

**NORTH HIGHLANDS
RECREATION AND PARK DISTRICT**

2016-2017

INDOOR FACILITY RENTAL
INFORMATION PACKET

GYMNASIUMS
COMMUNITY CENTER
RECREATION CENTER MEETING ROOM

NORTH HIGHLANDS RECREATION AND PARK DISTRICT

6040 Watt Avenue, North Highlands, CA 95660, (916) 332-7440 (916) 332-1121 FAX
www.nhrpd.org

GENERAL INFORMATION/RULES AND REGULATIONS

NORTH HIGHLANDS COMMUNITY CENTER

COMMUNITY CENTER: The Community Center is approximately 4,127 square feet. It seats 400 assembly and 275 seated for dinner. It has a serving kitchen (stove, refrigerator, sink, and microwave oven), restroom facilities and a built in stage. It is equipped with tables and chairs to seat up to 275 people. 6040 Watt Avenue, North Highlands, CA

NORTH HIGHLANDS RECREATION CENTER MEETING ROOM

RECREATION CENTER MEETING ROOM: The Recreation Center Meeting Room is approximately 900 square feet. It seats 100 assembly and 60 seated for dinner. It has a serving kitchen (stove, refrigerator, sink and microwave oven). Restrooms are located just outside of the meeting room. It is equipped with tables and chairs to seat up to 100 people. 6040 Watt Avenue, North Highlands, CA

TYPES OF FACILITY RENTALS

PRIVATE PARTY/EVENTS (GROUP 1): By definition includes graduations, birthdays, baptisms, baby showers, Quinceanera's, anniversaries, weddings, retirements, engagements, commercial uses and similar events and uses in which the public is excluded from attending.

NON-PROFIT AND FUNDRAISING EVENTS (GROUP 2): By definition includes non-resident (groups and organizations that hold a valid registered non-profit number) but are based outside of North Highlands. Includes local North Highlands individuals, groups and organizations seeking to use District facilities for fundraising events. To qualify for the fundraising event rate, a letter indicating the intent and purpose of the fundraising event must be submitted to the District Administrator thirty (30) days in advance of the proposed use date. Some fundraising events may require authorization by the NHRPD Board of Directors.

MEETING AND RECREATION USE (GROUP 3): By definition includes Civic, Religious, School, Service Organizations and Local Non-Profit Organizations that are based in North Highlands and hold a valid registered non-profit identification number or meets the definition of a local community non-profit organization (to be determined by the District Administrator). Meetings are limited to sanctioned gatherings of groups and organizations previously listed that include an assembly, conference, congregation, or forum of people meeting for a specific or defined purpose.

GYMNASIUMS: Gyms are located at: Capehart Youth Center, 7916 Aztec Way, Antelope, CA; Ridgepoint School, 4680 Monument Drive, Sacramento, and Futures Charter School, 3701 Stephen Drive, North Highlands, CA.

- 1. Facility Rental Appointments:** With the exception of renting gymnasiums, rental of the Community Center and Recreation Meeting Room require an appointment with District staff prior to the final approval of your reservation. At the time of your appointment, you can view the facility if you have not already done so. The appointment is to review all aspects of your rental and answer any questions you may have. At the conclusion of your appointment, you can pay your facility rental fees which reserves the facility and the date of your event. However, if you do not reserve the facility at this time, it remains available for others to rent. Payment of fees secures your rental. Please call (916) 332-7440 or email cindi@nhrrpd.org to set up an appointment time. **If a translator is required, they must be a minimum of 16 years old.**

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2. **Applicant and Applicant Designee:** The Applicant or his/her Designee are the only individuals authorized to make any changes to the rental agreement. For the Designee to be permitted to make changes, his/her name and phone number must be included on the Signature Page of this Agreement. **The Applicant's signature authorizes the Designee to act on his/her behalf.**

3. **Reservations:** Available facility reservation date inquiries may be made in person, by telephone or visit us online; however, actual reservations must be made in person. The office is open M-F (8:00am to 5:00 p.m.) and closed Saturdays, Sundays and most holidays. Reservations are on a "first come – first served basis" and facilities can be reserved twelve (12) months in advance, but no later than thirty (30) days prior to the proposed rental date. Your reservation is secure once fees have been paid (see #5 Rental and Deposit Fees). All fees must be paid thirty (30) days prior to your rental. Please be aware that additional fees may be charged if you request changes to your reservation. Exception: Events or activities such as "Celebration of Life" that occur less than thirty (30) days in advance of the event may be considered by the District provided adequate time is allowed for scheduling the event or activity – District Administrator discretion.

4. **Alcohol:** To sell alcohol, the applicant must also provide an ABC (Alcohol Beverage Control) permit. The renter is required to secure the ABC license. An Alcohol Use Fee is required (see Fees). Private security guards are required for all events where alcohol is served or sold. Alcohol must be consumed only in the building or room rented. Alcoholic Beverage Control contact information: www.abc.ca.gov (916) 419-2500.

5. **Event Rental Hours:** Community Center and Recreation Meeting Room – M-F (8am-10pm). Saturday and Sunday (8am-12pm). Minimum 3 hour rentals M-F and minimum 6 hour rentals Saturday and Sunday. Exceptions: Recreation related and/or District co-sponsored events and activities (District Administrator discretion) and Gymnasium rentals minimum rentals of 2 hours M-F and minimum rental of 3 hours Saturday and Sunday. **All rental activities, including clean up must end by 12:00 midnight unless otherwise stated and approved on the permit.**

6. **Rental and Deposit Fees:** Community Center and Recreation Meeting Room – Your deposit and fifty percent of your total rental fee is required at the time you have booked the facility (except gyms). The remaining balance is due in full thirty (30) days prior to your scheduled rental date. Exception: If you make a request to rent a facility less than thirty days from your event date, all deposits and fees are due at that time. Rental fees can be paid by check, credit card or money order. Cash is not accepted for rentals.

7. **Insurance:** Third party insurance is required when:
 - Alcohol is served or sold.
 - Attendance exceeds 150 people.
 - Birthday and Graduation Parties (regardless of the attendance).
 - A. The NHRPD can provide Third Party Insurance through its affiliated insurance company (HUB). Your fees and charges are based upon the number of people in attendance, type of event and duration of event (including set up and clean up time).
 - B. Renter can provide a Special Liability and Property Damage Insurance Certificate in the amount of \$1 million each, along with a letter of endorsement naming the NHRPD as an additionally insured.
 - C. A \$25 District Administrative processing fee will be added to the insurance charge (A or B).

8. **Decorating Policy:** The following decorating items are not allowed or permitted to be used in any district facility:

Items Not Allowed

- Scotch, masking, electrical or duct tape, staples, tacks, nails pins or any items that put holes in or remove paint from the walls and ceilings are strictly prohibited.
- String or rope lights, candles and other open flame type items.
- Confetti and glitter, sand, bark, birdseed or rice (of any kind).
- Wax or dance chalk.
- Decorations hanging from the ceiling or light fixtures.
- Opening ceiling tiles for access to electrical or to affixing any items to the ceiling tile frames.
- Fog machines or similar type of equipment is not allowed.

Items Allowed

- Extension cords that are that are not located where they pose as a hazard. If located on the floor, they must be covered with materials or products designed to cover electrical cords.
- Helium balloons that are attached by weights only. Do not affix to walls, ceilings, doors, electrical fixtures, etc.).
- Battery operated candles and flowers.
- Painters tape (blue or green only) can be used to hang decorations on walls, but must be completely removed after the event.
- Use of electrical outlets on walls is permitted but use of multi-plug outlets or power strips with extension cords is prohibited. One single power-strip or one extension cord is permitted per each outlet.
- All decorations must be made of flameproof material.

For materials not listed or if you have questions regarding any of the above, you are required to check with NHRPD staff (72) hours in advance of your scheduled event.

9. **Changes or Cancellations** – ALL changes to your reservation, modifications and cancellations must be done in person or in writing or email, but not over the telephone. No exceptions. This is for your protection as well as that of NHRPD. Changes and cancellations will only be accepted by the individual whose name and signature are on the rental agreement or applicant's Designee.

- After you have signed the reservation rental agreement, a \$25 administrative fee will be charged if you make changes to the date and rental times of your event. No additional fees will be charged for changes regarding the numbers of tables and chairs needed for your event as long as they do not occur less than 24 hours prior to your rental.

10. **Refundable Security Deposit:** A \$500 refundable security deposit will be charged for Private Party, Non-Profit and Fundraising rentals. Security Deposits are generally deposited on the same day they are received. Security deposits or portions thereof, are generally refundable within fifteen (15) business days following the completion of the event. Security Deposits are refunded through Sacramento County and will be sent directly to the applicant. The renter is responsible for any damage, acts of vandalism, or theft that occur during the time that the facility is scheduled for use. The cost of repairs along with direct staff costs will be deducted from the security deposit. If the cost exceeds the deposit, the permit holder will be billed for the additional costs. If the permit holder refuses to pay, legal action may be taken. In any case, the permit holder will not be allowed to use any District facility again until full payment has been made.

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If the permit holder opts to clean the facility at the conclusion of the rental rather than contract out to a private district approved cleaning service, they will be responsible for staff costs required to clean the facility if it was not cleaned to District standards.

- 11. Facility Walk-Through:** On the day of the scheduled rental, the Facility Monitor and the applicant will perform a “walk-through” of the facility and will document any items of concern. Likewise, if the applicant elects to clean the facility following the rental, a second “walk-through” will be done following the completion of the clean up by the Facility Monitor and applicant, again, to document any issues of concern regarding the facility. Applicants are expected to leave the rented facility in the same condition in which they received it. Any damage to the facility resulting from the applicant’s use of said facility will be noted on the “walk-through” document to be addressed by the applicant and District prior to the release of the refundable security deposit. If the applicant elects to hire the District approved cleaning service, the cleaning service will document any damage or other facility use issues on the “walk-through” form and submit to the District. In either situation, the applicant will be notified within three (3) business days as to the status of the Refundable Security Deposit.
- 12. Cleaning Requirement:** The permit holder is required to clean the rented facility to the level it was provided at the time of the rental. There are two cleaning options available to the permit holder:

A mandatory private party cleaning service fee will be required if your event meets one or more of the following conditions:

- Your rental is scheduled to end 11:00 p.m. or later
- Your rental exceeds eight (8) hours in duration
- Alcohol is served or sold
- Attendance exceeds 150 people

If any of the above stipulations occurs, the renter has two options:

- A. Hire a NHRPD approved outside cleaning service for a flat rate of \$225. No other cleaning charges apply and the renter can simply “walk away” at the conclusion of the rental. If you select this service the District will make arrangements for the cleaning service based upon the scheduled completion time of your rental.
- B. The renter is responsible for cleaning the rented facility at the conclusion of the rental. A one hour additional cleaning charge (per the hourly rental rate) will be added to the total rental fees. Any additional cleaning time beyond one hour will be charged in on-half hour increments if the facility is not cleaned to the satisfaction of the District. The additional charge will be deducted from the security deposit.

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C. Facility Check List: Clean Deposit Requirements: Community Center and Recreation Meeting Room (Including restrooms, lobby area, kitchens and immediate outside area)

- Clean off all tables
- Remove all decorations
- Sweep floor
- Mop up all spills
- Bag and remove all debris to outside trash receptacle
- Clean and wipe down all stoves, counters, refrigerator, sinks and floors
- Cleaning equipment and products will be provided by the District

13. Smoking: Smoking is not permitted by CA State Law in any government facility.

14. Building Monitor: One or more District employees (Building Monitors) will be assigned to your rental. If you have any questions, concerns or issues pertaining to your rental during the time you are using the District facility, please contact the Building Monitor immediately.

15. Permit Holder: Shall agree to comply with and accept all policies, rules, and regulations pertaining to the use of District property. Any violation of said policies, rules, and regulations shall be cause for permit revocation and immediate departure from facilities. Permit holder shall be responsible for the conduct and actions of members or participants in any activity authorized to be held in any District facility. Permit holder (the individual who has signed the rental agreement must be on the premises during the entirety of the rental date and times. Permit holder must be 18 years of age or 21 years of age if alcohol is sold or served. Exception: In regards to rentals such as for weddings or anniversaries, where the applicant is unable to attend for the purpose of decorating the facility, they applicant "may" designate in writing on the application an individual whom they have granted authority to act on their behalf. That designee must be on the premises during the entirety of the time in which the facility is being decorated. No other person will be given access to the facility other than the applicant or designee. During the event itself, the applicant must be on the premises during the entirety of the scheduled rental.

16. Changes or Modification to the General Information, Rules and Regulations: The District Administrator has the authority to change or modify any of the General Rules and Regulations as noted in this document as they pertain to the rental of District facilities provided the requests are reasonable and do not create any additional liability to the District. All requests for rule changes and or modifications must be done in writing and submitted a minimum of fifteen (15) days prior to the scheduled rental. The District Administrator will review all written requests (includes email) and will respond in writing as soon as possible.

Comments or Additional Information: _____

SIGNATURE PAGE

Failure to comply with all rental policies and procedures of the North Highlands Recreation and Park District may result in loss of all or part of your security deposit, immediate cancelation of your event and future use of NHRPD facilities in the future.

My signature below signifies that I have read and understand all the rental policies and rules as described in the application. I agree to abide by all the conditions outlined in this application and any permit(s) issued associated with this application. I also agree to pay the NHRPD all costs the District may incur as a result of any failure to fully comply with all conditions as described.

I agree to be solely responsible for any and all liability, claims, loss, damages, costs and expenses, including attorney fees, arising out of or resulting from any injury to persons or damage to property which arise out of its use of District facilities. I further agree to defend, indemnify and hold harmless the District, its officers, agents, employees and volunteers against any and all such claims, demands, causes of action, suits and expenses, arising out of or resulting from its use of District facilities.

I declare under penalty of perjury under the laws of the State of California that the information I have provided in this rental application is true and correct to the best of my knowledge. I further acknowledge that the security deposit may be forfeited and/or my event cancelled if this application contains any intentional misrepresentations.

Applicant Print Name

Signature Date

*Designee/If Provided Print Name

Designee Phone Number

NORTH HIGHLANDS RECREATION AND PARK DISTRICT

NHRPD Employee Print Name

Signature Date

Initial