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## Facility 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:** 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 due at the time of the 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 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 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.

**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 rentals in the John Smith Hall and all rentals in which alcohol is present.

If unable to obtain insurance via homeowners 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 enter and exit the rented facility at the time specified on their permit. Rentals ending at 1am must be cleaned up and completely exited by 1am.
  - 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.
5. **CRPD Staff:** CRPD provides onsite staff for all paid rentals to assist with any facility 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. 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 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 permit prior to scheduled use without liability.
  - a. Failure to comply with all CRPD facility rental policies 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. **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.
10. **Alcoholic Beverages:** All events where alcohol is served/sold will be charged a \$50 alcohol surcharge. When the use of alcohol is approved by the district, 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. Please note the Sheriff's office security requirements may differ than that from CRPD's. Please call the Sheriff's office at (916) 874-1021.

- 2. A license from the Department of Alcoholic Beverage Control which must be posted at the bar and submitted to CRPD.
- b. If a renter has unpermitted alcohol at their event, they immediately forfeit their deposit and are subject to additional charges. CRPD reserves the right to revoke the permit immediately and the renter must vacate the premises.

11. **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 a security officer present; 1 officer for every 150 persons.
- b. There is a 4-hour minimum for all events that require security. If your event is less than 4 hours, you will be charged for the full 4-hour minimum.
- c. There is an 8-hour maximum for all events that require security. If your event is more than 8 hours, you will be charged the overtime rate of \$52.50 per guard after the eighth hour.
- d. CRPD will provide required security for all private events. The fees are as listed below. All events where security guards are booked will be charged a \$15 surcharge. These fees are subject to change.

Number of Guards	Hourly Fee (more than 14 days in advance)	Hourly Fee (14 days or less in advance)
1 Guard	\$35/hr	\$52.50/hr
2 Guards	\$70/hr	\$105/hr
3 Guards	\$105/hr	\$157.50/hr
4 Guards	\$140/hr	\$210/hr

- e. Security will be scheduled to arrive at the rental event start time listed on the permit and will remain on site until the renter has exited the facility. If the rental facility does not permit event set-up time, security is scheduled to arrive at the start of the rental time listed on the permit. If a renter has not exited the facility by the end time listed on the permit, they will be charged an overtime security rate of \$52.50/hr for security overtime pay.
- f. CRPD onsite staff may act as a liaison between renter and security guard(s).
- g. 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 asked to vacate the facility.

12. **Decorations:** All decorations must be approved by CRPD.

- a. No scotch-tape, electrical tape, duct tape, tacks, nails or staples are permitted. Masking or painters' tape and string may be used.
- b. No glitter, confetti or rice allowed. Birdseed may be used outside only.
- c. Candles may be used, provided they are contained in glass bowls, votive holders or candelabras that are secure and placed away from combustive materials.
- d. Smoke and bubble machines are not allowed.
- e. Water play, water balloons or water toys are not allowed.
- f. No fireworks, explosives or other hazardous, flammable items are allowed.

13. **User Behavior:** Renter is responsible for all guests' behavior. Violence, unpermitted 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.

14. **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).
15. **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.
16. **Other Areas:** Storage rooms, closets, hallways, etc. cannot be used for any other purposes for which they are not intended. All hallways and emergency exits must remain clear of obstruction at all times.
17. **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.
18. **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.
  - e. Inflatables must be secured to park grounds effectively (i.e. stakes, weights, etc.).
19. **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 may be 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. **Set – Up Time**

Set-up time is only available for the John Smith Hall and Community Clubhouse facilities. 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. Event time and set-up time must be booked consecutively. Additional set-up time requests must be submitted in writing and will be considered on a case-by-case basis.
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. 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.

**6. 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 and rules:
  - 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.