

Facility Rental FAQs

Q: How do I reserve a Carmichael Recreation and Park District (CRPD) facility?

A: Rental applications must be submitted at least 30 business days in advance of rental dates (applications received less than 30 business days are subject to staff availability). You must be 18 years of age or older to reserve a facility. Facilities will be considered reserved when a Facility Rental Application and Permit has been signed, approved and is on file at the La Sierra Community Center Office along with a security deposit. In addition, a Certificate of General Liability Insurance and additional insured endorsement must be provided, and the rental must be paid in full at least 30 days prior to the event. Facilities may be reserved up to one year in advance.

Q: What hours are your facilities available to rent?

A: The renter must enter and exit the rented facility at the time specified on their permit. If the Renter enters or exits the facility outside of the designated rental time on their permit, they will be charged 1.5 times the hourly rate rounded to the nearest half hour. Rental facilities may not be available during CRPD special events. The following are the hours available for rental at CRPD facilities:

All Indoor Facilities (excluding Garfield House): Available 8am – 11pm. Event time must end at 10pm and the Renter must be cleaned up and completely exited by 11pm.

Garfield House:

Sundays-Thursdays: Available 8am – 8pm. Event time must end at 7:30pm and the Renter must be cleaned up and completely exited by 8pm.

Fridays and Saturdays: Available 8am – 11pm. Event time must end at 10pm and the Renter must be cleaned up and completely exited by 11pm.

Daniel Bishop Memorial Pavilion for the Performing Arts (Bandshell) and Raymond Nay Picnic Structure: Available 8am to dusk.

Soccer and Baseball Fields: Available after 3:30pm on weekdays during the school year, until dusk on weekends and non-school days. Rental availability is limited due to scheduled permitted use.

Softball Fields: Fields 1, 3, 4, and 5 are available from dawn to dusk. Field 2 is available 8am to 10pm (lighted). Rental availability is limited due to scheduled permitted use and CRPD leagues.

Bocce Ball Courts: Available dawn to dusk.

Tennis Courts: Available dawn to 10pm.

For more information regarding facility rental hours of use please see our Facility Rental Policy.

Q: Am I responsible for setting up and cleaning up my own event?

A: CRPD takes pride in offering several affordable rental facilities. These low fees are maintained by allowing the renter to set up and clean up their own event. This includes setting up and putting away all tables and chairs. All decorations must follow the Facility Rental Policy. CRPD provides onsite staff for paid rentals to assist with any facility-related needs that might arise during the event, except for field rentals.

Q: Does my rental include set-up and clean-up time?

A: The times listed on your rental permit indicate when your rental begins and ends. It is up to you to decide how long it will take to set-up and breakdown your event within that timeframe. If the Renter enters or exits the facility outside of the designated rental time on their permit, they will be charged 1.5 times the hourly rate rounded to the nearest half hour.

Example: If you book the Veteran's Memorial Hall at Carmichael Park from 2pm-10pm, you will not be allowed to enter any earlier than 2pm and you must completely cleaned up and exited from the facility by 10pm. *Recommendation:* It typically takes twice the amount of time to set-up an event than it does to breakdown. Events exceeding 75 guests typically take an hour to break down and clean up. Take this into consideration when planning your event.

Q: When will I get my security deposit back?

A: Deposits are refundable with deductions for damages to the facility, field, or furnishings, if special clean-up is required by CRPD staff, or if the rental extends outside of the designated rental window. If damages or extended time exceeds the deposit on file, the remainder shall be billed to the Renter. Deposits will be processed for refund by CRPD staff within 5 business days after the event. Checks are mailed from the County of Sacramento approximately 30 days post event. Please view the Facility Fee Chart for deposit amounts.

Q: What is your refund and cancellation policy?

A: All cancellation notifications must be submitted in writing via a confirmed email, delivered in person or by certified mail.

- If an event is cancelled more than 60 days in advance, CRPD will retain 25 percent of the deposit.
- If an event is cancelled within 30-60 days in advance, CRPD will retain 50 percent of the deposit.
- If an event is cancelled less than 30 days in advance, CRPD retains 100 percent of the deposit.
- If an event is cancelled less than 14 days in advance, CRPD retains 100 percent of the deposit and all fees paid.

For more information regarding cancelations please see our Facility Rental Policy.

Q: Do you allow alcohol in your facilities?

A: Alcohol is allowed with approval from CRPD. Alcohol is only allowed in approved indoor rental facilities. No alcoholic beverages are allowed in any CRPD sports facility, field, or at the Raymond Nay Picnic Structure. All events where alcohol is served/sold will be charged an alcohol surcharge (*refer to the Facility Rental Policy*). When the use of alcohol is approved by CRPD, 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. All events with alcohol are required to have hired CRPD security. The renter is responsible for fees associated with hiring CRPD security (*refer to the Facility Rental Policy*).

The sale of alcoholic beverages requires the following:

- A one-day liquor license from the Sacramento Sheriff's Office. Please note the Sheriff's office security requirements may differ from CRPD's. Please call the Sheriff's office at (916) 874-1021. You must provide CRPD staff with a copy for your ABC license prior to your event.
- A license from the Department of Alcoholic Beverage Control which must be posted at the bar and submitted to CRPD.
- If Renter has unpermitted alcohol at their event, they immediately forfeit their deposit. CRPD will revoke the permit immediately and the Renter must vacate the premises. No refund of fees or deposit will be issued if the Renter is asked to vacate the facility.

For more information regarding alcoholic beverages please see our Facility Rental Policy.

Q: Do you allow Smoking at your facilities?

A: There is no smoking on, or in, any CRPD property, facility, or grounds. This policy is consistent with County of Sacramento Ordinance 9.36.057.

Q: Do you require security officers for all events?

A: Security officers are required for facility rentals 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 Renter. **All rentals with alcohol require security.**

For more information regarding security please see our Facility Rental Policy.

Q: Do you have any music/sound restrictions?

A: CRPD does not permit live bands unless it is a CRPD-sponsored event; acoustic, non-amplified bands are allowed. DJ's and other forms of amplified sound are permitted with CRPD approval. Noise standards are consistent with that of County of Sacramento Ordinance 6.68.070 and are as follows:

- 7:00am-10:00pm – May not exceed 55 dBA
- 10:00pm-7:00am – May not exceed 50 dBA
- Garfield House: May not exceed 50 dBA

For more information regarding amplified sound please see our Facility Rental Policy.

Q: Does CRPD have any decoration restrictions?

A: All decorations must meet the below requirements.

- No scotch-tape, electrical tape, duct tape, Command Hooks, tacks, nails, or staples are permitted. Masking or painters' tape and string may be used.
- No glitter, confetti or rice allowed. Birdseed may be used outside only.
- Candles may be used, provided they are contained in glass bowls, votive holders or candelabras that are secure and placed away from combustive materials.
- Smoke and bubble machines are not allowed.
- Water play, water balloons or water toys are not allowed.
- No fireworks, sparklers, explosives, or other hazardous, flammable items are allowed.
- CRPD does not provide ladders or any kind of party supplies/tools.

Q: Am I required to provide insurance for my event?

A: Renter is to provide a Certificate of Insurance and Endorsement naming the Carmichael Recreation and Park District as additional insured. Please refer to the Facility Rental Policy for more information.

Q: Can I have a heater or BBQ at my event?

A: The use of propane heaters and fire pits (propane and wood burning) are prohibited from CRPD property. Only Blackstone Outdoor Griddles are allowed to be used by caterers in designated areas at John Smith Community Hall, Raymond Nay Raymond Picnic Structure, and Garfield House. No other BBQ's or grills are allowed.

Q: Can have an inflatable at my event?

A: Inflatables of any kind (bounce houses, slides, etc.) are not permitted.

Q: Can I host a fundraiser at a CRPD facility?

A: Only non-profit groups are allowed to host fundraisers. Non-profit groups hosting fundraisers will be charged the non-profit rate and must submit proof of non-profit status at time of reservation (501 (C)(3) letter).

Q: Are there any other restrictions/details I should know about?

A: Please note the following:

- CRPD does not provide ladders or any kind of party supplies/tools.
- Smoke machines are not allowed (per Sacramento Metro Fire Department).
- Bubble machines are not allowed.
- No water balloons, water play or water toys.
- Storage rooms, closets, hallways, etc. cannot be used for any other purposes other than which they are intended. All hallways and emergency exits must always remain clear of obstruction.

For more information, or to view the complete Facilities Rental Policy, please visit
<https://www.carmichaelpark.com/facility-rental-forms-fees-and-regulations>