

LOS RIOS COMMUNITY COLLEGE DISTRICT PURCHASE ORDER NO 0001093716

PURCHASING: (916) 568-3071 • FAX: (916) 568-3145
 ACCOUNTING OPS: (916) 568-3065 • FAX: (916) 286-3636

PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.

Date	Revision	Page
07/12/2017		1
Payment Terms	Freight Terms	Ship Via
NET 30	Shipping Point	Best. Metho
Reference:	Location / Dept	
1009809 DIXONM SHEWMAKERN	04ADMN	

Supplier: 0000001951
 FOLSOM CITY OF
 50 NATOMA ST
 FOLSOM CA 95630

email:

Ship To: FOLSOM LAKE COLLEGE
 RECEIVING
 10 COLLEGE PARKWAY
 FOLSOM CA 95630
 United States

Bill To: 1919 Spanos Court
 Sacramento CA 95825-3981
 United States

Tax Exempt? N

Line-Sch	Item/Description	Quantity	UOM	PO Price	Extended Amt	Due Date
1-1	FACILITY RENTAL AT FOLSOM PARKS AND RECREATION BLDG. 50 NATOMA STREET, FOLSOM CA 95630 PER CONTRACT RESERVATION #36350 FOR STUDENT SERVICES RETREAT ON SEPTEMBER 22, 2017 FROM 8:30 AM - 5:00 PM	1.00	EA	1,805.00	1,805.00	07/12/2017

TO INCLUDE USE OF:
 FULL BALLROOM \$1,530
 ACTIVITY ROOM \$100
 PROJECTOR & SCREEN \$100
 SOUND SYSTEM \$75

RENTAL AGREEMENT REC #36350

SPECIAL INSTRUCTIONS: PLEASE DELIVER CHECK TO OLGA MOSKALYUK IN FLC COLLEGE ADMIN BUILDING.

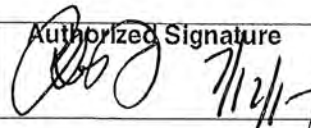
PLEASE PREPAY ENTIRE CONTRACT PER ITEM 1: TO SECURE A RESERVATION, A DEPOSIT OF 50% OF THE RENTAL FEE IS REQUIRED. THE REMAINING BALANCE AND ANY ADDITIONAL FEES ARE DUE 60 DAYS PRIOR TO EVENT, WHICH IS 7/24/17.

Handwritten: Paid 7/13/17 ck Rec'd

Sub Total Amount	1,805.00
Sales Tax Amount	0.00
Total PO Amount	1,805.00

BU	Acct	Fd	Org	Prog	Sub	Proi	Amount	BYear
GENFD	5601	11	FL.VS.OFFC	60100	00000	101E	1,805.00	2018

All shipments, invoices, and correspondence must be identified with our Purchase Order Number. Overshipments will not be accepted unless authorized by Buyer prior to shipment.

Authorized Signature

 7/12/17

Notice to vendor: You are responsible for delivering goods and delivery documents to the Receiving Department at the site. Failure to do so will delay payment processing. Vendor is responsible for obtaining verification of delivery by authorized Receiving Room personnel. Receipt of goods by other parties and failure to obtain authorized signatures may also delay payment. NOTE: PAYMENT TERMS NET 30 MATERIAL SAFETY DATA SHEETS (MSDS) must be provided with the delivery of product as required by law.

LOS RIOS COMMUNITY COLLEGE DISTRICT

American River College • Cosumnes River College • Folsom Lake College • Sacramento City College

PURCHASE ORDER TERMS AND CONDITIONS

1. **APPLICABLE LAW:** The contract resulting from this order shall be governed by the laws of the State of California
2. **COMPLETION OF ORDERS:** LRCCD reserves the right to withhold payment until order is completed.
3. **DISCOUNTS:** Please show cash payment discount offered on your invoice in connection with any discount offered, time will be computed from date of delivery of the supplies or equipment, or from date correct invoices are received in the office specified by LRCCD if the latter date is later than the date of delivery. Payment is deemed to be made for the purpose of earning discount, on the date payment is mailed or on behalf of LRCCD.
4. **INVOICES:** Invoices shall be prepared and submitted in duplicate unless otherwise specified. Invoices shall contain Purchase order number, date, description of items, sizes and quantities, unit prices, extended totals, place and date of delivery. Invoices or vouchers not on printed bill heads shall be signed by the CONTRACTOR or person furnishing the supplies or services. Every invoice shall be properly itemized. If LRCCD has not received billing for product or services within a one year period LRCCD will not be held responsible for satisfying the debt.
5. **CHANGES:** No change or modification in terms, quantities, or specifications may be made without express authorization in writing from the LRCCD Purchasing Office and signed by the parties hereto, and no oral understanding or agreement not incorporated herein shall be binding on any of the parties hereto. If unit cost of any item exceeds the amount shown by 10% or \$250.00 whichever is less do not ship. Contact LRCCD Purchasing at the phone number provided.
6. **BILL OF LADING:** If Bill of Lading is applicable to this order, send originals to "Ship to" address and duplicate Bill of Lading with invoices to "Bill to" address. All correspondence, invoices, bills of lading, shipping memos, packages, etc., must show purchase order number. If factory shipment, advise factory to comply.
7. **TRANSPORTATION CHARGES:** Invoices for prepaid transportation charges must be supported by original receipted expense bills.
8. **FOB POINT AND FREIGHT CHARGES:** Unless otherwise specified on this order, all items shall be delivered FOB Destination. No charge for delivery, drayage, express, parcel post, packing, cartage, insurance, license fees, permits, or for any other purpose will be paid by LRCCD unless expressly included and itemized in the order. Unless otherwise shown, on "FOB Shipping Point" transactions, CONTRACTOR shall arrange for lowest cost transportation, prepay and add freight to invoice and furnish supporting freight bills if the amount exceeds \$50.00. On "FOB Shipping Point" transactions, should any shipments under this purchase order be received by LRCCD in a damaged condition and any related freight loss and damage claims filed against the carrier or carriers be wholly or partially declined with the inference that damage was the result of the act of the shipper such as inadequate packaging or loading or some inherent defect in the equipment and/or material, CONTRACTOR on request of LRCCD shall at CONTRACTOR's own expense assist LRCCD in establishing carrier liability by supplying evidence that the equipment and/or materials was properly constructed, manufactured, packaged, and secured to withstand normal transportation conditions. Shipments that are California intrastate in nature and where freight is to be borne by LRCCD shall be tendered to carriers with written instructions that rate and charges may not exceed the lowest lawful rates on file with the California Public Utilities Commission.
9. **PATENT INDEMNITY:** The CONTRACTOR shall hold LRCCD, its officers, agents and employees harmless from alleged liability of any nature or kind, including costs and attorney fees and expenses, for infringement or use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used in connection with the contract or purchase order.
10. **TAXES:** Certain articles sold to LRCCD are exempt from certain Federal excise taxes. LRCCD will reimburse the CONTRACTOR for, or pay directly, all California State and local sales and use taxes applicable to this purchase.
11. **EQUAL OPPORTUNITY EMPLOYER:** The acceptance of this purchase order by a supplier of goods and services is a certification that such supplier complies with all provisions of executive order 11246 and is an equal opportunity employer.
12. **GENERAL SAFETY ORDERS:** All materials, supplies and services sold to LRCCD shall conform to the general safety orders of the State of California. All materials, except as otherwise specified, must be new and of the best quality of their respective kinds.
13. **INDEMNIFICATION:** CONTRACTOR shall indemnify, defend and hold harmless LRCCD, its trustees, officers, agents, employees and volunteers, from any and all claims, demands, suits, causes of action, damages, penalties, breaches of this agreement, infringement of patent rights, costs, expenses, violations of employee occupational health and safety laws, attorney fees, losses or liability, property damage, personal injuries to or death of persons, arising out of, alleged to have arisen out of, or relating in any way to CONTRACTOR's work to be performed under this agreement, except if caused solely by the negligence of LRCCD.
14. **TERMINATION:** LRCCD may terminate this agreement and be relieved of the payment of any consideration to CONTRACTOR should CONTRACTOR fail to perform the covenants herein contained at the time and in the manner herein provided. In the event of such termination LRCCD may proceed with the work in any manner deemed proper by LRCCD. The cost to LRCCD shall be deducted from any sum due the CONTRACTOR under this agreement and the balance if any, shall be paid the CONTRACTOR upon demand.
15. **ASSIGNMENT:** Without the written consent of LRCCD, this agreement is not assignable by CONTRACTOR either in whole or in part.
16. **PUBLIC WORKS PROJECTS:** CONTRACTOR must comply with Public Contract Code.
17. **CA LABOR CODE:** Pursuant to Section 1700, and following, the CONTRACTOR shall pay not less than the prevailing rate of per diem wages as determined by the Director of the California Department of Industrial Relations. Copies of such prevailing rate of per diem wages are on file at the Business Office of the Los Rios Community College District, 1919 Spanos Court, Sacramento, CA 95825. Those copies shall be made available to any interested party upon request. The CONTRACTOR shall forfeit, as penalty to the LRCCD, Fifty Dollars (\$50.00) for each calendar day or portion thereof, for each workman paid less than the stipulated prevailing rates for any work done under the contract by him/her or by any subcontractor under him, in violation of the provisions of such Labor Code.
18. **NOTICE:** Your employees may be exposed to hazardous substances during the course of their work while on LRCCD property. For additional information on the hazardous substances that your employees may be exposed to contact the LRCCD General Services Department at (916) 568-3048.
19. **INSURANCE:** CONTRACTOR shall, at all times, maintain in full force and effect the following insurance: Workers' Compensation, Commercial General Liability, Auto Liability, and Professional Liability if licensed professional. Policy limits for each shall be at least \$1,000,000 AND \$3,000,000 AGGREGATE for bodily injury, personal injury and property damage. Any combination of General Liability and Excess Coverage can be combined to meet the Aggregate. LRCCD shall be named as an additional insured on CONTRACTOR's policies. The CONTRACTOR shall provide a certificate of insurance and required endorsements to comply with this section at least 15 days prior to commencement of work under this contract. The certificate shall state that LRCCD will be given 30 days notice of any material change or cancellation in coverage.
20. **DISQUALIFIED EMPLOYEES:** CONTRACTOR shall ensure that persons who perform services on LRCCD property have not been convicted of any felony, or any controlled substance offense or any sex offense as those terms are defined by Education Code section 87008-87010. If LRCCD determines that any person employed by CONTRACTOR to work on LRCCD property is incompetent, unfaithful, intemperate, disorderly, abusive or is otherwise unsatisfactory, CONTRACTOR shall cause that employee to be removed from working on LRCCD property immediately, and that person shall not be employed again on LRCCD property.
21. **WORK AUTHORIZATION:** Prior to LRCCD's acceptance of this Agreement, CONTRACTORS who are not U.S. citizens must provide verification of (a) work authorization status from the appropriate U.S. Department of State; (b) a copy of their U.S. visa; (c) the number of days present in the U.S.; and (d) tax treaty status. LRCCD shall not make any payments to CONTRACTOR unless CONTRACTOR holds the appropriate U.S. visa. CONTRACTOR is responsible for ensuring they are in possession of the appropriate visa.
22. **WARRANTY:** CONTRACTOR expressly warrants that all materials, goods, equipment, services, and/or labor shall conform to the requirements set forth or incorporated into this order and any applicable industry standards or requirements, shall be merchantable and free from defects in workmanship, materials and/or design (including latent defects), and shall perform as specified. CONTRACTOR further warrants that all materials, goods, equipment, services, and/or labor will be fit and sufficient for the particular purposes intended by LRCCD. Unless agreed upon otherwise between LRCCD and CONTRACTOR, the warranty period shall be the longer of: (a) any express warranty included in this service agreement; (b) one year after the materials, goods, equipment, services, and/or labor are accepted by LRCCD; or (c) any warranty period provided under any applicable California law.

Requisition

Supplier: FOLSOM CITY OF
50 NATOMA ST
FOLSOM CA 95630
United States

000001951

Business Unit: GENFD OPEN		Page 1
Req ID: 0001009809	Date 07/01/2017	
Requisition Name: 2018 CITY OF FOLSOM		
Requester Melanie Dixon		
Requester Signature		
Buyer: Nicholas Shewmaker		
Approved:		
Entered By: HARMANJ 29-JUN-2017		

email:

Ship To: RECEIVING
10 COLLEGE PARKWAY
FOLSOM CA 95630-6798

Line-Schd	Description	Quantity	UOM	Price	Extended Amt	Due Date
1-1	FACILITY RENTAL AT FOLSOM PARKS AND RECREATION BLDG. 50 NATOMA STREET, FOLSOM CA 95630 PER CONTRACT RESERVATION #36350 FOR STUDENT SERVICES RETREAT ON SEPTEMBER 22, 2017 FROM 8:30 AM - 5:00 PM	1	EA	1,805.00	1,805.00	

TO INCLUDE USE OF:
FULL BALLROOM \$1,530
ACTIVITY ROOM \$100
PROJECTOR & SCREEN \$100
SOUND SYSTEM \$75

Total Requisition Amount: 1,805.00

RENTAL AGREEMENT REC #36350
SPECIAL INSTRUCTIONS: PLEASE DELIVER CHECK TO OLGA MOSKALYUK IN FLC COLLEGE ADMIN BUILDING.

PLEASE PREPAY ENTIRE CONTRACT PER ITEM 1: TO SECURE A RESERVATION, A DEPOSIT OF 50% OF THE RENTAL FEE IS REQUIRED. THE REMAINING BALANCE AND ANY ADDITIONAL FEES ARE DUE 60 DAYS PRIOR TO EVENT, WHICH IS 7/24/17.

<u>BU</u>	<u>Acct</u>	<u>Fd</u>	<u>Org</u>	<u>Prog</u>	<u>Sub</u>	<u>Proj</u>	<u>Amount</u>
GENFD	5601	11	FL.VS.OFFC	60100	00000	101E	1,805.00

Approval Signature 	Approval Signature 	Approval Signature
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LOS RIOS COMMUNITY COLLEGE DISTRICT

AGREEMENT/CONTRACT APPROVAL AND ROUTING SHEET

(Except for Grants & Categorical Contracts)

ARC CRC DO FLC FM SCC OTHER _____

LRCCD

JUN 29 2017

GENERAL SERVICES

Agreement/Contract With: CITY OF FOLSOM, PARKS AND RECREATION

State the business terms of agreement: RENTAL OF FACILITY FOR ONE-DAY STUDENT SERVICES RETREAT ON 9/22/2017

This agreement consists of the following documents: FACILITY SALES RECEIPT #2127260 RENTAL CONTRACT FOR RENTAL OF BALLROOM AND ACTIVITY ROOM

Funding Source: ~~DATA~~ IOIE Amount \$ 1,805.00

OLR REQ #0001009809

I have read and agree with the terms of this agreement:

By: Melanie Dixon
Area Manager/Supervisor

Date: 6/29/17

MELANIE DIXON
(Print Name)

College VPA, DO, FM, Director
I approve as to Substance

By: Joany Harman
JOANY HARMAN
(Print Name)

Date: 6/29/17

General Services

By: Debbie
Director, General Services

Date: 7/6/17

General Counsel (When necessary)

- Changes necessary as specified on the document or on the attached memorandum.
- Approved as to form.

By: _____
General Counsel

Date: _____

Los Rios Community College District

By: _____

Date: _____

Vice Chancellor, Fin. & Admin. Vice Chancellor, Ed & Tech.

FACILITY SALES RECEIPT

Receipt # 2127260
 Payment Date: 06/27/2017
 Household: 53566
 Hm Ph: (916)608-6653

FOLSOM LAKE COLLEGE
 10 COLLEGE PARKWAY
 FOLSOM CA 95630

Parks & Recreation
 50 Natoma Street
 Folsom CA 95630
 Phone: (916)355-7285

Reservation Details: Folsom Comm Center, Entire Ballroom

Reserv. Contact: **Folsom Lake College**
 Phone Number: **(916)608-6653**
 Reserv. Number: 36350
 Status: Firm
 Purpose: Student Services Retreat
 Anticipated Count: 160

<u>Date(s) And Times</u>	<u>New Fees</u>	<u>Total Fees</u>	<u>New Paid</u>	<u>Total Paid</u>	<u>Amount Due</u>
Fri 09/22/2017 8:30A to 5:00P	1,830.98	1,830.98	0.00	0.00	1,830.98

Fee Details:	<u>Fee Description</u>	<u>Amount</u>	<u>Count</u>	<u>Discount</u>	<u>Sales Tax</u>	<u>Total Fee</u>
	Full Ballroom (Resident Discount)	180.00	8.50	0.00	0.00	1,530.00
	General Liability Insurance	125.98	1.00	0.00	0.00	125.98 *
	Projector & Screen	100.00	1.00	0.00	0.00	100.00
	Sound System	75.00	1.00	0.00	0.00	75.00

Special Questions: Reservation Comments:
 Event Type: Banquet/Dinner
 Link to Reservation #: 36350
 How did you hear about us? (Answer all that apply): Repeat Use

Reservation Details: Folsom Comm Center, Activity Room

Reserv. Contact: **Folsom Lake College**
 Phone Number: **(916)608-6653**
 Reserv. Number: 36350
 Status: Firm
 Purpose: Add on for the full ballroom rental- use as break out space
 Anticipated Count: 40

<u>Date(s) And Times</u>	<u>New Fees</u>	<u>Total Fees</u>	<u>New Paid</u>	<u>Total Paid</u>	<u>Amount Due</u>
Fri 09/22/2017 8:30A to 5:00P	100.00	100.00	0.00	0.00	100.00

Fee Details:	<u>Fee Description</u>	<u>Amount</u>	<u>Count</u>	<u>Discount</u>	<u>Sales Tax</u>	<u>Total Fee</u>
	Activity Room (Resident Discount)	100.00	1.00	0.00	0.00	100.00

Special Questions: Reservation Comments:
 Event Type: Meeting
 Link to Reservation #: 36350
 How did you hear about us? (Answer all that apply): Repeat Use

* WILL BE PROVIDED BY LOS RIOS

FACILITY SALES RECEIPT

Receipt # 2127260
Payment Date: 06/27/2017
Household: 53566

Processed on 06/27/17 @ 12:37pm by tco

Total New Fees	1,930.98
Discount Applied	0.00
Total New Taxes	0.00
Total Due	1,930.98
Total Fees Paid	0.00
Total Taxes Paid	0.00
Total Paid	0.00
Balance From Receipt	1,930.98

Household Balance Information

Overall Household Credit Balance Available	0.00
Overall Household Balance Due	1,930.98

Charges will appear on your statement as "City of Folsom Parks & Recreation".

FACILITY SALES RECEIPT

Receipt # 2127260
Payment Date: 06/27/2017
Household: 53566

Reservation No: 36350
Event Date: 09/22/2017
Folsom Lake College
10 College Parkway
Folsom, CA 95630
Cell Phone: (916)608-6653 dixonm@flc.losrios.edu

FOLSOM COMMUNITY FACILITIES RENTAL POLICIES

1. Reservations will be accepted no more than 365 days in advance except annual events may rebook their same day event 365 days plus 1 additional day in advance for a total of 366 days. If multiple parties are requesting the same date, a lottery will be held at the main office at 1:00pm 365 days (or next open business day) in advance of requested date. To secure a reservation, a deposit of 50% of the rental fee is required. The remaining balance and any additional fees are due 60 days prior to the event.

2. Cancellations of confirmed reservations is subject to the following conditions and fees:
- A. In excess of 6 months in advance of the scheduled date, the City will retain 25% of the total rental fee.
 - B. With 60 to 180 days notice prior to the scheduled event date, the City will retain 50% of the total rental fee.
 - C. With less than 60 days notice prior to the scheduled event date, the City will retain 100% of the total rental fee.

(initials) MD

3. The City reserves the right to cancel a scheduled event without notice or liability. Refunds will be made if cancellation is necessary.

4. The renting party is responsible for securing all required permits and shall present evidence of such permits to the City prior to the event.

5. Any event which charges an admission fee or at which goods or services are sold, must obtain a business license from the City Finance Department at least 10 days prior to the event. Please call the Finance Department with any questions you might have in obtaining a business license at (916) 355-7312.

6. Events involving exchange of monetary consideration for alcoholic beverages require a license from the State of California Alcoholic Beverage Control (ABC). Additional liquor liability insurance coverage is required if alcoholic beverages are sold. For more information on obtaining an ABC license please call ABC at (916) 419-1319.

(initials) MD

7. The contracted rental time must include all time necessary for decorations, food preparation, and clean up/takedown. Facilities will not be opened prior to the rental time for outside caterers, musicians, decorators, or deliveries. If access time exceeds the contracted rental time, additional time used will be charged as follows per each respective facility/room: Ballroom \$300/hr, East/West Room \$200/hr, Rotary Clubhouse \$150/hr, Activities Room \$100/hr.

(initials) MD

8. Fees will not be refunded for reserved time not used.

FACILITY SALES RECEIPT

Receipt # 2127260
Payment Date: 06/27/2017
Household: 53566

9. Under no circumstances shall the applicant, renter, and/or organization sublease or allow any other organization or individual to use the facility during the date/time for which they have contracted.

10. All decorations must be taken down and removed from the facility immediately after the event. Arrangements must be made by the renting party to have all items removed from the rental site during the contracted rental time. The City of Folsom will not be responsible for damage or theft of any items left by the renting party or its vendors.

11. The applicant, renter, and/or organization agrees to hold the City of Folsom harmless of any and all claims arising from their rental and further agrees to defend and pay any and all costs incurred by the City as a result of any claims against the City arising from the rental and use of City facilities.

12. Parking availability is not guaranteed and may be limited due to other scheduled events

13. A Cleaning and Damage Deposit must be collected 14 days prior to the event date. The Cleaning and Damage Deposit will be collected in the form of a credit card authorization and will be released approximately one week after the event, provided that there was no damage, extra clean up required, or the event did not exceed the allocated rental time. Charges for repair of damages, extra clean up by the City, and/or additional time used will be withheld from the credit card on file for the Cleaning and Damage Deposit. If charges exceed the Cleaning and Damage Deposit, the renting party will be billed for the exceeding balance. Cleaning and Damage Deposit to be authorized on credit card will be as follows: Community Center Full Ballroom- \$700, Community Center Half Ballroom- \$400, Community Center Kitchen (if not using Hannibal's Catering & Events)- \$300, Rotary Clubhouse- \$300, Activities Room- \$100.

(initials) MD

14. Evidence of liability insurance covering both the renter and the City of Folsom in the amount of \$1,000,000.00 per occurrence must be provided for all events prior to the event. Special event liability insurance can be purchased from the City, and rates are based on the number of participants and classification of the event. Please talk to a reservation specialist for details at (916) 355-7299. Renters providing their own liability insurance must provide a certificate of insurance and a separate endorsement that specifically additionally insures the City of Folsom, its officers, its agents, and its employees. (Sample copies of the endorsement are available).

(initials) MD

15. Security may be required for certain types of events. Security must be provided by a licensed, bonded security company, or police agency. The City of Folsom reserves the right to approve any outside security provider.

16. Rice, birdseed, confetti, hay bales, sand, glitter, and fog machines/hazers are not permitted inside or outside any of the City's rental facilities. False fire alarms caused by fog machines or hazers will result in a \$250 charge for reimbursement of a fire department response. See Decoration Plan form for additional details.

(initials) MD

17. The Kitchen and bar facilities must be completely cleaned by the renting party after each event when not operated by the

FACILITY SALES RECEIPT

Receipt # **2127260**
 Payment Date: **06/27/2017**
 Household: **53566**

City's onsite caterer, Hannibal's Catering & Events. The Ballroom, Activities Room, lobbies, restrooms, and any adjacent areas including any exterior perimeter areas must be returned reasonably cleaned and free of debris and/or spills by the renting party.

18. An Optional Cleaning Package is available for an additional cost of \$250. This package includes cleaning of Bar counters, cabinets, appliances, sinks, floors, and trash removed. In addition, Ballroom floors and furniture will be cleaned and freed of debris/spills, and excess trash will be removed. No other services are included with this package (kitchen is not included in Optional Cleaning Package). If accepted, renter will be removed from liabilities specified in cleaning package only. Renter must either 'accept' or 'decline' Optional Cleaning Package on the Rental Policies Reminder form and if accepted must pay in full at least two weeks prior to the event date.

(initials) MD

19. The consumption of alcoholic beverages by any individuals under the age of 21 will NOT be tolerated on City property. During an event and/or contracted rental time, should underage drinking be reasonably suspected and/or witnessed by City staff, the event will be immediately terminated and Folsom Police Department will be called. Should an event or contracted rental time be terminated due to underage drinking, a refund will not be issued.

(initials) MD

20. The City of Folsom reserves the right to control noise levels at all events held on City property. Should a noise conflict arise, City staff reserves the right to adjust volumes and noise to reasonable levels in order to satisfy all parties involved. When two or more events occur concurrently in the Community Center, all events are subject to 80 decibels maximum.

21. The following maximum capacities for each facility must be adhered to:

Maximum Capacity	CC FULL BALLROOM	CC WEST ROOM	CC EAST ROOM	ROTARY CLUBHOUSE
Banquet Seating	508	275	233	128
Auditorium Seating	1085	586	499	170

My signature certifies that I have read and understand the conditions set forth by the City of Folsom governing the use of the items specified in this agreement; that I and my organization will take full responsibility for seeing that the use of these facilities by the organization that I represent is in full adherence and compliance with these conditions; that I will hold the City of Folsom harmless from any damage, claim for damage for personal injury or death, damage to, or loss of property, claims for damage to or loss of property incurred in the use of these facilities.

SIGNATURE OF APPLICANT Melanie Dixon DATE 6/29/17

PLEASE PRINT NAME Melanie Dixon

Entire Ballroom on 09/22/2017 at 8:30am to 5:00pm at Folsom Comm Center

Rev. 12/13/2016

SIGNATURE OF CONTRACT APPROVER _____ DATE _____
 Rose Ramos

FACILITY SALES RECEIPT

Receipt # 2127260
Payment Date: 06/27/2017
Household: 53566

Reservation No: 36350
Event Date: 09/22/2017
Folsom Lake College
10 College Parkway
Folsom, CA 95630
Cell Phone: (916)608-6653 dixonm@flc.losrios.edu

FOLSOM COMMUNITY FACILITIES RENTAL POLICIES

1. Reservations will be accepted no more than 365 days in advance except annual events may rebook their same day event 365 days plus 1 additional day in advance for a total of 366 days. If multiple parties are requesting the same date, a lottery will be held at the main office at 1:00pm 365 days (or next open business day) in advance of requested date. To secure a reservation, a deposit of 50% of the rental fee is required. The remaining balance and any additional fees are due 60 days prior to the event.

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 - B. With 60 to 180 days notice prior to the scheduled event date, the City will retain 50% of the total rental fee.
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(initials) MD

3. The City reserves the right to cancel a scheduled event without notice or liability. Refunds will be made if cancellation is necessary.

4. The renting party is responsible for securing all required permits and shall present evidence of such permits to the City prior to the event.

5. Any event which charges an admission fee or at which goods or services are sold, must obtain a business license from the City Finance Department at least 10 days prior to the event. Please call the Finance Department with any questions you might have in obtaining a business license at (916) 355-7312.

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(initials) MD

7. The contracted rental time must include all time necessary for decorations, food preparation, and clean up/takedown. Facilities will not be opened prior to the rental time for outside caterers, musicians, decorators, or deliveries. If access time exceeds the contracted rental time, additional time used will be charged as follows per each respective facility/room: Ballroom \$300/hr, East/West Room \$200/hr, Rotary Clubhouse \$150/hr, Activities Room \$100/hr.

(initials) MD

8. Fees will not be refunded for reserved time not used.

FACILITY SALES RECEIPT

Receipt # 2127260
Payment Date: 06/27/2017
Household: 53566

9. Under no circumstances shall the applicant, renter, and/or organization sublease or allow any other organization or individual to use the facility during the date/time for which they have contracted.

10. All decorations must be taken down and removed from the facility immediately after the event. Arrangements must be made by the renting party to have all items removed from the rental site during the contracted rental time. The City of Folsom will not be responsible for damage or theft of any items left by the renting party or its vendors.

11. The applicant, renter, and/or organization agrees to hold the City of Folsom harmless of any and all claims arising from their rental and further agrees to defend and pay any and all costs incurred by the City as a result of any claims against the City arising from the rental and use of City facilities.

12. Parking availability is not guaranteed and may be limited due to other scheduled events

13. A Cleaning and Damage Deposit must be collected 14 days prior to the event date. The Cleaning and Damage Deposit will be collected in the form of a credit card authorization and will be released approximately one week after the event, provided that there was no damage, extra clean up required, or the event did not exceed the allocated rental time. Charges for repair of damages, extra clean up by the City, and/or additional time used will be withheld from the credit card on file for the Cleaning and Damage Deposit. If charges exceed the Cleaning and Damage Deposit, the renting party will be billed for the exceeding balance. Cleaning and Damage Deposit to be authorized on credit card will be as follows: Community Center Full Ballroom- \$700, Community Center Half Ballroom- \$400, Community Center Kitchen (if not using Hannibal's Catering & Events)- \$300, Rotary Clubhouse- \$300, Activities Room- \$100.

(initials) MD

14. Evidence of liability insurance covering both the renter and the City of Folsom in the amount of \$1,000,000.00 per occurrence must be provided for all events prior to the event. Special event liability insurance can be purchased from the City, and rates are based on the number of participants and classification of the event. Please talk to a reservation specialist for details at (916) 355-7299. Renters providing their own liability insurance must provide a certificate of insurance and a separate endorsement that specifically additionally insures the City of Folsom, its officers, its agents, and its employees. (Sample copies of the endorsement are available).

(initials) MD

15. Security may be required for certain types of events. Security must be provided by a licensed, bonded security company, or police agency. The City of Folsom reserves the right to approve any outside security provider.

16. Rice, birdseed, confetti, hay bales, sand, glitter, and fog machines/hazers are not permitted inside or outside any of the City's rental facilities. False fire alarms caused by fog machines or hazers will result in a \$250 charge for reimbursement of a fire department response. See Decoration Plan form for additional details.

(initials) MD

17. The Kitchen and bar facilities must be completely cleaned by the renting party after each event when not operated by the

FACILITY SALES RECEIPT

Receipt # 2127260
Payment Date: 06/27/2017
Household: 53566

City's onsite caterer, Hannibal's Catering & Events. The Ballroom, Activities Room, lobbies, restrooms, and any adjacent areas including any exterior perimeter areas must be returned reasonably cleaned and free of debris and/or spills by the renting party.

18. An Optional Cleaning Package is available for an additional cost of \$250. This package includes cleaning of Bar counters, cabinets, appliances, sinks, floors, and trash removed. In addition, Ballroom floors and furniture will be cleaned and freed of debris/spills, and excess trash will be removed. No other services are included with this package (kitchen is not included in Optional Cleaning Package). If accepted, renter will be removed from liabilities specified in cleaning package only. Renter must either 'accept' or 'decline' Optional Cleaning Package on the Rental Policies Reminder form and if accepted must pay in full at least two weeks prior to the event date.

(initials) MD

19. The consumption of alcoholic beverages by any individuals under the age of 21 will NOT be tolerated on City property. During an event and/or contracted rental time, should underage drinking be reasonably suspected and/or witnessed by City staff, the event will be immediately terminated and Folsom Police Department will be called. Should an event or contracted rental time be terminated due to underage drinking, a refund will not be issued.

(initials) MD

20. The City of Folsom reserves the right to control noise levels at all events held on City property. Should a noise conflict arise, City staff reserves the right to adjust volumes and noise to reasonable levels in order to satisfy all parties involved. When two or more events occur concurrently in the Community Center, all events are subject to 80 decibels maximum.

21. The following maximum capacities for each facility must be adhered to:

Table with 5 columns: Maximum Capacity, CC FULL BALLROOM, CC WEST ROOM, CC EAST ROOM, ROTARY CLUBHOUSE. Rows include Banquet Seating and Auditorium Seating.

My signature certifies that I have read and understand the conditions set forth by the City of Folsom governing the use of the items specified in this agreement; that I and my organization will take full responsibility for seeing that the use of these facilities by the organization that I represent is in full adherence and compliance with these conditions; that I will hold the City of Folsom harmless from any damage, claim for damage for personal injury or death, damage to, or loss of property, claims for damage to or loss of property incurred in the use of these facilities.

SIGNATURE OF APPLICANT Melanie Dixon DATE 6/29/17

PLEASE PRINT NAME Melanie Dixon

Activity Room on 09/22/2017 at 8:30am to 5:00pm at Folsom Comm Center

Rev. 12/13/2016

SIGNATURE OF CONTRACT APPROVER Rose Ramos DATE

Keenan & Associates
2868 Prospect Park Drive, #600
Rancho Cordova, CA 95670

MAIL DOCUMENT

Certificate of Insurance Delivery by **ecertsonline**TM

Parks & Recreation
City of Folsom, its officers, agents and its
employees
50 Natoma Street
Folsom CA 95630

Sender: Holly Samuel

Phone: 916-859-7160

Subject: Cert No. 36583518 - Certificate of Coverage: Los
Rios Community College District - Parks &
Recreation

Date: 7/6/2017

No. of Pages: 4

URL: www.keenan.com

This document was created by eCertsONLINE.

The attached document(s) contain certification of insurance coverage for the insured named in the subject above. Your company is listed as the organization requesting receipt of these documents.

If this document is sent via e-mail, you must click on the attached PDF document. The document is in a pdf format, and you must have Adobe Acrobat Reader installed on your system. To download the Adobe Reader for free, visit www.Adobe.com.

If you have any questions regarding the content of this message, you should contact the Producer/ Agency listed on the attached/linked documents.

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CERTIFICATE OF COVERAGE

Issue Date

7/6/2017

ADMINISTRATOR: LICENSE # 0451271
 Keenan & Associates
 2868 Prospect Park Drive, #600
 Rancho Cordova, CA 95670

 916-859-7160
 www.keenan.com

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE COVERAGE DOCUMENTS BELOW.

ENTITIES AFFORDING COVERAGE:

- ENTITY A: Statewide Association of Community Colleges
- ENTITY B:
- ENTITY C:
- ENTITY D:
- ENTITY E:

COVERED PARTY:
 Los Rios Community College District
 1919 Spanos Court
 Sacramento CA 95825

THIS IS TO CERTIFY THAT THE COVERAGES LISTED BELOW HAVE BEEN ISSUED TO THE COVERED PARTY NAMED ABOVE FOR THE 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 COVERAGE AFFORDED HEREIN IS SUBJECT TO ALL THE TERMS AND CONDITIONS OF SUCH COVERAGE DOCUMENTS.

ENT LTR	TYPE OF COVERAGE	COVERAGE DOCUMENTS	EFFECTIVE/ EXPIRATION DATE	MEMBER RETAINED LIMIT / DEDUCTIBLE	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCURRENCE <input checked="" type="checkbox"/> GOVERNMENT CODES <input checked="" type="checkbox"/> ERRORS & OMISSIONS <input type="checkbox"/>	SWC 01505-00	7/1/2017 7/1/2018	\$ 250,000	COMBINED SINGLE LIMIT EACH OCCURRENCE \$ 1,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> HIRED AUTO <input checked="" type="checkbox"/> NON-OWNED AUTO <input checked="" type="checkbox"/> GARAGE LIABILITY <input checked="" type="checkbox"/> AUTO PHYSICAL DAMAGE	SWC 01505-00	7/1/2017 7/1/2018	\$ 250,000	COMBINED SINGLE LIMIT EACH OCCURRENCE \$ 1,000,000
A	PROPERTY <input checked="" type="checkbox"/> ALL RISK <input checked="" type="checkbox"/> EXCLUDES EARTHQUAKE & FLOOD <input type="checkbox"/> BUILDER'S RISK	SWC 01505-00	7/1/2017 7/1/2018	\$ 100,000	\$ 250,250,000 EACH OCCURRENCE
A	STUDENT PROFESSIONAL LIABILITY	SWC 01505-00	7/1/2017 7/1/2018	\$ 5,000	\$ Included EACH OCCURRENCE
	WORKERS COMPENSATION <input type="checkbox"/> EMPLOYERS' LIABILITY			\$	<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER \$ E.L. EACH ACCIDENT
	EXCESS WORKERS COMPENSATION <input type="checkbox"/> EMPLOYERS' LIABILITY			\$	\$ E.L. DISEASE - EACH EMPLOYEE \$ E.L. DISEASE - POLICY LIMITS
	OTHER			\$ \$	

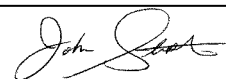
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/RESTRICTIONS/SPECIAL PROVISIONS:

Proof of coverage as respect the agreement between Folsom Lake College, Parks & Recreation and the City of Folsom for use of facilities at the Folsom Community Center, Activity room.

CERTIFICATE HOLDER:

Parks & Recreation
 City of Folsom, its officers, agents and its employees
 50 Natoma Street
 Folsom CA 95630

CANCELLATION.....SHOULD ANY OF THE ABOVE DESCRIBED COVERAGES BE CANCELED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING ENTITY/JPA WILL ENDEAVOR TO MAIL _____ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE ENTITY/JPA, ITS AGENTS OR REPRESENTATIVES.



John Stephens

AUTHORIZED REPRESENTATIVE

DISCLAIMER

The Certificate of Coverage on the reverse side of this form does not constitute a contract between the issuing entity(ies), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the coverage documents listed thereon.

ENDORSEMENT

ADDITIONAL COVERED PARTY

COVERED PARTY Los Rios Community College District	COVERAGE DOCUMENT SWC 01505-00	ADMINISTRATOR Keenan & Associates
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Subject to all its terms, conditions, exclusions, and endorsements, such additional covered party as is afforded by the coverage document shall also apply to the following entity but only as respects to liability arising directly from the actions and activities of the covered party described under “as respects” below.

Additional Covered Party:

Parks & Recreation
City of Folsom, its officers, agents and its employees
50 Natoma Street
Folsom CA 95630

As Respects:

Proof of coverage as respect the agreement between Folsom Lake College, Parks & Recreation and the City of Folsom for use of facilities at the Folsom Community Center, Activity room.



Authorized Representative

Issue Date: 7/6/2017