SHEET

Date Prepared: July 2, 2014

Need Date: July 14, 2014

### PROCESSING DEPARTMENT:

Department: Board of Supervisors  
Dept. Contact: Judi McCallum  
Phone #: 6577  
Department \_\_\_\_\_  
Head Signature: \_\_\_\_\_

### CONTRACTOR:

Name: Wold Amusements  
Address: c/o Kiwanis Community Fair  
Phone: \_\_\_\_\_

EL DORADO COUNTY COUNSEL  
2014 JUL -2 PM 5:08 \*

### CONTRACTING DEPARTMENT:

Service Requested: \_\_\_\_\_  
Contract Term: \_\_\_\_\_ Contract Value: \$0.00  
Compliance with Human Resources requirements? Yes: \_\_\_\_\_ No: \_\_\_\_\_  
Compliance verified by: \_\_\_\_\_

### COUNTY COUNSEL: (Must approve all contracts and MOU's)

Approved: ✓ Disapproved: \_\_\_\_\_ Date: 7/2/14 By: Josh Beck  
Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

\* awaiting insurance certificate from Wold.

PLEASE FORWARD TO RISK MANAGEMENT. THANKS!

### RISK MANAGEMENT: (All contracts and MOU's except boilerplate grant funding agreements)

Approved: ✓ Disapproved: \_\_\_\_\_ Date: 7/7/14 By: Bzign  
Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

no ins. Req. for city.

### OTHER APPROVAL: (Specify department(s) participating or directly affected by this contract)

Departments: \_\_\_\_\_  
Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_  
Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

14 JUL -3 PM 12:14  
HUMAN RESOURCES DEPT.



**APPLICATION AND CONTRACT FOR USE OF FACILITIES**

ORGANIZATION: Kiwicis Club at Lake Tahoe DATE: 5.5.2014  
 ORGANIZATION TYPE (SELECT ONE): ~~NON-PROFIT~~ \* / NOT FOR PROFIT\* / PROFIT / OTHER: Service Club  
 ADDRESS: PO Box 13364 S. Lake Tahoe, CA 96151 PHONE: 530.545.0891  
 REPRESENTATIVE: Rich Barma EMAIL: Rich.Barma@TahoeTurningPoint.org  
 LTCC REPRESENTATIVE (IF ANY): Julie Boehm PHONE/EXT.: 530.541.4660 x 245  
 LTCC AFFILIATION (IF ANY): \_\_\_\_\_

*Customer*

| <input checked="" type="checkbox"/> | Facilities Requested:      | <input checked="" type="checkbox"/> | Equipment Requested:                  | Miscellaneous Information & Room Layout Requirements: |
|-------------------------------------|----------------------------|-------------------------------------|---------------------------------------|---|
|                                     | Board Room \$75.00 hr      |                                     | TV/VCR/DVD - \$25.00                  |   |
|                                     | 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          |   |
|                                     | Commons \$100.00 hr        |                                     | Additional Tables (# _____ of tables) |   |
|                                     | Student Center \$100.00 hr |                                     | Internet Connection                   |   |
|                                     | Computer Lab \$75.00 hr    |                                     | Screen - \$10.00                      |   |
|                                     | Gym \$150.00 hr            |                                     | Conference Phone- \$10.00             |   |
|                                     | Theatre \$100.00 hr        |                                     | <b>Theatre Specific Requests:</b>     |   |
| <input checked="" type="checkbox"/> | Parking areas \$30/lot/day |                                     | Lighting Equipment - cost varies      |   |
|                                     | Other: _____ TBD           |                                     | Sound Equipment - cost varies         |   |
|                                     | **Special Requests: TBD    |                                     | Film Screening (DVD, VHS, Screen)     |   |

\*Discounted rates may apply. \*\*Special requests will require more information to determine costs. Please contact us to discuss.

EVENT/PURPOSE OF USE: Kiwicis Community Fair  
 DATE(S) OF USE: August 28-Sep 2 START TIME: 10 AM/PM TO END TIME: 10 AM/PM  
 IS SET UP TIME NEEDED?  Y /  N IF YES, PROVIDE #/HRS/MIN 2 days Before BEFORE/AFTER EVENT.  
1 day After  
 WILL PARTICIPANTS BE CHARGED?  Y /  N PURPOSE OF RECEIPTS: \_\_\_\_\_  
 OTHER REQUESTS / SPECIFIC NOTES: Carnival - 12 Rides 10 games, non-invasive.

FOR FACILITY USE ONLY

The above request is approved: Y / N If No, Reason: \_\_\_\_\_

Contract Valid: \_\_\_\_\_ By (Print/Sign): \_\_\_\_\_

Room(s) reserved: \_\_\_\_\_ Calendared: \_\_\_\_\_

|                 |       |
|-----------------|-------|
| Fee             | _____ |
| Facility        | _____ |
| Custodial       | _____ |
| Equipment       | _____ |
| A/V Tech        | _____ |
| Other           | _____ |
| Estimated Total | _____ |
| Deposit         | _____ |
| Balance         | _____ |

|       |                |       |
|-------|----------------|-------|
| Dist: | Applicant      | _____ |
|       | Maint & Ops    | _____ |
|       | Media Tech     | _____ |
|       | Student Serv   | _____ |
|       | Theatre Tech   | _____ |
|       | File (Orginal) | _____ |

NOTE: A signed Addendum to the Application, "Rules Governing the Use of District Facilities by the Public", must be attached to this form for consideration of Application.

## LAKE TAHOE COMMUNITY COLLEGE DISTRICT

### RULES GOVERNING THE USE OF DISTRICT FACILITIES BY THE PUBLIC

1. 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.
5. 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.
6. Smoking is prohibited inside all college buildings and within 50 feet of all college buildings. Smoking is allowed in the designated smoking shelter.
7. 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.
8. Groups with minors in attendance shall provide their own chaperone/supervision. The amount of supervision required may be determined by the College.
9. 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,

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.
- 11. 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: \_\_\_\_\_ Policy 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 caused 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 "Rules Governing the Use of District Facilities" and hereby agree to be governed by District policies and procedures, to safeguard and care for all District property, and to assume responsibility for payment of any damages.

[Handwritten Signature] \_\_\_\_\_ Executive Assistant  
Lessee Signature Title

Tahoe Turning Point, Inc. \_\_\_\_\_ 5-5-14  
Organization Date