

Cameron Park Community Services District
2502 Country Club Drive
Cameron Park, CA 95682



Parks & Recreation Committee
Monday, April 2, 2018
6:30 p.m.

Cameron Park Community Services District
2502 Country Club Drive, Cameron Park

Agenda

Members: Chair Director Monique Scobey (MS), Vice Chair Director Greg Stanton (GS)
Alternate Director Holly Morrison (HM)
Staff: General Manager Jill Ritzman, Recreation Supervisor Tina Helm,
Parks Superintendent Mike Grassle

CALL TO ORDER

ROLL CALL

APPROVAL OF AGENDA

APPROVAL OF CONFORMED AGENDA

OPEN FORUM

At this time, members of the Committee or public may speak on any item not on the agenda that falls within the jurisdiction of this Committee; however, no action may be taken unless the Committee agrees to include the matter on a subsequent agenda.

Principal party on each side of an issue (where applicable) is allocated 10 minutes to speak, individual comments are limited to four minutes and individuals representing a group allocated five minutes. Individuals shall be allowed to speak to an item only once. The Committee reserves the right to waive said rules by a majority vote.

DEPARTMENT MATTERS

PUBLIC COMMENT

Public testimony will be received on each agenda item as it is called. Principal party on each side of an issue (where applicable) is allocated 10 minutes to speak, individual comments are limited to four minutes and individuals representing a group allocated five minutes. Individuals shall be allowed to speak to an item only once. The Committee reserves the right to waive said rules by a majority vote.

1. **Oral Updates from Staff** (T. Helm and M. Grassle)
2. **Food Truck – Selection of Provider** (T. Helm)
3. **Proposition 68: The California Clean Water and Safe Parks Act and District’s Process to Identify, Prioritize Park & Facilities Improvement Projects** (J. Ritzman)
4. **Facility Use Policies – Update Process** (J. Ritzman)
(correspondence)
5. **Items for the May Committee Agenda**
6. **Items to take to the Board of Directors**

MATTERS TO AND FROM COMMITTEE MEMBERS

ADJOURNMENT



Parks & Recreation Committee
Monday, March 5, 2018
4:00 p.m.
Cameron Park Lake
2989 Cambridge Road, Cameron Park

Conformed Agenda

Members: Chair Director Monique Scobey (MS), Vice Chair Director Greg Stanton (GS)
Alternate Director Holly Morrison (HM)
Staff: General Manager Jill Ritzman, Recreation Supervisor Tina Helm,
Parks Superintendent Mike Grassle

CALL TO ORDER - 4:05 p.m.

ROLL CALL – MS, GS

APPROVAL OF AGENDA - Approved

APPROVAL OF CONFORMED AGENDA - Approved

OPEN FORUM

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1. **Tour of Cameron Park Lake Lagoon Facility** (M. Grassle)
2. **Oral Updates from Staff** (T. Helm and M. Grassle)
 - New Cameron Park Lake & Swim Lagoon Promotional Flyer
 - Proposed Planting for Community Center Landscaping
3. **Items for the April Committee Agenda**
 - Proposition 68: The California Clean Water and Safe Parks Act and District's Process to Identify, Prioritize Park & Facilities Improvement Projects
 - Community Center Use Policies
4. **Items to take to the Board of Directors**

None

MATTERS TO AND FROM COMMITTEE MEMBERS

None

ADJOURNMENT – 5:27 p.m.

Parks & Recreation Committee Meeting

April 2, 2018

2. Recreation Updates

Submitted by: Tina Helm, Recreation Supervisor & Sarah Fridrich, Recreation Coordinator

- Facility Use Report: Please find the scheduled rentals from July to March Fiscal Years 2016/17 and 2017/18 compared to the rentals during the same time period. This comparison is for the auditorium/classroom rentals and does not include the gym.

	2016/17 Facility Rentals July 2016- June 2017	number of rentals	2017/18 Facility Rentals July 2016- June 2017	number of rentals
July	\$3,387.76	19	\$7,448.00	20
August	\$2,485.85	20	\$5,615.37	25
September	\$1,638.51	17	\$3,926.50	16
October	\$7,485.51	24	\$6,099.60	20
November	\$3,006.00	18	\$4,455.50	20
December	\$4,832.71	24	\$2,964.00	13
January	\$3,993.75	17	\$1,826.50	13
February	\$3,350.60	14	\$3,265.50	15
March	\$5,243.42	22	\$5,939.05	20
Total	\$35,424.11	175	\$41,540.02	162

- Conducted interviews for the Recreation Coordinator position. From this process Sara Fridrich was hired as the new Recreation Coordinator and started with the district on March 7th.
- Staff attended the Affair of the Heart Event on February 28th at the Community Center. The focus is Heart Health and will featured a Cardiology Session moderated by comedian Fran King. The event featured healthy food and wine, health screening and exercise demos from CSD instructors for Tai Chi and Ballroom Dance.
- Staff continues to meet with Cameron Park Rotary, Shingle Springs/Cameron Park Chamber, Cameron Park Foundation and Channel 2 to discuss Community Showcase Event/Luau at the Pool in April.
- Staff presented to the Senior Leadership Council the proposed activities for the upcoming summer month – please see attachment.

Senior Activity Report - Summer 2018 Planning

PROPOSAL With El Dorado County having one of the highest populations of seniors in the state, it is the Cameron Park Community Services District goal to try and better serve this population. We plan to do this by creating more senior programs. We will be working with the Senior Leadership Council along with seniors in the community to collect data, and implement and test programs, activities, and classes. We have already started to take action. A survey was put out in many of our senior activities to see what programs were most requested. This data was taken, put into tables, and presented to the Board of Directors at the March Board Meeting. This data has been taken to start developing programs. We are adding six new programs to the Summer 2018 Activity Guide, and plan to apply for grants and continue to add and improve programs for seniors in the community. We also hope to attract more seniors from the community who do not already use our facilities and services regularly.

SURVEY The survey was placed at Modified Zumba, the Newcomers Club, Tuesday Table Games, and Senior Nutrition and Tai Chi twice. Seniors were able to place up to ten dots next to activities they wanted to see. The categories included Arts, Crafts and Culture, Travel, Fitness, Table Games, Educational Classes, and Special Events. 410 dots were placed, with the most requested programs being Community Day Trips, Bingo, Red Hawk Trip and Lunch, Bunco, and Ping Pong.

SUMMER PROGRAMMING Six programs have been chosen to develop starting this summer. We will be offering two fitness programs, Chair Yoga and Sit & Be Fit. Chair Yoga will run Tuesdays and Thursdays, and Sit & Be Fit will run every Friday. Bunco will be added the last Friday of every month after Senior Nutrition. Guest Speakers have been scheduled to run the third Monday of every month, with Mary Cory from the Historical Museum scheduled in May, Roberta Rimbault with Alive Inside in June, Lori Cicchini with Animal Outreach in July, and Jennifer Cullen and the Alzheimer Association in August. A Craft Corner is going to be open every Monday, with volunteers to help run it. Budget art projects will be created, with materials provided for a small drop-in fee. This will also be a space for seniors to come and create their own art. Lastly, a free monthly movie will be provided the second Friday of every month. This will have popcorn, coffee and water, and the attending seniors will get to vote on the movie that will be played at the following month's showing.

FUTURE PROGRAMMING There are many ideas we have for future programming, including once a month birthday celebrations, social dances, coffee time with staff, and a punch card system for drop-in programs. However, we plan to really focus on improving these summer programs this fall after trying them out, and adding Day Trips, Wii Bowling, and increasing the amount of times we do Bingo each month. We plan to be able to achieve these goals by applying for grants such as one offered through Friends of Seniors. We hope to be able to support these new programs with the grant money, purchase the equipment needed for Wii Bowling, and provide a passenger vehicle for Community Day Trips. Some places suggested for Community Day Trips include Marshall Gold Discovery State Historic Park along with other State Parks, The Annual Orchid Show, the Harrison Center, the B Street Theater, and Red Hawk Casino.

MARKETING Flyers and handouts will be created to better advertise for these senior programs. We will also be creating a 50+ symbol to place in the Activity Guide and on flyers to show what programs are specifically for community members that are 50 years old and older. This symbol is being created and will be placed starting in the Summer 2018 Activity Guide. Finally, a newsletter draft has been created, and may be placed out the first week of every month. It will include a picture and information about a CSD staff member and a senior within the community, upcoming classes and events specifically for seniors, names of seniors who have birthdays that month, the Senior Nutrition meal calendar, important dates to remember, and pictures from the previous month's events, activities, and classes.

Agenda Transmittal

DATE: April 2, 2018

FROM: Michael Grassle, Parks and Facilities Superintendent

AGENDA ITEM #1: **Parks, Facilities & LLADs Report**

RECOMMENDED ACTION: Receive and File

General Information

- Staff are currently dealing with the aftermath of the flooding that took place Thursday March 22nd. The majority of the District's parks and LLADs had some sort of flooding. Between downed branches, washed out pathways and clogged drains we have been busy. Staff are working on controlling the weeds and getting the irrigation systems ready for summer. Staff have put the new Toro sprayer/spreader to good use and have been able to reduce the amount of time it takes to spray weeds significantly.
- Special District Risk Management Association (SDRMA), the District's insurer, contacted staff and will be conducting a safety inspection of all parks, facilities and LLADs.
- Staff are meeting with DSA, District's IT contractor, regarding ways to capitalize on technology to make the irrigation system, HVAC and other system more efficient.
- Mike Grassle received a Supervisory Training Certificate at the recent SDRMA Safety Day, which provides points to the District to reduce annual insurance fees.
- Irrigation training courses are scheduled with staff, hosted by an irrigation technician from Hunter.

Community Parks/Sports Fields

Cameron Park Lake

- Staff are currently working with the El Dorado County Sheriff's Department regarding the resident who cut down a protected oak tree on Cameron Park Community Services District (CPCSD) property.
- Staff have been taking safety measures to insure the lagoon pump room is safe for staff to work in this summer, addressing extension cords and exposed wiring.

Christa McAuliffe Park

- Staff solicited feedback and information from Foothill Associates about re-locating the T-ball field from Rasmussen to an unused portion of Christa McAuliffe.

Rasmussen Park

- Staff spent a full day prepping the baseball fields for this upcoming season.
- See Rasmussen Park Irrigation System Repair and Upgrades (attached Exhibit A).

Community Center

- New plants are scheduled to be install Tuesday April 2nd around the Community Center.
- Refrigeration Supplies Distributor fixed our scheduling issues for the HVAC system. We are also considering updating the software for our system.
- Curtis Osze, Maintenance Worker, completed the Certified Pool Operators course. This certification will give Curtis a better understanding of how the chemicals work to keep the pool safe as he does extensive work on the Community Center pool. It will also give him more insight on potential hazards to be aware of and how to handle them.

Neighborhood and Natural Area Parks/Landscape and Lighting Assessment Districts

David West

- Staff started repairing the irrigation system. We are also installing a central irrigation control before summer.
- Staff will address the graffiti along the concrete wall the faces Highway 50. Paint has been ordered.
- The parking lot is set to be resealed and painted April 5th and 6th. It is in pretty bad shape.

Royal Park

- A large oak tree fall across Country Club Drive on March 22rd. Staff did an awesome job of responding within 30 minutes of the tree falling and cutting it out of the roadway.

Northview Park

- Staff have been busy repairing the decomposed granite pathway, which washed out during all the flooding.
- There was some vandalism to the new shade structure over the playground. Someone climbed on the roof of the playground and poked holes in the shade structure. We are removing the roof and capping the playground posts.

Weed Abatement in Transportation Corridors

- District staff and CAL FIRE have finally completed the clearing out the space between the roads on Sudbury.
- Staff spent their last day with D.O.T. on Cameron Park Drive on Thursday March 29th. The District will start on weed abatement in open space areas and parks before returning to Cameron Park Drive. We plan to continue this joint effort later this summer.

Rasmussen Park Irrigation System Repairs and Upgrades

Rasmussen Park's irrigation system needed a lot of work including several valves which were not working correctly. Staff went zone by zone mapping out and replacing the damaged sprinkler heads. Below is a list of the specific tasks we addressed to get the irrigation system working effectively.

- Staff replaced 29 Hunter I-40 Rotors. The system was a mix match of various sprinkler heads. A sprinkler system of this size needs to have uniform sprinkler heads so we can effectively manage our water.
- The District does not have accurate irrigation plans for the park. As staff have been repairing the system they are also mapping it out. This will make checking the systems so much easier in the future.
- Staff replaced the damaged irrigation valve boxes.
- Once staff installed the correct heads throughout the park, we installed the correct nozzles. Installation of the correct nozzles is crucial as it ensures we have matched precipitation throughout the parks. Matched precipitation is just a fancy word; meaning the turf grass is getting water evenly.
- Staff raised and straightened every sprinkler head throughout the park. Approximately 90% of the sprinklers had issues.
- Triangle Well came out and installed a new sand filter on the well. The existing filter was full of debris and was mounted to a T post in the ground. Whenever the irrigation turned on, the entire filtration system would shake and become unstable. The new filter is attached to the concrete wall to prevent any movement on the main irrigation line.
- Staff installed a Wi-Fi based central irrigation controller. This will allow the district to access the irrigation system at Rasmussen Park remotely. Accessing the system remotely will save staff time and give the District much more control over the entire irrigation system.

By repairing the District's irrigation systems I am confident that we will see some major improvements not only in water savings, but in the overall health of the landscape, especially the turf grass. Healthy turf grass will mean a much safer and esthetically pleasing playing surface for our user groups. Similarly, we hope to continue to repair and upgrade the rest of the District's irrigation systems.

Food Truck Vendor

Staff Assessment: continue relationship with SactoMoFo.

- Met District’s expectations for a number and variety of Food Trucks;
- SactoMoFo bring tables, chairs, collect & remove garbage;
- Food Trucks in Foothills has event in El Dorado Hills and other places in County; SactoMoFo will provide different vendors so not duplicating;
- District and Foundation generates revenues by the selling vendor booth space and beer/wine;
- SactoMoFo has broader promotions;
- Past events have been successful.

District Questions and Food Truck Vendor Responses

QUESTIONS	RESPONSES FROM FOOD TRUCKS IN THE FOOTHILLS	RESPONSES FROM SACTOMOFO
<p>1. PLEASE DESCRIBE THE VARIETY AND NUMBER OF TRUCKS.</p>	<p>We will provide a wide range of food choices from savory to sweet. Due to truck schedules the exact trucks we will have at each event will vary. We do work with trucks that are not contracted with only one food truck event company therefore we do have more options of trucks to choose from. We plan our number of trucks based on the estimated numbers that will be attending. On average the industry standard is one truck per 200 attending.</p>	<p>We have 20 trucks that we work with permitted in El Dorado County. As such, we have a pretty broad range of food offerings.</p>
<p>2. PLEASE INCLUDE WHAT YOU WILL PROVIDE AT EACH EVENT IN ADDITION TO THE TRUCKS.</p>	<p>We have a contact for a bounce house that we can provide if requested. There is not money to invest into table and chairs for events, so these would not be provided. We have found with the venue people are more than happy to bring chairs and blankets.</p>	<p>Our staff will ensure all the trucks are compliant with all relevant permits, and on the day of the event, they will ensure they arrive on time, park safely and operate smoothly. After the event they will clean up and take all garbage away. We will also provide tables and chairs, tall tables and cleaning & garbage service.</p>

QUESTIONS	RESPONSES FROM FOOD TRUCKS IN THE FOOTHILLS	RESPONSES FROM SACTOMOFO
3. PLEASE INCLUDE WHAT TYPE OF OUTREACH YOU DO FOR MARKETING.	<p>We have over 2300 fans on Facebook and it is continually growing as an active fan base that loves to get out and enjoy and evening with friends and family a feeling that they are supporting local small businesses in our community as well as helping support charities and nonprofits in the community. We use Facebook advertising and local papers (I.E. Windfall) to get the word out as well as word of mouth!! We also cross market with other local businesses and all the food trucks that work with us share events on their social media sites.</p>	<p>We have a broad audience on all social media with 100,000+ followers on Facebook, Instagram, Twitter and email lists. We have a dedicated social media person that produces the materials, we share them with you, and then promotes the events on the various mediums.</p>
4. WHAT EXPECTATIONS DO YOU HAVE OF CSD STAFF?	<p>The only expectations we have is that we work well together for a great cause and to make a successful and fun event for our community.</p>	<p>We do not require much assistance, other then help promoting the events themselves locally, as your local reach is more focused.</p>
5. ANY ADDITIONAL INFORMATION YOU WOULD LIKE TO PROVIDE PLEASE DO SO.	<p>Over the past two years Food Trucks in the Foothills and all the trucks working with us to support our local non-profits have raised almost \$75,000. In the last two years producing events in (Amador, Calaveras, Sacramento and El Dorado County) and while we are proud of what we have accomplished we have also learned a lot. I believe that it is imperative in a small community that we work together to support our local small businesses and foster a great working relationship. I have worked in the past with Jill Ritzman at the El Dorado Hills CSD and I look forward to working with her and the Cameron Park Community Services District again!</p>	<p>No answer.</p>

Agenda Transmittal

DATE: April 2, 2018

FROM: Jill Ritzman, General Manager

AGENDA ITEM #3: CALIFORNIA PROPOSITION 68, PARKS, ENVIRONMENT, AND WATER BOND (JUNE 2018)

RECOMMENDED ACTION: Receive and File.

BUDGET ACCOUNT: PARKS DEPARTMENT & CAPITAL IMPROVEMENT PLAN

BUDGET IMPACT: To Be Determined

Senate Bill 5, California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access for All Act of 2018 was introduced by Senator De León in December 2016. In October, the Governor approved the bill.

In June 2018, Voters will consider Proposition 68, Parks, Environment, and Water Bond. If passed, the Proposition authorizes \$4 billion in general obligation bonds for state and local parks, environmental protection and restoration projects, water infrastructure projects, and flood protection projects.

Specific benefits to the District include a Per Capita Allocation, whereby funding will come directly to the District for park improvement projects. In addition, the District will have the ability to compete for additional grant funds.

Attachments:

Local Government Benefits
Funding Allocations



The Committee *for* Clean Water, Natural Resources & Parks

SB 5 Bond Measure:

Local Government & Smart Growth Communities

The Committee for Clean Water, Natural Resources, and Parks (CWNRP) members worked hard alongside state legislators to successfully pass SB 5, a bond measure that voters will decide in June 2018. If passed by voters, the measure would provide \$4 billion that would reduce local spending, lower disaster risk and associated costs, increase local and regional revenues, create local jobs, and foster thriving, sustainable communities.

THE SB 5 BOND REDUCES LOCAL SPENDING

- ✓ Allows local governments to build water projects that reduce operating costs by increasing water efficiency or allowing local entities to purchase less water
- ✓ Allows local governments to make required repairs to park infrastructure and complete other needed parks projects consistent with existing city, county, or district park expenditure plans
- ✓ Allows local governments to undertake needed flood protection projects and avoid flooding costs
- ✓ Allows local governments to provide essential protections for their communities against climate change impacts, and avoid costs associated with climate change impacts

THE SB 5 BOND INCREASES LOCAL REVENUE

- ✓ Allows local governments to develop visitor centers, county fairs, aquatic facilities, fitness centers, regional sports complexes, and other revenue-earning attractions
- ✓ Allows local governments to update, expand and acquire parks, and generate local revenue from park programming and private events
- ✓ Allows local governments to acquire or expand open space, green infrastructure, urban forestry, efficient landscaping, bike and walking paths, trails and other smart community growth features that create local revenues via increased property values, business influx, and diverse income earners, among other things
- ✓ Allows local governments to enhance or create place-specific revenue-earning recreational and tourism opportunities

THE SB 5 BOND CREATES LOCAL JOBS

- ✓ Grows and supports California's \$92 billion outdoor recreation economy with over 700,000 local jobs and billions of dollars in local and state revenues
- ✓ Grows and supports California's tourism economy
- ✓ Provides up to 5% of bond funds for community workforce development
- ✓ Provides that to the extent practicable a project that receives bond funds will provide workforce education and training, contractor, and job opportunities for disadvantaged communities

Thriving local communities for all.



Environmental & Social Equity Investments

- \$725 million for parks in park-poor neighborhoods

California's Outdoor Spaces

- \$200 million for local park grants (grants based on population)
- \$15 million for park and recreation grants for jurisdictions with a population of 200,000 or less
- \$30 million for competitive grants to local park districts, open space districts, and open space authorities to create, expand, or restore parks (\$5 million for projects in units of the state park system managed by non-profit organizations)
- \$40 million for grants to local agencies that have approved local park revenue measures

State Parks, Natural & Cultural Legacy

- \$218 million for existing state parks and improving public access to parks
 - \$10 million for state parks enterprise projects
 - \$5 million for local agencies that operate a unit of the state park system
 - \$18 million for fairground facility improvements
 - \$30 million for low cost coastal accommodations
 - \$25 million for state parks natural resource projects

Trails & Greenway

- \$30 million for non-motorized infrastructure development and access improvements competitive grants (up to 25% for innovation transportation programs that expand outdoor experiences to disadvantaged youth)

Rural Recreation, Tourism, & Economic Enrichment

- \$25 million for competitive grants to non-urbanized areas

Rivers, Creeks, & Waterways

- \$162 million for river parkways and urban streams restoration
 - \$37.5 million to Santa Monica Mountains Conservancy
 - \$37.5 million for San Gabriel and Lower Los Angeles Rivers and Mountains Conservancy
 - \$16 million for the Santa Ana Conservancy Program
 - \$10 million to the Lower American River Conservancy Program
 - \$3 million for the Los Gatos Creek and Guadalupe River
 - \$3 million for the Russian River
 - \$10 million for parkway along the Santa Margarita River
 - \$5 million for Clear Lake
 - \$10 million for the River Parkway Act of 2004
 - \$10 million for Urban Streams Restoration Program to the Department of Water Resources
 - \$20 million for parkway along the Los Angeles River

Ocean & Coastal Protection

- \$175 million for coastal and ocean resource protection
 - \$35 million for grants to protect ocean and coastal ecosystems
 - \$30 million for low cost coastal accommodations
 - \$85 million for protection of beaches, bays, wetlands, & coastal watersheds
 - \$20 million for coastal forest watershed health
 - \$5 million for estuarine lagoons and coastal wildlife areas

Groundwater Sustainability

- \$80 million for groundwater cleanup

Clean Drinking Water and Drought Preparedness

- \$250 million for clean and safe drinking water

Conservancies & Wildlife

- \$30 million for projects that implement the Salton Sea Management Program
- \$180 million to state conservancies
 - \$6 million to Baldwin Hills Conservancy
 - \$27 million to California Tahoe Conservancy
 - \$7 million to Coachella Mountains Conservancy
 - \$12 million for Sacramento-San Joaquin Delta Conservancy
 - \$12 million to San Diego River Conservancy
 - \$30 million to Lower Los Angeles River and Mountains Conservancy
 - \$6 million to San Joaquin River Conservancy
 - \$30 million to Santa Monica Mountains Conservancy
 - \$30 million to Sierra Nevada Conservancy
 - \$20 million to State Coastal Conservancy
- \$137 million to the Wildlife Conservation Board, including \$5 million for regional conservation investment strategies, \$52 million for Natural Community Conservation Plan projects, and up to \$10 million to the UC Natural Reserve System
- \$200 million for voluntary settlement agreements
- \$50 million for Dept. of Fish & Wildlife deferred maintenance
- \$170 million to the California Natural Resources Agency for Salton Sea

Climate Preparedness & Habitat Resiliency

- \$18 million for wildlife & natural systems conservation direct expenditures and grants
- \$30 million to remove barriers to between habitat areas and increase connectivity, including \$10 million for the California Waterfowl Habitat Program
- \$25 million to restore rivers and streams in support of fisheries and wildlife, including \$5 million for salmon and steelhead projects in Klamath-Trinity watershed
- \$60 million to improve wildlife & fish passage, including \$30 million for Southern California Steelhead habitat
- \$60 million for upper watersheds protection in the Sierra Nevada and Cascades
- \$30 million to improve conditions for fish and wildlife in streams
- \$40 million for grants to assist coastal communities and fisheries with climate change adaptation, with 35% to the SF Bay Area Conservancy Program, and 12% to the West Coyote Hills Program
- \$30 million for innovative farm practices that improve climate resilience
- \$50 million for forest restoration & fire protection including hazardous fuel load reduction and management for wildfire and climate change, with at least 30% for urban forestry projects
- \$40 million to state and local conservation corps for restoration & protection projects and equipment
- \$60 million to restore natural, cultural, ethnic, and community resources, and convert fossil fuel plants to green space, with \$20 million of this amount for multi-benefit "green infrastructure" benefiting disadvantaged communities

Flood Protection and Repair

- \$550 million for flood protection and repair, including \$350 million for flood protection, \$100 million for stormwater, mudslide, and other flood-related protections, and \$100 million for urban multibenefit flood projects

Regional Water Sustainability

- \$290 million for regional water sustainability, including \$50 million for groundwater sustainability planning
- \$100 million for water recycling, including \$20 million for agricultural operations to implement irrigation systems that save water

Agenda Transmittal

DATE: April 2, 2018

FROM: Jill Ritzman, General Manager

AGENDA ITEM #4: FACILITY USE POLICY – UPDATE PROCESS

RECOMMENDED ACTION:

- Review Community Center documents from other agencies;
- Provide comments to staff regarding expectations and goals for a new Community Center Use Policy;
- Support a Board Workshop to facilitate input from Board members and the community to establish a foundation for a new Community Center Use Policy.

BUDGET ACCOUNT: N/A

BUDGET IMPACT: No Impact

BACKGROUND:

The Cameron Park Community Center opened to the community eight years ago. Since that time, thousands of people have enjoyed a variety of events including family reunions, concerts, dance classes, senior activities, Rotary lunches, Senior Nutrition lunches, community meetings and many, many more activities. The Community Center campus is a focal point in the community.

In February 2018, the Cameron Park Fire Fighters Association organized their annual Crab Feed to raise money for the Explorer and Resident Fire Fighter programs. As in the past, guns were a raffle item. The raffle caused some individuals to question the appropriateness of raffling guns at a community event in the Community Center. On February 19, 2018, the District Board of Directors released a statement which included a commitment to review policies related to use of the Community Center, including raffle items.

DISCUSSION:

Staff reviewed current Cameron Park Community Services District (District) policies, and discovered that the policy manual does not include a section regarding use of the Community Center. District staff recently updated the Community Center application forms and process.

Staff solicited information from surrounding agencies including Southgate, Carmichael and Cordova recreation and park districts, City of Roseville and El Dorado Hills Community Services District. The purpose is to determine if other agencies are addressing items such as raffling guns, sales of alcohol and use of recently legalized cannabis.

Before initiating development of a new policy, staff requests guidance from the Board regarding the expectations and goals for a new policy.

Attachments:

Cameron Park CSD – Facility Reservation Application

Cameron Park CSD – Rental Agreement

Southgate Recreation and Park District – Rules & Regulations

El Dorado Hills CSD – Facility Rental Application

Carmichael Recreation and Park District – Facilities Rental Policy

Cordova Recreation and Park District – Facilities Rental Information

City of Roseville – Facility Rental Application



CAMERON PARK



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

Facilities Reservation Application

Thank you for considering our facility for your event. Please note that this application is a “request” and does not automatically constitute a reservation of the facility, nor the time requested. Applications should be submitted a minimum of 14 days prior to date requested. Please don’t hesitate to check for availability if time does not allow for the 2 week notice. This form will be processed within five (5) business days. **The security deposit is required with this application and it will be deposited if the application is approved.** After your event, per the attached agreement, the deposit will be returned in approximately 2 – 4 weeks. Please complete all of the following information in order for staff to provide you with the best service possible.

Name of Applicant _____ Today’s Date: _____

Date(s) Requested: ____/____/20____ Hours: From _____ To _____

How did you hear about us?

Facilities Requested (select below)

- | | | |
|--|--|-------------------------------------|
| <input type="checkbox"/> Assembly Hall | <input type="checkbox"/> Kitchen | <input type="checkbox"/> Classroom* |
| <input type="checkbox"/> 1/2 Assembly Hall | <input type="checkbox"/> Patio | <input type="checkbox"/> Gymnasium |
| With stage ____ Without stage ____ | <input type="checkbox"/> 1/4 Assembly Hall | |
| <input type="checkbox"/> Social Room | <input type="checkbox"/> Fire Station Meeting Room * | |

Anticipated attendance: _____

Contact/Person in Charge:

Please note: The individual named below will be the point of contact for the CSD in coordinating the event, and will be the only person who can make changes to this reservation. Additionally, this individual must be in attendance during the event, is responsible for insuring all rental policies are followed, and is responsible for all deposits, and fees.

Name of Business or Organization: _____

Non-Profit ID (501c3) Number (if applicable): _____

Name: _____

Cell Phone: _____ Home Phone: _____

Business Phone: _____ Fax Number: _____

Address: _____

City: _____ State: _____ Zip: _____

E-mail: _____

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

Please describe in detail, what activities will occur at this event:

(i.e.: This will be a company party with 150 people attending. We will have a band and lights. We plan on having a sit down supper. Raffle tickets will be sold (3 for \$1.00) for guests to win a trip to Hawaii.)

(Attach additional sheets as necessary to fully describe your event)

Please circle all of the following questions:

Is this a public event?	Yes	No	Will admission be charged?	Yes	No
Fundraising event?	Yes	No	Will alcohol be served?*	Yes	No
Will alcohol be sold? *	Yes	No	Will food be served?	Yes	No
Will food be sold?*	Yes	No	Will merchandise be sold?*	Yes	No
Will vendors be present?	Yes	No	Will entertainment be provided?	Yes	No

**Please note: It is the renter's responsibility to obtain all necessary County/State permits and licenses.*

Please identify your Media and Equipment needs below by specifying the quantity needed as appropriate:

Check (if needed)	Media and Equipment Needs	Quantity
	Chairs	
	4' Round Tables	
	6' Long Tables	
	PA System (Hall only)	
	Podium	
	DVD/ Audio/ Visual System (Hall only)	
	Automatic Screen (Hall only)	
	Wireless Microphones (Hall only)	
	Refrigeration/Kitchen Use* (Hall only)	

*When renting the facility, refrigeration/kitchen use can be rented at a 50% reduced rate

Rental Notes:

- This application does not automatically constitute a reservation of the facility and should be submitted a minimum of 14 days in advance. Contact the Facilities Coordinator if needed for scheduling help.
- Please allow five (5) business days for approval/denial/modification.
- You will be emailed a Letter of Confirmation if approved as submitted and your deposit cashed.
- All rental fees are due prior to the scheduled event.
- All cleaning/damage deposit funds will be refunded in 2 -4 weeks after your event if no damages or violations occur.
- All rentals will be processed on a first-come, first-served basis. Reservations will be taken no sooner than twelve (12) months in advance of the rental date.
- Fire Station Meeting Room may be used as back up for Community Center Facility Use.
- No alcoholic beverage permitted in Classroom or Fire Station Meeting Room.
- User group of Classroom and/or Fire Station Meeting Room responsible for setting up and taking down of room.

Rental Agreement Information:

- I have read the attached Rental Agreement and agree to abide by all rules and regulations as written.
- 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, 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.

Applicant's Signature: _____ Date: _____

Print Name: _____

Rental Confirmation

Approved By: _____ Date: _____

Approved By: _____ Date: _____

Insurance Needed? _____ Date Received: _____

Confirmation Sent: ___/___/___

Deposit Date: ___/___/___ Amount: \$ _____

Payment Due Date: ___/___/___ Amount: \$ _____



Cameron Park Community Center
Rates and Information

	Deposit	Hourly rate	Minimum rate	Daily rate*
Assembly Hall (full)	\$300	\$150	\$300	\$1,200
Assembly (East half w/ stage)	\$300	\$84	\$168	\$690
Assembly (West half w/o stage)	\$300	\$68	\$136	\$550
Assembly (Northwest quarter)	\$300	\$50	\$100	\$400
Dance Studio	\$300	\$50	\$100	\$400
Social Room	\$300	\$50	\$100	\$400
Kitchen	\$300	\$50	\$100	\$400
Gymnasium ** Reduced fees available during non-prime times	\$300	\$60	\$120	\$480
Classroom	\$30	\$27/ 2hr	\$27/ 2hr	\$10 each additional hour

*The Daily Rate provides for 10 hours total time. Any additional time will be charged at the hourly rate.

	Square footage	Assembly seating	Banquet seating
Assembly Hall (full)	3759	356	252
Assembly (half)	1787	158	102
Assembly (quarter)	882	70	54
Dance Studio	804	53	
Social Room	784	53	
Stage	691	48	
Gym	6363	210 Bleachers	378 Floor
Classroom	648	30	20

Special notes:

- Rates are waived for District business and activities.
- Cameron Park residents will receive a 10% discount off of posted rates.
- Non-profits receive a 25% discount off of posted rates – with proof of 501(c)(3) status
- Only one discount category may apply.
- Security deposit is due with reservation application
- Classroom Fees: \$27 for first two hours, \$10 each additional hour



Fire Station 89

Training/Conference Room **Rates and Information**

	Deposit	Hourly rate	Minimum rate	Additional hour
Meeting Room Station 89	\$30	\$27/2 hour	\$27/2 hour	\$10

	Square footage	Assembly seating	Banquet seating
Station 89	500	30	N/A

Special notes:

- Rates are waived for District business and activities.
- Cameron Park residents will receive a 10% discount off of posted rates.
- Non-profits receive a 25% discount off of posted rates – with proof of 501(c)(3) status
- Only one discount category may apply.
- Security deposit is due with reservation application



2502 Country Club Drive, Cameron Park, California 95682

telephone (530) 677-2231 • fax (530) 677-2201

www.cameronpark.org

Rental Agreement

Thank you renting the Cameron Park Community Center. The information below outlines the Rental Terms & Conditions for the Community Center. Our office hours are Monday – Friday 8:00am – 5:00pm.

GENERAL FACILITY RULES & CONDITIONS

- Only the renter(s) whose name is on the rental application as the “Person in Charge” can submit changes to reservation. Changes must be approved by staff and additional fees will apply.
- Upon arrival the day of the event, or as arranged with the Facilities Coordinator, there will be a walkthrough of the facility including a review and or training for use of any rented equipment or areas. The renter will need to check in with CSD staff upon arrival and check out with staff before leaving. The renter must be available to Cameron Park CSD staff for the duration of the event as needed.
- Event must be contained to room(s) rented. The Cameron Park 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.
- Cameron Park 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 Cameron Park Community Center. Any designated smoking area must be at a minimum of 15 feet from building entrances.
- Cameron Park CSD staff may, at anytime, 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 it is the responsibility of the renter to pay for any and all damages.
- Subleasing is not allowed.
- Storage is not available unless pre-arranged with Facilities Coordinator.
- Rehearsal or set up times are available upon request 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 less than 21 years of age must be supervised by adults by a ratio of one adult for every 15 minors. A list of chaperones must be submitted to the District at time of fee payment (no less than 30 days prior to event).

I. INSURANCE & PERMITS

- ‘Low Risk’ activities do not require insurance. Low Risk activities include, but are not limited to:
 - Groups of less than 100 people.
 - No alcohol, dancing or sporting events are involved.
- ‘High Risk’ activities require a \$1,000,000 certificate of liability insurance naming the District as additionally insured (*see below for verbiage). High risk activities include, but are not limited to:
 - Groups of 100 people or more.
 - Alcohol is served.
 - Dancing is involved.
 - All sporting events.
- The District will reserve the right to make further determinations on the risk factor of all other activities.
- A Certificate of Liability Insurance with a minimum of \$1,000,000.00 is required for all ‘High Risk’ events and must show the Cameron Park Community Services District as Additional Insured (*see below box for verbiage).

It is suggested that before signing this agreement, the renter research the costs, if any, to obtain this coverage. SPARTA insurance program offers special event liability insurance – (800) 420-0555; www.2sparta.com or check with your home owners insurance for coverage.

- Renter must get CSD approval prior to the event if renter plans to have vendors at the event (i.e. DJ, Caterer, Businesses, etc.). Rental with vendors may require an increase in the amount of insurance provided to the District. This information should be listed within the reservation “description in detail”.
- Renter is responsible for securing all required permits and must present copies of permits to Cameron Park CSD staff no less than 30 days prior to rental date.

*Additional 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.

- Any event that charges an admission fee or at which goods or services are sold must indicate that on their rental application form. Additional requirements will be required prior to rental. To include but not limited to: additional security deposit, insurance requirements, and event security.
- Anyone holding an event that is open to the public, and charging admission, must have a business license. A copy of the business license needs to be provided to the District no less than 30 days prior to the rental date. Exception: Non-profits providing 501(c)3 documentation do not need to provide a business license.

II. SECURITY DEPOSIT

- A Security Deposit is required for all facility rentals and will be deposited upon approval of Reservation Application. Deposits will be returned two to four weeks after the event date if no damage or violations occur. Security deposits will not be returned if your event causes the need for any of the following:
 - 1.) Cleaning beyond the normal Cameron Park Community Center 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.) El Dorado County Sheriff Department response due to failure to follow all county laws and ordinances, including, but not limited to, the County’s sound ordinance and laws related to disturbing the peace.
- The renter will abide by the facility cleaning requirements specified in attachment “A” of this document. Facility inspections are conducted by Cameron Park CSD staff following events to determine the condition of the facility (including assembly areas, lobby, restrooms and kitchen).
- The Security Deposit will be used to pay for the additional fees. If fees exceed amount of the deposit, the renter will be required to pay the additional amount of damage or costs to cure.
- The District reserves the right to retain the entire security deposit if the applicant has knowingly made a false statement of material fact or has knowingly omitted to state a material fact in the rental application.

III. RENTAL FEES & CHANGES

- All rental fees are due at least 60 days prior to the scheduled event. Facility reservations taken within the 60 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 60 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.

- The District reserves the right to adjust posted fees at any time in the future. Fees agreed to herein are for the contracted date only.
- If renter wishes to change event date(s), a \$50 service fee will be assessed for each date change.
- A \$25 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 the District's control, including but not limited to flooding, fire, natural disaster, other acts of God, criminal acts or acts of war or terrorism. In the event the facility should become unavailable due to any such circumstances, the District 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. RENTAL CANCELLATIONS

- The District reserves the right to retain a portion of the reservation deposit if a cancellation of the reservation occurs and are subject to the following penalties.
 - 1.) 3 months (91 days) or more in advance of scheduled date, District 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
- All cancellations are required to be in writing by the person who signed the contract. Written cancellations can be faxed, mailed or hand delivered.
- Incomplete, inaccurate or false information listed on the rental contract may result in cancellation of the rental, and loss of security deposit and any fees paid.
- The District reserves the right to cancel any event if the renter knowingly made a false statement of material fact or has knowingly omitted to state a material fact in the rental application.
- In case of emergency, or for reasons beyond the control of the District, the District reserves the right to cancel. Refunds will be made available if an event is canceled by the District.

V. ALCOHOL – THIS MUST BE REQUESTED ON APPLICATION AND REQUIRED INCREASED INSURANCE OBTAINED.

- 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 any type of alcohol at their event, it is up to the discretion of the Cameron Park Community Services District Administration to decide if they must have licensed and insured uniformed security guards at their event. If security guards are required - when attendance is 150 or less, one security guard is required; if attendance is over 150, two guards are required. A copy of the contract with the security company must be provided to the Cameron Park CSD staff no less than 30 days prior to the event. Security guards are required to be on site while alcohol is available for consumption.
- Renter is responsible for any guest who brings alcohol into the facility without obtaining the proper insurance and security requirements for alcohol. Event may be cancelled immediately if alcohol is consumed without the proper insurance and security requirements in place. ***Future rentals to applicant are at risk for any violation herein.***
- 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. Additional insurance is also required for the sale of alcohol.
- All Alcoholic beverages need to be onsite within the first 60 minutes of the event start time. No "beer runs or re-purchasing of alcohol" will be allowed.

VI. 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. The Cameron Park CSD should not be listed as a contact for your event.

VII. 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.

VIII. EQUIPMENT

- Equipment (microphones, TV/DVD, podiums, white boards, easels, projector, etc) is available (some fees may apply) and must be checked in/out with staff. Equipment cannot be rented without a room rental. All equipment must remain on the property. Rental items lost or stolen are the responsibility of the renter.
- Any unauthorized use of equipment belonging to Cameron Park Community Center will result in rental fees automatically being charged to your rental and taken from the security deposit.

IX. 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 Community Center.
- Candles must be completely enclosed in glass with the top of the container at least 2 inches above the flame.
- Balloons must be weighted and secured when used and be removed at end of event.
- Arrangements need to be made in advance with CSD Staff for delivery, storage & pick up of rented equipment such as tables and linens.

X. PARKING RESTRICTIONS AND GUIDELINES

- Event parking at the Cameron Park Community Center shall be confined to the Community Center parking lot.
- In cases where an event requires more parking than the Community Center parking lot has spaces, renters of the facility will insure that overflow parking occurs 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 or Castana Drive or any side street adjacent to these streets.
- Any street parking is at the owners risk for citation and/or towing.

- The Cameron Park 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 Community Center property.

APPLICANT'S SIGNATURE

Failure to comply with all the Cameron Park CSD's rental agreement may result in loss of your deposit and/or your event being cancelled early or entirely. This agreement must be signed, dated and returned with deposit.

- My signature below signifies that I have read and understand all the rental rules outlined in the Rental Agreement. I agree to abide by all the conditions outlined in this agreement and any permit(s) issued associated with my application.
- I also agree to pay the Cameron Park CSD all costs the District may incur as a result of any failure to fully comply with these conditions.
- All persons, groups and organizations shall agree to indemnify and hold harmless the Cameron Park CSD, its officers, agents, employees and volunteers from and against any injury, damage, claims, actions or suits arising out of the rental or use of the Cameron Park Community Center, including those caused by the passive negligence of the parties being indemnified and/or any dangerous condition of property of the parties being indemnified. I further agree to defend and indemnify the Cameron Park CSD from and against any injury, damage, claims, actions or suits arising out of or connected with the rental or use. I have provided proof of personal liability insurance and will only use my own policy to file claim of any need due to my event at the Cameron Park CSD.

Print Name : _____ Date: _____

Signature: _____

**** I give staff permission to photograph my event for promotional purposes. _____ Initial**

Attachment A

RENTER'S CLEANING RESPONSIBILITIES

This checklist is designed to help clarify what your clean-up responsibilities are during and after your event. *The renter should allow at least one hour for cleanup and vacating the facility. Table and chair setup, take down and storage will be completed by CSD Staff.* Any damage or additional custodial cleaning time needed will be charged to the renter. Any extra hours in facility will result in a charge to the renter at 1½ -times the hourly fee rate. Please plan accordingly.

FACILITY

- All decorations must be taken down and removed from facility or put inside trash cans as noted below.
- All tables must be cleared of all items (i.e. table linens, dishes, decorations, etc...) and wiped down of any spills.
- The facility should be relatively free of debris/spills. If excess trash, food or spills are left on the floor, the cleaning deposit may be withheld to cover the clean up. Sweeping and mopping the Assembly Hall is *not the renter's responsibility* and will be done by the staff.
- All trash needs to be taken out and placed in the trash dumpsters located in the enclosure behind the building. Cameron Park CSD staff will provide additional trash liners if needed. Boxes must be broken down before being placed in the dumpster. Place any recyclable materials together in the recycling containers, place recycling container in the enclosure outside of building.
- All clean-up supplies must be furnished by the caterer or renting party. The Cameron Park CSD will provide a mop, broom and trash liners.

KITCHEN CLEANING PROCEDURES

Kitchen Cleaning - It is strongly suggested that renter also notify caterer of these kitchen-cleaning requirements. Renter is responsible for kitchen cleaning requirements and failure to follow the guidelines listed below, may result in forfeit of rental deposit.

PLEASE DO NOT dump ice, grease **or anything on landscaping or down floor drains.**

Kitchen needs to be returned to original condition and should include:

- Clean all surfaces & appliances used: clean any spills in ovens and on oven racks. All stainless steel surfaces (prep tables and work counters) must be washed with dish soap and hot water and dried with a **clean, soft** cloth.
- Grills must be brushed with a wire brush and all food debris cleaned off. All stainless steel surfaces around grills must be cleaned and free of grease and debris.
- Remove all food particles from sinks and stovetops, wash with dish soap and hot water and dried.
- Please do not put large amounts of food down the garbage disposal, please use trash cans as needed. Repairs and maintenance as a result of disposal overload will be renter's responsibility.
- Empty, rinse and make sure all food particles are empty inside dish washer.
- Empty refrigerator and or freezer of all food and beverages, clean any inside unit spills with a damp cloth.
- Sweep all debris from floor; and mop all floor surfaces used with detergent and hot water.
- Empty all grease traps and spill pans then wash with dish soap and hot water.
- Clean all stainless steel surfaces behind and above cooking areas.

Southgate Recreation & Park District

Rules and Regulations Governing Use of District Facilities



UNIFORM PARK ORDINANCE

Pursuant to Resolution 74-20, the Board of Directors of the Southgate Recreation and Park District on May 21, 1975, adopted the following Uniform Park Ordinance incorporating the provisions of Chapter 9.36 of the Sacramento County Code relating to parks and recreation facilities. The provisions of this chapter apply to all facilities under the jurisdiction of the county of Sacramento and to all facilities under the jurisdiction of the Southgate Recreation and Park District organized pursuant to the provisions of the Public Resources Code commencing with Section 5780.

REVISION DATES:

Amended on 12/15/98 by Resolution #98-70

PARK REGULATIONS

CHAPTER 9.36

Sections:

- 9.36.010 DEFINITIONS
- 9.36.020 PERMIT: APPLICATION CONTENTS
- 9.36.021 PERMIT: STANDARDS FOR ISSUANCE
- 9.36.030 VIOLATION OF REGULATIONS – SANCTIONS
- 9.36.035 PENALTIES
- 9.36.040 CLOSURE OF FACILITIES
- 9.36.050 FAILURE TO OBTAIN REQUIRED PERMIT
- 9.36.051 PRIORITY OF USE
- 9.36.052 EXHIBITING PERMIT
- 9.36.053 SELLING AND ADVERTISING
- 9.36.054 RESTROOMS AND WASHROOMS
- 9.36.055 WATER POLLUTION
- 9.36.056 REFUSE
- 9.36.057 SMOKING
- 9.36.057.5 CONSUMPTION OF ALCOHOLIC BEVERAGES
- 9.36.058 FIRES
- 9.36.059 FIREWORKS
- 9.36.060 FIREARMS, AIR GUNS, AND OTHER WEAPONS
- 9.36.061 ANIMALS
- 9.36.062 REAL PROPERTY: APPROPRIATION OR ENCUMBRANCE
- 9.36.063 PROPERTY: USE OF
- 9.36.064 LOCKS AND KEYS
- 9.36.065 MOTORIZED VEHICLES
- 9.36.066 BICYCLE TRAILS AND BICYCLES.
- 9.36.067 HOURS OF USE
- 9.36.068 GAMES
- 9.36.069 SWIMMING
- 9.36.070 BOATS
- 9.36.071 REGULATIONS
- 9.36.072 SOUND AMPLIFICATION EQUIPMENT
- 9.36.073 SEVERABILITY

9.36.010 DEFINITIONS

As used in this chapter with reference to a facility under the jurisdiction of the Southgate Recreation and Park District are:

- (a) **“General Manager”** means the administrator of the Southgate Recreation and Park District which has jurisdiction or other authorized representative of such District.
- (b) **“District”** means the Southgate Recreation and Park District which has jurisdiction.
- (c) **“Facility” or “Park Facility”** means any body of water, land, landscape corridor, open space, recreation area, building, structure, system, equipment, machinery, or other appurtenances owned, managed, controlled or operated by the Southgate Recreation and Park District having jurisdiction.
- (d) **“Board of Directors”** means the Board of Directors of the Southgate Recreation and Park District which has jurisdiction.

9.36.020 PERMIT: APPLICATION CONTENTS

Whenever a permit is required by provisions in this chapter, an application shall be filed with the General Manager stating:

- (a) The name and address of the applicant;
- (b) The name and address of the person, group, organization or corporation sponsoring the activity;
- (c) The nature of the proposed activity;
- (d) The dates, hours and park facility for which the permit is desired;
- (e) An estimate of attendance; and
- (f) Any other information which the General Manager, regarding public health, safety, and welfare, finds reasonably necessary to a fair determination as to whether a permit should be issued. (SCC 366 § 2, (part), 1971)

9.36.021 PERMIT: STANDARDS FOR ISSUANCE

The General Manager shall issue a permit hereunder when he/she finds:

- (a) That the proposed activity or use of the park will not unreasonably interfere with or detract from the general public enjoyment of the park;
- (b) That the proposed activity or use will not unreasonably interfere with or detract from the promotion of public health, welfare, safety and recreation;
- (c) That all conditions, including where applicable the payment of fees, approval of the Board of Directors, and insurance coverage, are met;

- (d) That the proposed activity or use is not reasonably anticipated to incite violence, crime, or disorderly conduct;
- (e) That the proposed activity or use will not entail unusual, extraordinary, or burdensome expense or security operation by the district and
- (f) That the facilities desired have not been reserved for other use. (SCC 36 § 2 (part), 1971).
- (g) That the proposed activity or use does not create an undue hardship or burden on the neighborhood.

9.36.030 VIOLATION OF REGULATIONS – SANCTIONS

- (a) Notwithstanding the provisions of Section 1.01.190, and except as provided in Section 9.36.035, Subsection (e), and unless otherwise stated in this Chapter, a violation of any of the provisions of Chapter 9.36, or failure to comply with any of the regulatory requirements of Chapter 9.36, is an infraction subject to the procedures described in Sections 19(c) and 19(d) of the California Penal Code.
- (b) The General Manager shall have the authority to revoke a permit upon a finding of violation of any regulation contained in this chapter or upon a finding of violation of other County ordinance or law of this State.
- (c) The General Manager shall have the authority to eject from any park facility any person acting in violation of regulations contained in this Chapter.
- (d) The regulations contained herein shall not prohibit any person authorized by the General Manager from the normal exercise of requested, assigned, or contractual duties. (SCC 0919 (SCC 366 § 2, (part), 1971)

9.36.035 PENALTIES

- (a) Except as provided in Section 9.36.035 Subsection (e), every violation of Chapter 9.36 constituting an infraction is punishable a fine or fines as defined in the Sacramento County Code Bail Schedule.
- (b) Except as provided in Section 9.36.035 Subsection (e), every violation of Chapter 9.36 constituting a misdemeanor, is punishable a fine or fines as defined in the Sacramento County Code Bail Schedule, or by imprisonment in the County Jail for not more than six months, or by both. (SCC 0919 § 6, 1993: SCC 576 § 3, 1983).
- (c) Each person shall be guilty of a separate offense for each and every day during any portion of which any violation of any provision of this Chapter is committed, continued, or permitted by any such person, and shall be punished accordingly.
- (d) Malicious injury or destruction of any real or personal property which constitutes vandalism under the provisions of Section 594 of the Penal Code of the State of California, shall be prosecuted as a violation of Penal Code Section 594 and shall be punishable as either a misdemeanor or a felony, as

provided in Penal Code Section 594. Under Penal Code Section 594, if vandalism results in damage of \$1,000 or more, the vandalism may constitute a felony punishable by a fine of \$1,000 or up to a year in state prison, or both.

- (e) Effective July 1, 1993, any person violating or failing to comply with the provisions of Sections 9.36.048(a), 9.36.048(b), 9.36.065(d), or 9.36.065(e) of this Chapter shall be subject to civil penalties, fees, charges and procedures as set forth in Title 10, Chapter 10.04, Section 10.04.100 of this Sacramento County Code. (SCC 0919 § 6, 1993; SCC 576 § 3, 1983).

9.36.040 CLOSURE OF FACILITIES

The General Manager shall have the authority to close any park facility or portion thereof and require the exit of all persons therein when he/she determines that conditions exist in said facility or portion thereof which present a hazard to the facility or to public safety. (SCC 36 § 2 (part), 1971).

9.36.050 FAILURE TO OBTAIN REQUIRED PERMIT

No person shall use, occupy, or otherwise remain in any park facility or portion thereof for which a permit is required without first having obtained such permit. (SCC 36 § 2 (part) 1971).

9.36.051 PRIORITY OF USE

Any person using a park facility or portion thereof which may be reserved by obtaining a permit, but who has not obtained such a permit, shall vacate said area when holders of a valid permit present themselves. (SCC 36 § 2 (part) 1971).

9.36.052 EXHIBITING PERMIT

No person shall fail to produce and exhibit a permit he/she claims to have upon request of any District employee or any peace officer who shall desire to inspect said permit for the purpose of enforcing compliance with any regulations in this chapter. (SCC 36 § 2 (part) 1971).

9.36.053 SELLING AND ADVERTISING

- (a) Within the boundaries of any park facility, no person shall sell, vend, peddle, expose, offer for sale or distribute after sale to the public any merchandise, service, or property, or sell tickets for any event, nor shall any person distribute, circulate, give away, throw, or deposit in or on any park facility any handbills, circulars, pamphlets, papers, or advertisements, which material calls the public

attention in any way to any article or service for sale or hire, nor within any park facility shall any person solicit or collect donations of money or other goods from the public, without express approval of the General Manager for such activity within the specific park facility.

- (b) A request for approval as required by this section shall be submitted to the General Manager for any activity which requires a written contractual agreement. The General Manager may approve any other request unless, in the discretion of the General Manager, the request is an unusual one which should be submitted to the board for approval. (SCC 349 § 1, 1978; SCC 36 § 2 (part), 1971).

9.36.054 RESTROOMS AND WASHROOMS

Male persons shall not enter any restroom or washroom set apart for females, and female persons shall not enter any restroom or washroom set apart for males, except this shall not apply to children under the age of 6 years who are accompanied by a person who is of the sex designated for that facility and who has reason to be responsible for such child. A violation of the provisions of this section is a misdemeanor. (SCC 576 § 14, 1983).

9.36.055 WATER POLLUTION

While within the boundaries of any park facility, no person shall throw, discharge, or otherwise place or cause to be placed in the waters of any fountain, pond, lake, stream, bay, or other body of water or in any tributary, stream or drain flowing into such waters, any substance, matter, or thing, liquid or solid, including, but without limitation to, particles or objects made of paper, metal, glass, garbage, rubbish, rubber, fuel, food matter, wood, fiber and plastics. (SCC 36 § 2 (part), 1971).

9.36.056 REFUSE

No person shall dump, deposit, or release any bottles, broken glass, ashes, paper, boxes, cans, dirt, rubbish, waste, garbage, refuse, or trash in or on any park facility, except that refuse which is incidental to the use of the facility may be deposited in the receptacles provided therefor. For purposes of this section, an incinerator, stove, fire ring, barbecue, or other device used to contain fires or for cooking is not a proper receptacle for refuse or other waste material. (SCC 36 § 2 (part), 1971).

9.36.057 SMOKING

No person shall smoke any substance in any area designated as a nature trail or nature area or in or on any park facility where smoking is prohibited. (SCC 36 § 2 (part), 1971).

9.36.057.5 CONSUMPTION OF ALCOHOLIC BEVERAGES

- (a) No person shall possess any can, bottle or other receptacle containing any alcoholic beverage which has been opened, or a seal broken, or the contents of which has been partially removed, in any area designated as a nature trail or nature area or on or within any park or park facility which has been posted with signs prohibiting such possession. The Board of Directors may, by resolution, designate, or authorize the General Manager to designate, the park or park facilities to be posted.
- (b) It shall be unlawful for any person under twenty-one years of age to be in possession of an alcoholic beverage while such person is in or upon any park facility. Notwithstanding any other provision of this code to the contrary, violation of the provisions of this section shall constitute an infraction, and shall be punishable pursuant to the provisions of Government Code Section 25132. (SCC 500 § 1, 1982.)

9.36.058 FIRES

- (a) Without a permit issued by the General Manager, no person shall ignite, maintain or use any fire in any place within any park facility except in a barbecue cooker or other cooking device authorized by the General Manager for that purpose.
- (b) No person shall ignite or maintain a fire of materials deposited in any can, box, trench, pit or other receptacle maintained for the purpose of garbage disposal or incineration. (SCC 36 § 2 (part), 1971).

9.36.059 FIREWORKS

No person shall possess or ignite in any manner any firecracker or fireworks, including any article for the making of a pyrotechnic display. Nothing contained in this section, however, shall prohibit any discharge or display of fireworks defined and classified as "safe and sane fireworks" in Section 12504 of the California Health and Safety Code at any public gathering or patriotic celebration provided a permit for such discharge or display has been obtained from the General Manager.

9.36.060 FIREARMS, AIR GUNS, AND OTHER WEAPONS

No person other than peace officers in the discharge of their duties shall use, maintain, possess, fire, or discharge any firearm, air gun, spring gun, bow and arrow, slingshot, or any other weapon potentially dangerous to wildlife or human safety, except in areas, at times, and under conditions designated by the General Manager for such use. A violation of the provisions of this section is a misdemeanor. (SCC 576 § 15, 1983).

9.36.061 ANIMALS

No person shall:

- (a) Hunt, molest, harm, provide a noxious substance to, frighten, kill, trap, chase, tease, shoot, or throw missiles at any animal within the boundaries of any park facility, nor remove nor have in their possession the young, eggs, or nest of any such creature;
- (b) Abandon any animal, dead or alive, within any park facility;
- (c) Remove any animal not their own from within any park facility; exception is made to the foregoing in that in proper season, fish may be fished and removed from areas designated for fishing by licensed persons, and boarded horses may be removed from a park facility upon proper notification to the District;
- (d) Bring into or maintain in or upon any park facility any dog, cat, or other animal, unless such animal at all times is kept on a leash and under full control of its owner or custodian; provided, however, the General Manager may designate areas and times within which persons may show, demonstrate or train unleashed animals under full control of their owners of custodians.
- (e) Permit cattle, sheep, goats, horses, or other to graze within the boundaries of any park facility without express approval of the General Manager;
- (f) Ride a horse, pony, mule, or burro, or other animal onto or over real property within any park facility other than at times and upon roads or trails designated for riding of animals. (SCC 0957 §1, 1994; SCC 0713 §3, 1988; SCC 576 §16, 1983)
- (g) Permit any animal owned by, or in one's possession, to be brought into or remain upon the premises of any park facility, if the General Manager has given oral or written notice to remove that animal from such premises. The General Manager may give such notice if such animal is known to the General Manager to, at any time, have caused any injury or damage to any person, other animal or property of another while upon the premises of any park facility;
- (h) Permit or suffer any animal owned by, or in one's possession, custody, or control, to defecate upon park facility property without immediately removing such animal feces, placing said feces in a sealed bag or other sealed container, and placing such bag or container with feces in a proper refuse receptacle. Persons with horses in their possession, custody, or control, at times and upon roads or trails designated for the riding of such animal, and, unsighted persons while relying on a guide dog, are exempt from the provisions of this subsection;
- (i) A violation of any of the provisions of this section shall be punishable as follows:
 - (1) A first violation of any of the provisions of this section is punishable as an infraction; and

(2) A second or subsequent violation of the same provisions of Section 9.36.061 committed within thirty days of the previous violation shall be a misdemeanor. (SCC 0957 §1, 1994; SCC 0713 §3, 1988; SCC 576 §16, 1983)

9.36.062 REAL PROPERTY: APPROPRIATION OR ENCUMBRANCE

No person shall deposit any earth, sand, rock, stone, or other substance within any park facility, nor shall he dig or remove any such material from within any park facility, nor shall he erect or attempt to erect any building, wharf, or structure of any kind by driving or setting up posts or piles, not in any manner appropriate or encumber any portion of the real property owned, operated, controlled, or managed by the District, without a permit from the General Manager. (SCC 36 § 2 (part), 1971).

9.36.063 PROPERTY: USE OF

No person shall:

- (a) Dig up, pick, remove, mutilate, injure, cut, or destroy any turf, tree, plant, shrub, bloom, flower, artifact, or archeological site, or any portion thereof;
- (b) Cut, break, injure, deface, or disturb any building, sign, fence, bench, structure, apparatus, equipment, or property, or any portion thereof; or
- (c) Without a permit from the General Manager, make or place on any tree, plant, shrub, bloom, flower, building, sign, fence, bench, structure, apparatus, equipment, or property, or any portion thereof, any rope, wire, mark, writing, printing, sign, card, display, or similar inscription or device. (SCC 36 § 2 (part), 1971).

9.36.064 LOCKS AND KEYS

No person other than one acting under the discretion of the General Manager shall duplicate or cause to be duplicated a key used by the District for a padlock or door lock of any type or description, nor shall any person divulge the combination of any lock so equipped to any unauthorized person. (SCC 36 § 2 (part), 1971).

9.36.065 MOTORIZED VEHICLES

- (a) While within the boundaries of any park facility, no person shall drive or operate any automobile, motorcycle, motor scooter, trail bike, dune buggy, truck, or other motorized vehicle on roads or trails other than those designated for that purpose without a permit from the General Manager.
- (b) While within the boundaries of any park facility, no person shall drive any automobile, motorcycle, motor scooter, truck, or other motorized conveyance,

except an authorized emergency vehicle, at a rate of speed exceeding safe conditions dictated by prevailing circumstances.

- (c) No person shall operate any automobile or other motorized vehicle within the boundaries of any park facility unless such vehicle is currently licensed, except unlicensed vehicles may be operated in areas designated and posted for such use and in accordance with the rules established for such areas.
- (d) No person shall park any automobile or other motorized vehicle within any park facility except in areas specifically designated as parking areas. In no case shall any person park a motorized vehicle in a manner that presents a hazard to the public.
- (e) No person shall park or otherwise allow automobiles and other conveyances to remain within the boundaries of any park facility during the hours the facility is closed without a permit from the General Manager.
- (f) No person shall abandon any motorized vehicle within the boundaries of a park facility.
- (g) No person shall wash or repair any automobile or other motorized vehicle within the boundaries of any park facility.
- (h) All motorized vehicles within the boundaries of any park facility shall be equipped with a properly installed muffler device which is in constant operation and which prevents excessive or unusual noise. No such muffler device or exhaust system shall be equipped with a cutout, bypass, or similar device. (SCC 36 § 2 (part), 1971).

9.36.066 BICYCLE TRAILS AND BICYCLES.

Within the boundaries of any park facility no person shall:

- (1) Operate any motorized vehicle, including, without limitation, motorcycles, trail bikes, or motorized bicycles upon any bicycle trail except at street, driveway or access such grassy area, path, or walkway.
- (2) Use any portion of a bicycle trail while on roller skates or a skateboard, except that roller skating may be allowed on portions of a bicycle trail designated for such use by the General Manager and where signs allowing such use have been placed;
- (3) Hold any competitive event on any bicycle trail without a permit from the General Manager;
- (4) Ride a bicycle on any grassy area, path, or walkway designated for pedestrian or equestrian use. A bicyclist shall be permitted to push a bicycle by hand over any such grassy area, path or walkway;
- (5) Leave a bicycle in any place or position where other persons may trip over or be injured by it;

- (6) Ride a bicycle on a designated off-street bicycle trail in excess of ten miles per hour, except for permitted competitive events; or in a manner which is unsafe or which may be injurious to the rider or other persons except for permitted competitive events.
- (7) Ride a bicycle upon any unpaved road, trail or area, except on authorized fire roads, service roads or paths designated for bicycle use. (SCC 713 § 4, 1988; SCC 44 § 1979; SCC 402 § 2, 1979; SCC 36 § 2 (part), 1971).

9.36.067 HOURS OF USE

The General Manager is hereby authorized to promulgate reasonable opening and closing hours for park facilities. No person shall enter, remain in, or camp in or on any park facility during the hours or any part of the hours said facility is closed without a permit from the General Manager. (SCC 36 § 2 (part), 1971).

9.36.068 GAMES

The playing of rough or comparatively dangerous games such as football, baseball, horseshoes, and soccer or of any games involving thrown, hit, or otherwise propelled objects such as golf balls, balls of other description, stones, arrows, javelins, or model airplanes is prohibited except in fields, courts, or areas specifically provided therefore or, with express permission of the General Manager, in areas compatible to said use.

Persons desiring to use a park facility for the specific purpose for which the facility was established shall have priority of use over persons using said facility for another non-proscribed purpose. (SCC 36 § 2 (part), 1971).

9.36.069 SWIMMING

No person shall swim, bathe, or wade in any water or waterways within any park facility when such activity is prohibited and so posted by the General Manager upon his finding that use of the water would be dangerous to the user, incompatible with the function of this facility, or inimical to public health. (SCC 36 § 2 (part), 1971).

9.36.070 BOATS

Regulations governing the use of boats within any park facility may be established and posted by the General Manager. Said regulations shall promote the safety of swimmers and boaters, the protection of property, and general public enjoyment of the facility. (SCC 36 § 2 (part), 1971).

9.36.071 REGULATIONS

The General Manager may establish and post regulations governing the use of park facilities which are not inconsistent with regulations contained in this chapter and which promote public health and safety and the preservation of property. (SCC 36 § 2 (part), 1971).

9.36.072 SOUND AMPLIFICATION EQUIPMENT

Within any park facility, no person shall use sound amplification without approval from the General Manager. (SCC 0713 § 5, 1988; SCC 36 § 2 (part), 1971).

9.36.073 SEVERABILITY

If any section, subsection, sentence, clause, phrase, or portion of these regulations is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed as separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof. (SCC 36 § 2 (part), 1971).



El Dorado Hills Community Services District
 1021 Harvard Way • El Dorado Hills, CA 95762
 Phone 916.933.6624 • FAX 916.941.1627
www.eldoradohillscsd.org • regoffice@edhcsd.org

FACILITY RENTAL APPLICATION

Name of Applicant: _____

Name of Group/Organization (if applicable): _____

Daytime Phone: _____ Evening Phone : _____

Email Address: _____

Mailing Address: _____

Private Individual Business Government Agency Non-Profit Civic/Community CSD

Refund of Security Deposit Payable To: _____

Deposit Paid By: Credit Card Check Cash

Facilities & Rental Fees

Select Facility	Facility	Square Footage	Assembly Seating	Banquet Seating	Security Deposit	Hourly Minimum	Hourly Fee
	Pavilion	1,900	199	135	\$300/\$500	4	\$90
	Gymnasium	8,400	1,190	525	\$300/\$500	4	\$150
	Exercise Room	960	45	30	\$300	2	\$50
	Gym Kitchen (only)				\$300	4	\$60
	Oak Knoll Club House	384	50	35	\$300/\$500	4	\$50
	Teen Center	745		60	\$300	4	\$90

Rental Information

Type of Event: _____ Set-Up Hours: From _____ To _____

Date(s) of Use: _____ Event Hours: From _____ To _____

Number Attending: _____ Clean-Up Hours: From _____ To _____

Total Hours: _____

Event Information

Will alcohol be served? Yes No Will an admission fee be charged? Yes No
 Will alcohol be sold? Yes No Are you using a Caterer? Yes No
 Will food be served? Yes No Are you using an event planner? Yes No
 Will food be sold? Yes No
 Is the event a Fundraiser? Yes No
 Is the event open to the public? Yes No

Will there be amplified sound? Yes No If so, Please specify what type of amplified sound. _____

Please list additional event equipment you will be bringing: _____

Equipment Rental Fees

	Business Package - Projector, podium, microphone & VCR/TV	\$50
	Per Item in Business Package	\$25
	Barbecue (includes propane)	\$40
	Stage	\$35

Release & Indemnification Agreement

The applicant is responsible for any damage, loss, accident or injury to persons or property resulting from the use of El Dorado Hills Community Services District's (EDHCSD) facilities. Applicant shall be responsible for control and supervision of the people in attendance during the use of the facility and shall see that no damage is done to furnishings, fixtures or any part of the facility. Any violation of EDHCSD Rules and Regulations can result in denial of further permits and, in case of damage to a facility, financial reimbursement for repair or replacement will be demanded.

I, the undersigned, have received and read a copy of EDHCSD Rules and Regulations concerning use of EDHCSD facilities and agree to comply with them. I agree to be present during the entire period of use of the facility.

In consideration of EDH CSD permitting the use of its facilities, I, individually and on behalf of my successors, heirs, administrators and assigns, agree to hold harmless, indemnify and release EDH CSD, its governing board, employees, officers, agents from any and all actions, demands, and/or claims for damage or injury, including claim for negligence, which may arise from or in connection with the use of said facilities. Furthermore, I hereby agree that EDH CSD, its employees or officers, may act in an emergency as best fits the situation if efforts to contact me or any other responsible person fail.

Signature of Applicant

Date

Rules & Regulations

1. Only Applicant whose name is on the Rental Application may make changes to the reservation. Changes must be approved by EDH CSD staff and additional fees may apply.
2. A draft room setup diagram is due at the time of reservation, and a final setup must be completed at least 30 days prior to the event. Please see the attached diagrams for each facility.
3. Upon arrival, Applicant shall check in with EDH CSD facility staff. There will be a walk-through of the facility including a review for use of EDH CSD equipment. The applicant shall be available to EDH CSD staff for the duration of the event. Staff will monitor the facility at all times. EDH CSD reserves the right to full access to all activities at any time in order to insure that all Rules and Regulations, as well as County and State laws and ordinances are being observed.
4. Event must be contained in facilities rented.
5. EDH CSD is not responsible for lost or stolen items and will not be responsible for any items delivered before or after the event.
6. Smoking is not allowed inside any buildings or within 25 feet of any building entrance.
7. Rental time paid must include time necessary for band and caterer, decorating, set up and removal of equipment. EDH CSD is responsible for set up and cleanup of EDH CSD equipment used by renter.
8. Security personnel may be required.
9. Applicant is responsible for damages, loss, accidents or injuries to persons or property resulting from use of EDH CSD property; supervision and control of persons in attendance, damage to furniture, fixtures or any part of the facility.
10. Additional charges shall be assessed to Applicant for any damage, repair or cleaning required by EDH CSD.
11. Any serious injury or damage incurred on EDH CSD premises shall be reported to staff immediately.
12. All outside and indoor music or entertainment must cease by 10 pm. All amplified noise outside of building requires prior written approval by the District General Manager.
13. Event must end by 10 pm and you must vacate by 11 pm. If the policy is violated you will be charged four times the rental fee for each additional hour used.
14. CSD reserves the right to suspend any individual or group from using the facilities if their behavior is abusive, destructive, or violates any District rules or regulations, without a refund.

Insurance & Permits

1. If alcohol is being served, the Applicant will be required to submit a Certificate of Insurance in the amount of \$1,000,000 naming the El Dorado Hills CSD as additional insured. This insurance is available through the HUB International Insurance Services at www.eventinsure.us or your personal insurance carrier. Certificate of Insurance must be filed with the CSD 14 days prior to the event.
2. If alcohol is being sold, the Applicant is required to notify the El Dorado County Sheriff's Department at 530-621-5655. In addition, you will be required to obtain an Alcoholic Beverage Control (ABC) License from the Sheriff's Department, and follow all state and local laws regarding sale and consumption of alcohol. Information is available at www.abc.ca.gov. Permit must be filed with the CSD 14 days prior to the event.

Alcohol Use

1. Person in charge accepts responsibility for the use of alcohol in the facility and agrees to prohibit use of alcohol to minors. Alcohol must be consumed only in the room(s) rented.
2. Event may be canceled immediately if alcohol is consumed without the proper insurance and permits in place.
3. Alcohol sales require a license from the California Alcoholic Beverage Control (ABC). Information is available at www.abc.ca.gov.

Security Deposits

A deposit is required for all reservations, payable at the time of the reservation. The security deposit is separate from the rental fee and cannot be credited towards rent. Deposits will be returned no later than 30 days after the event if no damages or violations occur. Security deposits will not be returned if any of the following occurs:

- Cleaning beyond the normal EDH CSD daily maintenance
- Occupation of facility beyond reserved and prepaid hours
- Repair or replacement due to damages to building, furnishings or grounds
- Missing equipment or furnishings
- Fire Department response due to false alarm or exceeding building capacity
- El Dorado County Sheriff response due to failure to follow County laws and ordinances, including but not limited to, the County's sound ordinances and laws related to disturbing the peace
- Any facility use exceeding the prepaid time will be charged at double the hourly rate, in full hour increments. This can be paid with deposit. Use will be charged four times the hourly rate if the event goes past 11 pm.

Rental Fees

1. Renters who arrive early or stay later than the reserved time will be charged for the additional time.
2. Rental fees are not refunded for reserved time not used.
3. Facilities may be available on holidays. Call for availability.

Rental Cancellations

The following fees or penalties will be charged for cancellations:

Up to 90 days prior to event - \$30 application fee

From 30 – 90 days prior to event – 50% loss of the Rental Deposit

Less than 30 days prior to event – 100% loss of the Rental Deposit

In case of emergency, or for reasons beyond the control of the CSD, the CSD reserves the right to cancel a scheduled event. Refunds will be made available if an event is canceled by the CSD.

Guests

Activities involving persons under 21 years of age must be supervised by adults with a ratio of one adult for every fifteen minors. A list of chaperons must be submitted to the CSD at time of fee payment.

Guest must remain in the room(s) rented.

Children are not allowed outside the rented room(s) without adult supervision.

Person in charge is responsible for all guests' behavior. Violence, excessive drinking, loud behavior and unsupervised children are not permitted and will not be tolerated. Guest must adhere to all policies and procedures as outlined in the rental contract.

Persons in charge assume full responsibility for communication between them and attendees for events held.

Caterers

Caterers must furnish all cooking and serving utensils and the person in charge is responsible for the caterers' time in the facility and use of equipment. The kitchen must be left in the condition that it was originally found. Trash can be left in the receptacles provided and will be disposed of by the CSD staff.

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 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.

Confetti, birdseed, rice and other messy decorations are prohibited.

Candles are not allowed in any of the facilities.

Pavilion Room Setup

NOT TO SCALE

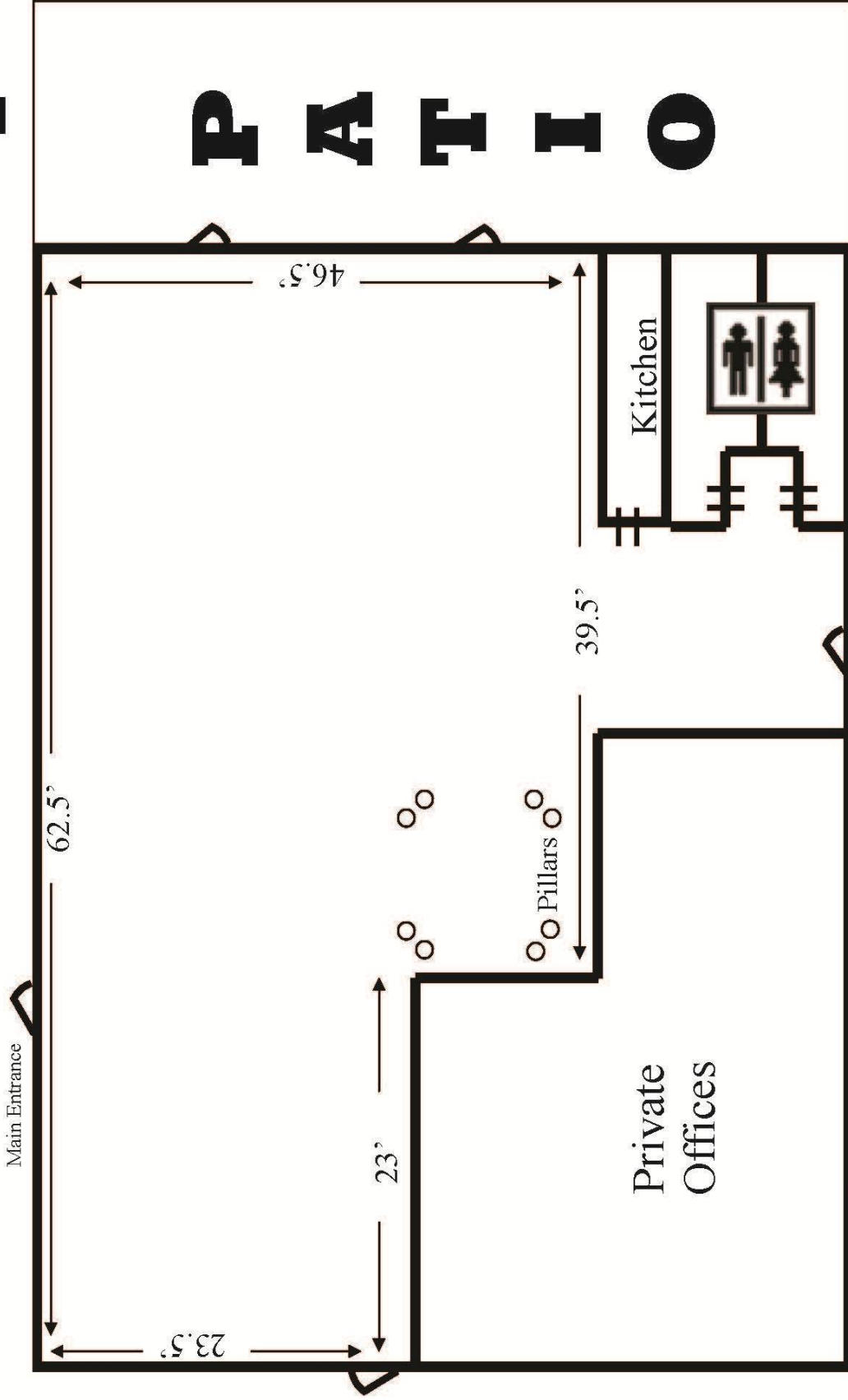


Table Sizes Available
(Not to scale):

5'
6-8 people

6'
6-8 people

8'
8-10 people

Permit #:

Name:

Event Date:

Quantity Available: 17

4

4

Tables Needed:

Other:

Chairs Needed (135 Avail):

Area in square feet 1,900

Seating Capacity for Dining: 135

Seating Capacity for Assembly: 199

Gymnasium Room Setup

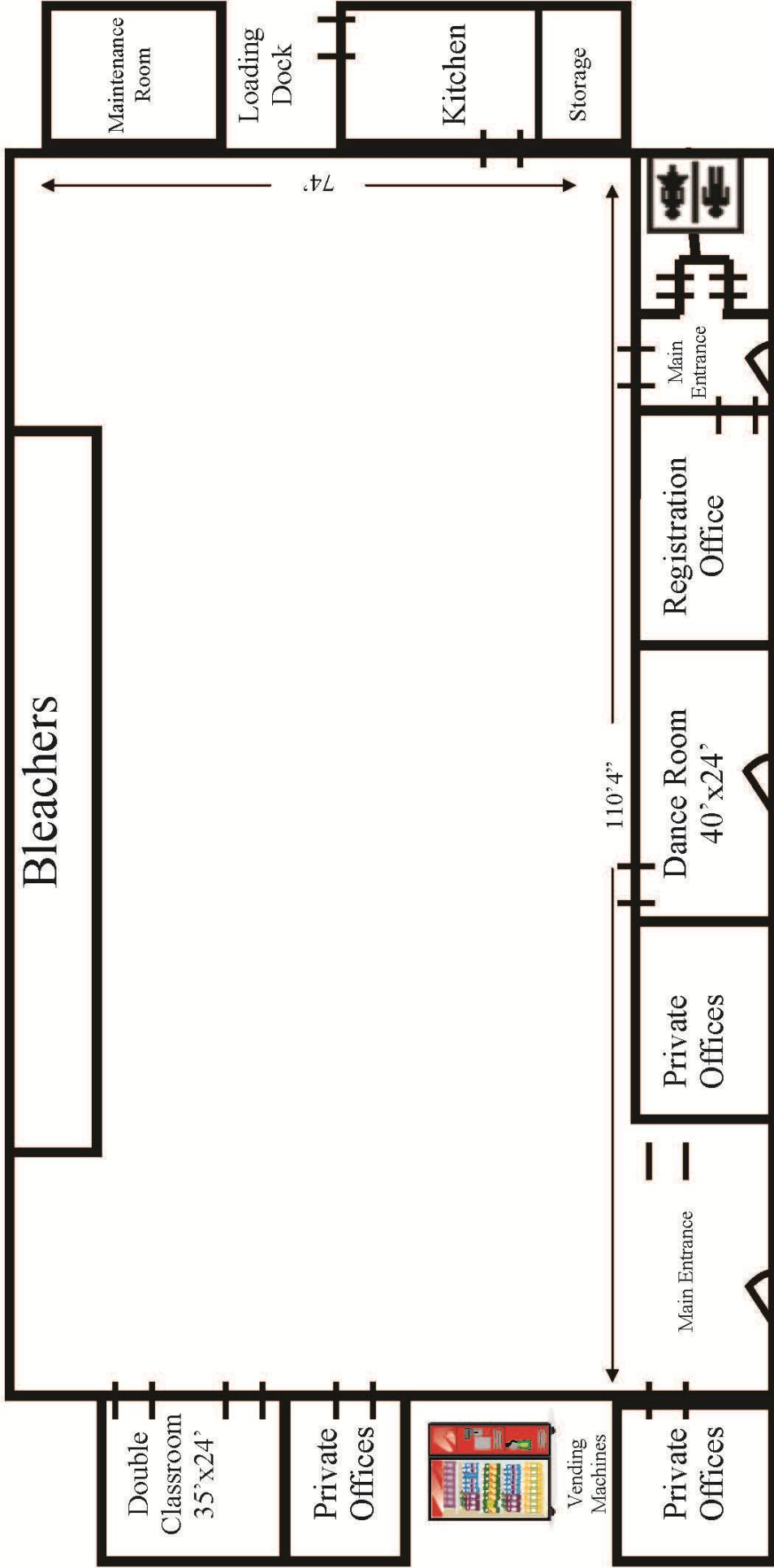


Table Sizes Available (Not to scale):

5' 6-8 people	6' 6-8 people	8' 8-10 people	Permit #:	_____
Quantity Available: 30	3	3	Name:	_____
Tables Needed: _____	_____	_____	Event Date:	_____
_____	_____	_____	Other:	_____

Exercise Room Setup

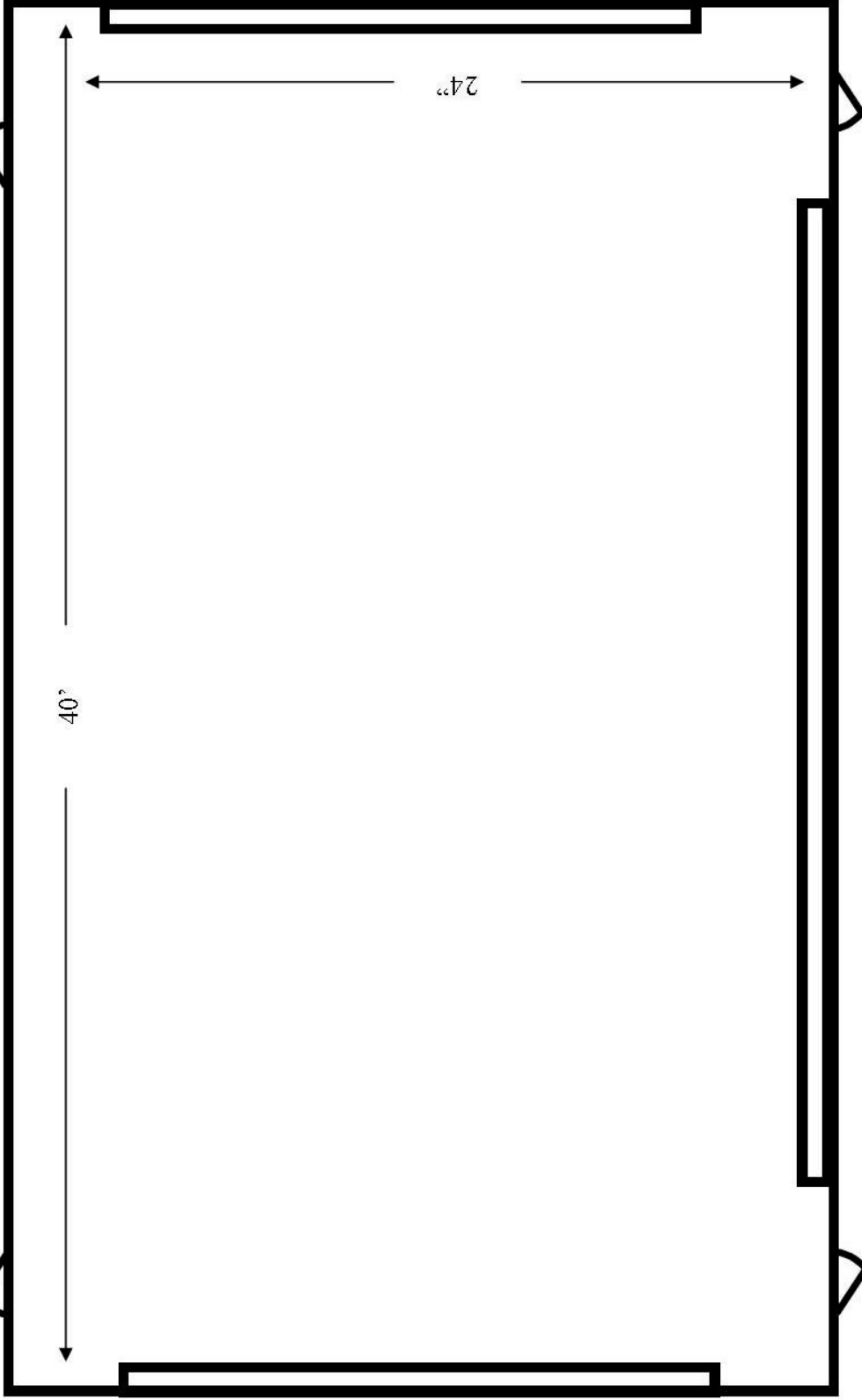


Table Sizes Available (Not to scale):

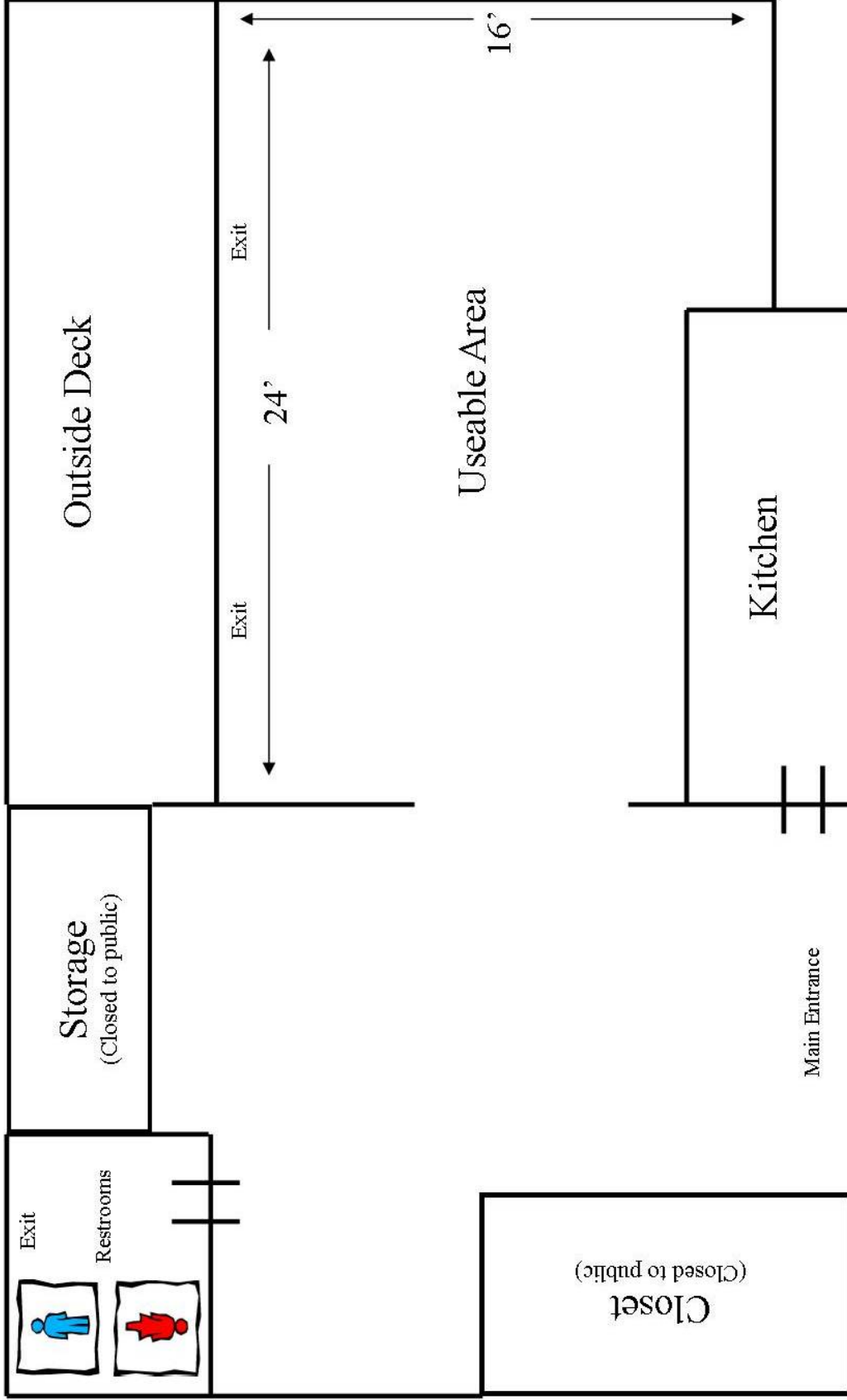
5' 6-8 people
 6' 6-8 people
 8' 8-10 people
 Permit #: _____

Name: _____

Quantity Available: 5 6 5 _____
 Event Date: _____

Tables Needed: _____
 Other: _____

Oak Knoll Clubhouse Setup



Tables Needed (5 foot round, 6 max) _____ Permit #: _____

Folding Chairs Needed (30 max) _____ Name: _____

Stackable Chairs Needed (30 max) _____ Event Date: _____

Maximum Room Capacity: 35 Other: _____



Carmichael Recreation and Park District Office
5750 Grant Ave. Carmichael, CA 95608
Phone: (916) 485-5322 Fax: (916) 485-0805
info@carmichaelpark.com

La Sierra Community Center Recreation Office
5325 Engle Rd. #100 Carmichael, CA 95608
Phone: (916) 483-7826 Fax: (916) 483-7861
lsoffice@carmichaelpark.com

Facilities Rental Policy

General Information

1. Carmichael Recreation and Park District (CRPD) offers a variety of affordable rental facilities for the community. Facility policies and fees are established as permitted under County of Sacramento Ordinance 9.36: Park Regulations and in accordance with the Resolution No. 2017-0010 adopted by the County of Sacramento Board of Supervisors on January 10, 2017. Certain events or activities may be denied under conditions as stated in County of Sacramento Ordinance 9.36.
2. CRPD reserves the right to set special requirements of individuals and/or groups using district facilities to protect the health, safety and well-being of other participants, staff members, district facilities and the general public. Some reservations may not be approved based on but not limited to:
 - a. Potential for damage to the facility.
 - b. High risk of participant and spectator injury.
 - c. Potential for additional security measures to be taken and impact on law enforcement.
 - d. Potential for impact on CRPD staffing needs.
 - e. Impact on immediate neighbors.
 - f. Previous rental issues which resulted in facility damage, security problems or misrepresentation.
3. CRPD does not allow pay at the door or any monetary exchange activities at events. Individuals or Groups are not allowed to sell goods or services for commercial gain.

Facility Guidelines

1. **Reservations:** CRPD provides onsite staff for all paid rentals to assist with any needs that might arise during the event. Private caterers are welcome. Facilities may be reserved up to one year in advance. Rental applications must be submitted at least 14 business days in advance of rental dates (applications received within 14 business days are subject to availability). Facilities will be considered reserved when a Facility Rental Application and Permit has been signed, approved and is on file at the District Office or La Sierra Community Center Office along with a security deposit. In addition, a Certificate of Insurance must be provided and the rental must be paid in full at least 14 days prior to the event.
2. **Security Deposits:** A security deposit is due at the time of reservation. Deposits are refundable with deductions for damages to facility or furnishings in the event that special clean-up is required by CRPD staff, or if overtime is incurred by permit holder. Any damages, special clean up or overtime using the facility, which exceeds the deposit on file, shall be billed to the permit holder. Deposits will be processed for refund within 5 business days after the event. Checks are mailed from the County of Sacramento approximately 30 days post event.

Note: The Security deposit will not be returned to any group that misrepresents the type of event held or

group/individual actually using the facility.

3. **General Liability Insurance:** A Certificate of General Liability Insurance in the amount of \$1,000,000 naming the Carmichael Recreation and Park District, its officers, agents, employees and volunteers as additional insured and evidenced by an additional insured endorsement, a rider or language within a policy indicating a blanket endorsement is required.

If unable to obtain insurance via home owners or independent policy, insurance is available for purchase through CRPD.

4. **Hours of Use:** CRPD facilities are available from 7am to 1am. Users are responsible for their event set-up/clean-up and must be exited from the rented facility by the time specified on their permit. Rentals ending at 1am must be cleaned up and completely exited by 1am.
5. **Refunds and Cancellations:** All cancellation notifications must be submitted via a confirmed email, in person or in writing delivered by certified mail.
 - a. If an event is cancelled more than 60 days in advance, CRPD will retain 25 percent of the deposit.
 - b. If an event is cancelled within 30-60 days in advance, CRPD will retain 50 percent of the deposit.
 - c. If an event is cancelled less than 30 days in advance, CRPD retains 100 percent of the deposit.
 - d. If an event is cancelled less than 14 days in advance, CRPD retains 100 percent of the deposit and all fees paid.
6. **Cancellation by CRPD:** CRPD reserves the right to cancel a scheduled activity prior to the event should misrepresentation or omission of facts be discovered as stated in the County of Sacramento Ordinance, Chapter 9.36 (Park Regulations) Section .030 or if in the interest of public safety. In cases of extreme emergency, CRPD reserves the right to cancel a scheduled event prior to scheduled use without liability.
7. **Alcoholic Beverages:** All events where alcohol is served/sold will be charged a \$50 alcohol surcharge fee. When the use of alcohol is approved, it is to be served and consumed in approved and/or designated areas only. No alcoholic beverages will be permitted outside of the rented facility. Alcohol is not permitted in any CRPD park or parking lot.
 - a. The sale of alcoholic beverages requires the following:
 1. A one day liquor license from the Sacramento Sheriff's Office.
 2. A license from the Department of Alcoholic Beverage Control which must be posted at the bar and submitted to CRPD.
8. **Security Officers:** Security officers are required for social functions and events at the discretion of CRPD when there is an element of risk to public safety. When event security has been deemed necessary CRPD will provide security at the expense of the renter.
 - a. All events where alcohol is served/sold are required to have security officer present; 1 officer for every 150 persons.
 - b. CRPD will contract security for all private events at a rate of \$50 per hour for each officer. Security will be scheduled to arrive 15 minutes before the rental start time and will remain on site until the rental end time.
 - c. Failure to follow rules and direction of security personnel during the event may result in immediate termination of rental and removal from the facility. Law enforcement will be called for trespassing if renter does not vacate when asked. No refund of fees or deposit will be issued if renter is told to vacate the facility.

9. **Decorations:** All decorations must be approved by CRPD. No scotch-tape, electrical tape, duct tape, tacks, nails or staples are permitted. Masking or painters tape and string may be used.
 - a. No glitter, confetti or rice allowed. Birdseed may be used outside only.
 - b. Candles may be used, provided they are contained in glass bowls, votive holders or candelabras that are secure and placed away from combustive materials.
 - c. Smoke and bubble machines are not allowed.
 - d. Water play, water balloons or water toys are not allowed.
10. **User Behavior:** The renter is responsible for all guests' behavior. Violence and loud behavior are not permitted and will not be tolerated. CRPD may cancel an event for violations of disturbing the peace laws.
11. **Fundraisers:** Nonprofit groups having fundraisers will be charged the nonprofit rate and must submit proof of nonprofit status at time of reservation (i.e. 501 c (3) letter).
12. **Concessions:** Concessions may be operated by CRPD- approved groups for events or activities. All required local and/or County of Sacramento permits must be obtained in advance of event by the permittee. CRPD will not be held liable for lack of permits.
 - a. Storage rooms, closets, hallways, etc. cannot be used for concessions, set up or any other purposes for which they are not intended.
13. **Amplified Sound:** Amplified sound is only permitted with CRPD approval. Noise standards are consistent with that of County of Sacramento Ordinance 6.68.070 and are as follows:
 - a. 7:00am-10:00pm- May not exceed 55 dBA
 - b. 10:00pm-7:00am- May not exceed 50 dBAIn addition, CRPD reserves the right to restrict sound to a lower level if there is a negative impact on other rentals/user groups.

Note: Failure to follow standards and/or staff requests during the event may result in immediate termination of rental and removal from the facility.
14. **Inflatables (Bounce Houses):** Inflatables are permitted with reservations at the Raymond and Hazel Nay Memorial Picnic Shelter and select areas at the La Sierra Community Center, Carmichael Park and other CRPD parks with approval. A Certificate of General Liability Insurance (see #3 for details) and a \$25 fee is required for each inflatable attraction.
 - a. Inflatables are restricted to four walled jump houses, slides and obstacle courses. Inflatables with water features and/or bungee jumps are not allowed.
 - b. CRPD does not provide electricity or access to generators.
 - c. Inflatables shall not be placed in a CRPD park earlier than an hour before rental start time and must be removed by the rental end time.
 - d. The renter must provide adequate supervision so that use is in compliance with the manufacturer's recommendations and reflects safe levels of operation.

Classification of Groups

1. **Group 1 – Nonresidents/ Nonresident Businesses**

Private individuals and businesses located outside of CRPD boundaries that wish to conduct an activity on CRPD property for the purpose of holding weddings, memorials, celebrations, meetings, etc. No monetary exchange of money will take place.

2. **Group 2 – Residents/ Resident Businesses**

Private individuals and businesses located inside of CRPD boundaries that wish to conduct an activity on CRPD property for the purpose of holding weddings, memorials, celebrations, meetings, etc. No monetary exchange of money will take place.

3. **Group 3 – Nonprofits**

- a. Charitable nonprofit events for the purpose of fundraising or holding meetings. To qualify applicant must provide a copy of nonprofit status from the California Secretary of State’s Office with a nonprofit ID number.
- b. La Sierra Tenants may rent La Sierra facilities at the nonprofit rate.

4. **Group 4 – Regular User Groups and CRPD Sponsored Programs**

Programs and activities administered or sponsored by CRPD have priority. Regular User Groups are classified as nonprofit, philanthropic, community or service-oriented, regular user groups provide services of value to the community and meet regularly in CRPD facilities. These groups must have an annual facility permit on file with CRPD and may be required to provide a copy of their nonprofit status.

CRPD’s regular user groups (indoor and outdoor) will be charged a fee for exclusive use of facilities. Fees will be determined based upon facility costs and reviewed periodically in an effort to cover incurred direct costs.

Groups using storage at CRPD will be charged an annual fee. CRPD is not responsible for lost or stolen items.

Resident Discount Fee

District residents qualify for a discount on hourly facility rental rates and are required to show proof of residency.

1. **District Resident:** A District resident is defined as anyone living within the geographical boundaries of the CRPD. CRPD reserves the right to request proof of residency. A copy of the map showing the District boundaries are printed in the brochure, available at the District offices and at carmichaelpark.com.

District Fees and Policies

1. Fees have been established to assure that CRPD facilities and programs are utilized for recreational, athletic, cultural, educational, social and community service functions that meet the needs and interests of its residents. CRPD implements fees to help offset maintenance and operational costs. Fees are designed to serve as additional means to continue to provide basic services in an equitable manner. Fees are assessed for use of facilities and recreation services based on facility operating costs.
2. **Guidelines for Establishing Fees**
 - a. Fees may be charged to recover all or a portion of the actual cost of providing the service.
 - b. Fees should be consistent with market rates and will be assessed periodically.
3. **Set – Up Time and Holidays**
 - a. **Set – up time** is charged at **\$50 per hour** not to exceed 3 hours. Any additional set-up time will be charged at the regular hourly rental rate. Clean-up time is billed at the regular hourly rental rate. Events and set-up must be booked consecutively. Additional set up time requests must be submitted in writing and will be considered on a case-by-case basis.

- b. **Holidays:** Rentals on CRPD observed holidays are subject to staff availability. Major holidays include: New Year's Day, Martin Luther King, Jr. Day, George Washington's Birthday, Lincoln's Birthday, Cesar Chavez Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day and Christmas Day.

4. **Waiver of Fees**

The District Administrator or his/her designee may waive facility use fees, including deposits, for special circumstances. Some requests may need to be submitted to the Advisory Board of Directors for approval. Examples of facility uses that may be waived include, but are not limited to, local town hall meetings, public forums, debates, etc.

5. **Long Term Use/Multi-Year Use**

Facilities are not available for long term rental except in cases of CRPD community partnerships or programs and are subject to facility availability (See page 3 Classification of Groups). All new requests must be approved by the District Administrator or his/her designee and/or the Advisory Board of Directors. Facilities at La Sierra Community Center are not available for long term use.

Special Event Permit

1. Many park areas are not available for reservation and are open to the general public. Other public park facilities require a Facility Use Permit. Permits are available per the following conditions:
 - a. The group is organized and is meeting regularly in the park (nonprofit organization).
 - b. The sale of goods and services for commercial gain is not allowed unless approved by the County of Sacramento Board of Supervisors.
 - c. Park use permits will only be issued to groups who will not disrupt the general public's use and enjoyment of the park facility.
 - d. The proposed activity or use will not unreasonably interfere or detract from the promotion of public health, welfare, safety and recreation.
 - e. Permit holders are not allowed to set-up equipment i.e. heavy equipment or vehicles that may impact or damage the turf.
 - f. PA systems require CRPD approval.
 - g. Facility users are responsible to know and follow all CRPD rules and regulations.
2. Staff may determine that certain events require a different application process. Typically, it is groups that need to have CRPD rule exemptions that require a Special Event Permit application.

Welcome to the Cordova Recreation & Park District

rentals@crpd.com



FACILITIES RENTAL INFORMATION

For: Hagan Community Center
HYDE Out Teen Center
White Rock Community Club House
Neil Orchard Senior Activities Center

Rental Policies:

1. **Deposit:** A **\$200** cleaning and security deposit is required for the rental of any of the CRPD facilities. If **ALCOHOL** is being served or **LINENS** are being rented (NOSAC only), the cleaning and security fee will be increased to **\$500**. Deposit must be received in order to secure date(s).
2. An additional \$25.00 per hour (plus the normal building rate) will be charged for each hour or fraction of an hour that the building is used after 12:00 midnight, that staff must stay for additional clean-up, or that the renter exceeds reserved time. Any balance due will be deducted from the deposit.
3. Reservations can be made at the Hagan Community Center or the Neil Orchard Senior Activities Center. Payment for use of facility is due at the time that the permit is issued; which shall be at least thirty (30) days prior to the scheduled use and payments must be made in full at least 2-weeks prior to the rental date.
4. Groups or individuals renting a CRPD facility will pay for the amount of time that they are actually using the facility and denying others use. This includes all decorating, set-up and post activity clean up. (Example: Doors open up at 5:00 pm for decorating and the party ends at 10:00pm. Customer will start cleaning up at 10:00 pm and are out of the building by 11:30pm. The rental time will be 5:00pm-11:30pm, for a total of 6.5 hours.)
5. No rice, birdseed or any other materials will be permitted to be thrown in or outside of the building. Violation will result in forfeiture of the building deposit.
6. Building deposit will be refunded upon completion of the activity if the respective facility is returned to its original condition. (Tables and chairs cleaned, floor free from trash and spills, garbage in receptacles, etc.) Refund may take up to six (6) weeks for processing if paid by check or cash. Deposits made by credit card will take 2-3 business days to be refunded.
7. Staff may determine that certain events are to be considered Special Use and require a different application process. Typically, it is groups that need to have CRPD rule exemptions require a Special Use application.

If application is falsified or building and/or equipment is damaged, deposit will be forfeited. Violation of any of the rules and regulations as stated herein may result in forfeiture of building fees and deposit and group/individual being denied privilege of future facility usage.

Failure to follow instructions of facilitator may also result in immediate termination of rental. **NO REFUND WILL BE ISSUED.**

Cancellations:

All cancellation notifications must be submitted via a confirmed email, in person or in writing delivered by certified mail. In cases of extreme emergency, the district reserves the right to cancel a scheduled event prior to scheduled use without liability. If cancellation occurs because of the District, all payments and deposits will be refunded.

Cancellations more than 60 days in advance.....CRPD retains 25% of the deposit
Cancellations 30-60 days in advance.....CRPD retains 50% of the deposit
Cancellation less than 30 days in advance.....CRPD retains 100% of the deposit

Insurance Coverage:

1. All individuals, groups or organizations renting CRPD facilities will obtain a certificate of liability insurance in the minimum amount of one million (\$1,000,000) dollars, naming the District as co-insured with an additional insured endorsement. Coverage can be obtained through the District's insurance carrier for an additional fee.
2. The individual or group reserving the facility is responsible for obtaining the certificate of insurance in their name. Falsification of Facility Use Permit Form will result in forfeiture of building deposit and denial of future building rentals.

Alcoholic Beverages:

\$500.00 DEPOSIT IS REQUIRED IF ALCOHOL IS BEING SERVED

1. Alcoholic beverages may be served at some of our facilities, but **may not be sold** under any circumstance (State Law). In the event that alcohol is to be served, the responsible party agrees to comply with all state laws regarding alcoholic beverages.
2. Where alcoholic beverages are permitted, they may be served in the rented facility/room only. No alcoholic beverages will be permitted outside of the facility and/or specifically rented room.
3. Security, which is provided by CRPD, is required on site at all times during events when alcoholic beverages will be served. Failure to follow rules and direction of security personal may result in immediate termination of rental. Law enforcement may be called for trespassing if renter does not vacate when asked. No refund of fees or deposit will be issued if renter is told to vacate facility.

Policies Governing the Use of the Facilities:

General Rules and Regulations:

1. The facilities may be used by all individuals and organizations for private events. **For-profit uses and pay at the door activities, such as, but limited to dances and performances are prohibited.**
2. All permits for the use of facilities will be restricted to responsible and recognized organizations, groups or individuals in good standing with CRPD.
3. Applicants will ensure the District that they will be personally responsible or will guarantee orderly behavior and they will underwrite any and all damages due to their use of the facilities.
4. Facilities are available for rental when not in use for CRPD programs/activities, on first come first served basis.
5. Application for facility usage, other than District sponsored or cosponsored programs will be accepted no more than nine months in advance of the date of the activity. Facility deposit fees must be paid at the time the reservation is made.
6. The District is not responsible for lost or stolen items during your activity in any of the buildings. Please keep valuable items locked or with you at all times.

Cleaning and Decorating:

1. General pick-up of trash and waste disposal will be done by renter.
2. Any decoration materials must be cleared through the District Facility. Scotch tape, thumb tacks or staples may not be used in or on wood paneling. Masking tape may be used.
 - A. Absolutely no tape or adhesive can be used on the windows at Hagan Community Center. **Damage to the coating on the windows will require replacement at the cost of the renter.**
3. Groups using the kitchen (if available) will dispose of all trash. Please use cans as marked. The garbage disposal unit (if available) is for food only. All other sinks may not have food in them, the renter will be charged to get the sink fixed if it gets clogged. **Do not dump coffee grounds into sink.**
4. Stoves, grills and ovens will be cleaned properly after use by renter. *
5. The District will provide cleaning materials for tables and floors (cleaning spray, paper towels, mop, bucket and brooms) *
6. Renter is responsible for cleaning the rented space, putting trash in containers provided, cleaning tables and chairs and cleaning spills. *

* A CRPD staff member will be available to answer questions and assist with clean up.

Facility Descriptions and Fees:

The schedule of fees is as follows:

Group A: Wedding receptions, anniversaries, dances, banquets, parties, etc., sponsored or conducted by groups, organizations or individuals.

Group B: Business meetings or similar activities of civic or service organizations, nonprofit groups, governmental services or other resident adult organizations where there will be **no dancing or alcoholic beverages served.**

Call the number listed for the facility to arrange a time to view and to inquire about availability and fees. Not all available times are listed and the facilities are generally available when not in use by CRPD or other renters.

HAGAN COMMUNITY CENTER

2197 Chase Drive, Rancho Cordova, CA. 95670

Office hours: Monday-Friday, 9:00am – 5:00 pm

Call: (916) 369-9844

Building #1 holds approximately 150 people using tables and chairs and about 200 people seated using chairs only. There are 200 folding chairs, 9 66" round tables, 10 6' rectangular tables and 2 3' diameter round tables.

Also available is our patio area and/or attached prep kitchen for an additional \$50 each. (The kitchen is not equipped i.e. no pots, pans, utensils, etc.) CRPD tables and chairs are not permitted outside the building.)

	<u>Group A</u>	<u>Group B</u>
Monday-Thursday 8:00am–10:00pm	\$75.00 per hour no alcohol \$125 per hour w/alcohol	\$50.00 per hour
	3-hour minimum	
Friday-Saturday 8:00am–12:00 midnight	\$85.00 per hour no alcohol \$135 per hour w/alcohol	\$60.00 per hour
Sunday & Holidays 8:00am-10:00pm		4-hour minimum

Building #3: A small room with a capacity of 15-20 people. The building is well lit and ideal for small business meetings, workshops and bridal/baby showers. **No alcohol allowed.**

	<u>Group A</u>	<u>Group B</u>
Sunday-Thursday 8:00am–10:00pm	\$35.00 per hour	\$25.00 per hour
Friday-Saturday & Holidays 8:00am–12:00 midnight	\$45.00 per hour 3-hour minimum	\$35.00 per hour

THE HYDE OUT TEEN CENTER

Has casual seating, ping pong, pool and foosball tables, video games and movies. The center can hold approximately 30 people. Rental of this building would include staff to supervise the use and ensure that rules are followed. **No alcohol or persons under the influence of alcohol** allowed and children under the age of 11 must have direct adult supervision at all times.

	<u>Group A</u>	<u>Group B</u>
Saturday-Sunday 8:00am–11:00pm	\$85.00 per hour 3-hour minimum	\$65.00 per hour

WHITE ROCK COMMUNITY CLUBHOUSE

10488 White Rock Road, Rancho Cordova, CA. 95670
Call (916) 369-9844 or (916) 842-3300

A medium use facility attached to the White Rock Splash Park within the White Rock Community Park. The building accommodates approximately 50 seated at tables and chairs. This facility is best suited to small gatherings for businesses or private use. There is a small prep kitchen (no stove or oven) and restrooms in the building. **No alcohol allowed.**

	<u>Group A</u>	<u>Group B</u>
Saturday-Sunday 8:00am–12:00 midnight	\$40.00 per hour 3-hour minimum	\$30.00 per hour

Call for weekday availability.

NEIL ORCHARD SENIOR ACTIVITIES CENTER

3480 Routier Road, Sacramento, CA. 95827
Office hours: Monday-Thursday 7:30am–4:30pm, Friday 7:30am-3:30pm
Call: (916) 366-3133

The Neil Orchard Senior Activities Center is located in the Lincoln Village Park. This spacious facility with several rooms of various sizes is sure to fit all of your needs. There are 150 folding chairs, 8 - 72" round tables (seats 10), 6 - 66" round tables (seats 8) and 30 - 6' rectangular tables.

Multipurpose Room seats 150 with tables and chairs and is ideal for large groups. It can be divided into two smaller rooms for separate activities or to accommodate smaller groups. The commercial kitchen can also be rented for an additional \$50. (The kitchen is not equipped i.e. no pots, pans, utensils, etc. The **half multipurpose room can be rented for \$10.00 off the hourly rate.**

	<u>Group A</u>	<u>Group B</u>
Friday 4:00pm – midnight	\$85.00 per hour (No alcohol) 3-hour minimum	\$60.00 per hour
Saturday – Sunday 8:00am – 12:00 midnight	\$85.00 per hour (No alcohol) \$135.00 per hour (w/Alcohol) 3-hour minimum	\$60.00 per hour

Classrooms seat 15-20 people with tables and chairs and are ideal for small business meetings, workshops and bridal/baby showers. Classrooms can be combined to accommodate larger groups or meetings. **No alcohol allowed.**

	<u>Group A</u>	<u>Group B</u>
Monday-Thursday 5:00-9:00 pm	\$35.00 per hour	\$25.00 per hour
Friday 4:00pm–12 midnight or	\$40.00 per hour	\$35.00 per hour
Saturday-Sunday 8:00am – 12 midnights	4-hour minimum	3-hour minimum

Linen Rental (Available only at the Neil Orchard Senior Activities Center:

\$500.00 DEPOSIT IS REQUIRED IF RENTING LINENS

1. Linens are delicate and vulnerable to mistreatment. Please do not launder linens after use. Return them folded in a pile dry and free of confetti and/or other debris. Do not use tape or glue to secure the linens and keep the linens free of any candle wax.
2. Set up is NOT included in cost of linen rentals and must be done by the renter. Set up time will need to be included in the overall rental time.
3. If any linen is not returned or is torn or soiled beyond cleaning, a replacement fee would be charged in addition to the linen rental fee. The renter is responsible for all items listed on the invoice at all times. Any loss or damage which occurs while in the renter's possession will be the renter's responsibility.
4. We encourage all renters to request linens at least three weeks prior to their event date. Any reservations made after this recommended time are subject to availability and may be subject to additional fees.

Item:	Available Color(s)*	Price per Item
Tablecloth (round)	black, white	\$8.00
Tablecloth (rectangle)	white	\$5.00
Chair Cover	white	\$2.00
Chair Sash (organza)	black	\$0.75
	*additional colors may be available with 3-weeks' notice	



FACILITY RENTAL APPLICATION
Maidu Community Center

Applicant's Name: _____ **Date of Application:** _____

Rental Date(s) Requested: _____

Rental Time Requested (please include decorating & clean-up): _____

Event Start Time: _____ **Event End Time:** _____

Room(s) Requested (please check all that apply):

- | | | |
|--|---------------------------------------|---|
| <input type="checkbox"/> Mtg. Room 1 | <input type="checkbox"/> Mtg. Room 2 | <input type="checkbox"/> Mtg. Room 1 &2 |
| <input type="checkbox"/> Activity Room | <input type="checkbox"/> Lounge | <input type="checkbox"/> Senior Mtg. Room |
| <input type="checkbox"/> Reception Hall, Kitchen & Patio | <input type="checkbox"/> Dance Studio | <input type="checkbox"/> Arts & Crafts Room |

Expected number attending event: Youth (under 21) _____ **Adults (21 yrs & older)** _____

Name of Person(s) Responsible (only those listed on application can make changes to rental):

Business/Organization Name: _____

Address: _____

Day/Business Phone: _____ **Cell Phone:** _____

Email Address: _____

Type of group: Resident Non-Resident Business/Commercial Non-Profit Organization

If Non-Profit, please provide your number: _____

Deposit check refund payable to: _____

Deposit mailing address:

Describe the event (please list all activities you plan to engage in):

Renter's Initial _____

What would you like to appear on the door sign?

(i.e. Smith Birthday Party, Smith / Jones Wedding, Celebrating the life of John Smith)

Name of Guest of Honor: _____ Age (if under 21) _____

If your event is a wedding:

Person 1: _____ Person 2: _____

How did you hear about us?

- | | | |
|---|---|--|
| <input type="checkbox"/> Youth Sports Coalition member | <input type="checkbox"/> Placer Valley Tourism | <input type="checkbox"/> Print Ad |
| <input type="checkbox"/> Banner | <input type="checkbox"/> Facility Rental Coupon | <input type="checkbox"/> City Website |
| <input type="checkbox"/> Online Search (i.e. Google, Yahoo) | <input type="checkbox"/> Cement/Window Cling | <input type="checkbox"/> Meeting Planner |
| <input type="checkbox"/> Roseville Chamber of Commerce | <input type="checkbox"/> Site Visit | <input type="checkbox"/> Activity Guide |
| <input type="checkbox"/> Friend/Recommendation | | |
| <input type="checkbox"/> Attended meeting/event/program (at facility) | | |

Please answer the following questions regarding your event:	Yes	No
Will event be open to the public?		
Will admission be charged?		
Will event generate revenue or be a fundraiser?		
If yes, please provide City of Roseville Business License #		
Will your event have alcohol?		
Note: No alcohol is permitted to be served at events where Guest of Honor is under 21 yrs old		
If the event has alcohol, complete below:		
Insurance Policy: _____		
Insurance Policy #: _____		
Will you be selling alcohol?		
Note: No alcohol is permitted to be sold at events where Guest of Honor is under 21 yrs old		
Will you be serving food?		
Will you be serving seafood?		
(If yes, there is a \$100 fee for additional dumpster service)		
Will you be selling food?		
If yes, please provide Health Permit #		
Will you be selling merchandise?		

Renter's Initial _____

Will you have vendors?				
Will you be using the kitchen (MCC / RSC)?				
Will your event be an educational/sales/other seminar?				
Please answer the following questions regarding your event:	Yes	No		
Will you have minors at your event?				
Will you need tables & chairs?				
Will you have entertainment at your event (i.e. DJ, Band, Entertainer)?				
If yes, what type of entertainment: _____ _____ _____				
Will you need other equipment?				
If yes, please check all that apply: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Proxima/Projector \$100/day <input type="checkbox"/> Portable PA System \$35/day <input type="checkbox"/> Portable Bar \$50/day <input type="checkbox"/> Podium <input type="checkbox"/> Dry Erase Board <input type="checkbox"/> Coffee Service 50-150 cups \$50 <input type="checkbox"/> Conference Call Phone \$25 </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> PA System (lapel mic or handheld) \$50/day <input type="checkbox"/> Dance Floor \$150/day <input type="checkbox"/> 6'x8' Stage (8 sections) w/skirting \$35/each <input type="checkbox"/> TV/VCR or TV/DVD \$50/day <input type="checkbox"/> Flip Chart (includes paper) \$25/day <input type="checkbox"/> Coffee Service 150-350 cups \$65 </td> </tr> </table>			<input type="checkbox"/> Proxima/Projector \$100/day <input type="checkbox"/> Portable PA System \$35/day <input type="checkbox"/> Portable Bar \$50/day <input type="checkbox"/> Podium <input type="checkbox"/> Dry Erase Board <input type="checkbox"/> Coffee Service 50-150 cups \$50 <input type="checkbox"/> Conference Call Phone \$25	<input type="checkbox"/> PA System (lapel mic or handheld) \$50/day <input type="checkbox"/> Dance Floor \$150/day <input type="checkbox"/> 6'x8' Stage (8 sections) w/skirting \$35/each <input type="checkbox"/> TV/VCR or TV/DVD \$50/day <input type="checkbox"/> Flip Chart (includes paper) \$25/day <input type="checkbox"/> Coffee Service 150-350 cups \$65
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GENERAL INFORMATION

- Reservations are taken at the facility. Inquiries can be made by phone by calling (916) 772-PLAY. To view facility information, visit www.roseville.ca.us.
- Reservations are accepted on a first-come, first-served basis, up to one year in advance of the rental date. Payment is due in order to reserve room, no holds.
- You may tour the facility during hours of operation, provided there are no events in progress. Please speak with facility staff to schedule a tour.
- Rental times must include your set-up and take-down/clean-up time. The room will be set up to your specifications prior to your arrival (tear down/clean up is defined as removing any garbage and food remains). Renter is required to walk rented rooms with facility staff prior to departure and go through post-rental checklist.
- To secure your reservation, a completed application and security deposit are required.

Renter's Initial _____

- All rental fees are due at least 30 days before your rental date.
- Rental permits for groups of persons under the age of 21 will be issued only to adults who accept supervisory and liability responsibilities for the rental contract. A 10:1 ratio of youth to adult chaperones is required.
- Renter is required to check-in and check-out with facility staff.
- All outside cooking must be prearranged with facility staff. The area must be left clean after use.

INSURANCE & PERMITS

- Insurance is required for rentals with alcohol. Please note: no alcohol is permitted to be served/sold at events where the Guest of Honor is under 21 years old. You can obtain special event insurance through Galescreek - website: www.galescreek.com or by calling 1-800-735-8325 or (503) 293-8325.
- Renter may elect to use their own insurer and provide a copy.
- If renter plans to have vendors at the event (i.e. DJ, caterer, businesses, lighting), the facility staff must be notified prior to the event. Rental vendors may require additional insurance.
- Renter is responsible for securing all required permits and insurance. Must present copies of permits and insurance to City staff at least 30 days prior to rental date.
- Any event that charges an admission fee or which goods or services are sold must indicate that on rental application form. Additional requirements will be necessary prior to rental.
- No alcohol is permitted to be served/sold at events where the Guest of Honor is under 21 years old.

MUNICIPAL CODES & REGULATIONS

- Smoking, lighting or carrying a lighted pipe, cigar, cigarette or other smoking device of any kind is prohibited in all City of Roseville parks [Municipal Code Section 8.02.200 (B.2.)]. There is no smoking inside the park boundaries, including all buildings within the park.
- Fire code does not permit open flame devices except those needed for food preparation. NO smoke/fog machines are allowed. All renters and their guests are required to follow safety rules for public buildings. Occupants will be evacuated during a fire alarm. Renter will forfeit entire deposit if alarm was the result of rental party or any group hired by the renter.

Renter's Initial _____

- Renter is responsible for all fire charges and fines if the fire alarm sounds. The event will end at the time of the alarm.
- City staff may, at any time, instruct renter to turn music down or discontinue music due to violation of the noise permit rules and regulations. Please refer to City of Roseville Municipal Code, Section 9.24.130 regarding sound limits for events on public property.
- Decorations must be UL approved (flame retardant). The use of nails, tacks, scotch/duct tape or staples are not permitted. No clips are to be attached to any wall or wall pads. ONLY masking tape can be used and must be removed immediately after use. Decorations and/or any type of wire or cord may not be hung or draped on any light fixture inside/outside the facility.

FACILITY RULES & CONDITIONS

- The person in charge of the event is required to check in before the event and check out with staff before leaving and must be available to City staff for the duration of the event.
- Rice, birdseed, confetti, hay, straw, sand and glitter are not permitted.
- No red punch or red wine is allowed in any room with carpet.
- Parking availability is not guaranteed and may be limited.
- Storage is not available. All rented items can only be delivered and picked up the same day as the event. Any other arrangements must be approved by City staff prior to the rental date.
- Barbecuing requires pre-approval by City staff and is restricted to designated areas outside the facility.
- Only City staff can move the room dividers. If renter moves the room divider, damage may occur and it is the responsibility of the renter to pay for all damages.
- The City of Roseville is not responsible for lost or stolen items and will not be responsible for any items delivered before or left after an event.
- Sitting or standing on tables is not permitted. Renter will be fully responsible for any damaged tables/chairs.
- City staff reserves the right to photograph events for promotional purposes.
- Subleasing is not allowed.

Renter's Initial _____

ALCOHOL

(Maidu Community Center, Roseville Sports Center and Maidu Museum & Historic Site)

- Alcohol is NOT permitted to be served and/or sold at events where the Guest of Honor is under 21 years old.
- 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.
- Renters who plan to serve any type of alcohol at their event must have licensed and insured uniformed security guards at their event. If attendance is 150 or less, one security guard is required; if attendance is over 150, two guards are required. A copy of the contract with the security company must be provided to the facility staff 30 days before the event. Guards are required to be on site while alcohol is available for consumption.
- The City requires insurance on all security guards/companies hired by a rental party.
- Renter is responsible for any guest who brings alcohol to their event without obtaining the proper insurance and security requirements for alcohol. Events may be cancelled immediately if alcohol is consumed without the proper insurance and security requirements in place.
- If renter plans to sell alcohol at their event, renter must provide all required permits from the Alcohol Beverage Control five days before the event. Additional insurance is also required for the sale of alcohol.

GUESTS

- Rentals with no alcohol and more than 220 people in attendance may be required to have one licensed and insured uniformed security guard at their event. A copy of the contract with the security company must be provided to City staff at least 30 days before the event.
- 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 rooms 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 City may cancel any event for violations of disturbing the peace laws.
- Renter assumes full responsibility for communication to all attendees for events held. The City of Roseville or the facility should not be listed as a contact for your event.

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CATERERS/FOOD

- Caterers must furnish all cooking and serving utensils; all equipment and food must be removed at the end of the rental. No items can be stored overnight.
- Caterer is required to dispose of all cooking oil properly and remove from the premises. If any cooking oil is splattered on the ground or dumped on site, the renter's deposit will be retained. Additional fines may be charged for any illegal dumping into storm drains.

SECURITY DEPOSIT

- A security deposit is required for all facility rentals. Each additional room rental requires a separate deposit and fees. Security deposits are processed immediately upon receipt and will be returned within four weeks after the event date if no damages or violations occur. Security deposits will not be returned if your event causes the need for any of the following:
 - Cleaning beyond the normal, daily facility maintenance
 - Repairs or replacement due to structural or equipment damage
 - Fire Department response due to false alarm or exceeding room capacity per the Fire Code
 - Police Department response due to failure to follow all laws and ordinances, including, but not limited to, the City's sound ordinance and laws related to disturbing the peace
- The security deposit will be used to pay for the additional fees. If fees exceed amount of the deposit, the renter will be required to pay the additional amount.
- Facility inspections are conducted by City staff immediately following events to determine the condition of the facility (including assembly areas, restrooms and kitchen). Security deposits will be refunded if all the clean-up criteria are met, the rental time was not exceeded, and no damage has occurred.
- The City reserves the right to retain the entire security deposit if the applicant has knowingly made a false statement of material fact or has knowingly omitted to state a material fact in the rental application.
- Security deposit is a separate fee from the rental costs. Security deposit dollar amount cannot be applied toward rental fee.

RENTAL FEES & CHANGES

- All rental fees are due at least 30 days prior to the scheduled event. Payments may be in the form of a check, cash or credit card (MasterCard, Visa, American Express or Discover).
- Rentals scheduled 14 days prior must be paid with cash or credit card.

Renter's Initial _____

- 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. This fee will be charged in one hour increments.
- Fees are not refunded for reserved time not used.
- The City reserves the right to adjust fees at any time.
- Event time changes must be made two weeks prior to event.
- Event date changes will result in a \$50 service fee for each date change. Date changes must be made 30 days prior to event. No more than three date changes per event.
- A \$25 late fee will be assessed to all late payments/fees due.
- Only the person(s) listed as “responsible” on the application are authorized to submit rental changes. Changes must be approved by staff and additional fees may apply.
- Renter acknowledges the facility may be rendered unusable or otherwise unavailable due to circumstances beyond the City's control, including but not limited to flooding, fire, natural disaster, other acts of God, criminal acts or acts of war or terrorism. In the event the facility should become unavailable due to any such circumstances, the City will refund all fees paid by renter. The City 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.
- In accordance with Chapter 9.25 of the Roseville Municipal Code, renter will be charged for all personnel, material and supply costs associated with Roseville Police or Fire response.

RENTAL CANCELLATIONS

- Cancellation of reservations are subject to the following conditions and fees:
 - 90 days or more in advance of scheduled date, City will retain \$50 from rental deposit.
 - Less than 90 days from scheduled date, City will retain 100% of rental deposit and possibly rental fees (or portion thereof).
- All cancellations are required to be in writing by the person who signed the contract. Written cancellations can be emailed, mailed or hand delivered.
- Incomplete, inaccurate or false information listed on the rental contract may result in cancellation of the rental, and loss of security deposit and any fees paid.

Renter's Initial _____

- The City reserves the right to cancel any event if the renter knowingly made a false statement of material fact or has knowingly omitted to state a material fact in the rental application.
- Event date changes will result in a \$50 service fee for each date change. Date changes must be made 30 days prior to event. No more than three date changes per event.

EQUIPMENT

- Rental equipment (microphones, TV/DVD, podiums, white boards, easels, projector, etc.) is available (see fees listed on application or brochure) and must be checked in/out with staff. Equipment cannot be rented without a room rental. All equipment must remain on the property. Rental items lost or stolen are the responsibility of the renter.
- Any unauthorized use of equipment belonging to the City will result in rental fees automatically being charged to your rental.

RENTER'S CLEANING RESPONSIBILITIES

- All tables must be cleared of all items (i.e. table linens, dishes, decorations, etc.)
- Sweeping and mopping the facility is not the renter's responsibility and will be done by the staff. The facility should be relatively free of debris/spills. If excess trash, food or spills are left on the floor, the security deposit may be withheld to cover the clean up.
- All trash must be placed in receptacles provided. If trash will not fit in the receptacles, please notify the Facility Manager for assistance.
- Decorations must be taken down and removed from the facility within the rental time.
- All clean-up supplies must be furnished by the caterer or renting party.

KITCHEN CLEANING PROCEDURES (Maidu Community Center & Roseville Sports Center)

- It is strongly suggested that renter also notify caterer of these kitchen-cleaning requirements. Renter is responsible for kitchen cleaning requirements. Failure to follow the guidelines listed below may result in forfeit of rental deposit.
- Each piece of equipment used must be cleaned and shut down according to directions provided.
- Surface clean all appliances used. Clean any spills in ovens and on oven racks. All stainless steel surfaces (prep tables and work counters) must be washed with dish soap and hot water, sprayed with disinfectant and dried with a clean, soft cloth.

Renter's Initial _____

- Grills must be brushed with a wire brush and all food debris cleaned off. All stainless steel surfaces around grills must be cleaned and free of grease and debris.
- Remove all food particles from sinks and stovetops, wash with dish soap and hot water, spray with disinfectant and dry with a clean, soft cloth.
- Please do not put large amounts of food down the garbage disposal. Repairs and maintenance as a result of this will be renter's responsibility.
- Empty, rinse and make sure all food particles are empty inside dish sterilizer.
- Empty refrigerator of all food and beverage, clean inside of refrigerator, mop any spills and wipe off all racks in the refrigerators with a damp cloth.
- Sweep all debris from floor and mop all floor surfaces used with detergent and hot water.
- Empty all grease traps and spill pans and wash with dish soap and hot water.
- Empty warming bins of all food and wipe clean with a damp cloth.
- Clean all stainless steel surfaces behind and above cooking areas.
- Events with seafood may require an additional fee.

Renter's Initial _____

SIGNATURE PAGE

Failure to comply with all the City of Roseville's rental policies and procedures may result in loss of your deposit and/or your event being cancelled early or entirely.

- My signature below signifies that I have read and understand ALL the rental policies and rules outlined in the application.
- I agree to abide by all the conditions outlined in this application and any permit(s) issued associated with this application.
- I also agree to pay the City of Roseville all costs the City may incur as a result of any failure to fully comply with all these conditions.
- I agree to indemnify and hold harmless the City of Roseville, its officers, agents, employees, and volunteers from and against any injury, damage, claims, actions or suits arising out of the rental or use of a City facility, including those caused by the passive negligence of the parties being indemnified and/or any dangerous condition of property of the parties being indemnified, and I further agree to defend and indemnify the City of Roseville from and against any injury, damage, claims, actions or suits arising out of or connected with the rental or use.
- I understand that the City of Roseville (City) staff reserves the right to photograph and/or record facilities, activities and program participants for potential future use. I hereby grant permission to the City to use my or my participant's photograph and/or audio/video recording for any lawful purpose, including, for example, such purposes as print and online advertising. I understand that I will not be paid or receive anything related to the City's use of my/my participant's photograph and/or recording. I understand that all photographs and recordings will remain the property of the City and I acknowledge the City's right to alter or edit any photographs and/or recordings at its discretion. I agree to release the City from any and all legal claims I or a third party may have arising from the use of my/my participant's photograph and/or audio/video recording.
- I declare under penalty of perjury under the laws of the State of California that the information I have provided in this rental application is true and correct to the best of my knowledge. I further acknowledge that the security deposit may be forfeited and/or my event cancelled if this application contains any intentional misrepresentations.

Print Name _____

Signature _____

Date: _____



Maidu Community Center
1550 Maidu Drive
Roseville, CA 95661
(916) 772-7529

Renter's Initial _____