

GUIDELINES FOR THE USE OF THE LRD RECREATION ROOM
Effective 4/1/11

The community room is available for activities benefiting the Ladera Community. It is hoped that the room will be utilized by many different segments of the community and by all age groups.

CONDITIONS OF RENTAL:

- Only Ladera residents, Members and LRD approved instructors may rent the room.
- Dates must be approved at least two weeks in advance with the Manager. Priority will be given to LRD sponsored activities.
- \$150 deposit is required when the event is booked. All fees must be paid on or before the date of the event. The deposit will be applied to the cost of the rental, providing there is no damage to the facility.
- The LRD Board reserves the right to cancel any class or event.
- A Certificate of Insurance, naming Ladera Recreation District as Additional Insured for the duration of the event/class session, must be submitted, along with the sponsor's signature on a "Hold Harmless Agreement".
- The rental fee is \$150 for up to 3 hours rental, subject to the Manager's approval. \$35 per hour will be charged for subsequent hours.
- Classes: Instructor will pay to the LRD a rental fee per session, based on 25% of total revenue, with a minimum of 5 participants. . Every participant must sign a "Hold Harmless" form, provided by the LRD.
- Room usage is free for meetings sponsored by Community groups, such as the LCA, etc.
- All guests must leave by 10:30 pm.
- Full payment is required at the end of the event or the beginning of class sessions.
- All trash and decorations must be removed from the room at the end of the event/class. All furniture should be returned to storage area. . Recreation room doors and windows must be checked and locked; lights must be turned off. The heater or air conditioner must be turned off, if used.