

**SQUIRE CANYON COMMUNITY SERVICES DISTRICT**

1 Squire Road, San Luis Obispo, California 93401

(805) 835-3163

www.squirecanyoncsd.com

**AGENDA FOR REGULAR BOARD OF DIRECTORS MEETING**

**Tuesday, October 2, 2018, 7:30 PM**

Avila Beach Community Center, 191 San Miguel Street, Avila Beach, California

**1. CALL TO ORDER:**

**2. ROLL CALL:**

**Board Members**

Steve Fiant, President  
Mike Nunno, Vice President  
Lara Lehmer, Director  
Tim Tillman, Director  
Chris Johnson, Director

**Staff**

Brad Hagemann, GM

**3. ANNOUNCEMENT OF CLOSED SESSION ITEM**

**A. Public Comment on closed session item**

**B. CONFERENCE WITH LEGAL COUNSEL PURSUANT TO GOVERNMENT CODE §54956.9(b):**

Anticipated litigation - 1 case: Discussion of Nielsen issues. Consult with counsel

**C. Return to open session and announcement regarding action taken if any.**

Open Session will start at approximately 8:00 PM.

**4. PUBLIC COMMENT:**

Any member of the public may address the Board relating to any matter within the Board of Director's jurisdiction, provided that the matter is NOT on the Board's Agenda. Presentations are limited to three (3) minutes or otherwise at the discretion of the Board President. Please note that pursuant to the Brown Act, the Board of Directors can only act on those items specifically listed on the Agenda.

**5. CONSENT ITEMS:**

These items are approved with one motion. Directors may briefly discuss any item, or may pull any item, which is then added to the business agenda.

- A. Approval of Minutes for July 10, 2018 Regular Meeting
- B. Review and Approval of Warrant Register
- C. Financial Report

**6. MANAGER'S REPORT:**

7. **BUSINESS ITEMS:**

- A. **Road Repair and Maintenance:** Status Report on Repair and Maintenance Projects and Board Consideration of New Projects. Possible board action.
- B. **Speed Limit Signage Within the District Roads:** The Board will consider installing signage that provides a speed limit on District roads, with a warning that speeds in excess are dangerous as roads were not built or designed for speed other than that were posted. Possible board action.
- C. **Consider Special assessment and/or State or Federal financing to provide funding to make significant upgrades to the District Roads.** At the July 2018 Board meeting, the Board members briefly discussed the concept of seeking a long interest loans and/or grants to make significant improvements to the District roads. This item is a continuation of that discussion. Possible board action.
- D. **District Code:** The Community Services District Board adopted the Code in January 2010 and desires to periodically review and update the Code to keep it current. This is an opportunity for the Board and Public to provide comments and recommended changes to the Code. Possible Board Action.
- E. **Meeting Dates and Location for 2019:** The Board of Directors typically meet on the first Tuesday of January, April, July and October at 7:30 PM at the Avila Beach Community Center. The Avila Beach Civic Association runs the Community Center and they have advised the District that in 2019 they will no longer waive the rental fee and will be charging \$50/hr. for use of the room. The Rental Brochure and Rental Agreement are provided. Possible Board Action.
- F. **Board of Director Vacancies**  
Consider Appointing New Board Members to fill Director vacancies. As noted on the attached email from Elaina Cano at the County Clerk's Office, no one filed an application for the two positions on the District Board. The County Board of Supervisors will appoint a person to the Board at the recommendation of the District. Mr. Campos has expressed an interest in joining the Board of Directors. Possible Board Action.

8. **DIRECTOR/MANAGER COMMENTS:** This is the time for introduction of any items that the Directors may wish to consider for the next meeting or to ask questions of staff.

9. **ADJOURNMENT**

The next regular meeting will be held on Tuesday, January 8, 2019, at 7:30 pm at a location to be determined.

**Squire Canyon Community Services District**  
**Board of Directors**  
**1 Squire Canyon**  
**San Luis Obispo, CA 93401**  
**(805) 227-6392**  
[www.squirecanyoncsd.com](http://www.squirecanyoncsd.com)

**July 10, 2018 Regular Meeting Minutes**

**Please Note:** The Board meets quarterly. It is the policy of the District to post draft minutes to our web site prior to the next Board Meeting to provide information regarding issues and decisions made. **\*\*If you would like to have your copy of the agenda sent electronically (via email), please contact the District General Manager, Brad Hagemann at [hagemann.associates@gmail.com](mailto:hagemann.associates@gmail.com) and request to be added to the electronic distribution list.**

These Minutes are in draft form and subject to Board approval at their next meeting.

**1. Call to Order:** President Fiant called the meeting to order at 7:35 PM.

**2. Roll Call: Board Members present:** President Steve Fiant, Director Mike Nunno and Director Tim Tillman. Director Johnson and Director Lehmer were absent.  
**Staff present:** Brad Hagemann, General Manager

**3. Public Comments:** Two members of the public were in attendance. Mr. Swanson asked about Cal Fire and District fire prevention responsibilities. The Directors discussed their understanding of Cal Fire's responsibilities and activities that Cal Fire had done in the past. The Board suggested that we invite a Cal Fire representative to attend a future meeting. Mr. Fernando Campos indicated that he would be interested in applying for a vacancy on the Board of Directors when a vacancy opens up.

**4. Consent Items:**

- A. Approval of Minutes for April 3, 2018 Regular Board meeting
- B. Review and Approval of Warrant Register
- C. Financial Report

Financials: GM Hagemann reported that as of March 31, 2018, the District had \$1,423.11 in the checking account and \$96,357.08 in the savings account. Hagemann noted one addition to the Warrant register, Check #792 payable to NDIC Inc. in the amount of \$60.00 for work on the District web site.

After an opportunity for public comment, Director Nunno moved to approve the consent agenda, Board member Tillman seconded and motion carried unanimously 3-0. Director Nunno requested that the Balance Sheet by Class for the end of FY 2017/18 be updated to cleanup any unclassified balances and brought back at the next Regular Meeting.

**5. Manager's Report:** No additional reports.

**6. Business Items:**

- A. **Resolution No. 2018-01: Adopting fiscal year 2018/2019 assessment rates and authorizing the special tax for street improvements within the District:** The Board discussed the proposed assessment rates and confirmed that they represent a 2% increase over the FY 2017/18 rates. President Fiant made a motion to adopt Resolution 2018-01; Director Nunno seconded and the motion carried 3-0.

- B. Resolution No. 2018-02: Requesting consolidation of SCCSD biennial election with the November 6, 2018 Consolidated General Election:** GM Hagemann noted that Director Tillman's and Director Lehmer's terms expire at the end of the year are both up for re-election. Incumbent candidates must file declaration of candidacy forms with the Clerk's office by August 10, 2018. President Fiant made a motion to adopt Resolution 2018-02; Director Nunno seconded and the motion carried 3-0.
- C. Fiscal Year 2018/2019 Budget:** Consider adoption of the FY 2018/19 District Budget: GM Hagemann introduced the item and summarized the budget. The Board directed Hagemann to add an additional \$10,000 to the Erosion Control & Road Repairs line item, for a total of \$25,000. President Fiant made a motion to adopt the Budget; Director Tillman seconded and the motion carried 3-0.
- D. Road Repair/Maintenance Items:** The Board discussed several maintenance and repair project proposals from Hayward Excavating. After Board discussion and an opportunity for public comment, President Fiant made a motion to approve repair and maintenance work on Indian Knob Road for an amount not to exceed \$10,000. Director Nunno seconded and the motion passed 3-0. The Board also discussed repair and maintenance work along the top of Squire Canyon Road near the Campos property. After Board discussion and an opportunity for public comment, Director Tillman made a motion to approve repair and maintenance work on the top of Squire Canyon Road for an amount not to exceed \$10,000. President Fiant seconded and the motion carried 3-0.
- E. District Code:** Board members deferred this item to the October Board meeting.
- F. Banking Authorizations Resolution No 2018-03:** Consider adopting a Resolution that updates the banking signatories for the District's Checking and Money Market Account. President Fiant made a motion to adopt Resolution 2018-03; Director Nunno seconded and the motion carried 3-0.

## **7. Director Comments:**

### **Adjourn**

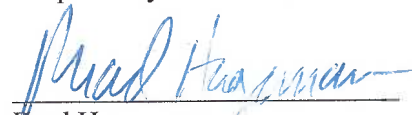
There being no further business, the meeting was adjourned at 9:00 PM. The next regular meeting of the Squire Canyon Community Services District will be held on Tuesday October 2, 2018, at 7:30 PM at the Avila Beach Community Center, 191 San Miguel Street, Avila Beach, CA.

APPROVED AS TO FORM:

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Steve Fiant  
President, Board of Directors  
Squire Canyon Community Services District

Respectfully submitted,

  
\_\_\_\_\_  
Brad Hagemann  
General Manager/Secretary

**Squire Canyon Community Services District**  
**Warrant Register-Checking**  
July 7 through September 30, 2018

| Date                                 | Num | Name                    | Memo                          | Credit          |
|--------------------------------------|-----|-------------------------|-------------------------------|-----------------|
| <b>1000 · Cash Summary</b>           |     |                         |                               |                 |
| <b>1004 · Checking-Heritage Oaks</b> |     |                         |                               |                 |
| 09/28/2018                           | 793 | Twin Cities Survey Inc. | Squire Rd Legal Desc. Job...  | 3,000.00        |
| 09/28/2018                           | 794 | Hagemann and Associates | General Mgr July - Sept 20... | 1,500.00        |
| Total 1004 · Checking-Heritage Oaks  |     |                         |                               | 4,500.00        |
| Total 1000 · Cash Summary            |     |                         |                               | 4,500.00        |
| <b>TOTAL</b>                         |     |                         |                               | <b>4,500.00</b> |

**Squire Canyon Community Services District**  
**Balance Sheet by Class**  
As of September 30, 2018

|                                       | 1-ZONE 1, INDIAN KNOB | 2-ZONE 2, SQUIRE CANYON | 3-ZONE 3, ADMINISTRATIVE | TOTAL            |
|---------------------------------------|-----------------------|-------------------------|--------------------------|------------------|
| <b>ASSETS</b>                         |                       |                         |                          |                  |
| Current Assets                        |                       |                         |                          |                  |
| Checking/Savings                      |                       |                         |                          |                  |
| 1000 · Cash Summary                   |                       |                         |                          |                  |
| 1004 · Checking-Heritage Oaks         | 16,665.04             | -11,277.04              | 1,361.76                 | 6,749.76         |
| 1005 · Savings-Heritage Oaks          | -11,724.16            | 18,676.73               | 79,432.47                | 86,385.04        |
| Total 1000 · Cash Summary             | 4,940.88              | 7,399.69                | 80,794.23                | 93,134.80        |
| Total Checking/Savings                | 4,940.88              | 7,399.69                | 80,794.23                | 93,134.80        |
| Total Current Assets                  | 4,940.88              | 7,399.69                | 80,794.23                | 93,134.80        |
| <b>TOTAL ASSETS</b>                   | <b>4,940.88</b>       | <b>7,399.69</b>         | <b>80,794.23</b>         | <b>93,134.80</b> |
| <b>LIABILITIES &amp; EQUITY</b>       |                       |                         |                          |                  |
| Equity                                |                       |                         |                          |                  |
| 3000 · Opening Balance Equity         | 13,582.35             | 14,714.19               | 10,390.40                | 38,686.94        |
| 3200 · Retained Earnings              | 40,582.78             | 48,515.60               | -29,997.23               | 59,101.15        |
| Net Income                            | 0.00                  | 0.00                    | -4,653.29                | -4,653.29        |
| Total Equity                          | 54,165.13             | 63,229.79               | -24,260.12               | 93,134.80        |
| <b>TOTAL LIABILITIES &amp; EQUITY</b> | <b>54,165.13</b>      | <b>63,229.79</b>        | <b>-24,260.12</b>        | <b>93,134.80</b> |
| <b>UNBALANCED CLASSES</b>             | <b>-49,224.25</b>     | <b>-55,830.10</b>       | <b>105,054.35</b>        | <b>-0.00</b>     |



# Squire Canyon Community Services District

## Income & Expenditures

July 7 through September 30, 2018

|                                      | <u>3-ZONE 3, ADMINISTRA...</u> | <u>TOTAL</u>     |
|--------------------------------------|--------------------------------|------------------|
| Ordinary Income/Expense              |                                |                  |
| Income                               |                                |                  |
| 4000 · Income Summary                |                                |                  |
| 4001 · Assessments Collected         | 3.69                           | 3.69             |
| 4005 · Interest Income               | 16.37                          | 16.37            |
|                                      | <u>20.06</u>                   | <u>20.06</u>     |
| Total 4000 · Income Summary          | 20.06                          | 20.06            |
| Total Income                         | 20.06                          | 20.06            |
| Expense                              |                                |                  |
| 5000 · Administrative Overhead       |                                |                  |
| 5030 · Professional Fees             |                                |                  |
| 5030.04 · Management                 | 1,500.00                       | 1,500.00         |
| 5030 · Professional Fees - Ot...     | 3,000.00                       | 3,000.00         |
|                                      | <u>4,500.00</u>                | <u>4,500.00</u>  |
| Total 5030 · Professional Fees       | 4,500.00                       | 4,500.00         |
| Total 5000 · Administrative Overh... | 4,500.00                       | 4,500.00         |
| Total Expense                        | 4,500.00                       | 4,500.00         |
| Net Ordinary Income                  | -4,479.94                      | -4,479.94        |
| Net Income                           | <u>-4,479.94</u>               | <u>-4,479.94</u> |



Bradley Hagemann &lt;hagemann.associates@gmail.com&gt;

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**Fwd: Next CSD Meeting Agenda Item**

1 message

sfpck &lt;sfpck@yahoo.com&gt;

Tue, Sep 11, 2018 at 11:20 PM

To: Bradley Hagemann &lt;hagemann.associates@gmail.com&gt;, Michael Nunno &lt;mnunno@nunnosteel.com&gt;

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

From: Richard Carter &lt;rcarterkaiaua@gmail.com&gt;

Date: 9/11/18 10:48 PM (GMT-08:00)

To: steve fiant &lt;sfpck@yahoo.com&gt;

Subject: Next CSD Meeting Agenda Item

I request an item be put on the agenda for the next meeting:

**Special assessment and federal financing to fix the road. This was discussed at the last meeting.**

BTW, there is no need for gutter trenching (as was done along Lehmer's) between 340 and 320 IKrd. All the gutter problems were at 340 (fixed), and are downstream from 320 to the main culvert at the dip, to include widening and replacing the perpetually-clogging driveway culvert shared by 310 and the house-to-be-built fronting the road.



## AVILA BEACH, CALIFORNIA

The charming town of Avila Beach is nestled between oak covered hills and the Pacific Ocean on the central coast of California. With beautiful weather year round, Avila Beach is the perfect place to host your special event. The renovated

Avila Beach Community Center can accommodate setups for an open dance floor, theater style seating, banquet dining, or any other style to make your event a huge success.



## AVILA BEACH CIVIC ASSOCIATION

The Avila Beach Civic Association is a 501c3 non-profit, community-based organization serving the community of Avila Beach since 1958. The Avila Beach Civic Association is committed to connecting the communities of and around Avila Beach. The Avila Beach Civic Association owns and operates the Avila Beach Community Center offering activities for all ages.

AVILA BEACH CIVIC ASSOCIATION  
191 SAN MIGUEL STREET  
PO BOX 154  
AVILA BEACH, CA 93424

ADDRESS CORRECTION REQUIRED

# AVILA BEACH COMMUNITY CENTER FACILITY RENTALS



AVILA BEACH CIVIC ASSOCIATION  
191 SAN MIGUEL STREET  
PO BOX 154  
AVILA BEACH, CA 93424  
Phone: (805) 627 1997  
[www.avilabeachcc.com](http://www.avilabeachcc.com)  
E-mail: [avilabeachcc@gmail.com](mailto:avilabeachcc@gmail.com)

SLO COUNTY RESIDENT

## THINGS TO KNOW

### HOW TO RENT THE FACILITY?

1. Contact the Avila Beach Civic Association to see if your date and time are available and reserve your date.  
Call: 805.627.1997  
E-mail: [avilabeachcc@gmail.com](mailto:avilabeachcc@gmail.com)

2. Fill out the rental contract available at the ABCA office or on our website at [www.avilabeachcc.com](http://www.avilabeachcc.com).

3. Return rental contract and two separate checks payable to ABCA. Your rental check will be cashed upon receipt. Your security deposit check will be held until facility is inspected following your event and then returned to you.

By Mail: ABCA  
PO Box 154  
Avila Beach, CA 93424

Drop Off: 191 San Miguel Street  
Avila Beach, CA 93424

## MEMBER DISCOUNTS

**ABCA Members receive**

**-25% off total price\***

**\*Must be member for one year**

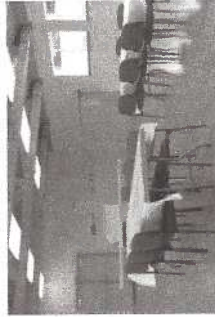
**-First hour free\*\***

**\*\*New members only. One time use**

**-Member Non-Profit Groups receive 10% off entire rental.**

Revised: January 1, 2017

## MULTI-PURPOSE ROOM



Room Size: 48 feet x 36 feet

The perfect place to hold your special event and it's only a block away from the beach. Our Multi-Purpose Room is great for parties, weddings, dances, large meetings and other special events. It holds up to 130 people in a banquet-style seating fashion and up to 150 people seated and standing.

### PRICING

**Monday-Thursday:**

\$ 50 per hour

**Friday-Sunday: (minimum 4 hours)**

\$ 70 per hour

### Security Deposit:

Low impact (no food or alcohol)

\$ 250

Medium impact (food only)

\$ 500

High impact (food, alcohol, & music)

\$ 1,000

\$ 110

### Cleaning Service:

The multi-purpose room has a kitchen for one-time usage fee which includes: refrigerator, stove, microwave, dishwasher, serving window to large room, and lots of counter space.

### Amenities Rates per event:

#### Kitchen Use:

\$ 50

#### Projection Equipment:

\$ 30

(Projector, Screen, Connectors)

#### Audio Equipment:

\$ 30

(Speakers, Wireless Microphones)

#### Audio & Projection Equipment:

\$ 50

\*All events must conclude by 11 pm with clean-up by 12am.

\*Setup and clean-up hours will be included in payment hours.

\*Setup and clean-up are the renter's responsibility.

\*Outside services are the sole responsibility of the renter.

\*Parties with 50+ guests and/or alcohol will require a security guard for the event.

## CONFERENCE ROOM



Room Size: 20 feet x 20 feet

Looking for a quiet place to conduct business? Our Conference Room is an ideal location for office and board meetings, luncheons, and small conferences, which holds up to 20 people.

### PRICING

**Monday-Sunday:**

\$ 25 per hour

**Security Deposit:**

\$ 100

\*All approved reservations shall be paid in full 30 days prior to the event.

\*If reservation is scheduled within 30 days, full payment and deposit must be paid when reservation is made.

\*Cancellations made more than 30 days prior to the scheduled date will be charged a \$25.00 fee.

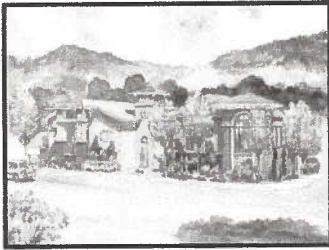
\*Any cancellation made less than 30 days prior to the scheduled date will be charged \$100.00 fee.

\*All cancellation fees will be deducted from the security deposit.

\*Any event not paid in full within 14 days prior to the event will be cancelled and the full deposit will be forfeited.

**\*Certificate of Insurance: The Avila Beach Civic Association must be named as Additional Insured for a minimum of \$500,000. This is often added to a renter's homeowner's policy (ACORD) or by taking out a Special Event policy.**

\*The ABCA reserves the right to cancel any applicant's reservation with no notice in case of an emergency closure of the facility.



# AVILA BEACH COMMUNITY CENTER

191 San Miguel Street  
PO Box 154, Avila Beach, Ca. 93424  
805.627.1997 avilabeachcc@gmail.com  
www.avilabeachcc.com

## Rental Agreement

This agreement was entered into on \_\_\_\_\_ by and between the **AVILA BEACH CIVIC ASSOCIATION** and:

Name/Organization \_\_\_\_\_ Non Profit ID (if applicable) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Room: (Circle one) Multi Purpose Room Conference Room

Purpose of rental: \_\_\_\_\_ Attendance: \_\_\_\_\_

Multiple Bookings (Circle One) Yes No

Dates and Time: Date#1: \_\_\_\_\_ Total Hours: \_\_\_\_\_

Set up time: From \_\_\_\_\_ to \_\_\_\_\_

Event time: From \_\_\_\_\_ to \_\_\_\_\_

Clean up time: From \_\_\_\_\_ to \_\_\_\_\_

Date#2: \_\_\_\_\_ Total Hours: \_\_\_\_\_

Set up time: From \_\_\_\_\_ to \_\_\_\_\_

Event time: From \_\_\_\_\_ to \_\_\_\_\_

Clean up time: From \_\_\_\_\_ to \_\_\_\_\_

### Event Information:

Is this event open to the public? Yes No Will there be a fee charged? Yes No

Is this a fundraising event? Yes No Will there be amplified music? Yes No

Will alcohol be served? Yes No Will you be using the kitchen? Yes No

Do you need our projector? Yes No Do you need our audio equip? Yes No

Are you using a caterer? Yes No

If yes, Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Are you renting event supplies? Yes No

If yes, Name: \_\_\_\_\_ Phone: \_\_\_\_\_

What: \_\_\_\_\_

Insurance Certificate: ☐ Additional Insured (Homeowners/Personal) ☐ Special Event Policy ☐ Other

**User acknowledges that it is aware of rules and regulations governing said building, which are posted therein, and agrees to comply strictly with such rules and regulations. User acknowledges and agrees that user has inspected the building, is aware of its condition, and that said building is appropriate for user's purpose in its present condition.**

### SAVE HARMLESS AND INDEMINIFICATION AGREEMENT

User agrees to indemnify, hold, and defend Owner harmless from any and all liability for injury to persons and/or damage to property in any manner arising under or by virtue of this Agreement or from User's use of the building pursuant to this agreement. This shall include, but not be limited to assignment of time and space for regularly scheduled activities, sporadic use and on time events. With this understanding, I/We further agree to indemnify, defend and save harmless the Avila Beach Civic Association, its Board of Directors, their respective officers and members, agents and employees from and against any and all claims, losses, injuries, suits or judgments arising from or in connection with my/our functions as participants. I/We agree to this indemnification and save harmless for myself/ourselves, my/our successors, assigns, heirs, executors and administrators, and any other person or entities who/which may have claim based on my/our personal injuries and/or property damage. I/We further understand and agree that this save harmless and indemnification shall apply to any and all facilities that the Association may own and/ or control.

Furthermore, I/ We have and agree to abide by the Association rules and regulations pertaining to the use of the facility (See rules on reverse side). I/ We understand further that I/ We will be held financially responsible for any damage to the facility or equipment which occurs through our group's use of the building.

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Avila Beach Civic Association Approval by: \_\_\_\_\_ Date: \_\_\_\_\_

| FOR OFFICE USE ONLY  |  |   |  |
|--|--|---|--|
| Event Date: _____  |  | Invoice Date: _____   |  |
|  |  | Last Full Refund Date: _____  |  |
| <b>RENTAL INFO</b><br>Room: _____ MPR _____ CONF _____<br>_____/hour @ _____ Hours: _____<br>Kitchen Use: Yes No _____<br>Projector Use: Yes No _____<br>Audio Use: Yes No _____<br>Cleaning: _____<br><b>TOTAL RENTAL COST:</b> _____ |  | <b>DEPOSIT INFO</b><br>Deposit Amount: _____<br>Attendance: _____<br>Security Required: Yes No _____<br>Deposit Date: _____<br>Cash _____ Check _____ |  |
| Notes: _____<br>_____<br>_____   |  |   |  |

|   |  |                                     |                                    |                                    |
|---|--|-------------------------------------|------------------------------------|------------------------------------|
| <b>CANCELLATION</b><br>Cancellation Date: _____   |  | <input type="checkbox"/> 100% _____ | <input type="checkbox"/> 50% _____ | <input type="checkbox"/> 25% _____ |
| <b>CLEANING/DAMAGES</b><br>Amount Held _____<br>Inspected By: _____<br>Notes: _____<br>_____<br>_____ |  |                                     |                                    |                                    |



# FACILITY USE POLICIES

## RULES FOR FACILITY USE:

**Application:** Any person or group wishing to use the multi-purpose room or conference room must fill out an application. If the schedule is clear for the date requested, staff will assign a room and estimate use fees. No application will be accepted without a deposit. If the application for use is approved, it will be signed by staff and a copy given to the applicant.

## Reservations

- All approved reservations shall be paid in full 30 days prior to the event.
- If reservation is scheduled within 30 days, full payment and deposit must be paid at time of booking.
- Cancellations made more than 30 days prior to the scheduled date will be charged a \$25.00 fee.
- Any cancellation made less than 30 days prior to the scheduled date will be charged a \$100.00 fee.
- All cancellation fees will be deducted from the security deposit.
- Any event not paid in full within 14 days prior to the event will be cancelled and the full deposit will be forfeited.
- The ABCA reserves the right to cancel any applicant's reservation with no notice in case of an emergency closure of the facility.

**Certificate of Insurance:** The Avila Beach Civic Association must be named as Additional Insured for a minimum of \$500,000. This is often added to a renter's homeowner's policy or by taking out a Special Event policy. Contact your insurance agent for pricing information.

## SECURITY DEPOSITS:

- The security deposit in full is required prior to any application being accepted.
- The security deposit will be refunded in full, if the condition of the facility is left in the manner it was rented.
- The full amount or partial amount of deposit may be retained, depending on the condition of the facility following your rental.
- If repairs or additional cleaning is necessary, expenses for supplies and labor will be deducted from your deposit.
- If your rental exceeds the time agreed on, additional usage fees will also be deducted. Security deposit refunds will be returned within 30 days of the rental date.
- If alcohol is being served and any damage occurs to the facility or its contents there will be no refund of the deposit, even if the cost to repair is less than the deposit amount. Any expenses incurred in excess of the deposit will be billed to you and the balance will be due within 30 days.

## SET-UP AND CLEAN -UP:

- All setup and clean up times will be scheduled through the ABCA and charged at the hourly rate.
- Any damage to the premises, furnishings or equipment by applicant or guest will be charged to the user.
- User groups are expected to perform basic cleanup of the facility.
- No hay, grass, or other flammable or combustible decorations shall be used inside the center
- No screws, tacks, staples, adhesive tape, nails, or other hanging material that may leave permanent damage is forbidden.

## GENERAL:

- Absolutely NO smoking allowed. The Avila Beach Community Center is a non-smoking building.
- Building shall be vacated by midnight except by special permission.
- Building must be left in the same condition it was found before using it.
- Cleaning must be done immediately following the activity (Including kitchen if used)
- All furnishings shall be left or restored to original location.
- Damage to the building or equipment will be charged to user
- **Do NOT drag tables or chairs across floor. Monies will be deducted from security deposit for deep scuffs or gouges**
- At no time is it allowed to have containers with ice or water to keep drinks cold on the hard wood floors.
- Garbage and refuse must be placed in receptacles provided. Extra garbage bags will be provided.
- Youth activities shall have adequate chaperones.
- No alcoholic beverages shall be permitted in the building without prior approval. If served, security requirements apply and State ABC regulations will be met.
- Amplified sound/music by prior permission only.
- Do NOT tamper with multi-breakers or thermostat.
- **PLEASE NOTE:** Events with attendance over 100 people or any event when alcohol is served, shall furnish adequate security protection. Special deputies may be obtained from the sheriff's office or retained from a local security company