2502 Country Club Drive, Cameron Park, California 95682
phn. (530) 677-2231 • fax. (530) 677-2201 • www.cameronpark.org

Facility Reservation Application

Contact/Person in charge: the individual named below will be the point of contact for CSD in coordinating the event, and will be the only person who can make changes to this reservation. Additionally, this individual must be: 18 years of age, in attendance during the event, responsible for all fees, deposit, and for insuring that all rental policies are followed. Please fill out pages 1-3 of this document and submit to the CPCSD office.

Name:_____**Today's Date**: _____

Name of Business/Organization:_____

Primary Phone:_____**Secondary Phone**:_____

Address:_____

City:_____**State**:_____**Zip**:_____

E-mail:_____**Anticipated Attendance**:_____

Date(s) Requested: _____**Event Start Time:** _____**End Time**:_____

Date(s) Requested: _____**Event Start Time:** _____**End Time**:_____

Date(s) Requested: _____**Event Start Time:** _____**End Time**:_____

Facility Tour (please schedule with Front Office staff) Date & Time:_____

Facilities Requested

☐ Full Assembly Hall
☐ East 1/2 Assembly Hall (with stage)
☐ West 1/2 Assembly Hall (without stage)
☐ 1/4 Assembly Hall
☐ Kitchen
☐ Gymnasium
☐ Social Room
☐ Classroom A
☐ Classroom B
☐ Dance room

Please describe in detail the activities that will occur at this event: (i.e. this is a company party. We will have a band, lights and a sit down meal. Raffle tickets will be sold, etc.) Attach additional sheet(s) if necessary to fully describe your event: _____

_____

Group Type: ☐ Personal Use ☐ Business ☐ Government ☐ Non-Profit (501c3 status)*

***Non-Profit 501C3:** a non-profit organization needs to be current in their registration requirements with the State Attorney General's Office. Please provide a copy of your Status Report with this application.

Deposits: a security deposit is required with this application to reserve the date and time of your event. This will be refunded to the name and address on this application, unless requested differently and initialed:_____

Insurance: is required for all reservations; submit a copy to the CPCSD office 30 days prior to rental date.

Please answer the following questions:

	Yes	No
Is this a public event?		
Fundraising event?		
Are you selling merchandise?		
Serving food?		
Selling food?		
Charging admission?		
Providing entertainment?		
Amplified sound?		
Will vendors be present?		
Serving alcohol?		
Selling alcohol?		

Media and Equipment needs:

√ (if using)		Quantity
	Chairs	
	4' Round Tables (seats 6)	
	6' Long Tables (seats 8)	
There is a Flat Rate Rental Fee of $30 for items below		
	PA System (Hall only)	
	Podium	
	Audio/ Visual System (Hall only)	
	Automatic Screen (Hall only)	
	Wireless Microphones (Hall only)	
Bring your own Laptop/Phone/MP3 player to use with our system.		

Acknowledgement and Signature:

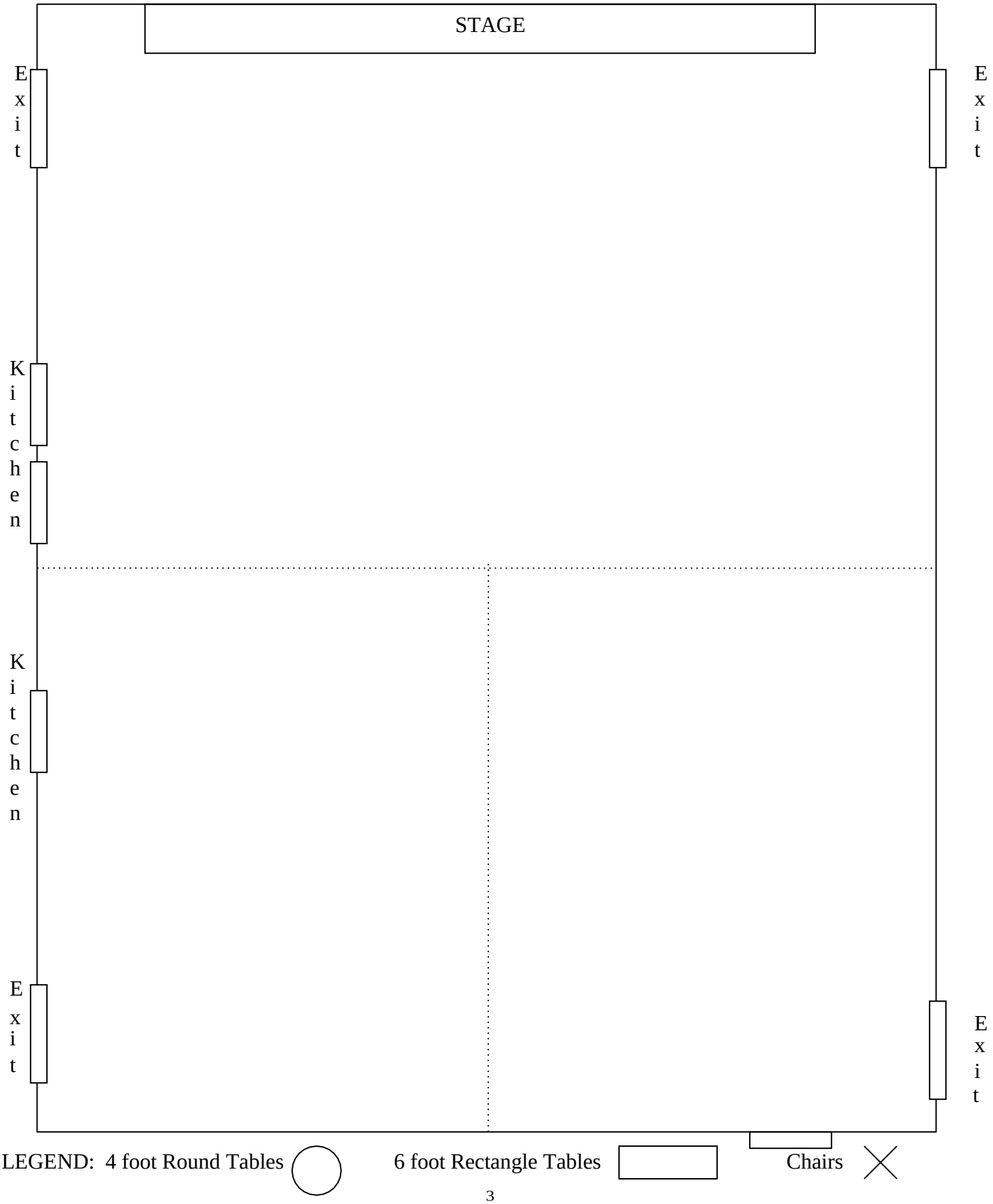
- Rental fees are due 30 days prior to the scheduled event.
- Deposits will be refunded by check in 2-4 weeks after your event if no damages or violations occur.
- Rentals will be processed on a first-come, first-serve basis.
- Reservations for the Assembly Hall will be taken no sooner than twelve (12) months in advance of the rental date.
- Reserving the classrooms, Dance Studio, Social Room, or a ¼ of the Assembly Hall can be done based on the following: Starting December 1st for dates from January – April.
  Starting April 1st for dates from May – August.
  Starting August 1st for dates from September - December.
- Alcoholic beverages are not permitted in the Classrooms.
- I agree to hold the Cameron Park Community Services District, its Directors and individual members thereof, and all of the Cameron Park Community Services District agents and employees free and harmless from such loss, damage, liability, and cost of expense as may arise during, or be caused by applicant's use of Cameron Park property.
- I agree to pay the full cost of any loss or damage to the Cameron Park Community Services District's property which occurred during the applicant's use.
- I give staff permission to photograph my event for promotional purposes.
- I have received, read, and understand the attached Facilities Rules and Regulations as well as the Emergency Exit plan, and agree to abide by them as written.

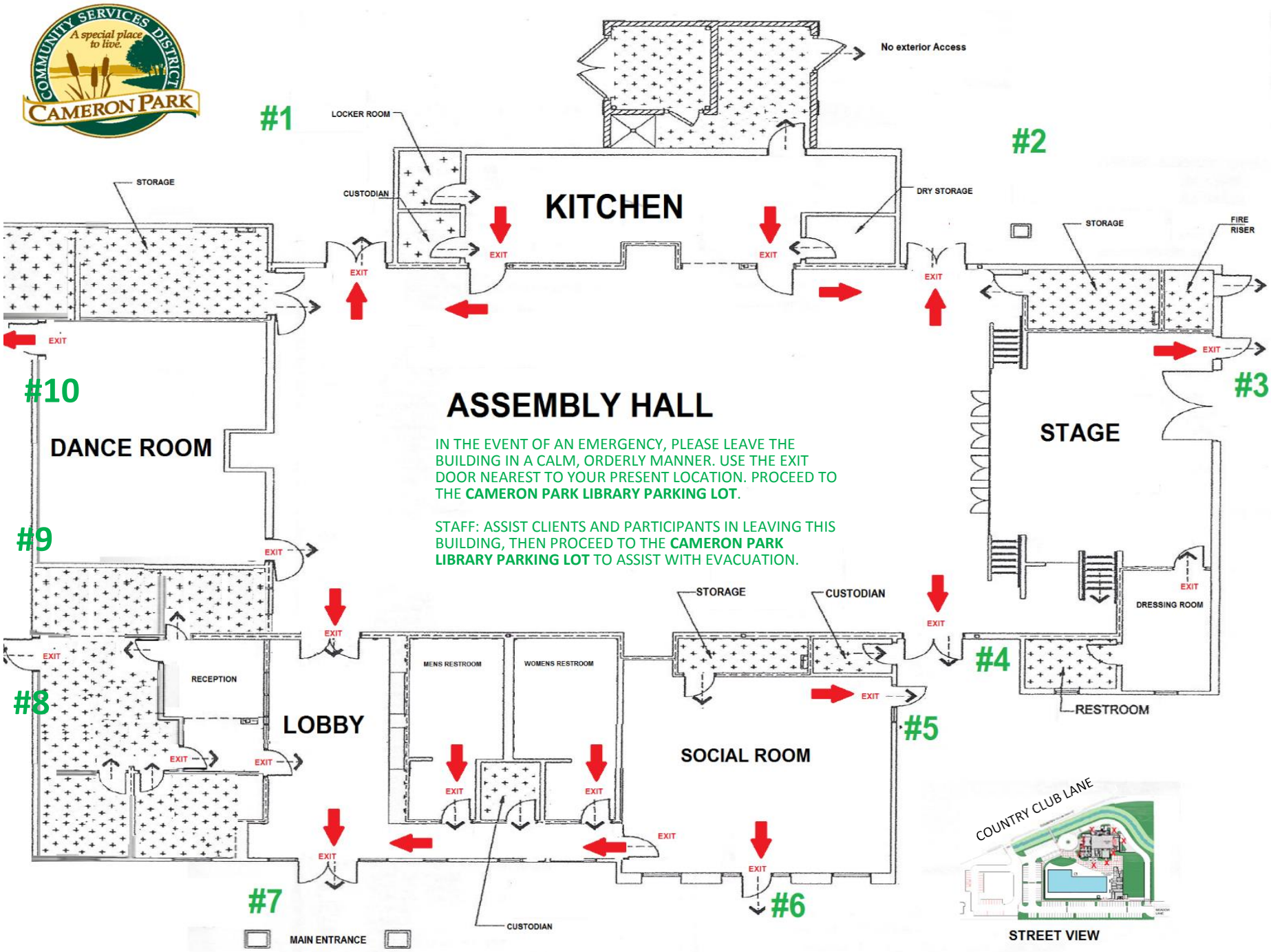
Print Name:_____

Applicant's Signature:_____

CAMERON PARK COMMUNITY CENTER ASSEMBLY HALL DIAGRAM

Renter:_____Contact:_____Date:_____




COMMUNITY SERVICES DISTRICT
A special place to live.
CAMERON PARK
#1
LOCKER ROOM
No exterior Access
#2
STORAGE
CUSTODIAN
KITCHEN
DRY STORAGE
STORAGE
FIRE RISER
EXIT
#10
DANCE ROOM
ASSEMBLY HALL
IN THE EVENT OF AN EMERGENCY, PLEASE LEAVE THE BUILDING IN A CALM, ORDERLY MANNER. USE THE EXIT DOOR NEAREST TO YOUR PRESENT LOCATION. PROCEED TO THE CAMERON PARK LIBRARY PARKING LOT.
STAFF: ASSIST CLIENTS AND PARTICIPANTS IN LEAVING THIS BUILDING, THEN PROCEED TO THE CAMERON PARK LIBRARY PARKING LOT TO ASSIST WITH EVACUATION.
#3
STAGE
#9
STORAGE
CUSTODIAN
DRESSING ROOM
#4
RECEPTION
MENS RESTROOM
WOMENS RESTROOM
#8
LOBBY
SOCIAL ROOM
#5
RESTROOM
#7
#6
CUSTODIAN
MAIN ENTRANCE
COUNTRY CLUB LANE
STREET VIEW

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FACILITY RULES & CONDITIONS:

I. General Information

- The renter(s) whose name is on the rental application is the only person who can submit changes to the reservation. Changes must be approved by staff and additional fees may apply.
- Upon arrival for the event, the renter will need to check in with CSD staff and check out with staff before leaving. The renter must be available to CSD staff for the duration of the event as needed.
- Event needs to be contained to room(s) rented. The CSD has the right to hold the renter responsible for any rental and/or cleaning fees associated with use of non-rented spaces.
- Barbecuing requires pre-approval and is restricted to certain areas outside the facility.
- The CSD is not responsible for lost or stolen items and will not be responsible for any items delivered before, or left after, an event.
- Smoking is prohibited in the CSD campus buildings. Smoking must be at a minimum of 20 feet from any building entrance, exit, or window.
- The CSD staff may, at any time, instruct renter to turn music down or discontinue music due to violation of the noise permit rules and regulations.
- ***Only CSD staff can move the Assembly Hall room dividers.*** If renter moves the room dividers, damage may occur and the renter will be held financially responsible.
- Rehearsal or set up times are available within two weeks of event, and will be subject to rental fees.
- Set up/preparation and take down/cleaning must be done during the allotted rental time.
- Events involving persons under 21 years of age must be supervised by adults.

II. Security Deposit

- A Security Deposit is required for facility rentals. Deposits will be returned two to four weeks after the event via a check in the mail, as long as no damage or violations have occurred. Security deposits will not be returned if your event causes the need for any of the following:

  1.) Cleaning beyond the normal CSD daily maintenance.

  2.) Repair or replacement due to structural or equipment damage or theft.

  3.) Fire Department response due to false alarm or exceeding building capacity per the Fire Code.

  4.) A response from the El Dorado County Sheriff Department due to failure to follow all county laws and ordinances, including but not limited to, the County's sound ordinance or laws related to disturbing the peace.

- If said fees exceed the amount of the Deposit, it will be the renter's responsibility to cover them.

III. Rental Fees and Changes

- All rental fees are due at least 30 days prior to the scheduled event. Facility reservations taken within the 30 days of the requested rental date require full payment at the time the reservation is approved. Payment may be in the form of a check, cash or credit card (Visa, MasterCard, or American Express).
- Failure to pay all fees in full at least 30 days prior to scheduled event will result in cancellation of event and retention of deposit.
- Renters who arrive earlier or stay later than the reserved time will be charged for the additional time.
- Fees are not refunded for reserved time not used.
- A $50 late fee will be assessed to all late payments/fees due.
- Applicant acknowledges the facility may be rendered unusable or otherwise unavailable due to circumstances beyond CSD control, including but not limited to: flooding, fire, natural disaster, other acts of nature, criminal acts or acts of war or terrorism. In the event the facility should become unavailable due to any such circumstances, CSD will refund all fees paid by renter. The District is not liable for consequential damages the renter may experience, including but not limited to: lost profits, lost opportunity and any costs incurred in connection to the renter's event.

IV. Cancellations

- The District reserves the right to retain a portion of the reservation deposit if a cancellation of the reservation occurs, subject to the following penalties:

  1.) 3 months (91 days) or more in advance of scheduled date, CSD will retain $50 from rental deposit.

  2.) 31- 90 days prior to event, 50% loss of the rental deposit.

  3.) Less than 30 days' notice, 100% loss of rental deposit.

V. Parking Restrictions and Guidelines

- Event parking at the CSD shall be confined to the CSD parking lot. Please be respectful of our neighbors.
- Overflow parking is in the following areas only:
- Parking is allowed at the Cameron Park Library only during periods when the Library is closed.
  - Meadow Lane in legally designated parking areas only.
  - Greenwood Lane in legally designated parking areas only.
  - Country Club Drive in legally designated parking areas only.
  - Under no circumstances shall event participants park on Placitas Drive, Castana Drive, or any side streets adjacent to these streets.
  - Any street parking is at the owners risk for citation and/or towing.
- CSD is not responsible for any damages to, or theft of property in its facility parking lot.
- Parking is not allowed on any entry or exit (Fire Access) road within the CSD property. Emergency services must have clear access to all facilities within the CSD property.

VI. Insurance and Permits

- A Certificate of Liability Insurance with a minimum of $1,000,000.00 is required for all events and must show the Cameron Park Community Services District as Additionally Insured (*see box). It is suggested that the renter research the costs, if any, before signing this agreement, to obtain this coverage either through their home owners insurance, or any other insurance agency.

*Additionally Insured: Cameron Park Community Services District, its Directors and individual members thereof, and all of the Cameron Park Community Services District agents, officials, employees and volunteers are hereby named additionally insured members in respect to the use of the District's facilities.

- Renter is responsible for securing all required permits and needs to present a copy to CSD no later than 30 days prior to rental date.
- Any event that charges an admission fee or where goods or services are sold must be indicated on the rental application form. There may be additional requirements prior to rental. Including but not limited to: additional security deposit, insurance requirements and event security.

VII. Alcohol – use of must be listed on application.

- Renter accepts responsibility for the use of alcohol in the facility and agrees to prohibit use of alcohol by minors. Alcohol must be consumed only in the room(s) rented.
- When Renters plan to serve or sell any type of alcohol at their event after 4pm CSD requires a fee to be paid for uniformed security guards. They will be provided by the CSD. Your fee will be assessed based on the length of your event and attendance.
- If renter plans to sell alcohol at the event, renter must provide all required permits from the Alcohol Beverage Control 30 days before the event.

VIII. Guests

- Guests must remain in the room(s) rented. The main lobby, bathrooms and hallways should only be used as necessary. Excessive gathering in those areas may result in the loss of security deposit and/or cancellation of rental.
- Children are not allowed outside rented room(s) without adult supervision.
- Renter is responsible for all guests' behavior. Violence, excessive drinking, loud behavior and unsupervised children are not permitted and will not be tolerated. Guests must adhere to all policies and procedures as outlined in rental contract. The District may cancel any event for violations of disturbing the peace laws.
- Renter assumes full responsibility for communication between them and attendees for events held. CSD should not be listed as a contact for your event.

IX. Caterers

- Caterers must furnish all cooking and serving utensils and the renter is responsible for the caterers' time in the facility and use of equipment.

X. Decorations

- Any decorations used at the event must be of a non-permanent nature and removed prior to the end of the event. Low tack tape such as blue painters tape may be used for walls. Push pins, tacks, nails, or anything that causes holes in the walls is not allowed.
- Rice, birdseed, confetti, hay, straw, sand, silly string and glitter are not permitted.
- No smoke/fog machines will be used inside the CSD.
- Balloons must be weighted and secured when used and be removed at end of event.

CPCSD Cleaning Responsibilities:

• Sweeping and mopping of the facility.

• Removal of all trash/recycling receptacles.

• CPCSD table/chair set-up and take-down.

• CPCSD will help with any AV equipment needs.

Renter Cleaning Responsibilities

Facility:

• Allow at least one hour for clean-up, and vacating facility.

• Any decorations need to be taken down and either removed from facility, or placed in trash receptacles.

• Tables should be cleared of all items, and generally cleaned.

• Facility should be relatively free of debris/spills. If excess cleaning needs to be done by CPCSD staff, your deposit may be held to cover the clean-up.

Kitchen: *please do not dump ice, grease, or any other substance on landscaping or down floor drains.*

• Clean all surfaces and appliances used. This includes any spills inside appliances or on surfaces.

• Please place large amounts of food in garbage bins rather than down the garbage disposal.

• Refrigerator and freezer need to be emptied of all food and beverages that were brought in by renter.

• Empty and clean all grease traps and spill pans.

• Please let caterer(s) know about our cleaning requirements, as renter will be held financially responsible for the state of the kitchen at the end of the event.

• Please note – the ice maker should never be used as a cooler.

Failure to follow these guidelines may result in forfeiture of rental deposit.

2019
Cameron Park Community Center Rates and Information

Cameron Park Residents will receive a 10% discount.				
Non-Profits receive a 25% discount.				
Only one discount category may apply.				
	Deposit is due when reservation application turned in.	Hourly rate	**Minimum:** 2 hrs:	Daily rate = 10 hrs.
Assembly Hall (full)	$300	$165	$330	$1,320
Assembly (East half w/ stage)		$92	$184	$760
Assembly (West half w/o stage)		$75	$150	$605
Kitchen		$55	$110	$440
Gymnasium		$66	$132	$525
Assembly Hall Northwest 1/4	$40	$55	$110	$440
Social Room		$55	$110	$440
Dance Studio		$55	$110	$440
Classroom		$28	$56	$220
Podium, Audio/Visual or PA system, wireless microphones			Flat Rate Fee $30	
Additional Deposit required for serving/selling alcohol after 4pm.			$300	
Additional Security Guard fee required when alcohol is present after 4pm. CPCSD will provide them and determine how many are needed.			$25 per guard per hour.	
Classrooms and Gym can be booked:	Starting December 1 for dates from January – April Starting March 1 for dates from May – August Starting August 1 for dates from September - December			

	Square footage	Assembly Seating	Banquet seating
Assembly Hall	3759	537	252
Assembly (half)	1787	269	102
Assembly (quarter)	882	134	54
Dance Studio	804	115	54
Social Room	784	112	53
Stage	691	46	46
Gym	6363	909 210 (Only on Bleachers)	425
Classroom	648	93	43

Thank you renting the Cameron Park Community Center!
Office hours: Monday – Friday 8:00am – 5:00pm
Phone: 530-677-2231 Fax: 530-677-2201

Cameron Park Community Services District
Kitchen Cookware and Materials

Inventory current as of 11/13/18, quantities may vary.

Pots & Pans w/ lids:

- 1 – 40 qt pot
- 4 – 24 qt pots
- 1 – 20 qt pot
- 1 – 18 qt pot
- 2 – 16 qt pots
- 2 – 7 qt saucepan
- 2 – 10 qt saucepan
- 3 – 13 in pans

Drinkware:

- 10 – 3.5 gallon beverage dispensers w/ ice cone
- 1 - Hamilton Beach cafeteria brew station
- 10 - plastic drink pitchers
- 3 - commercial sized coffee makers

Bakeware:

- *3 - baking dishes
- *5 - baking sheets

Prep-ware:

- *5 - cutting boards
- *14 - prep bins
- *6 - mixing bowls
- *5 - colanders

Utensils:

- *9 - spatulas
- *5 - BBQ forks
- *6 - ladles
- *4 - whisks
- 10 - rubber spatulas
- 7 - serving spoons
- 10 - straining spoons
- 1 - ice cream scooper
- 1 - bottle opener
- 2 sets of measuring spoons
- 2 sets of dry measuring cups
- 1 – 3/8 liter wet measuring cup
- 2 – ¾ liter wet measuring cup
- 2 – 1½ liter wet measuring cup
- 2 – 3 liter wet measuring cup
- 23 - butter knives
- 44 - forks
- 80 - spoons

Misc. Items:

- 1 - Roaster oven
- 33 - ceramic plates
- Hair nets
- 7 - white aprons
- 3 pairs of oven mitts
- 1 – hand crank grater

*Items vary in size