FORESTHILL VETERANS MEMORIAL HALL
Meeting Agenda
July 1, 2019 at 6:00 PM
24601 Harrison Street, Foresthill, CA

1. Call Meeting to Order

2. Pledge of Allegiance

3. Roll Call

4. Approval of Minutes
   a. Minutes from May 6, 2019 (Attachment)

5. Public Comment
   a. Any member of the public may address the Hall Board regarding items not on this Agenda. It is requested that comments be brief, since the Board is not permitted to take any action on items addressed under Public comment. Agenda Items should be submitted at least 2 weeks in advance for consideration. Please contact the Hall Coordinator at (P.O. Box 184), 24601 Harrison Street, Foresthill, California 95631 (530) 367-3640, foresthillhall@placer.ca.gov

6. Information / Non Action Items
   a. Work Order / Custodial Hours Report. (Attachment)
   b. Review Foresthill Parks and Memorial Hall Projects. (Attachment)

7. Action Items
   a. Review / Modify / Ratify Building Maintenance Project List. (Attachment)
      (This item is always an action item, giving the board the opportunity to add and/or update their wish list project and priorities.)
   b. Consider Change to Rules and Regulations. (Attachments)

8. Reports
   a. Late-arriving correspondence.
   b. Veterans Reports.
   c. Hall Use Report.

9. Announcements
   a. Next regularly scheduled meeting date: September 9, 2019

10. Adjournment
Foresthill Hall Board Minutes: May 6, 2019

1. Meeting called to order @ 6:02pm by Chair Rich Murray.

2. Pledge of Allegiance □

3. Roll Call- Present: Kurt Huebner, Rich Murray, James Gotcher, Laurette Ramsey AL Alternate, Terry Huebner, Vicki Haskins Campbell
   Absent: Ron Roussey
   Excused: Supervisor Gustafson
   Placer Co: Custodian – Cathy Harley & Facility Services- Brad Broulaiss

4. Approval of Minutes:

5. Public Comment: Sherry Wicks F.R.O.G presents letter to board regarding retirement of current custodian with attachment excerpt of Settlement Agreement with Placer Co, Case No. SCV 24213. (See Attached Item #1 2-pages). Discussion. Cathy adds that she is in process of filing but has not submitted as of this meeting date; Board requests position remain full time & filled with a Foresthill resident to maintain the “on call” needs of the reservations; Brad suggests that Board submit letter to County at appropriate timing.

6. Information / Non-Action Items:
   a. Work Order / Custodial Hours Report (Attachment): Review & comments- Cathy notes cabinet needed repair after Easter breakfast, roof leak has been repaired but is ongoing due to design when rain blows in under cap & puddles at fireplace (add to annual caulk schedule).
   b. Review Foresthill Park & Memorial Hall Projects (Attachment): County has done temporary repair to doors, SW Allen will do permanent repairs; discussion regarding split areas on interior logs, possible to add to SW Allen maintenance & will be shown to PM at upcoming visit this week; discussion on kitchen fan interlock, users are being reminded to turn on fan, baffles should be cleaned more frequent; Kitchen counter sink will be sandstone.
   c. Link to Park and Memorial Hall Project List: Public can access info at website link. https://www placer ca gov/5443/Foresthill-Park-Memorial-Hall-Projects
   d. Trustee Recommendations / Applications – Emailed May and Due June 3rd: Date coincides with Supervisor calendar; Veteran seats are recommended by each organization.
   e. Trustees’ Annual Report Due July 15th (Attachment): Currently zero funds, have been no fundraisers nor donations; Kristie will email example of report to Chair Rich Murray.
   f. CEO Proposed 2019-2020 Budget Changes: Discussion. Brad hands out flyer highlighting new concept for all Placer Co halls (Attached Item #2); recommendation to start discussion on major maintenance needs to be submitted in January; monies not used will roll forward to next year.
   g. Chair Murray adds discussion item to agenda – Hall electric plug receptacles. Cathy explains the current circuits cannot support high use areas i.e. the coffee counter at back of main hall; Brad recommends Cathy put in a work order to address problems.
7. Action Items:
   a. Review / Modify / Ratify Building Maintenance Project List (Attachment): Board requests the colors for kitchen counter be shown to board for selection; next step will be request for engineering scope & cost estimate; Brad to follow up. Steve Newsom has been promoted to head of Facility Services Dept; Brad to remain hall board contact.

8. Reports:
   a. Late-arriving correspondence: Cathy updates on new calendar database being implemented for hall reservations; reservations will still go through custodian, no change to user requests.
   b. Veterans Reports: Kurt announces VFW & AL to hold parade, local cemetery ceremonies & Bbq at park free to public on Memorial Day.
   c. Hall Use Reports: Cathy reports the hall is fully booked and busy. Board commends Cathy on her many years of excellent care & service as custodian of the Foresthill Veterans Memorial Hall.

9. Announcements:
   a. Next regularly scheduled meeting date: July 1, 2019. 6PM

10. Meeting adjourned @ 7:12pm.

Submitted by: Vicki Haskins Campbell, Secretary
Foresthill Residents for respOnsible Growth, Inc.
P. O. Box 568, Foresthill, CA 95631
530-367-4803

Board of Trustees
Foresthill Veterans’ Memorial Hall
24601 Harrison St.
Foresthill, CA 95631

Dear Board Members,

It has come to our attention that Cathy Harley will soon be considering retirement. Cathy has been an indispensable part of the Community working as a Placer County employee maintaining access to the Hall at pretty much all hours for local residents who have needed to use the facility. She has been the “go to” person for nearly all questions concerning the Hall’s maintenance, use and availability.

When FROG (and “Friends”) reached a Settlement Agreement with Placer County related to the Foresthill Divide Community Plan, Section D of the Settlement (see attached excerpt) contained several local issues that were pertinent to Foresthill...one of which was the use of the Hall by Foresthill residents. We are extremely concerned about what may happen once Cathy is no longer available to provide the services that she has given in the past.

We are bringing this matter to your attention due to our concerns about accessibility to the Hall by local residents. The concerns that we have include, but not limited to, the following: priority for reservations by locals, variation in pricing for local and out-of-towners, entering and exiting at critical times (i.e. after 5 pm), questions about maintenance and use of the Hall’s various equipment, etc. At the end of the day, who will be available locally to answer all questions and be a connection between the County and the community for use of the Hall?

We recognize that the operation and oversite of the Foresthill Veterans’ Memorial Hall falls within the purview of our local VFW and as such you are probably as concerned as we are. We wanted to let you know our concerns as well as bring to your attention the County’s responsibility as recognized in the Settlement Agreement. Let us know if there is any additional information needed or questions that you might have.

Thank you for your attention to this matter.

Sincerely,

Sherry Wicks, Board Chairman
40-Year Foresthill Resident

*Every man holds his property subject to the general right of the community to regulate its use to whatever degree the public welfare may require it."

Theodore Roosevelt
occurring within sixty (60) days of the completion of the report described in the Scope of Work. Petitioners shall have the opportunity to review and comment on the request for proposals ("RFP") for a consultant to complete the Scope of Work prior to the County’s issuance of the RFP. Petitioners shall submit to the County within thirty (30) days of the Effective Date up to five (5) names of consultants, and the County shall provide the RFP to all such consultants. In the event, no qualified consultant submits a proposal to conduct the Scope of Work for $30,000 or less, then the Parties shall meet and discuss options for achieving the goals of this Section, including reducing the Scope of Work, increasing the amount of the contract, and/or seeking grant funding to pay for the amount in excess of $30,000.

D. Economic Revitalization and Community Amenities: The Parties recognize that it is important to the long-term welfare of the Foresthill Divide Community Plan area that economic activity continue to occur and to grow in order to provide services and adequate community amenities to the residents so as to enhance their quality of life. To that end, as it implements the Goals and Policies of the FDCP, County shall recognize these important core issues by: (i) working cooperatively with residents to ensure the continued viability of the community pool in Foresthill to serve residents from its current site; (ii) working cooperatively with residents to revitalize local businesses, particularly in the historic downtown area, thereby reducing vehicle miles traveled, creating jobs, promoting tourism (including white water rafting), and protecting and enhancing the small town feel of Foresthill; (iii) making County staff generally available to the extent staff and workload resources permit to (a) provide information to members of the community, including nonprofit organizations, regarding potential grant resources, (b) assist with obtaining access to online searchable grant locator websites such as www.foundationcenter.org, and (c) assist members of the community with technical grant writing for grants for downtown revitalization, the community pool and other projects that would benefit the Foresthill community; (iv) investigating the possibility of providing the public with on-line access to grant funding resources, and if determined by the County to be technically and economically feasible, establishing a program which provides such access through a computer station located at the Community Development Resources Building in Auburn and/or a program which provides such access through computer stations located at County libraries; (v) printing 2,500 copies of the Foresthill Chamber of Commerce’s “Map of the Foresthill Divide” for distribution at the Placer County Tourist Center and other appropriate venues; (vi) supporting and implementing, to the extent resources are available, improvements in signage within and outside the community to provide notification of issues of interest to the community and to promote and disseminate information to the public, especially to those outside of the FDCP, of the recreational opportunities to the public within the FDCP area; and (vii) recognizing the importance and supporting the use of the Foresthill Memorial Hall by the residents of the FDCP area.

E. Access to Public Information: The County recognizes that access to information about development applications and other matters before the County is important to allow an informed public to participate in public meetings, workshops and hearings, and that access can be difficult and costly for residents, especially those that reside outside of the immediate vicinity of Auburn. The County reiterates its goal to make as many public documents available and accessible in an electronic format on the County’s website as
Proposed FY 19-20 Budget Changes

Current Budget Process
• Countywide - Memorial Hall Fund

Proposed Budget Process
• $10K per fiscal year per Memorial Hall
• Discretionary use

Alternative Funding Sources
• VFA – Building systems renewals
• Renovation (January submittal)
<table>
<thead>
<tr>
<th>Date</th>
<th>Request ID</th>
<th>Original Message</th>
<th>Status</th>
<th>Priority</th>
<th>Date Closed</th>
<th>Custodial Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/1/2019</td>
<td>2336</td>
<td>BLDG MNT SUPERVISION MEMORIAL HALL FORESTHILL</td>
<td>Closed</td>
<td>Continuing</td>
<td>5/1/2019</td>
<td>85</td>
</tr>
<tr>
<td>4/1/2019</td>
<td>7287</td>
<td>CUSTODIAL FORESTHILL MEMORIAL HALL MMP</td>
<td>Closed</td>
<td>Continuing</td>
<td>5/1/2019</td>
<td></td>
</tr>
<tr>
<td>4/30/2019</td>
<td>38926</td>
<td>Perform preventive maintenance as per procedure details. (Septic)</td>
<td>Closed</td>
<td>Low 1-10 Days</td>
<td>5/9/2019</td>
<td></td>
</tr>
<tr>
<td>5/1/2019</td>
<td>37652</td>
<td>Perform preventive maintenance as per procedure details. (Flag)</td>
<td>Closed</td>
<td>Low 1-10 Days</td>
<td>5/28/2019</td>
<td></td>
</tr>
<tr>
<td>5/1/2019</td>
<td>2337</td>
<td>BLDG MNT SUPERVISION MEMORIAL HALL FORESTHILL</td>
<td>Closed</td>
<td>Continuing</td>
<td>6/3/2019</td>
<td>122</td>
</tr>
<tr>
<td>5/1/2019</td>
<td>7288</td>
<td>CUSTODIAL FORESTHILL MEMORIAL HALL MMP</td>
<td>Closed</td>
<td>Continuing</td>
<td>6/3/2019</td>
<td></td>
</tr>
<tr>
<td>5/7/2019</td>
<td>40904</td>
<td>Confirm GFI outlets in kitchen. Users are popping breakers when using kitchen outlets. Hall Board discussion to possibly add more breakers to panel to install more dedicated outlets.</td>
<td>Closed</td>
<td>Low 1-10 Days</td>
<td>5/28/2019</td>
<td></td>
</tr>
<tr>
<td>5/7/2019</td>
<td>40925</td>
<td>Signage installation for the drive entering the lot at Mem Hall and corner of drive near the turn to the pool and tot area of the park. Make and install 3 signs that indicate &quot;Slow Children Crossing&quot; with the classic outline of children running. Install on metal posts to be installed. The first on the drive into the Mem Hall parking lot and driveway next to the chain link fence. The other at the corner of the fence where the drive turns to the pool. This post should have two signs back to back to be seen by those coming into the area and those leaving. See either Brad or Dennis if more clarification is needed.</td>
<td>Closed</td>
<td>Low 1-10 Days</td>
<td>6/3/2019</td>
<td></td>
</tr>
<tr>
<td>5/8/2019</td>
<td>40947</td>
<td>Exterior lights under canopy are staying on all day. Replace photocell located on roof.</td>
<td>Closed</td>
<td>Low 1-10 Days</td>
<td>5/29/2019</td>
<td></td>
</tr>
<tr>
<td>5/31/2019</td>
<td>41384</td>
<td>Trouble on fire panel due to power outage. 5/30/19 CLHM.</td>
<td>Closed</td>
<td>Low 1-10 Days</td>
<td>5/31/2019</td>
<td></td>
</tr>
<tr>
<td>6/4/2019</td>
<td>41957</td>
<td>Cathy Harley called and the swamps in the main room are not blowing cool air.</td>
<td>Closed</td>
<td>Low 1-10 Days</td>
<td>6/10/2019</td>
<td></td>
</tr>
<tr>
<td>6/14/2019</td>
<td>42231</td>
<td>Install metal ridge cap on roof to fix leaks.</td>
<td>Closed</td>
<td>Low 1-10 Days</td>
<td>6/20/2019</td>
<td></td>
</tr>
<tr>
<td>5/21/2019</td>
<td>41165</td>
<td>Replace kitchen countertops, backsplashes, and fixtures.</td>
<td>In Progress</td>
<td>Low 1-10 Days</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## FORESTHILL VETERANS MEMORIAL HALL
### Work Order / Custodial Hours Report

**KEY** for Status Column: **Open** - work order issued, supervisor to review and assign. **In Progress** - work order assigned to an employee & in their queue to begin. **Closed** - work requested is complete.

<table>
<thead>
<tr>
<th>Date</th>
<th>Request ID</th>
<th>Original Message</th>
<th>Status</th>
<th>Priority</th>
<th>Date Closed</th>
<th>Custodial Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/3/2019</td>
<td>41941</td>
<td>Install new track lights in track for stage area. Only two left out of original six. Track is good. One of the two light fixtures remaining is hanging by wiring. Need new light fixtures.</td>
<td>In Progress</td>
<td>Low 1-10 Days</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6/1/2019</td>
<td>2338</td>
<td>BLDG MNT SUPERVISION MEMORIAL HALL FORESTHILL</td>
<td>Open</td>
<td>Continuing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6/1/2019</td>
<td>7289</td>
<td>CUSTODIAL FORESTHILL MEMORIAL HALL MMP</td>
<td>Open</td>
<td>Continuing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6/3/2019</td>
<td>41942</td>
<td>Repaint handicap stall signage on parking lot pavement.</td>
<td>Open</td>
<td>Low 1-10 Days</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project</td>
<td>Project Description</td>
<td>Project Contact</td>
<td>Current Status / Comments</td>
<td>Updated / Unchanged</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---------------------------------</td>
<td>-------------------------------------------------------------------------------------</td>
<td>---------------------------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>--------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Memorial Hall Annual Log</td>
<td>Sanding, Staining, and Finishing the Memorial Hall Logs, as required annually. Log</td>
<td>Shawna Howard</td>
<td>The BPO with SW Allen has been issued and is effective July 1, 2018 - June 30, 2019. This year's Scope of Work has been reviewed with SW Allen. Work will be completed as weather permits. The new entry doors were installed on September 13, 2018. Contractor is resolving a few issues with the doors. County staff, including Matt Randall, structural engineer with CDRA, visited the Memorial Hall last month to review log split locations, including at the new wood truss at the main entry. No significant structural concerns were found at the entry truss bottom cord where a new split has opened up. Metal bands were discussed to keep the splitting from getting worse. In addition, a standard log gap filler was proposed. 6-24: The current BPO has been expended. Procurement is issuing a BPO renewal for the next fiscal year, effective July 1, 2019-June 30, 2020. The new Scope of Work has been indentified. Work will resume in July 2019. 9-22: The truss work will be included with the Kitchen Hood Upgrade project. (Truss work completed)</td>
<td>6/24/19</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintenance</td>
<td>Chinking and Caulking is also included.</td>
<td>p: 530-886-7956 e: <a href="mailto:showard@placer.ca.gov">showard@placer.ca.gov</a></td>
<td>Capital Improvements</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Memorial Hall</td>
<td>Kitchen Hood Upgrade</td>
<td>Shawna Howard</td>
<td>8-22: Plans and Speces to the Board on September 11, 2018 for approval and permission to bid. Construction scheduled for December 2018. Project is out to bid. Job Walk is on September 28. Construction scheduled for December 2018. Project was awarded to PNP Construction. Contract is routing for signatures. Construction is scheduled for December 2018. Pre-construction meeting with PNP Construction on November 20. Construction will start mid-December 2018. Construction started on December 17, 2018. The contractor is currently on schedule to be done by January 5, 2019. New Type 1 Hood is installed and operational. Contractor has some punch list items to complete. Requested a cost estimate from the contractor to add a Digital Temperature Interlock to the new hood. This will automatically turn the hood on in the event the hood switch was not turned on. Contract Change Order was approved on April 16, 2019 to add the Digital Temperature Interlock to the new hood. Contractor is working on a schedule for this additional work. Digital Temperature Interlock was installed on May 20, 2019. Project is Substantially Complete.</td>
<td>6/24/19</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

https://www.placer.ca.gov/5443/Foresthill-Park-Memorial-Hall-Projects
## Building Maintenance Project List
### FY 2019-2020

<table>
<thead>
<tr>
<th>Date / Completed</th>
<th>Project / Description / Notes</th>
<th>Priority</th>
<th>Status</th>
<th>Cost Est.</th>
<th>Actual Expenditure</th>
<th>Deferred Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>FORESTHILL MEMORIAL HALL</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Lighting Upgrades - Not yet Identified</strong></td>
<td>1</td>
<td>Deferred</td>
<td>$</td>
<td>$</td>
<td>$ 5,000.00</td>
</tr>
<tr>
<td></td>
<td><strong>Foresthill Hall Board Requests</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Kitchen Counter/Sink replacement</strong></td>
<td>2</td>
<td>Planning</td>
<td>$20,000.00</td>
<td>$38,204.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6-19-19 JB 5% complete. NTP not issued, ECD TBD. Next steps RQ102630 was approved by Brett Wood and Bob Bigney is working on them.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Main Room Lighting Reconfiguration / upgrade</strong></td>
<td>3</td>
<td>Deferred</td>
<td>$</td>
<td>$</td>
<td>$ 10,000.00</td>
</tr>
<tr>
<td></td>
<td><strong>Exterior Lighting Reconfiguration - East side light poles</strong></td>
<td>1</td>
<td>Planning</td>
<td>$25,340.00</td>
<td>$39,775.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6-19-19 JB 5% complete. NTP not issued, ECD TBD. Next steps RQ102629 was approved by Brett Wood and Bob Bigney is working on them.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Foresthill Hall Total Estimate</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$45,340.00</td>
</tr>
</tbody>
</table>
PLACER COUNTY VETERANS' MEMORIAL HALLS
RULES AND REGULATIONS

Current
To better accommodate the needs of the community, the Hall Boards have established these rules and regulations.

1. All uses of the Memorial Hall must be scheduled, approved, and put on the calendar by the Veterans' Memorial Hall Coordinator. (NO EXCEPTIONS)

2. All property of the Hall (such as flags, pictures, displays, or other Veteran memorabilia) are not to be moved from their locations.

3. A reservation for hall use is secured upon payment in accordance with the posted rates for the portions of the hall to be used. All hall users are to be aware that this facility's use is subject to veteran organizations' first right to use. The veteran organizations' first right to use condition shall be removed sixty (60) days prior to the scheduled event, except in Roseville, where the first right to use condition shall be removed forty-five (45) days prior to the scheduled event.

4. All users of the hall are required to pay a security deposit. Just prior to the Hall's scheduled use, the security deposit is to be submitted to the Memorial Hall Coordinator and a key will be issued.

5. Notice of cancellation of a scheduled Hall use must be provided to the Memorial Hall Coordinator at least two (2) weeks in advance of the scheduled date in order to avoid a forfeiture of rent.

6. Door exits shall not be blocked at any time.

7. The premises must be vacated by 1:00AM or as directed by the Memorial Hall Coordinator.

8. All tables, chairs, and other articles are to be returned to their original locations prior to closing the hall.

9. Users of the Hall are required to ensure that the lights are turned off and the windows and doors are secure.

10. All users of the Hall must provide proof of liability insurance in the amount of at least $1,000,000.00 to the Memorial Hall Coordinator.

11. Smoking is prohibited in all Placer County facilities.

12. A Memorial Hall representative will inspect the Hall after the event. An unsatisfactory inspection could result in a partial or complete loss of your deposit.
PLACER COUNTY VETERANS MEMORIAL HALLS
RULES AND REGULATIONS

FINAL PROPOSED CHANGES

The Hall Board Trustees have established the following rules and regulations for all of the Veterans Memorial Halls.

1. All use of the Veterans Memorial Halls must be scheduled, approved, and put on the calendar by the Coordinator. Entrance otherwise is considered trespassing. (NO EXCEPTIONS.)

2. No property of the Halls (such as flags, pictures, displays, or other veteran memorabilia) shall be moved from its location.

3. A reservation for Hall use is confirmed upon the Coordinator's receipt of all documentation and payments in accordance with the posted rates for the portions of the Hall to be used.

4. All Hall users are to be aware that use of the facilities is subject to veteran organizations' first right of use. The veteran organizations' first-right-of-use condition shall be removed sixty (60) days prior to the scheduled event, except in Roseville, where the first-right-of-use condition shall be removed forty-five (45) days prior to the scheduled event.

5. All Hall users are required to pay a refundable security deposit no less than three (3) weeks prior to their reservation date. The deposit will be returned within thirty (30) days after return of the key and checklist, provided there are no damages and the Hall was cleaned per the checklist provided.

6. Prior to the event, the Coordinator will issue a key and copy of the Clean-Up Checklist. They must both be returned no later than 10:00 a.m. on the business day after the reservation date. There is a drop-box available at all times for this purpose.

7. Notice of cancellation of a scheduled Hall use must be provided to the Coordinator, in writing, at least two (2) weeks in advance of the scheduled date in order to avoid a forfeiture of fees.

8. Door exits shall not be blocked at any time.

9. The premises must be vacated by 1:00 a.m. or as directed by the Coordinator.

10. All tables, chairs, and other articles are to be returned to their original locations prior to closing the Hall or your security deposit may be charged.

11. You may attach decorations with 3M hooks or masking tape as long as the walls are not damaged in any way. Absolutely no nails, tacks, staples, or anything that would puncture the wall are allowed. You cannot hang decorations on beams, vents, ducts, cords, wires, or wall/overhead lighting. If there are existing hooks permanently installed, you may use them. All decorations and tape must be removed at the end of your event.

12. Hall users are required to ensure that the lights are turned off and the windows and doors are secure before leaving the Hall.

13. All Hall users must provide proof of liability insurance to the Coordinator per Placer County requirements (included in this packet).

14. Smoking is prohibited in all Placer County facilities.

15. A Hall representative will inspect the Hall after the event. An unsatisfactory inspection could result in a partial or complete loss of your deposit. Should your deposit be inadequate to cover the costs of clean-up and/or repair, you will be billed for any additional amount.