

# FACILITY FEES AND CHARGES



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**La Sierra Recreation Office**  
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**FACILITY FEES AND CHARGES**

<b>INDOOR FACILITIES</b>	<b>ASSEMBLY CAPACITY</b>	<b>DINING</b>	<b>MINIMUM TIME</b>	<b>GROUP I</b>	<b>GROUP II NON-PROFIT</b>
<b>CARMICHAEL PARK</b>					
Clubhouse Room 1 & 2 (\$200 deposit): Room 1 - 44'x28' 1,232 sq ft with kitchen Room 2 - 36'x28' 1,008 sq ft (WEEKEND RATES Sat/Sun for CH 1 & 2 - 4 HR MINIMUM)	328 183 145	150 85 65	4hrs Sat/Sun 2 hrs M-F 2 hrs M-F	\$100/hr \$60/hr \$50/hr	<b>REQUEST NON-PROFIT RATES. PROOF REQ.</b>
Veteran's Memorial Building (\$200 deposit) Main Hall—40'x30' 1,200 sq ft with kitchen North Room—20'x22' 440 sq ft	175 —	81 —	2 hrs 2 hrs	\$45/hr \$25/hr	<b>NOTE: FUNDRAISERS FOR NON-PROFITS ARE</b>
<b>LA SIERRA COMMUNITY CENTER</b>					
John Smith Community Hall (\$300 deposit) 47'x97' 4,643 sq ft with kitchen Kitchen Only	800	385	4 hrs Fri/Sat/Sun 2 hrs M-Th 2 hrs	\$165/hr \$35hr	<b>CHARGED AT THE REGULAR GROUP I RATE</b>
Gibbons - Suite 700 (\$200.00 deposit) 56'x40' 2,180 sq ft with kitchen	200	100	2hrs	\$75 hr	
Sierra Rooms 1 & 2 (No food or drink allowed) Room 1 - 31.5'x36.5' 1,149 sq ft Room 2 - 31.5'x36.5' 1,149 sq ft		100 50 50	2 hrs 2 hrs 2 hrs	\$60/hr \$35/hr \$35/hr	
Meeting Rooms (La Sierra) - approximately 31'x31' 961 sq ft	50	50	2 hrs	\$30/hr	
Johnson Gymnasium (\$300 deposit) - 10,290 sq ft Team Practice & School Use	—	—	4 hrs 2 hrs	\$105/hr \$35/hr	
Villareal Gymnasium (\$300 deposit) - 5,626 sq ft Team Practice & School Use	—	—	4 hrs 2 hrs	\$100/hr \$30/hr	
<b>OUTDOOR FACILITIES</b>					
<b>CARMICHAEL PARK</b>					
Daniel Bishop Memorial Pavilion for the Performing Arts (BAND SHELL) (\$150 Deposit) (NO LIVE BANDS)	<b>ALL EVENTS PENDING DISTRICT APPROVAL</b>	250	3 hrs	\$75/hr	
Charles C. Jensen Botanical Garden (Portable Restroom Only) (\$150 Deposit) Photo Permit Per Day	50	—	2hrs max Per Day	\$65 \$15	
Raymond and Hazel Nay Memorial Picnic Shelter (\$150 Deposit)	—	250	6 hrs	\$175 \$25 ea addit'l hr	
Softball Fields per hour—NO lights per hour—WITH lights all day—NO lights	—		2 hrs 2 hrs All day	\$25/hr \$30/hr \$60	
<b>LA SIERRA COMMUNITY CENTER</b>					
Skate Park	—	50	2 hrs	\$75	
Soccer/Football Fields per hour Per Day	—		2 hrs All day	\$25/hr \$60	

**\*\*\*NO LIVE BANDS ALLOWED AT ANY FACILITY!**

The Carmichael Recreation and Park District provides on-site staff for all paid rentals to assist with any needs that might arise during the event. Private caterers are welcome.

## **FACILITY/RENTAL/LEASE POLICY**

### I. GENERAL INFORMATION

- A. The Carmichael Recreation and Park District facility rental and lease policies are established as permitted under Sacramento County Ordinance 9.36: Park Regulations, and in accordance with the "Powers and Duties Resolution" adopted by the Sacramento County Board of Supervisors on May 26, 1982.
- B. The Carmichael Recreation and Park District reserves the right to set special requirements of individuals and/or groups using District facilities to protect these facilities and the general public. Some reservations may not be approved based on but not limited to:
- Potential for damage to the facility
  - High risk of participant injury
  - Potential for additional security measures to be taken and impact on law enforcement
  - Potential for impact on district staffing needs
  - Impact on immediate neighbors
- C. The Carmichael Recreation and Park District does not allow pay at the door or any monetary exchange activities at events unless the user group qualifies as a Group II

### II. FACILITY GUIDELINES

- A. Reservations: Facilities will be considered reserved when a *Facility Use Application and Permit* has been signed and is on file at the District Office or La Sierra Community Center Office along with a security deposit. Reservations will be considered final on the 21<sup>st</sup> day prior to the scheduled use date - NO security deposit will be refunded after that date without the approval of the District Advisory Board. Rental must be paid at least 14 days prior to the event.

Certificate of Insurance and proof security has been hired (if required) also must be received 14 days prior to the event. If payment for event is less than 14 days then payment must be paid via cash or credit card. No checks will be accepted.

- B. Security Deposits: Security deposit is due at the time reservation is made. Deposits are refundable with deductions for damages to facility or furnishings; in the event that special clean up is required by District Staff; or if overtime is incurred by permit holder. Any damages, special clean up, or overtime which exceeds the deposit on file shall be billed to permit holder.

Charges will be assessed for but not limited to: Failure to clean facility; failure to end the event on time; misrepresentation of event; damage to facility.

- C. General Liability Insurance: A Certificate of General Liability Insurance in the amount of \$1 million naming the Carmichael Recreation and Park District as an additional insured and evidenced by an additional insured endorsement, a rider, or language within a policy indicating a blanket endorsement is required:

When alcoholic beverages are served or sold to the general public

Or

When deemed necessary by the District.

- D. Waiver of Fees: The District Administrator may waive facility use fees, including deposits, for special circumstances.

- E. Advanced Reservations: Facilities may be reserved up to one year in advance.
- F. Hours of Use: District facilities are available from 7:00 a.m. to 1:00 a.m. (***You must be cleaned-up and walking out by 1 a.m.***)
  - a. Set-up time is charged at **\$25 per hour** not to exceed 4 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 run consecutively)
  - b. Holiday rates: An additional **\$30 per hour** staffing fee will be added to the normal hourly rate if facilities are rented on major holidays. Rental on holidays is subject to staff availability.
  - c. Users are responsible for their own set-up and clean-up.
- G. Long Term Use: Facilities are not available for long term, regular use except in cases of District sponsored programs, co-sponsorship, or for Group II, III users. All new requests must be considered by the District Administrator and approved by the Advisory Board.
- H. Cancellation by the District: The District reserves the right to cancel a scheduled activity prior to the event should misrepresentation or omission of facts be discovered as stated in Sacramento County Ordinance, Chapter 9.36 (Park Regulations) Section .030 or if in the interest of public safety.
- I. Security Officers: Security officers are required for all events and celebrations where alcohol is present or at the discretion of the District when there is an element of risk to public safety. The permit holder will be responsible to provide the security.
- J. Alcoholic Beverages: Alcohol is NOT PERMITTED without prior approval from the District. When the use of alcohol is approved, it is to be served and consumed in approved and/or designated areas only – (No alcohol consumption is allowed in any parking lots within the district and No alcohol is permitted in the Jensen Botanical Gardens)
  1. The sale of alcoholic beverages requires a license from the Department of Alcoholic Beverage Control, and must be posted at the bar.
  2. Refer to Insurance Rate/Classification Schedule for insurance requirements and additional conditions when alcoholic beverages are served or sold.
- K. Fundraisers: All fundraisers shall be charged at the Group I Rate unless other arrangements are made by the District Administrator. If the request is deemed unusual, it may be submitted to the Advisory Board of Directors. All appeals for facility use may be heard by the Advisory Board of Directors.
- L. Concessions: Concessions may be operated by co-sponsored groups and by other groups for approved events or activities.
- M. La Sierra Commercial Lease Tenants: La Sierra Community Center tenants may rent La Sierra facilities at the Group II rate, except on weekends (Friday 5:00 p.m. to Sunday 11:00 p.m.).
- N. Classification of Groups and Organization

Group I: Private individuals or groups, business, commercial, graduation parties, and fundraisers for Group II, III classification.

Group II: Community nonprofit, Government organizations charitable groups, religious groups and organizations, and service clubs. Group II must pay Group I rate for all fundraisers. Call for Group II fees.

Group III: Co-sponsored groups or events: The District Administrator or his/her designee may authorize the co-sponsorship of an organization, activity, or event, when events are: 1) recreational in nature, 2) provide a public service, or 3) have been previously co-sponsored. When organizations, activities, or events are co-sponsored the District may waive, or reduce, fees and charges.

La Sierra High School Reunions: La Sierra High School Reunions are charged the set up rate for the entire event.

### III. LEASE GUIDELINES

- a. Space: Lease space and facilities available for lease is designated by the District.
- b. Rate: Rates are set at the current market rate in conjunction with appropriate classification referenced in section D below.
- c. Security deposit: Security deposit is required for lease agreement to help insure the faithful performance by Lessee of the provisions of the Lease.

### IV. ADDITIONAL POLICIES

- a. Smoking is not permitted in buildings at anytime (County Ordinance). Smoking must be 15 feet away from all entrances and designated containers must be used.
- b. The District is NOT responsible for any lost or stolen items.
- c. No rice, glitter, or confetti is to be used. Birdseed is acceptable outside only.
- d. Candles may be used provided they are contained in glass bowls, chimneys or candelabras that are secure and placed away from combustible materials and are approved by the District.
- e. No food or beverages are allowed in the gymnasiums or Sierra Rooms at any time.
- f. Blue painters tape and string may be used on specified areas only. Absolutely no scotch tape, electrical tape, duct tape, tacks, nails or staples are permitted when applying decorations.
- g. The District does not provide any ladders.

### **RAYMOND AND HAZEL NAY MEMORIAL GROUP PICNIC SHELTER**

LOCATION: Carmichael Park, 5750 Grant Avenue, Carmichael (In back of park)

AMENITIES: A 30' x 60' covered picnic shelter complete with, handicapped access, drinking fountain, 15 tables, three food preparation areas, a large BBQ grill, and access to an electrical outlet. Water access available via a quick coupler provided by District upon request.

FEES: \$175/6 hours + \$150 deposit required. (\$25 each additional hour)

MAXIMUM OCCUPANCY: Seating for 250

HOURS: Available 8:00 a.m. to sunset (7 days a week).

SECURITY: A security officer may be required at an additional expense to the permit holder at the discretion of the District.

LIABILITY INSURANCE: A Certificate of Liability Insurance in the amount of one million dollars naming the District as an additional insured (evidenced by an endorsement) is required:

1) When the permit holder sells or dispenses alcohol; 2) when the event is open to the general public and food and/or beverages are provided by the permit holder; 3) at the discretion of the District when there is an element of risk (liability insurance may be purchased at the District office).

ALCOHOLIC BEVERAGES: The sale of alcoholic beverages requires a license from the Department of Alcoholic Beverage Control (see Liability Insurance and Security). Alcohol use is restricted to the immediate area of the picnic shelter.

AMPLIFIED EQUIPMENT: No loud amplified music or Public Address (PA) systems are permitted (County Park Ordinance 9.36.072).

RESERVATIONS: Reservations may be made up to one year in advance.

### **CHARLES C. JENSEN BOTANICAL GARDEN**

LOCATION: 8520 Fair Oaks Blvd. (East of Fair Oaks/Manzanita intersection).

AMENITIES: Botanical garden with a wooden covered bridge crossing Carmichael Creek, shaded benches, flowering shrubs, and wild life including deer. *No restrooms*. Chairs may be used in designated areas. Decorations must be placed carefully using string or tape. No nails, tacks, or pins. No bird seed or confetti. No flames of any kind. Photographs shall be taken from lawns or pathways only. No one is allowed in flower or plant beds or in trees. Removal of flowers or plants is prohibited. Domesticated animals (dogs, horses) are not allowed.

FEES: \$65/2 hours maximum + Photo permit fee \$15 + deposit \$150

PHOTOGRAPHY PERMIT: A permit is required for commercial photographers using the Charles C. Jensen Botanical Garden. Complete a facility use form. Photo fee: \$15/day

MAXIMUM OCCUPANCY: 50 people. Limited parking and only portable restrooms available.

HOURS: Available 8:00 a.m. to sunset (7 days a week).

SECURITY: A security officer may be required at an additional expense to the permit holder at the discretion of the District.

LIABILITY INSURANCE: A Certificate of Liability Insurance in the amount of one million dollars naming the District as an additional insured (evidenced by an endorsement) may be required at the discretion of the District when there is an element of risk (liability insurance may be purchased at the District office).

ALCOHOLIC BEVERAGES: NOT ALLOWED

AMPLIFIED EQUIPMENT: Not allowed. Acoustic instruments are allowed at the Botanical Garden.

RESERVATIONS: Reservations may be made up to one year in advance, however, exclusive use is not permitted.

### **DANIEL BISHOP MEMORIAL PAVILION FOR THE PERFORMING ARTS (Band Shell)**

LOCATION: Carmichael Park, 5750 Grant Avenue, Carmichael (back (south) area of the park).

**AMENITIES:** Features a covered concrete stage and dance floor surrounded by shade trees. Disabled accessible stage. Electrical outlets available. Restroom and parking nearby. Great for memorials, dance recitals, award ceremonies, etc. *(No live bands or concerts unless sponsored by the District)*

**FEES:** \$75/hour, minimum 3 hours + \$150 deposit

**MAXIMUM OCCUPANCY:** Approximately 250

**HOURS:** Available 8:00 a.m. to sunset (7 days a week).

**SECURITY:** A security officer may be required at an additional expense to the permit holder at the discretion of the District.

**LIABILITY INSURANCE:** A Certificate of Liability Insurance in the amount of one million dollars naming the District as an additional insured (evidenced by an endorsement) is required:

1) when the permit holder sells or dispenses alcohol; 2) when the event is open to the general public and food and/or beverages are provided by the permit holder; 3) at the discretion of the District when there is an element of risk (liability insurance may be purchased at the District office).

**ALCOHOLIC BEVERAGES:** The sale of alcoholic beverages requires a license from the Department of Alcoholic Beverage Control (see Liability Insurance and Security). Alcohol use is restricted to the immediate area.

**AMPLIFIED EQUIPMENT:** Allowed within County Code restrictions (County Park Ordinance 9.36.072).

**RESTRICTIONS:** *No live bands or concerts except those sponsored by the District.*

**RESERVATIONS:** Reservations may be made up to one year in advance.

### **EQUIPMENT RENTAL**

The following equipment is available upon request at no charge when indoor facilities are rented:

**Carmichael Park**

Chairs & 12 ft banquet tables  
 Veterans Building (10ft banquet tables)  
 Podium  
 NOTE: Clubhouse 2 Fireplace is for visual Effects only and is not operational  
 2 Residential refrigerators w/ freezers  
 1 Residential oven w/warmer

**La Sierra Community Center**

Tables (8 seat rounds or 12 ft banquet tables)  
 Chairs and Podium  
 Coffee pots  
 Warming ovens and trays  
 Large pasta pots  
 Commercial ice machine  
 Commercial refrigerator, freezer  
 Two commercial ovens

The following equipment is available for rent. Users are responsible for equipment from the time it is checked out until the time it is checked in. A deposit may be required. Damaged or lost equipment will be billed at the actual cost plus 10%.

EQUIPMENT	FEE
25" Color TV with VCR & DVD (CP and LS FLATSCREE TV)	\$30
PA System w/2 speakers and 2 microphones (LS)	\$60
Chuckwagon cooker barbecue grill (CP)	\$30
Sports equipment game bag - \$50 deposit (CP)	\$5/day \$10/weekend
Volleyball poles and net - gym only (LS)	\$5