



Welcome to beautiful Caspar! We hope you enjoy your time in our community center. Please treat this space with respect and care so that it may continue to be a hosting place for our future community events.

In this handbook you will find the guidelines for use of all the areas in the community center, as well as instructions for equipment, FQA'a , rules and clean up protocol. Please read through this information and let us know if you have any questions before your event or rental period.

Caspar community center 15051 Caspar Road - box 84
Caspar, California 95420

Office: 707-964-4997
caspar@mcn.org

Events and facilities
casparevents@gmail.com

For general questions regarding equipment, facilities or end of event cleaning and lock up procedure, **contact Lea Stedman event coordinator and facilities manager 707-409-4657**
casparevents@gmail.com

Emergency Contact List

Please note: Cell service is not reliable in this area. Some cell phones work on our back porch or in the front parking lot. There is a landline phone located in the kitchen.

WIFI password: _____

In the case of an emergency please call 911

Our address is: Caspar Community Center 15051 Caspar Road

Caspar, California 95420 PH: 707-964-4997

Call 911 immediately if there is:

Fire

Injury or threat of injury

Medical or mental health emergency

Persons behaving dangerously that pose threat to safety of others or themselves.

Structural or electrical hazards that pose a direct and immediate threat to safety such as a gas leak or sparking or exposed electrical elements.

If someone has left the community center and cannot be found and may be suspected to be in the area of the highway, headlands or ocean in a manner that is not safe for them to do so.

For all other emergencies regarding facilities such as issues with power, water, or other functional elements: Call the numbers listed.

If you have to leave a message, do so and move to the next person.

Lea (lee-ah) Stedman	Facilities manager	707-409-4657	- cell
Paul Reiber	Board president	707-964-0492	-home
		707-964-7151	- studio
Dalen Anderson	Board Member	707-962-0164	- home
Dana Fox	Local affiliate	707-734-3694	- cell

Covid-19 rules, regulations, and protocols

Because of the changing nature of the pandemic and the different levels of regulations and rules on the state and county level, we have included sources for information related to COVID.

The county health order can be found here:

<https://www.mendocinocounty.org/community/novel-coronavirus/health-order>

The Mendocino county resource page for Covid-19 information is:

<https://www.mendocinocounty.org/community/novel-coronavirus>

The phone number to reach a person directly with your questions is:

Call Center: (707) 472-2759

Email: DOC-callcenter@mendocinocounty.org

The call center is open Monday - Friday from 8:30 a.m. - 5:00 p.m.

They will be able to answer your questions with the most up to date information about size of gatherings, events, traveling from out of the area and what protocol is required for your event concerning contact tracing and safety guidelines. We will also supply you with our own information and guidelines.

At this time all individuals entering the community center must wear a mask and follow social distancing guidelines. We are not open for business until the county moves into the red and orange tiers. You may see this information here:

https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Dimmer-Framework-September_2020.pdf

Disclaimer: Rules, regulations and protocols are subject to change with or without the control of the Caspar community center's rental policies. We will implement our own safety precautions as we see fit and also follow county, state and federal guidelines pertaining to the pandemic. We are not able to guarantee that your event will be able to proceed due to the unstable and changing nature of the pandemic.

Seasonal conditions to take into consideration.

Wedding season: June-October. **Peak** August-October

Lodging is limited. If you are having a big party traveling from out of the area, make your reservations early. Caterers and other event planning services are also affected.

Fire season: June-October

Mandatory power outages may occur. Road closures and detours may be expected though common travel routes to the coast. Air quality is affected. Lodging is affected as people flee the inland areas and come to the coast for reprieve. Water usage may be restricted.

Winter weather: December-February

It is very cold in the early mornings and after dark. Arrive an hour early and turn the heat on. Roads may be icy. Storms may bring power outages, road closures and flooding. The ocean is dangerous and unpredictable at this time and ocean activities are not advised.

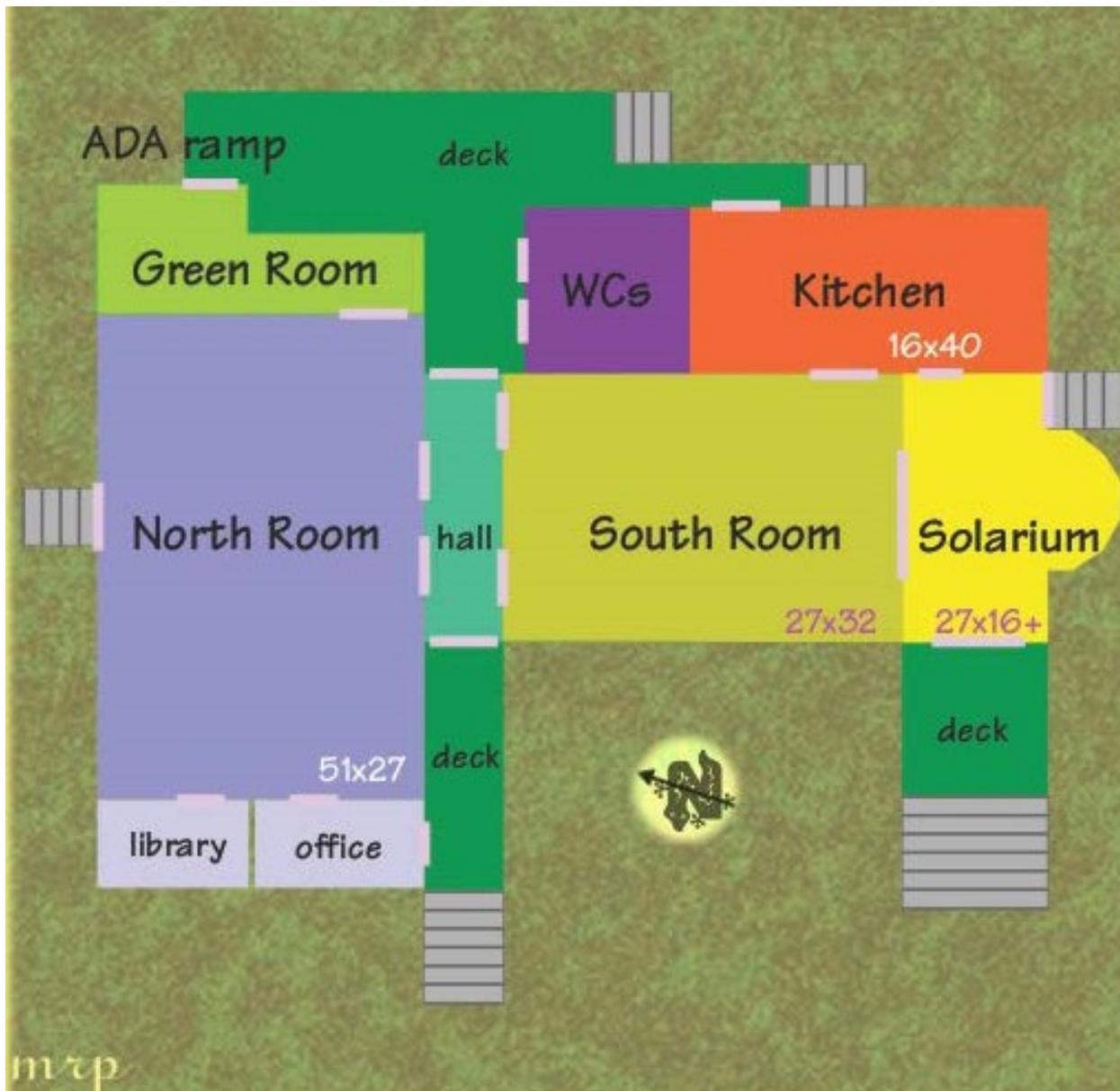
Windy weather: March-April

It is the windiest time of year these months and sunny weather is tempered by cool winds that range from breezy to gusty, to gale force.

Fog: Though the fog is beautiful and magical, it is unpredictable and can roll in anytime. Often when it is hot inland, the heat pulls the fog in from the ocean in the mornings and later afternoon. It may last a short time or stay all day. It may come in and out throughout the day. The fog may be higher and cause an overcast, or it may be low, cold and wet with mist. It is wise to consider the possibility of a foggy event.

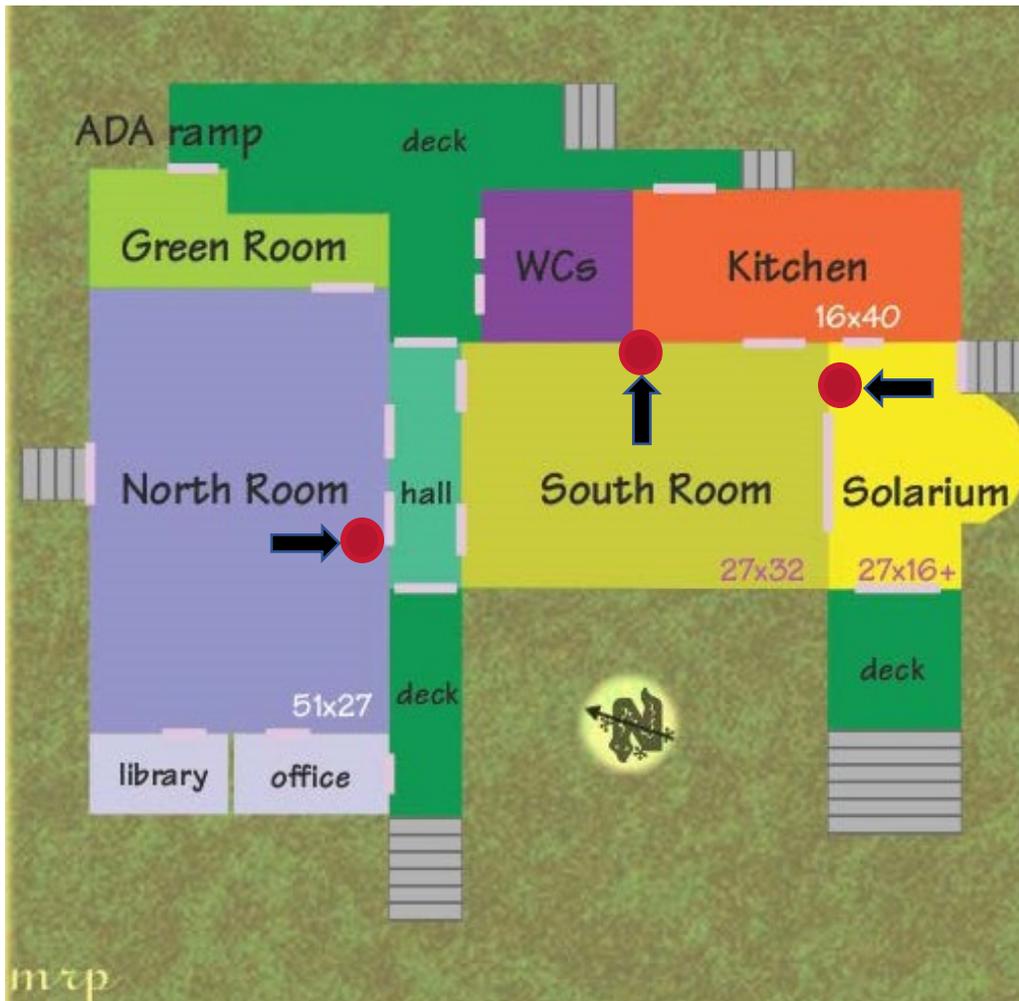
The facilities

Some of the perks of the community center that make it so versatile are our large indoor and outdoor areas, stage, commercial kitchen, playground areas for children and large parking area.



Heaters

Thermostats for the heat are located on the wall in the circled areas. Please remember to turn them off before locking up! It takes about 30 minutes for things to start warming up!



Max occupancy indoors: 220 (Guests over 150 require porta-potty rental and extra fee per guest)

Outdoor area: Large back porch for entertaining. Large field area for outdoor tent, music, dining, entertaining. Two playground areas for children.

Restrooms: 2- one with two stalls and one ADA compliant with toilet and urinal

Stage: Yes (may be removed or re-arranged) located along east wall of the North room

Sound equipment: Portable amp and mic available for rent.

Projection screen: Yes- projector and sound equipment not supplied.

Tables- 21 rectangular banquet (seats 6-8)

6 small round (seats 2-3)

2 small square (seats 2-4)

Chairs- 160 padded fold up chairs

Kitchen: Commercial kitchen with six burner propane range, large griddle and two ovens with convection option. Supplied with prep, cooking and serving equipment .

Two large commercial refrigerators, dishwasher and prep stations. Upright freezer in Green room. Coffee machine and air pots.

Parking lot- 30-35 capacity. No parking allowed on field or grass areas.

Dogs allowed at your own risk: No animals except service animals allowed in the building.

ADA compliant: Accessibility ramp located on north-east side of building.

Backup power supply: In the case of power outages, our back up power supply will turn on within one minute and you will be able to continue your event with some limitations on water and power. Dishwasher can not be used during power outages.

Family friendly: Of course! The community center is a safe place for youth and children. Away from the road and offering a lot of open space and two play ground areas, it is a wonderful place to hold family friendly events.

Décor and decorating the community center

The community center is a completely versatile venue! It can be completely transformed to the needs of your events' desired atmosphere. You are free to customize elements of lighting and space on your own or with the assistance of hired event planners and vendors. There pre-installed poles for hanging drapes and lights.

There are no thumb tacks or nails, screws, etc., allowed to be used. Only painters tape to affix things please.

You are free to bring in your own rented tables and chairs, furniture and décor accessories. There is hardware installed to add draperies and lighting. There is a ramp around the north-east side of the building for easing loading.

Our stage in the North room is able to be moved or re-arranged, as it comes apart in panels, though you will need to coordinate this effort with us directly.

The outside porches and yard areas may be dressed up with lighting and canopies, and the back field area has plenty of room for event tents or portable stages.

Our website contains information on local vendors and planners that are familiar with the community center. There is also a gallery showcasing some past events and their unique decorating set ups. www.casporevents.com

Parking

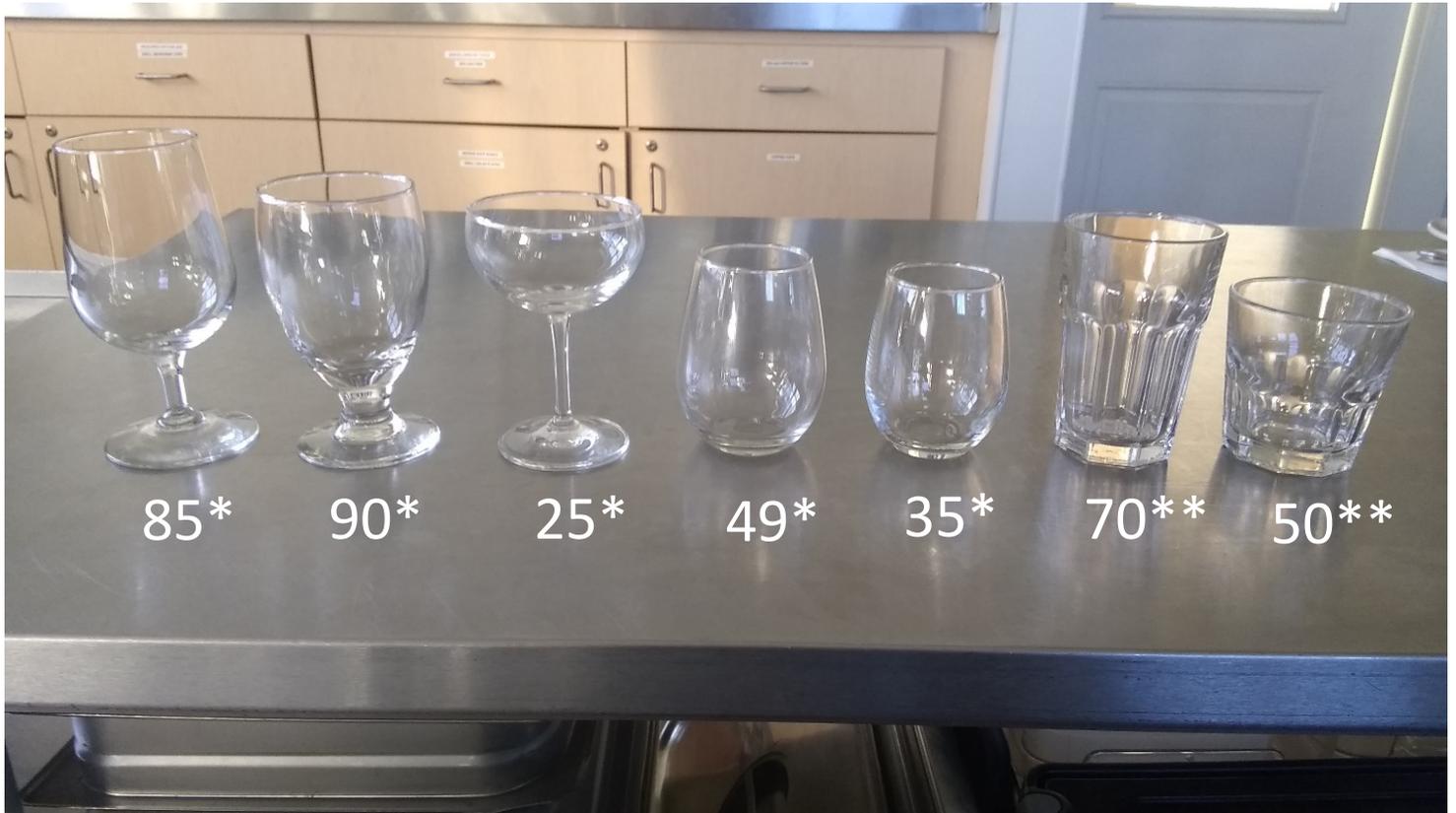


Our parking lot can fit about 30 -35 cars. If you are expecting to pack the parking lot as tightly as possible, we will ask that you designate someone to control parking and the flow of traffic during your event. We would prefer that your guests do not park along the street, as it blocks local traffic and makes things a bit more precarious, but there is some room along the road just south of the community center. There is an area directly across the highway that can take overflow parking, across the road from the large pond. If you expect anyone to be walking along the road after dark, please instruct your guests to bring a flashlight for visibility. Unfortunately, there have been accidents in the past involving pedestrians after dark. **Tell your guests to drive slowly in the Caspar area.**

There is no parking allowed on the field area around the community center.

Caspar community center items for use and rent

Included in rental ** Available to rent * .49 ea



Also included in rental and free of charge:

6 coffee insulated carafes

1 hot water insulated carafe

Coffee mugs (clear & white)

1 base & jug style drinking water dispenser

2 clear acrylic beverage holders (with spigot)

Various open mouth plastic water pitchers (10)

White basic serving platters (20)

Mobile bar

1 large cooler

21 banquet tables (seats 6-8)

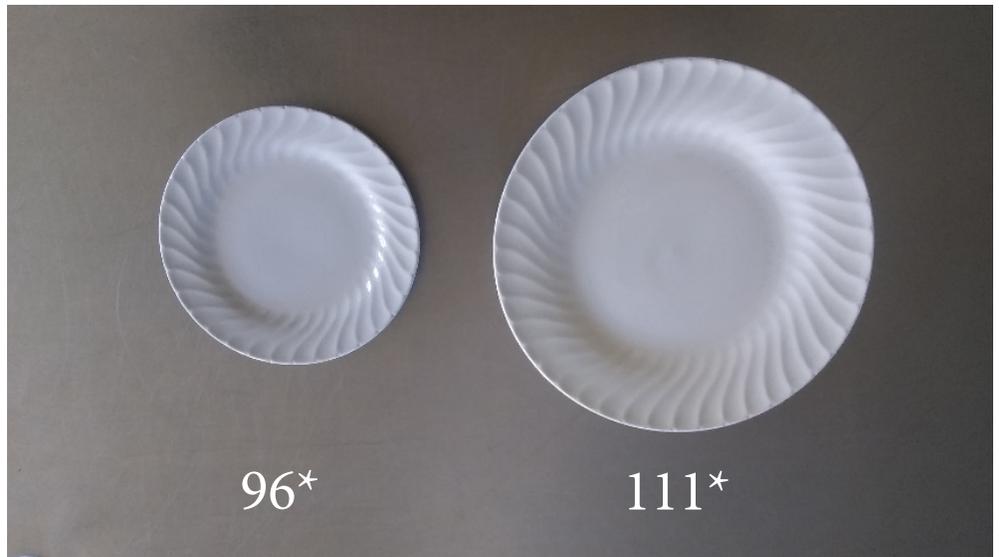
160 fold up chairs

2 small square cocktail tables (seats 2-4)

1 round table (seats 6)

small flower vases





The mobile bar is versatile and can be dressed up with lights and decor or tablecloths. There is one adjustable height banquet table that may be added alongside the bar for more serving area. There is one large cooler available for use.

A tip: please be sure to buy enough ice for your event. There is an upright freezer available to you for ice storage in the green room. The nearest store to purchase ice is the Caspar beach store just south of the community center, or Nor Cal gas, north of the community center in Fort Bragg.



kitchen safety

As is common in a commercial kitchen, some of the equipment in our kitchen can cause serious harm if not handled properly. Please do not attempt to use any equipment that you are unfamiliar with unless there is someone more experienced to train you. Always call one of the numbers listed on the emergency contact list if you have any questions.

Never leave children unattended in the kitchen.

There is a first aid kit found under the hand washing sink. It contains burn cream, bandages, and other first aid necessities.

Please do not use unless experienced:

The robo coup

Knives, the mandolin, and other sharp kitchen wares.

The range.

Blenders.

Lighting the griddle and using the range

Please use the overhead hood vents while cooking. The switches are located on the upper left hand side of the hood.



The oven knobs must be turned to the on position before the temperature can be set. Accordingly, the knobs must be turned to the off position when you are done using the ovens.



Lighting the griddle

(under the griddle)



If the griddle pilot light is off, light the griddle using a long match (from the drawer next to the refrigerator) and place lit end as picture shows.

You will see the pilot remain lit after removing match. The griddle is now ready for use.



COFFEE MACHINE INSTRUCTIONS

Machine is to remain “ON” at ALL times!

(The on/off switch is located on the left side of the machine)

TO MAKE COFFEE

1. Turn on red switches located on the top of the machine, on both sides.
2. Put filter (*Coffee filters are located in the drawer under machine*) in drip baskets. Place 8 ounces (one cup) drip coffee grinds for each filter lined basket and place baskets into position on the machine.
3. Remove siphon from air pot, fill with hot tap water to pre-heat airpot and then empty.
4. Place open empty airpots under the drip baskets and press Start .
WARNING! coffee will start to flow immediately

TO CLEAN AIR POTS & BREW BASKETS

Turn “OFF” RED switches

Leave side power switch in “ON position

Please put coffee filters and coffee grounds into the gray compost bin

1. Rinse and wash airpots and brew baskets with warm soapy water, rinse well, then dry with clean towel.
2. Rinse airport siphon tubes with hot water, then stow in airpots, with lids open.
3. Wipe down machine, then dry with clean towel.

NEVER wash airpots or siphons in dishwasher.

NEVER immerse airpots in water.

PLEASE LEAVE THE MACHINE TURNED “ON” WHEN FINISHED

Switch on the left side should remain in the “ON” position

DISHWASHER INSTRUCTIONS

BEFORE YOU BEGIN:

- *Rinse all dishes thoroughly* before placing in machine.
- Check to see there is enough soap in the bucket. Do not run machine if the soap bucket is empty.

HOW TO START THE MACHINE:

1. No Dishes in machine during this phase
2. **DDo not** add soap, bleach or any other product!!! (*detergent is automatic*)
3. Close door
4. Turn on machine and set to cycle 2.
You will hear the machine fill with water. Do Not open door once the cycle begins. Wait until the temperature reads 160°F. (The temperature will show up on the electronic controls below at front right-hand side). This takes approximately 10 - 15 minutes.
5. Open the door.

TO RUN A LOAD OF DISHES:

- Use only **one tray per load** of well rinsed dishes.
- Place them into the machine from the right-hand side.
- After cycle is complete, open door and remove tray from left-hand side.

TO TURN OFF MACHINE:

1. Press “OFF” button and raise the door
2. Lift Drain Lever (in back right corner of wash tub)
3. Clean filter basket after the machine cools down. You will need to move arms out of the way. Pull basket up by handle. Return it when done.
4. Leave door open

If the power is out and the facility is running on back up power, the dishwasher can not be used.

If you need help, please refer to emergency contact list located by door to kitchen

Cleaning the floors



Dry mop for sweeping

To clean the floors you will need to follow these steps:

- 1) sweep the floors of dirt and debris
- 2) Mop floors with cleaning solution

Use DRY MOP on the floors in a straight line, -back-and-forth path (like sweeping the aisles of a supermarket) to collect all dirt and litter.

Sweep dirt and litter into a dustpan and discard (broom and dustpan found in kitchen)

Use wet mop to clean wood floors, kitchen and bathroom floors. There are two large area mops for use (use whatever is more comfortable for you). Please take extra cleaning measures for spilled beverages or mud to ensure no sticky or dirty spots remain.

Your wet mop options for the large floors are:

Standard classic mop with bin

Padded horizontal mop (you'll have to apply cleaning product onto floors with a spray bottle)



Classic bin mop



Padded horizontal mop



Floor cleaners are clearly marked and are found on the cleaning supply shelf in the green room, by the back door.

Please be advised that the clean up process takes from 1-3 hours. For big events it is recommended that you designate a clean up crew to assure complete cleaning. You can also pay a cleaning fee and leave the cleaning to us.

Cleaning procedure:

Remove all garbage, food, decor, and personal items from inside the building and outside areas. Clean all surfaces and floors, including restrooms and kitchen, green room and porches.

Mopping floors: Make sure to dry mop and sweep thoroughly before wet mopping. Please wet mop entire floor surface area. Please use a separate cleaning mop pad for the restrooms, or if using the classic bin mop, do the restroom floors last.

If you are using the classic bin mop located on the back porch: Fill mop water bin in the men's restroom with the hosed faucet. Add cleaning solution that is marked on the shelf in the green room, next to the back door. Wash floors with mop taking care to remove extra dirty areas that have spilled beverages, etc.

If you are using the horizontal padded mop: There are large mop pads in the green room next to the back door. Place mop pad on the bottom of the mop, and wet thoroughly before use. Floor cleaning solution is located in spray bottles on the cleaning rack. Use liberally on the floors to clean. Push and pull mop across floor with pressure, to ensure adequate cleaning. Use as much cleaning solution as needed.

Restroom cleaning: Please use the disinfecting or all purpose cleaner located on the shelf of cleaning supplies, in the green room by the back door. Spray all surfaces and wipe clean with cleaning towels. Sweep floors and remove trash. Mop floors.

CASPAR COMMUNITY CENTER - CHECK OUT LIST

Check	Task
KITCHEN	
<input type="checkbox"/>	All flatware, dishes, bottles, cups, glasses and other bar items that were used in other areas of the building (check behind curtains, in corners, on top of things, under things, around deck, back and front yards, etc) have been brought back into the kitchen, washed, dried and put away (dish towels located in bottom drawer at hand sink, cleaning towels in cabinet below handsink.
<input type="checkbox"/>	Dishwasher, if used, is turned off and drained (leave door open/up)
<input type="checkbox"/>	Coffee machine, if used, is empty of coffee grounds, clean and shut off as per instructions on wall.
<input type="checkbox"/>	Coffee airpots, if used, are hand washed, and set with other pots, lid slightly open to dry. DO NOT run through dishwasher!
<input type="checkbox"/>	Ovens and stove top is set to off
<input type="checkbox"/>	Hood & Oven fans are off (check oven fan switches as well as hood fan)
<input type="checkbox"/>	Stove top and griddle (if used) are clean. (Griddle cleaning stone under hands ink)
<input type="checkbox"/>	All counters are wiped clean
<input type="checkbox"/>	Floor sinks are clean of all food
<input type="checkbox"/>	Floors swept and cleaned of all food debris. Take rubber floor mats out to the porch, clean mats, clean floors, and replace mats.
<input type="checkbox"/>	All water faucets are shut off, including the one next to the dishwasher.
<input type="checkbox"/>	Personal items have been removed from refrigerators and kitchen.
<input type="checkbox"/>	Door by stove is locked, outside light is shut off.
<input type="checkbox"/>	All used rags are put into the orange bin, cleaning supplies put away
<input type="checkbox"/>	Kitchen lights are turned off
SOLARIUM, REST ROOMS, GREEN ROOM, NORTH & SOUTH ROOMS	
<input type="checkbox"/>	Oil clothes (if used) are wiped clean, dried, and put away into cabinet near front door.
<input type="checkbox"/>	Long folding tables are put away into carts (Ten tables in each cart) & inside bldg
<input type="checkbox"/>	All cocktail tables (if used) are dismantled and stowed back in the Green room.
<input type="checkbox"/>	Chairs are put away into carts

CASPAR COMMUNITY CENTER - CHECK OUT LIST

Check	Task
<input type="checkbox"/>	All decorations are removed. Painters tape (only tape allowed) is removed completely.
<input type="checkbox"/>	Any flyers (if removed from bulletin boards) are put back into place.
<input type="checkbox"/>	Caspar Community Center sound equipment (if rented) is stowed into a safe place in the library located in the North room. Make sure adapter, all cords & mic is with it.
<input type="checkbox"/>	Renter's personal belongings, including any musical equipment, cords, & papers are removed.
<input type="checkbox"/>	Garbage; including restrooms & kitchen; is removed from all trash receptacles. All receptacles; including those in restrooms & kitchen; are relined with new bags.
<input type="checkbox"/>	All floors are swept and/or dry mopped, including the restrooms. Use wet mop in restrooms or areas that are sticky, dirty, etc.
<input type="checkbox"/>	Mops & brooms are put away
<input type="checkbox"/>	Heat/air is turned off in Solarium, North & South rooms
<input type="checkbox"/>	All lights in Green room, South room, Solarium are shut off.
<input type="checkbox"/>	Porch lights off of Solarium are shut off. Switch is located to the left of the double doors.
<input type="checkbox"/>	All doors are locked and shut tight
<input type="checkbox"/>	All windows are closed and locked (check every room including library)

LEAVING

NOTE: Once the place has been returned to the way it was when you arrived, and you are sure all the doors and windows are closed, it's time to go. Have a flashlight handy, if it's dark when you leave.

<input type="checkbox"/>	All garbage has been removed from the building. (You are responsible to dispose of your garbage. Check local listings for dump stations before your event.)
<input type="checkbox"/>	All personal belongings have been removed from the building.
<input type="checkbox"/>	Get the key from the lockbox
<input type="checkbox"/>	Lock the hallway door that leads to the restrooms. Leave it ajar while doing this, so you can get back inside. Make sure to check the handle to make sure its locked. Then pull it closed from inside.
<input type="checkbox"/>	Make sure restroom key (spatula) is returned to its place and turn off the switches for the restroom porch, then go to the front entrance and turn off the hall lights.
<input type="checkbox"/>	Leave through door going out to the front. Lock the deadbolt.
<input type="checkbox"/>	Put key back into it's place
<input type="checkbox"/>	Turn off the porch light (located above the key box) if it was on.

Thank you for taking good care of our community building. We appreciate you very much for leaving it clean and ready to go for others to enjoy.

Clean up checklist

- Stow tables and chairs in their racks
- Clean bar and empty shelves
- Empty coolers and put on back porch
- Clean bathrooms (replace bin liners)
- Remove all trash, food and recycling from all rooms
- Sweep and dry mop floors
- Wet mop floors

kitchen clean-up check list

- Wash and put away all dishes and equipment
- Clean surfaces and refrigerator interior
- Clean stove top/ovens/ griddle
- Remove trash and food
- Sweep floors
- Wet mop floors
- Replace trash bin liners

FAQ:

Where are the trash can liners?

In the green room on a rack by the back door.

Where are floor cleaning equipment and solutions?

In the green room on a shelf by the back door. Classic bin mop is on the back porch.

Where are kitchen cleaning products?

In the kitchen, under the hand washing station next to the back door.

Where do dirty towels and mop pads go?

There is a large orange bin for dirties in the kitchen, and one small dirty bin in the green room, by the cleaning supply rack, next to the back door.

Final lock up procedure

- Turn off dishwasher in kitchen
- Turn off coffee brewer
- Turn off ovens and griddle (if used)
- Turn thermostats to off' position if central heat was used.
- Make sure all exterior doors are closed and locked.
- Leave restroom key in the kitchen.
- Make sure all interior and exterior lights are turned off.
- Replace the front door key into it's lock box by the office door on the North-west porch.

Caspar Community Center
15051 Caspar Rd #84, Caspar, CA 95420
707 964-4997 caspar@mcn.org
www.casparcommons.org

Terms and Conditions

1. All recycling, garbage and trash, in all rooms shall be removed. Reline trash containers. fine: \$50 per trash can
2. The heater is to be turned off when you leave. fine: \$25
3. Floors are to be swept and mopped. Fine: \$100 (if not paying for cleaning)
4. Kitchen must be left clean, including: refrigerator, sinks, counter tops and floors, floor sinks. Take leftovers with you. fine: \$50-150
5. Bathrooms cleaned. fine: \$50 (if not paying for cleaning)
6. Furniture is not to be taken outside. fine: \$50
7. No smoking in the hall or on the front or back porches. No sparklers or fire works.
8. Grounds outside must be left free of cigarettes and litter.
9. Nails, screws or pins are not to be used on the walls or sound boards. fine: \$100
10. Tenant shall pay for any broken or lost dishes, cups or glasses.
fine: replacement value
11. All doors are to be locked after use. fine: \$50
12. Turn off all lights when you leave. fine: \$25
13. If alcohol is to be sold at an event, Tenant agrees to obtain a temporary liquor permit and insurance and submit a copy to the CCC prior to the event.
14. If Alcohol is to be served at an event, but not sold, a Certificate of Liability is needed.
15. Our residential neighborhood's noise curfew is 10 pm. Event planner will make sure all doors are closed after 10 pm to buffer the sound.
fine: \$100 per complaint received
16. Parking lot is to be monitored during and after event for excess noise.
17. NO DOGS (except service animals) inside the building. Dogs allowed outside at your own risk.
18. Candles only in approved containers and with someone (like a wedding coordinator) on the premises.
19. No Smoke Machines. fine: \$25
20. Stow rented audio equipment in library. fine: \$25

Caspar Community Center
15051 Caspar Rd 84, Caspar, C 95420
707 964-4997 caspar.mcn.org
www.casparcommons.org

Insurance Requirements

As stated in the rental contract, The Caspar Community requires \$1,000,000 general liability insurance covering the Tenant's use of the Caspar Community Center. The certificate of liability insurance should list the *Caspar Community* as the additionally insured.

This insurance can often be obtained at no cost through a home-owner's liability policy. Call your insurance agent and ask for a certificate of liability, listing the Caspar Community as the additionally insured for your event to take place at the Caspar Community Center, 15051 Caspar Rd., Caspar, CA 95420.

If you, or your organization, are unable to obtain the required liability insurance through a homeowner's policy, the Caspar Community is able to offer one day event liability through HUB International Insurance*. We are able to fill out the forms here at the Community Center. The cost of this is *as low* as \$102.24 per day, depending on the type of event and number of attendees. The Caspar Community makes no profit on this insurance, and offers it solely as a service to our renters.

If you have any questions please feel free to call Lea (lee-ah) 707-709-4657 or email casparevents@gmail.com

* Please ask about conditions and exclusions. For example, there are additional fees if event goes past midnight or if alcohol is available for longer than 5.5 hours.