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**La Sierra Community Center Recreation Office**  
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## Sports Facility Rental Policy & Rules

### 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:** All sports facility rental requests must be submitted to the La Sierra Community Center. Requests can be submitted via email to lsoffice@carmichaelpark.com or by appointment at the La Sierra Community Center. 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). 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 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. Facilities may be reserved up to one year in advance.
2. **Security Deposits:** A security deposit is required for all indoor sport facilities and the soccer fields at La Sierra and Del Campo. The deposit must be paid at the time of reservation. Security deposits are due in full with application and processed immediately upon receipt. Deposits are refundable with deductions for damages to the facility, field, or furnishings, in the event that special clean-up is required by CRPD staff, or if staff overtime is incurred by permit holder. Any damages, special clean up, or overtime use of the facility, which exceeds the deposit on file, shall be billed to the permit holder. Deposits are processed for a refund by CRPD staff within 5 business days after all rentals. 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 for all gym and field rentals.  
  
If unable to obtain insurance via homeowners or independent policy, insurance is available for purchase through CRPD.
4. **Hours of Use:** CRPD sports facilities and fields are rented upon district availability. Renters are responsible for their set-up/clean-up and must enter and exit the rented facility/field at the time specified on their permit.
  - a. If a renter does not exit the facility at the specified time on their permit, they will be charged 1.5 times the hourly rate rounded to the nearest half hour.
  - b. Sports Facility/Field rentals at La Sierra Community Center cannot begin until 3:30PM on weekdays during the school year.
5. **CRPD Staff:** CRPD provides onsite staff for all paid rentals to assist with any facility or field related needs that might arise during the event.
6. **Refunds and Cancellations:** All cancellation notifications must be submitted in writing via a confirmed email, delivered in person or by certified mail. A full refund for weekend field rentals will be issued due to severe inclement weather.
  - 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.
7. **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 County of Sacramento Ordinance 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 permit prior to scheduled use without liability.
  - a. Failure to comply with all CRPD sports organization policies and procedures may result in loss of deposit and/or facility use permit, scheduled date(s) and/or cancellation of rental entirely.
  - b. Any false information regarding details of an event may lead to immediate termination of the facility use permit, scheduled date(s) and/or event, the possible loss of fees and denial of request for future use.
8. **Caterers:** CRPD does not provide catering services. Private caterers are welcome.
9. **Alcoholic Beverages:** No alcoholic beverages are allowed in any CRPD sports facility or field.
10. **Security:** For the protection and well-being of all its users, CRPD reserves the right to report any suspicious or hazardous behavior to local authorities.
  - a. Security officers may be required 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. Please refer to the Facilities Rental Policy for security requirements and costs.
11. **No Smoking:** 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.
12. **User Behavior:** Renter is responsible for all guests' behavior. Violence, presence of alcohol, loud behavior and unsupervised children are not permitted and will not be tolerated. Guests must adhere to all CRPD policies and procedures. CRPD may cancel any event for violations to its policy or of disturbing the peace laws. Spectators must remain in designated areas. All hallways and emergency exits must remain clear of obstruction at all times.

13. **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).
14. **Concessions:** No concessions are allowed to be sold on any CRPD property without prior approval.
  - a. 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.
15. **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 dBA

In 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.
16. **Inflatables (Bounce Houses):** Inflatables are permitted with reservations at select areas at the La Sierra Community Center, Carmichael Park and other CRPD parks/fields 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.
  - e. Inflatables must be secured to park grounds effectively.
17. **No Animals:** No animals or pets are allowed inside of CRPD facilities with the exception of service animals. This is consistent to County of Sacramento Ordinance 9.36.061.

### **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. No 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. No 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 Community Center 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](http://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 interests of its residents. CRPD implements fees to help offset maintenance and other 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. **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.

4. **Holidays**

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

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.

### **Facility Rules**

1. **Outdoor Facilities:**

- a. No glass containers of any kind.
- b. No gas/propane powered heaters, fires or grills of any kind are allowed without prior approval.
- c. No hitting/kicking fences with baseballs, softballs, soccer balls, bats, feet or any other objects that may cause damage.
- d. No stakes or sharp anchoring devices allowed.
- e. No bicycles, skates, skateboards, in-line skates or scooters.
- f. No climbing fences.

- g. Renter is required to remove all trash and debris after use of the facility and dispose in provided receptacles.
- h. Fields must be returned to their original condition.

**2. Indoor Facilities:**

- a. No food or drink (excluding water) allowed in Johnson & Villareal Gyms.
- b. No gum allowed in Johnson & Villareal Gyms or tennis courts.
- c. No bicycles, skates, skateboards, in-line skates or scooters.
- d. Emergency exits in indoor facilities must remain clear of obstruction at all times.
- e. Please remove all trash and debris after use of the facility and dispose in provided receptacles.
- f. When bringing in personal equipment:
  - 1. No tape is allowed in the gym or on the floors
  - 2. Only gym-approved chairs are available for use in the gym. CRPD can provide chairs upon request and availability.
  - 3. No tables on gym floors (only exception is 4 ft. score keeper table provided by CRPD).