

Cordova Recreation & Park District

rentals@crpd.com

www.crpd.com

Facility Use Permit Application

Hagan Community Center & HYDE Out Teen Center

2197 Chase Drive
Rancho Cordova, CA 95670
Phone: 916-369-9844

Neil Orchard Senior Activities Center

3480 Routier Road
Sacramento, CA 95827
Phone: 916-366-3133

White Rock Community Clubhouse

10488 White Rock Road
Rancho Cordova, CA 95670
Phone: 916-369-9844

FACILITY REQUESTED:

Applications for the following must be submitted to the Hagan Community Center:

Hagan Community Center: Building 1 Building 3 HYDE Out

White Rock Clubhouse: Clubhouse

Applications for the following must be submitted to the Neil Orchard Senior Activities Center:

Neil Orchard Senior Activities Center: Multipurpose Room (MP) ½ Multipurpose Room Classroom

EVENT INFORMATION:

Name of Event: _____ Date of Event: _____

Reservation time: From: _____ To: _____ (must include time for all set-up and clean-up)

Approximate number attending: _____ Type of Event: _____

Will alcohol be served: Yes No

Use of kitchen: Yes No

Will you purchase our building insurance: Yes No

Linen Rental: Yes No (Neil Orchard Senior Activities Center Only)

Patio: Yes No (Hagan & NOSAC)

RENTER INFORMATION:

Individual responsible for event: _____ Birthdate: _____

Application on behalf of: Individual Group Organization Business Non-profit

Organization or Group (if applicable): _____

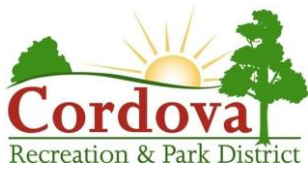
Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Secondary Contact: _____ Phone: _____

Designated person responsible for signing in and out of facility: _____

For Office Use	Total Fees
Hourly Fee: \$ _____ x _____ hours = \$ _____	Refundable Deposit: \$ _____
Alcohol Fee: \$ 50 x _____ hours = \$ _____	Permit # _____
Insurance: \$ _____	
Other: _____ \$ _____	
Total Rental Fees: \$ _____	



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The following rules must be initialed and understood before rental of the facilities.

CRPD Facilitator will be available to answer questions regarding clean-up.

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. Recycling bins for aluminum, glass, plastic and paper are available.
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.

User agrees to be solely responsible for any and all liability, claims, loss, damages, costs and expenses: including attorney's fees, arising out of or resulting from any injury to persons or damage to property which arise out of its use of CRPD facilities, user agrees to defend, indemnify and hold harmless CRPD, its officers, agents, employees and volunteers against any and all such claims, demands, causes of actions, suits and expenses arising out of or resulting from its uses of CRPD's facilities.

I HAVE CAREFULLY READ THIS AGREEMENT, WAIVER, AND RELEASE AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN ME AND CRPD AND I SIGN IT OF MY FREE WILL.

Renter Printed Name: _____ Date: _____

Renter Signature: _____

CRPD Representative Printed Name: _____ Date: _____

CRPD Representative Signature: _____

Office Use Only Staff : _____ Date entered: _____ Notes: _____
