



North Highlands Recreation and Park District

Building Rental Appointment Instructions

Thank you for your interest in renting one of our facilities here at North Highlands Recreation & Park District. Enclosed in this packet is the information you'll need in order to reserve either the Community Center or the Recreation Meeting Room for your event.

Appointment Date & Time: _____

- 1) Set an appointment with Cindi Nowak (cindi@nhrrpd.org or 332-7440). Your requested event date will be "penciled" on the calendar until your rental appointment.
- 2) If you will require a translator, be sure the person who will accompany you is available for the appointment date and time and is age 16 or over.
- 3) ***Read through the entire packet.***
- 4) **BEFORE** arriving for your appointment, decide the time you will arrive to begin setting up your event and the duration of the event. An additional hour will be charged to allow sufficient cleaning time.
- 5) Refer to the Facility Rentals/Rate Schedule Worksheet to determine your fees. Choose either the Community Center or Recreation Center, the rental fees will be determined by the "Group TYPE" your event is. (Group TYPE can be found on page 1 of the rental packet.)
- 6) Arrive at the rental appointment prepared to pay the full deposit and 50% of the remaining fees to reserve your date. After the appointment, the date will not be held unless all required fees have been paid.
- 7) Fees **MUST** be paid with a check, credit card or money order.

NO CASH ACCEPTED.

Please call if you have any questions, or if you need to cancel or reschedule. We look forward to meeting with you soon.