

Welcome to the Cordova Recreation & Park District

rentals@crpd.com



FACILITIES RENTAL INFORMATION

For: Hagan Community Center
HYDE Out Teen Center
White Rock Community Club House
Neil Orchard Senior Activities Center

Rental Policies:

1. **Deposit:** A **\$200** cleaning and security deposit is required for the rental of any of the CRPD facilities. If **ALCOHOL** is being served or **LINENS** are being rented (NOSAC only), the cleaning and security fee will be increased to **\$500**. Deposit must be received in order to secure date(s).
2. An additional \$25.00 per hour (plus the normal building rate) will be charged for each hour or fraction of an hour that the building is used after 12:00 midnight, that staff must stay for additional clean-up, or that the renter exceeds reserved time. Any balance due will be deducted from the deposit.
3. Reservations can be made at the Hagan Community Center or the Neil Orchard Senior Activities Center. Payment for use of facility is due at the time that the permit is issued; which shall be at least thirty (30) days prior to the scheduled use and payments must be made in full at least 2-weeks prior to the rental date.
4. Groups or individuals renting a CRPD facility will pay for the amount of time that they are actually using the facility and denying others use. This includes all decorating, set-up and post activity clean up. (Example: Doors open up at 5:00 pm for decorating and the party ends at 10:00pm. Customer will start cleaning up at 10:00 pm and are out of the building by 11:30pm. The rental time will be 5:00pm-11:30pm, for a total of 6.5 hours.)
5. No rice, birdseed or any other materials will be permitted to be thrown in or outside of the building. Violation will result in forfeiture of the building deposit.
6. Building deposit will be refunded upon completion of the activity if the respective facility is returned to its original condition. (Tables and chairs cleaned, floor free from trash and spills, garbage in receptacles, etc.) Refund may take up to six (6) weeks for processing if paid by check or cash. Deposits made by credit card will take 2-3 business days to be refunded.
7. Staff may determine that certain events are to be considered Special Use and require a different application process. Typically, it is groups that need to have CRPD rule exemptions require a Special Use application.

If application is falsified or building and/or equipment is damaged, deposit will be forfeited. Violation of any of the rules and regulations as stated herein may result in forfeiture of building fees and deposit and group/individual being denied privilege of future facility usage.

Failure to follow instructions of facilitator may also result in immediate termination of rental. **NO REFUND WILL BE ISSUED.**

Cancellations:

All cancellation notifications must be submitted via a confirmed email, in person or in writing delivered by certified mail. In cases of extreme emergency, the district reserves the right to cancel a scheduled event prior to scheduled use without liability. If cancellation occurs because of the District, all payments and deposits will be refunded.

Cancellations more than 60 days in advance.....CRPD retains 25% of the deposit
Cancellations 30-60 days in advance.....CRPD retains 50% of the deposit
Cancellation less than 30 days in advance.....CRPD retains 100% of the deposit

Insurance Coverage:

1. All individuals, groups or organizations renting CRPD facilities will obtain a certificate of liability insurance in the minimum amount of one million (\$1,000,000) dollars, naming the District as co-insured with an additional insured endorsement. Coverage can be obtained through the District's insurance carrier for an additional fee.
2. The individual or group reserving the facility is responsible for obtaining the certificate of insurance in their name. Falsification of Facility Use Permit Form will result in forfeiture of building deposit and denial of future building rentals.

Alcoholic Beverages:

\$500.00 DEPOSIT IS REQUIRED IF ALCOHOL IS BEING SERVED

1. Alcoholic beverages may be served at some of our facilities, but **may not be sold** under any circumstance (State Law). In the event that alcohol is to be served, the responsible party agrees to comply with all state laws regarding alcoholic beverages.
2. Where alcoholic beverages are permitted, they may be served in the rented facility/room only. No alcoholic beverages will be permitted outside of the facility and/or specifically rented room.
3. Security, which is provided by CRPD, is required on site at all times during events when alcoholic beverages will be served. Failure to follow rules and direction of security personal may result in immediate termination of rental. Law enforcement may be called for trespassing if renter does not vacate when asked. No refund of fees or deposit will be issued if renter is told to vacate facility.

Policies Governing the Use of the Facilities:

General Rules and Regulations:

1. The facilities may be used by all individuals and organizations for private events. **For-profit uses and pay at the door activities, such as, but limited to dances and performances are prohibited.**
2. All permits for the use of facilities will be restricted to responsible and recognized organizations, groups or individuals in good standing with CRPD.
3. Applicants will ensure the District that they will be personally responsible or will guarantee orderly behavior and they will underwrite any and all damages due to their use of the facilities.
4. Facilities are available for rental when not in use for CRPD programs/activities, on first come first served basis.
5. Application for facility usage, other than District sponsored or cosponsored programs will be accepted no more than nine months in advance of the date of the activity. Facility deposit fees must be paid at the time the reservation is made.
6. The District is not responsible for lost or stolen items during your activity in any of the buildings. Please keep valuable items locked or with you at all times.

Cleaning and Decorating:

1. General pick-up of trash and waste disposal will be done by renter.
2. Any decoration materials must be cleared through the District Facility. Scotch tape, thumb tacks or staples may not be used in or on wood paneling. Masking tape may be used.
 - A. Absolutely no tape or adhesive can be used on the windows at Hagan Community Center. **Damage to the coating on the windows will require replacement at the cost of the renter.**
3. Groups using the kitchen (if available) will dispose of all trash. Please use cans as marked. The garbage disposal unit (if available) is for food only. All other sinks may not have food in them, the renter will be charged to get the sink fixed if it gets clogged. **Do not dump coffee grounds into sink.**
4. Stoves, grills and ovens will be cleaned properly after use by renter. *
5. The District will provide cleaning materials for tables and floors (cleaning spray, paper towels, mop, bucket and brooms) *
6. Renter is responsible for cleaning the rented space, putting trash in containers provided, cleaning tables and chairs and cleaning spills. *

* A CRPD staff member will be available to answer questions and assist with clean up.

Facility Descriptions and Fees:

The schedule of fees is as follows:

Group A: Wedding receptions, anniversaries, dances, banquets, parties, etc., sponsored or conducted by groups, organizations or individuals.

Group B: Business meetings or similar activities of civic or service organizations, nonprofit groups, governmental services or other resident adult organizations where there will be **no dancing or alcoholic beverages served.**

Call the number listed for the facility to arrange a time to view and to inquire about availability and fees. Not all available times are listed and the facilities are generally available when not in use by CRPD or other renters.

HAGAN COMMUNITY CENTER

2197 Chase Drive, Rancho Cordova, CA. 95670

Office hours: Monday-Friday, 9:00am – 5:00 pm

Call: (916) 369-9844

Building #1 holds approximately 150 people using tables and chairs and about 200 people seated using chairs only. There are 200 folding chairs, 9 66" round tables, 10 6' rectangular tables and 2 3' diameter round tables.

Also available is our patio area and/or attached prep kitchen for an additional \$50 each. (The kitchen is not equipped i.e. no pots, pans, utensils, etc.) CRPD tables and chairs are not permitted outside the building.)

	<u>Group A</u>	<u>Group B</u>
Monday-Thursday 8:00am–10:00pm	\$75.00 per hour no alcohol \$125 per hour w/alcohol	\$50.00 per hour
	3-hour minimum	
Friday-Saturday 8:00am–12:00 midnight	\$85.00 per hour no alcohol \$135 per hour w/alcohol	\$60.00 per hour
Sunday & Holidays 8:00am-10:00pm		4-hour minimum

Building #3: A small room with a capacity of 15-20 people. The building is well lit and ideal for small business meetings, workshops and bridal/baby showers. **No alcohol allowed.**

	<u>Group A</u>	<u>Group B</u>
Sunday-Thursday 8:00am–10:00pm	\$35.00 per hour	\$25.00 per hour
Friday-Saturday & Holidays 8:00am–12:00 midnight	\$45.00 per hour	\$35.00 per hour
	3-hour minimum	

THE HYDE OUT TEEN CENTER

Has casual seating, ping pong, pool and foosball tables, video games and movies. The center can hold approximately 30 people. Rental of this building would include staff to supervise the use and ensure that rules are followed. **No alcohol or persons under the influence of alcohol** allowed and children under the age of 11 must have direct adult supervision at all times.

	<u>Group A</u>	<u>Group B</u>
Saturday-Sunday 8:00am–11:00pm	\$85.00 per hour 3-hour minimum	\$65.00 per hour

WHITE ROCK COMMUNITY CLUBHOUSE

10488 White Rock Road, Rancho Cordova, CA. 95670
Call (916) 369-9844 or (916) 842-3300

A medium use facility attached to the White Rock Splash Park within the White Rock Community Park. The building accommodates approximately 50 seated at tables and chairs. This facility is best suited to small gatherings for businesses or private use. There is a small prep kitchen (no stove or oven) and restrooms in the building. **No alcohol allowed.**

	<u>Group A</u>	<u>Group B</u>
Saturday-Sunday 8:00am–12:00 midnight	\$40.00 per hour 3-hour minimum	\$30.00 per hour

Call for weekday availability.

NEIL ORCHARD SENIOR ACTIVITIES CENTER

3480 Routier Road, Sacramento, CA. 95827
Office hours: Monday-Thursday 7:30am–4:30pm, Friday 7:30am-3:30pm
Call: (916) 366-3133

The Neil Orchard Senior Activities Center is located in the Lincoln Village Park. This spacious facility with several rooms of various sizes is sure to fit all of your needs. There are 150 folding chairs, 8 - 72" round tables (seats 10), 6 - 66" round tables (seats 8) and 30 - 6' rectangular tables.

Multipurpose Room seats 150 with tables and chairs and is ideal for large groups. It can be divided into two smaller rooms for separate activities or to accommodate smaller groups. The commercial kitchen can also be rented for an additional \$50. (The kitchen is not equipped i.e. no pots, pans, utensils, etc. The **half multipurpose room can be rented for \$10.00 off the hourly rate.**

	<u>Group A</u>	<u>Group B</u>
Friday 4:00pm – midnight	\$85.00 per hour (No alcohol) 3-hour minimum	\$60.00 per hour
Saturday – Sunday 8:00am – 12:00 midnight	\$85.00 per hour (No alcohol) \$135.00 per hour (w/Alcohol) 3-hour minimum	\$60.00 per hour

Classrooms seat 15-20 people with tables and chairs and are ideal for small business meetings, workshops and bridal/baby showers. Classrooms can be combined to accommodate larger groups or meetings. **No alcohol allowed.**

	<u>Group A</u>	<u>Group B</u>
Monday-Thursday 5:00-9:00 pm	\$35.00 per hour	\$25.00 per hour
Friday 4:00pm–12 midnight or	\$40.00 per hour	\$35.00 per hour
Saturday-Sunday 8:00am – 12 midnights	4-hour minimum	3-hour minimum

Linen Rental (Available only at the Neil Orchard Senior Activities Center:

\$500.00 DEPOSIT IS REQUIRED IF RENTING LINENS

1. Linens are delicate and vulnerable to mistreatment. Please do not launder linens after use. Return them folded in a pile dry and free of confetti and/or other debris. Do not use tape or glue to secure the linens and keep the linens free of any candle wax.
2. Set up is NOT included in cost of linen rentals and must be done by the renter. Set up time will need to be included in the overall rental time.
3. If any linen is not returned or is torn or soiled beyond cleaning, a replacement fee would be charged in addition to the linen rental fee. The renter is responsible for all items listed on the invoice at all times. Any loss or damage which occurs while in the renter’s possession will be the renter’s responsibility.
4. We encourage all renters to request linens at least three weeks prior to their event date. Any reservations made after this recommended time are subject to availability and may be subject to additional fees.

Item:	Available Color(s)*	Price per Item
Tablecloth (round)	black, white	\$8.00
Tablecloth (rectangle)	white	\$5.00
Chair Cover	white	\$2.00
Chair Sash (organza)	black	\$0.75
	*additional colors may be available with 3-weeks’ notice	