Carmichael RECREATION AND PARK DISTRICT

Memo

To: Advisory Board of Directors

From: Stacey Yankee, District Administrator
Alaina Lofthus, Recreation Services Manager

Date: November 19, 2026

Subject: Facility Rental Fee Schedule Adjustments and Policy Revisions

---

Background:

Below is a timeline of the Facility Rental Policy and Fees revisions for the past decade:

2014 Fee Study was completed by CRPD staff.

2015 Policy was revised, and Fees were increased. Examples: John Smith Hall increased from $165/hr. to $185/hr., Clubhouse increased from $100/hr. to $110/hr., Veterans Hall increased from $45/hr. to $50/hr.

2018 Fee Study was completed by CRPD staff. Policy was revised and fees were increased for the Cypress Room, Veterans Hall, Daniel Bishop Memorial Pavilion (Band Shell), and the Gymnasiums practice rate. The Gymnasiums regular rate decreased due to the fee study findings. Friday through Sunday fees were added for most facilities.

2020 Policy was revised, and fees were adjusted for the Raymond & Hazel Nay Memorial Picnic Shelter to reflect hourly rate, and additional equipment fees added. No increases in rates were made.

2021 Policy was revised, and the Garfield House and Bocce Ball rental rates were added. No increase in rates were made due to pandemic recovery.

2023 Policy was revised and fees were updated. Advisory Board approved three-years of fee schedules.

2025 Adjusted fee schedule to remove setup fees and adjust hourly fees for John Smith Hall and the Clubhouse. Adjusted minimum rental hours for the Bandshell and changed to one deposit amount for the Garfield House. Changed tennis court and bocce ball court fees. Added pickleball court rental fee. Approved the 2026 fee schedule which included a $5 hourly increase for most non-resident rates, maintained the 5% resident discount, and continued progress toward a consistent 20% nonprofit discount across rental categories.

Discussion:

Staff have reviewed the District's Facility Rental Fee Charts, Regular User Fee Charts, and Facility Rental Policy to identify recommended updates for 2027 and 2028. The proposed changes address rising operational and staffing costs, promote greater consistency in rental rates and nonprofit discounts, clarify facility rental availability and requirements, and align the policy with current District operations. The following recommendations include phased fee adjustments, updates to rental options and security requirements, and clarification of eligibility criteria for nonprofit and regular user groups.

Facility Rental Fee Charts

2027 Fee Adjustments

La Sierra Community Center

- John Smith Hall: Increase nonprofit rental rates by $5 per hour to gradually reduce the nonprofit discount toward the District's 20% target. This adjustment would reduce the discount to 28%.
- Multi-Use Field: Increase weekday (Monday–Friday) rates by $3 per hour and weekend rates by $5 per hour.
- Baseball Fields: Adjust the daily rental rate to $425 to better align with a full-day rental discount of 15% compared to a 10-hour rental at the regular hourly rate.

Carmichael Park

- Clubhouse: Increase nonprofit rental rates by $5 per hour to gradually reduce the nonprofit discount toward the District's 20% target. This adjustment would reduce the discount to 24%.
- North Room: Increase rental rates by $5 per hour to help offset increased hourly staffing costs.
- Daniel Bishop Memorial Pavilion (Band Shell): Remove as a rental option, as the space is reserved for CRPD-partnered events. Removing it from the fee chart will help avoid confusion for prospective renters.
- Disc Golf Course: Remove as a rental option. The course has not been rented in over 10 years, and staff anticipate challenges with closing the park to accommodate a private rental. The space may continue to be used for

CRPD-partnered events but will no longer be available for private reservations.

Garfield House

- Capacity: Reduce the maximum capacity to 60 people to more accurately reflect the limitations of the indoor space.
- Rental Rates: Established separate Friday–Sunday hourly rates in place of the current daily rate structure to provide greater flexibility and encourage additional rental opportunities.

Sutter-Jensen Community Park

- Lawn Rental: Remove the lawn as a rental option. The space is rarely rented, and staff have identified challenges with closing the large lawn area to the public due to its popularity with park visitors. The space may continue to be used for CRPD-partnered events but will no longer be available for private reservations.

Security Deposit Adjustment

- Increase Security Deposit amounts for the following facilities to help cover late exit times, possible damage and repairs, or necessary staff time for additional cleaning: John Smith Hall Kitchen, Cypress Room, Sierra Rooms, Room 800, Del Campo Park Soccer Field, La Sierra Community Center Baseball fields and Multi-Use Field, Clubhouse, Veteran's hall, North Room, Picnic Shelter, Softball Fields, and the Garfield House.

Additional Rental Items

- Increase the daily rental fee for televisions by $5.

2028 Fee Adjustments

- Increase all hourly rental rates by $5, with the following exceptions:
    - John Smith Hall: Increase the nonprofit rate by $8 per hour to further reduce the nonprofit discount, bringing it to 25%.
    - Multi-Use Field: Increase hourly rates by $2 rather than $5. Combined with the $3 increase in 2027, this results in a total two-year increase of $5 per hour, consistent with the intended adjustments to other rental rates.
    - Clubhouse: Increase the nonprofit rate by $8 per hour to reach the District's goal of a 20% nonprofit discount.
- Adjust daily rates to reflect a 15% discount compared to a 10-hour rental at the regular hourly rate.
- Increase all Additional Rental Items and Surcharges fees by $5.
- Security Deposit Adjustment - Increase Security Deposit amounts for the following facilities to help cover late exit times, possible damage and repairs, or necessary staff time for additional cleaning: Cypress Room, Veteran's Hall, Garfield House, and Baseball and Softball fields.

Regular User Fee Charts

- Fiscal Year 2027/28:
  - Increase all hourly rental rates by $5 per hour and setup/cleanup rate by $5 per day.
  - Establish new regular user group rental rate for the Veteran's Hall – North Room at $25 per hour.
  - Increase on-site storage fee to $10 per month.
  - Establish new off-site storage fee of $50 per month.
- Fiscal Year 2028/29:
  - Increase all hourly rental rates by $5 per hour and setup/cleanup rate by $5 per day.
  - Increase projector screen and podium rental fees by $5 per day
  - Increase on-site and off-site storage fee by $5 per month.

Facility Rental Policy – Recommended Revisions: The recommended revisions include the following:

Reservations: Added clarifying language for payment and insurance document requirements for rental applications received and approved by CRPD less than 30 days in advance.

Security Deposit: Added clarifying language regarding repair and replacement charges for damages as well as charges for extended rental time used.

General Liability Insurance: Add gymnasiums and athletic fields to the list of facilities requiring general liability insurance.

Facility Rental Hours of Use:

- La Sierra Community Center Facilities: Remove specific day and time restrictions for field rentals and replace them with more general language consistent with signage posted at District park sites with field rentals.
- Carmichael Park Facilities: Add Field 2 to the list of softball fields available for rental, remove the lighted field as a rental option, and establish rental hours for the pickleball courts.
- Added language to not permit early access to rental facilities or grounds.

Cancellation by CRPD: Added language to clarify refund amount when CRPD cancels a reservation due to an emergency or weather condition.

No Smoking: Added no vaping at any CRPD property, facility, or grounds during reservation time to clarify that this use is not permitted.

Alcoholic Beverages and Security Officers:

- Added clarification that when alcohol is permitted at a facility rental, it must be indoors only and not permitted outside.

- Remove references to appendix items and associated fees, as rental applicants can refer to the fee chart or website for current fee information. Allows the district to make fee adjustments when entering into new security contracts without updating the rental policy.

Setup and Cleaning: Added clarification that all setup and cleanup, as well as deliveries and services, must occur during the reservation time.

Organic Waste, Recycling, and Waste Disposal: Added this section to be complaint with California SB 1383.

Stages: Added section to provide more information on stage placements and clearly identify in this policy that renters and vendors are not permitted to move them.

Decorations: Added reference to the potential of fees being charged for cleanup and damage or repairs caused by unauthorized or unapproved decorations.

Firearms, Air Guns, and Other Weapons: Added language consistent with County of Sacramento Ordinance 9.36.061.

Damages and Additional Charges: Added section to explain the process CRPD staff will use to assess additional charges for damages, excessive cleanup, or the use of the facility beyond the approved reservation period, including communication with the customer and renter disputes.

Classification of Groups

- Group 3 – Non-Profits: Revise the language to clarify that organizations must qualify as a 501(c)(3) charitable nonprofit and provide supporting documentation to be eligible for the nonprofit rental rate.
- Group 4 – Regular User Groups and CRPD Sponsored Programs: Revise the language to clarify the 501(c)(3) charitable nonprofit eligibility requirements and supporting documentation for regular user groups. Additional language establishes that approval for regular user group status is based on facility availability, space, scheduling, and District programming needs.

General Facility Rules

- Indoor Facilities: Revised the type of BBQ use and placement to be consistent with the policy.
- John Smith Hall: Added language to indicate that the John Smith Hall is the only rental facility permitted for crab feed events.
- Garfield House Security Requirements: Revise the security requirements to specify that security guard(s) are required for all Garfield House rentals where alcohol is served or provided and for all rentals extending beyond 5:00 p.m., regardless of whether alcohol is served.
- Jensen Lawn: Remove the Jensen Lawn rental rules, as the space is no longer available for rent.
- Multi-Use Field at La Sierra Community Center: Added information regarding permitted activities, field use rules and restrictions, and general information regarding field striping and soccer goals.

These revisions are intended to improve clarity for rental applicants, establish consistent eligibility requirements, and ensure facility use provisions reflect current District operations and rental practices.

Fiscal Impact:

The updated Facility Rental Fee Schedules are anticipated to result in a modest increase in overall rental revenue due to gradual rate increases. The approval of two years of fee charts will provide ample notice to groups who rent regularly with the District so proper budgeting can occur.

Recommendation:

Staff recommends that the Advisory Board of Directors approve the 2027 and 2028 Facility Rental Fee Schedules, discuss and make a recommendation on the FY 2027/28 and FY 2028/29 Regular User Group Fee Schedules, and adopt the revisions to the Facility Rental Policy as presented.