



Alpine County Community Development
50 Diamond Valley Road, Markleeville, CA 96120
Phone: 530-694-2140, Fax: 530-694-2149

TURTLE ROCK PARK COMMUNITY CENTER
 17300 State Route 89, Markleeville, CA 96120
GENERAL RULES AND PROCEDURES

Turtle Rock Park Community Center is available for rent to the public for meetings, events or activities. The center consists of one large room with a maximum capacity of 150 seated and 319 standing occupants. The use of parking lots, a commercial kitchen, tables, chairs, and a coffee urn are included with the rental. There is an outdoor deck area with picnic tables overlooking a panoramic wooded area which is a great location for photographs. Also included in the use of the facility is a barbeque area with two drop down grills.

USE FEES AND DEPOSITS – Established by Board of Supervisors Resolution No. R2012-06

USER CATEGORY	FEE	DEPOSIT
<u>County Department, County-Related Business:</u> <ul style="list-style-type: none"> • County Department use for official County business. • Use by other Government agencies to provide services to County residents; or to provide information and/or obtain community input on government agency actions, services, plans or proposals that directly affect Alpine County lands or Alpine County residents. 	\$0	\$0
<u>Community Groups:</u> <ul style="list-style-type: none"> • Must be an established group based in Alpine County (i.e. primary mailing address is within Alpine County), or with participants made up primarily of Alpine County residents and/or owners of real property located in Alpine County. • Includes business meetings, events and activities conducted by the community group. 	\$10 / hour \$50 / 24 hours	\$500
<u>Private Events:</u> <ul style="list-style-type: none"> • Includes parties, weddings, reunions, meetings and events conducted by private parties, groups (other than a community group), organizations and not for profit organizations. 	\$100 / 2 hours \$250 / 8 hours \$350 / 24 hours \$1400 / week	\$500
<u>Commercial Activities:</u> <ul style="list-style-type: none"> • Includes any use or activity conducted with the intent of realizing a profit from the sale of goods or services to others, including events with paid admission. 	\$125 / 2 hours \$315 / 8 hours \$440 / 24 hours \$1750 / week	\$500

PAYMENTS AND INSURANCE

All use fees, deposits, and insurance must be received at least 30 days prior to event.

Checks shall be made payable to Alpine County. A cashiers check or cash is required for fees received less than 30 days before an event.

The certificate of insurance shall have minimum limits of \$1,000,000 per occurrence and name Alpine County, 50 Diamond Valley Road, Markleeville, CA 96120 as the additional insured.

Deposits shall be returned to the user, pending an inspection of the facility, subject to any and all claims for cleaning, repairs and/or maintenance. PLEASE ALLOW AT LEAST 30 DAYS FOR RETURN OF DEPOSIT.

HOURS OF USE

The Community Center is rented from the start date and time to the end date and time listed on the application. If the facility is used longer than the time designated, additional use fees, see Use Fees and Deposits on page one, will apply and be due and payable to Alpine County Community Development within **15 days** of the end of the event rental time stated on the application.

KEYS

The facility keys are issued from the Community Development office the day of the event or the Friday before weekend events. The office is open Monday through Friday from 8:30 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m. excluding holidays. Keys are to be returned to the Community Development office at the end of the event rental time. For events that end after business hours, a key drop box is located on the outside of the office or the keys can be returned the first business morning following the event.

CONTENTS

Kitchen:

Commercial refrigerator/freezer

Commercial stove: 6 gas burners, 24" x 24" grill, 1 broiler, 2 ovens

Commercial dishwasher

Microwave

3 stainless steel sinks (no garbage disposal)

Electric heating table with 3 pans and lids

Stainless steel island with commercial can opener

Stainless steel 3-tier serving cart

Closet:

(21) 8' x 2.5' tables, 2 table racks

(118) folding chairs, 2 chair racks

Podium

Extra toilet paper and multi-fold towels for the restrooms--if needed (inventory is accounted for)

Mop and mop bucket, vinyl floor cleaner (instructions on bottle--1 capful to 1 gallon)

Hand broom, dust pan, floor dust mop (FOR DRY DUST MOPPING ONLY), plungers (IN BATHROOMS)

Snow shovel, cinders (PLEASE DO NOT USE ICE MELT OR KITTY LITTER ON CONCRETE)

Meeting area: bar, 6 bar stools

Outdoor area: 8 picnic tables, 2 BBQ racks/grills, pay phone #530-694-1641

Garbage cans with liners: 2 in the meeting room, 1 in each bathroom (4), 1 in the kitchen

Community Development office: coffee urn – must be picked up and returned

CLEANING

A cleaning checklist is attached hereto for your reference.

Gum on walls, floors and/or concrete will result in forfeiture of deposit.

TURTLE ROCK PARK COMMUNITY CENTER : CLEANING CHECKLIST

<input type="checkbox"/>	Tables and chairs: clean and put in closet on racks
<input type="checkbox"/>	Podium: clean and put in closet
<input type="checkbox"/>	Bar, bar stools: clean
<input type="checkbox"/>	Kitchen: clean counters, island, sinks, appliances, empty garbage
<input type="checkbox"/>	Stove: turn knobs to off, pilot light stays lit on stove burners, broiler, and grill
<input type="checkbox"/>	Dishwasher: empty and clean
<input type="checkbox"/>	Dishes: clean and put in cabinets
<input type="checkbox"/>	Bathrooms: flush toilets, clean-up spills/messes/garbage, empty trash
<input type="checkbox"/>	Garbage cans: meeting area, kitchen, bathrooms-empty/take to dumpster, secure bear bar, re-attach lock
<input type="checkbox"/>	Recycling: put in outside recycling bin
<input type="checkbox"/>	Floors: clean food, beverage, gum and dirt off floor (WET MOP-USE WATER OR VINYL CLEANER IN CLOSET-1 capful to 1 gallon, CHANGE WATER FREQUENTLY, AT LEAST 4-5 TIMES)
<input type="checkbox"/>	Thermostat: set to 75 degrees for air conditioning, 68 degrees for heat
<input type="checkbox"/>	Exterior doors/windows: lock/secure
<input type="checkbox"/>	Exterior: parking lot, rim of parking lot, patio area-pick up and discard garbage, wash pavement if excessive spillage is present
<input type="checkbox"/>	BBQ racks/grills: extinguish fire completely, <u>leave ashes in pit</u>
<input type="checkbox"/>	Picnic tables: clean
<input type="checkbox"/>	Balloons/signs at intersections: Turtle Rock Park Road/Hwy 89, Hwy 88/89 (remove/discard in trash)
<input type="checkbox"/>	Keys/coffee urn: return to Community Development office

INSPECTION CHECKLIST(For Office Use Only)

<input type="checkbox"/>	<i>8' x 2.5' tables (21), table racks (2)</i>
<input type="checkbox"/>	<i>Chairs (118), chair racks (2)</i>
<input type="checkbox"/>	<i>Podium</i>
<input type="checkbox"/>	<i>Bar, bar stools (5)</i>
<input type="checkbox"/>	<i>Kitchen counters</i>
<input type="checkbox"/>	<i>Stove: knobs to off, pilots lights lit-stove (6), broiler (1), grill (1) ovens (2)</i>
<input type="checkbox"/>	<i>Refrigerator/freezer</i>
<input type="checkbox"/>	<i>Dishwasher, microwave, sinks</i>
<input type="checkbox"/>	<i>Heating table: pans (3), lids (3)</i>
<input type="checkbox"/>	<i>Serving cart, island/can opener, dishes</i>
<input type="checkbox"/>	<i>Wet mop and bucket</i>
<input type="checkbox"/>	<i>Bathrooms (4): bathroom doors-check hinges & locks, plungers</i>
<input type="checkbox"/>	<i>Garbage cans: emptied-kitchen (1), meeting room (2), bathrooms (4)</i>
<input type="checkbox"/>	<i>Floors: food/beverage/gum/dirt removed</i>
<input type="checkbox"/>	<i>Thermostat: 75 degrees for air conditioning, 68 degrees for heat</i>
<input type="checkbox"/>	<i>Closet: toilet paper/multifold towel stock, vinyl floor cleaner, dry dust mop, hand broom, dust pan, snow shovel, cinders</i>
<input type="checkbox"/>	<i>Exterior: parking lot, rim of parking lot, patio, picnic tables (8)</i>
<input type="checkbox"/>	<i>Dumpster/recycling bin: clean, closed and locked</i>
<input type="checkbox"/>	<i>BBQ racks/grills: fire extinguished, notify Buildings and Grounds if ash disposal is needed</i>
<input type="checkbox"/>	<i>Exterior doors/windows: locked/secured</i>
<input type="checkbox"/>	<i>Balloons/signs at Intersections: Turtle Rock Park Road/Hwy 89, Hwy 88/89-removed</i>
<input type="checkbox"/>	<i>Keys/coffee urn: returned to office</i>