



rentals@crpd.com
www.crpd.com

Facility Rental Information

Facility Amenities

*Please call the number listed by each facility to arrange a time to view and/or to inquire about facility availability.

- **Hagan Community Center - 3 Buildings**

2197 Chase Drive, Rancho Cordova, CA 95670

916-369-9844 | Office hours: Monday-Friday, 8 a.m. - 5 p.m.

The Hagan Community Center is located at Hagan Community Park.

- Building 1 is the choice for large gatherings including weddings, reunions or larger parties. A prep kitchen and patio are available to add on to your event. The kitchen is a prep kitchen and is not equipped with pots, pans, utensils, etc. CRPD tables and chairs are not permitted outside the building.
- Building 3 is a wonderful choice for parties or meetings for 20 or less people.
- The HYDE Out Teen Center is perfect to celebrate your tween or teens. Rental will include a HYDE Out staff member to monitor games and equipment. Alcohol is not permitted in the HYDE Out.

- **Neil Orchard Senior Activities Center**

3480 Routier Road, Sacramento, CA 95827

916-366-3133 | Office hours: Monday-Thursday, 7:30 a.m. - 4:30 p.m./Friday, 7:30 a.m. - 3:30 p.m.

The Neil Orchard Senior Activities Center is located at Lincoln Village Park. This spacious facility has several rooms of various sizes to fit your needs.

- The multipurpose room can be divided into two smaller rooms for separate activities or to accommodate smaller groups. The commercial kitchen and patio are available to add on to your event. The kitchen is not equipped with pots, pans, utensils, etc.
- Classrooms are ideal for small business meetings, workshops and bridal/baby showers. They can also be combined to accommodate larger groups or meetings. Alcohol is not permitted in the classrooms.

- **White Rock Community Clubhouse**

10488 White Rock Road, Rancho Cordova, CA 95670

916-369-9844. This facility does not have office hours.

The Clubhouse is located at White Rock Community Park and is adjacent to the White Rock Splash Park. The Clubhouse is best suited for small gatherings for businesses or private use. There is a small prep kitchen (no stove or oven) and restrooms in the building. Alcohol is not permitted at the Clubhouse. The Splash Park not included in Clubhouse rental.

Fees

Facility	Fees	Occupancy	Includes	Hours Reservations require a three (3) hour minimum unless noted
Hagan Community Center-Building 1	\$85 per hour no alcohol \$135 per hour w/alcohol \$50 use of prep kitchen \$50 use of patio	150 seated w/tables 200 classroom style	200 - folding chairs 18 - 66" round tables (seats 8) 12 - 6' rectangular tables 2 - 36" round tables	Sun - Thurs: 8 a.m. - 10 p.m. Fri & Sat: 8 a.m. - 12 midnight <i>4 hour minimum</i>
Hagan Community Center-Building 3	\$45 per hour no alcohol \$95 per hour w/alcohol	20 seated w/tables 40 classroom style	40 - folding chairs 5 - 6' rectangle tables	Sun - Thurs: 8 a.m. - 10 p.m. Fri & Sat: 8 a.m. - 12 midnight
Hagan Community Center-The HYDE Out	\$85 per hour No alcohol permitted	30 guests	Casual seating, ping pong, pool and foosball tables, video games and a CRPD staff to supervise the use and ensure that rules are followed	Sat & Sun: 8 a.m. - 10 p.m.
Neil Orchard Senior Activities Center-Multipurpose Room	\$85 per hour no alcohol \$135 per hour w/alcohol \$55 per hour – ½ of MP no alcohol \$105 per hour – ½ of MP w/alcohol \$50 use of Commercial Kitchen \$50 use of patio	150 seated w/tables 60 seated w/tables for 1/2 of MP Room	150 - folding chairs 8 - 72" round tables (seats 10) 6 - 66" round tables (seats 8) 30 - 6' rectangular tables	Friday: 4 - 12 midnight Sat & Sun: 8 a.m. - 12 midnight <i>4 hour minimum</i>
Neil Orchard Senior Activities Center-Classrooms	\$35 per hour- Mon-Th \$40 per hour- Fri-Sun No alcohol permitted	40 seated w/tables	40 - folding chairs 10 - 6' rectangle tables 4 - 72" round tables (seats 10)	Mon - Thurs: 5 - 9 p.m. Friday: 5 p.m. - 12 midnight Sat & Sun: 8 a.m. - 12 midnight
White Rock Community Clubhouse	\$40 per hour No alcohol permitted	50 seated w/tables	60 - folding chairs 6 - 66" round tables (seats 8) 2 - 6' rectangle tables	Mon - Thurs: 4 - 10 p.m. Friday: 4 p.m. - 12 midnight Sat: 8 a.m. - 12 midnight Sun: 8 a.m. - 10 p.m.
All Facilities	<ul style="list-style-type: none"> • Overtime will be charged at the rate of the rental for each half hour the building is used after your reservation time. Any balance due will be deducted from your deposit. • Any repairs, extra cleaning or security extension may result in a minimum of \$50/hour fee. 			

Registered non-profits with valid proof of the 501c3 are eligible for a 20% discount for non-profit related rentals.

Linen options available at the Neil Orchard Senior Activities Center

Item	Available Color(s)*	Price Per Item
Tablecloth (round)	Black, White, Red	\$8
Tablecloth (rectangle)	White	\$5
Chair Covers	White	\$2
Chair Sash (organza)	Black, Red, Pink, Teal, Gold	\$1

*additional colors may be available with a three (3) week notice

Linen Rental (available only at the Neil Orchard Senior Activities Center) - \$500 deposit is required if renting linens:

1. Linens are delicate and vulnerable to mistreatment. Please do not launder lines after use. Return them folded in a pile, dry and free of any debris. Do not use tape or glue to secure the lines.

2. Linen set-up is NOT included in the 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, is torn or soiled beyond cleaning, a replacement fee will be charged in addition to the linen rental fee. The renter is responsible for all items listed on the invoice. 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 (3) weeks prior to their event date. Any reservations made after this recommended time are subject to availability and may be subject to additional fees.

Insurance Coverage

All individuals, groups or organizations renting CRPD facilities are required to obtain a certificate of liability insurance in the minimum amount of one million dollars (\$1,000,000), naming CRPD as co-insured with an additional insured endorsement. Coverage can be obtained through CRPD's insurance carrier for an additional fee. The individual or group reserving the facility is responsible for obtaining the certificate of insurance in their name.

Rental Policies

1. The facilities may be used by individuals and organizations for private events. For-profit uses and pay at the door activities are prohibited without a Special Use Permit.
2. All permits for the use of facilities will be restricted to responsible organizations, groups or individuals in good standing with CRPD.
3. Facilities are available for rental when not in use for CRPD programs/activities, on a first-come, first-served basis.
4. Applicants will ensure CRPD 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.
5. Application for facility usage, other than CRPD sponsored or co-sponsored programs, will be accepted no more than one year (1 year) in advance of the date of the activity. Rental deposit fees must be paid at the time the reservation is made.
6. Rental Deposit: A \$200 cleaning and security deposit is required for a **non-alcohol** rental for all CRPD facilities. A \$500 cleaning and security deposit is required for all rentals serving **alcohol** at all CRPD facilities. A \$500 deposit is also required if renting **linens** at the Neil Orchard Senior Activities Center. Deposit must be received in order to secure rental date(s).
7. Overtime will be charged at the rate of the rental for each half hour the building is used after your reservation time. Any balance due will be deducted from your deposit.
8. Reservations can be made at the Hagan Community Center or the Neil Orchard Senior Activities Center. Payment for the deposit is due at the time that the permit is issued; rental fees must be paid no later than 2 weeks prior to the rental.
9. Reservations and changes requested within 30 days of the event date will require approval from the Recreation Supervisor on site.
10. The reservation time must include set-up and clean-up. This includes all decorating, set-up and post activity clean up. *Example: Your party begins at 6 p.m. and ends at 10 p.m. You begin decorating at 5 p.m. and you are finished cleaning at 11 p.m. Your total rental time is from 5-11 p.m., for a total of 6 hours.*
11. Rice, birdseed, glitter, confetti or any other like material will not be permitted inside or outside of the building. All decorations must be properly disposed of or taken off site. Violation will result in forfeiture of the deposit.
12. Deposit will be refunded upon completion of the rental 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 may take up to five (5) business days to be refunded.

13. Certain reservations are considered "Special Use" and require a different application process. Staff will inform renter if a special use permit is needed.
14. Registered non-profits with valid proof of the 501c3 are eligible for a 20% discount for non-profit related rentals.
15. CRPD is not responsible for any lost or stolen items during your activity in any of the facilities. Please keep valuable items locked up or with you at all times.

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 rental fees and deposit, and group/individual being denied privilege of future facility usage. Failure to follow instructions of the CRPD 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.

Cancellations:

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| 60+ days in advance: | CRPD retains 25% of the deposit |
| 30-60 days in advance: | CRPD retains 50% of the deposit |
| Less than 30 days in advance: | CRPD retains 100% of the deposit |

In cases of extreme emergency, CRPD reserves the right to cancel a scheduled event prior to scheduled use without liability. If cancellation occurs because of CRPD, all payments and deposits will be refunded.

Alcoholic Beverages

\$500 DEPOSIT IS REQUIRED IF ALCOHOL IS BEING SERVED

1. Alcoholic beverages may be served at a few of our facilities but **may not be sold** under any circumstance (State Law). In the event that alcohol is served, the responsible party agrees to comply with all state laws regarding alcoholic beverages.
2. Alcoholic beverages may be served in the rented facility/room only. No alcoholic beverages will be permitted outside of the facility and/or rented room.
3. Security is required on site at all times during events when alcoholic beverages will be served. Security will be provided by CRPD. Failure to follow rules and direction of security personnel 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.

Cleaning and Decorating

1. Rental set-up and clean-up must be included in reservation time. We recommend beginning clean-up one hour before the end of your reservation. Overtime will be charged at the rate of your rental in half hour increments.
2. A designated person from your group must attend a mandatory walk-through of the facility with the CRPD Facilitator staff prior to the event set-up to discuss procedures and cleaning expectations. A Facility Rental Check In/Out form will be provided. Your designee is to read, fill-out and sign the form. You are responsible for notifying your group of these rules.

3. At the end of your event, your designee must complete a final mandatory walk-through with the CRPD Facilitator.
4. General pick-up of trash and waste disposal is the responsibility of the renter.
5. Decoration material may not include: scotch tape, thumb tacks, staples, confetti, birdseed, glitter, rice, straw, sand, dance powder or other items of similar material.
6. Only masking tape and blue tape may be used. Absolutely no tape or adhesive can be used on the windows at the Hagan Community Center. Damage to the coating on the windows will require replacement at the cost of the renter.
7. Groups using the kitchen will dispose of all trash. Please use marked trash cans. The garbage disposal unit is for food only, other items, including grease and coffee grounds are prohibited in the disposal.
8. Stoves, grills and ovens must be cleaned properly after use by renter.
9. CRPD will provide cleaning materials for tables and floors (cleaning spray, paper towels, mop, bucket, and brooms).
10. Renter is responsible for cleaning the rented space, placing trash in containers provided, cleaning tables/chairs and spills.
11. Candles or other open flame devices are prohibited at all facilities.
12. It is the designee's responsibility to share cleaning information with any hired cater/cleaning services.
13. The CRPD Facilitator is not responsible for determining the amount of your deposit refund. The CRPD Facilitator will make notes on the Facility Rental Check In/Out form and submit to the office staff who will process deposit refunds. Should any issues arise, the office staff will confer with the Recreation Supervisor to determine any loss of the renter's rental deposit. Reasons for withholding of rental deposit could include overtime, if left after reserved time, additional cleaning required by CRPD staff, damage to facility or missing facility items. Any repairs, extra cleaning or security extension may result in a minimum of \$50/hour fee. Refunds will be determined within 5 business days following your event. You can expect your refund within 1-6 weeks, depending on type of payment.