



**CORDOVA RECREATION
AND
PARK DISTRICT
SPECIAL USE RENTAL PACKET**

This packet is intended to help you understand the types of special use, the process of permitting and provide helpful information as you plan your event. The Cordova Recreation and Park District is committed to supporting quality events that are safe and enjoyable. For questions regarding the process, please contact Gail Bair, Administrative Specialist at 916-842-3300 or gbair@crpd.com.

CRITERIA FOR APPROVAL

The following criteria are used to determine if an event is appropriate in the District's parks:

- Suitable for people of all ages and family friendly.
- Promotes, compliments, and/or enhances District parks.
- Provides a unique and otherwise not readily obtainable experience to the general public due to affordability, size of venue, type of entertainment or ease of accessibility

SPECIAL USE – (Application must be received at least **60 days prior**)

A special use is defined as an event to be held on District premises that is of a limited duration, and /or will attract participation from a limited audience. Some examples of these are **corporate picnics, dog shows, car shows, vendor fairs**, etc. In addition, a special use may (not all inclusive):

- Be an event that may be closed to general public, is by invitation only, for members only, or charges a fee*.
- Involve event promotions that are by invitation only, club membership, club newsletter, or organization flyer.
- Anticipated attendance of approximately 150 or more participants or registrants.
- Need to allow exemption of park rules.
- Vendor and/or concession participation*.

SPECIAL EVENT – (Application must be received at least **120 days prior**)

A Special Event is defined as an event to be held on District premises that is of a limited duration and is likely to attract visitors. Examples of these are **run/walks, festivals, holiday celebrations**, etc. In addition, a special event may (not all inclusive):

- Anticipated attendance of approximately 250 or more participants or registrants.
- Be free or open to the general public, or if entrance fee or registration is charged, non-fee activities are provided.
- Involve publicity that is broad and encompasses one or more forms of print, radio or television media advertising.
- Sponsorship of the event is a non-profit organization, business or corporation.
- Require use of large portions of the park, and may require exclusive use of the park or portion of the park.
- Involve activities that are contrary to the intended use of a reservable park area or facility
- Vendor and/or concession participation*.

* **Selling and Advertising** Chapter 9.36 Park regulations, Sacramento County Code / 9.36.053

Within the boundaries of any park facility, no person shall sell, vend, peddle, expose, offer for sale, or distribute after sale to the public, any merchandise, service, or property, or sell tickets for any event, nor shall any person distribute, circulate, giveaway, throw, or deposit in or on any park facility any handbills, circulars, pamphlets, papers, or advertisements, which materials calls the public attention in any way to any article or service for sale or hire, nor within any park facility shall any person solicit or collect donations of money or other goods from public, without express approval of the Board of Supervisors for such activity within the specific park facility.

EXCLUSIVE USE

The Board of Directors has the authority to grant exclusive use of a park for a special event when the estimated public attendance and scope of the event requires use of the entire park. When exclusive use of a park is granted, patrons entering the park on that day will be considered participants of the sponsored event and may be subject to an increased park entrance fee charged by the District and any ticket entrance fees charged by the group, promoter or organization sponsoring the event. Fees for exclusive use will be negotiated on a case-by-case basis.

COMMERCIAL USE PARK PERMIT (Not a part of this Special Use packet)

A permit is required for any business conducted on CRPD property and all **continued regular use** of CRPD parks. The application packet for this type of use can be found under facilities and rentals on the CRPD website or by calling the District Office at 916-842-3300.

APPLICATION PROCESS

Please note that venue choices may be limited by the District due to event size, type, event needs, or park infrastructure.

A Special Park Use Application must be submitted at least **60-120 days** in advance of the event, dependent upon type of event. No areas are held without a deposit. The following is the application and review process:

1. A Special Park Use Application and **\$25 application fee** are submitted to Cordova Recreation and Park District.
2. Application information is circulated within the District for comments, concerns and/or conditions for approval.
3. If further information is needed, District staff may arrange a meeting with applicant to discuss event, areas of responsibility, and contract conditions.
4. Upon approval, all associated fees must be paid in full. **This reservation will not be final until event fees are paid and all certificates and licenses are received.** Some event requests require approval by the Cordova Recreation and Park District Board of Directors and will require more time to process the request.
5. Additional permits may be required from other agencies. Examples of are: Alcoholic Beverage Control (ABC), fire department, California Highway Patrol, sheriff or city police department, and County Environmental Health. Event holders are solely responsible for securing all appropriate permits. **Copies of permits are due to the District at least 14 days prior** to the event.
6. **Verification of liability** insurance is due to the District at least 14 days prior to the event.
7. Depending on the type and size of the event an on-site, pre-event walk through may need to be scheduled with staff and applicant.

FEE SCHEDULE

Fees vary depending on event scale, District involvement, event location, and impact on park. An event fee will be determined following application review by the District.

DEPOSIT

Most events will require a refundable deposit. The deposit is to cover any unanticipated damages, maintenance costs, or other charges. Only actual costs are invoiced, and the balance of this deposit will be refunded. The deposit amount will depend on the nature and size of the event.

TRASH DISPOSAL/RECYCLING

Properly dispose of waste and garbage throughout the term of the event and immediately upon conclusion of the event the area must be returned to a clean condition. Failure to do so may result in denial of future Special Use Permits, retention of part or all of the deposit, or the requirement of an additional cash deposit for future events.

SECURITY

The District shall determine the specific security requirements for an event, including the specific number and type of security; such as off-duty sheriff or police, or licensed private security officers.

ADVERTISING

Preapproval from the District is required before the event is promoted or advertised. Acceptance of the application by the District is neither a guarantee of the date or location nor an automatic approval of the event.

Advertising includes, but is not limited to, banners, signs, flyers, postcards, website, e-mail marketing, etc. All signs must be approved by District staff and must state the event name, and applicable dates and times. Temporary signs for an event should be posted no more than two weeks before such an event and must be removed no more than five days after such event. Signs such as banners, A-frames, or other signage are not permitted on CRPD property without prior approval.

ALCOHOL

If alcohol is sold or served to the public, a special daily license must be obtained from the California Department of Alcoholic Beverage Control (ABC). To begin the planning process, contact the Sacramento police or sheriff department. The District will require the hiring of additional security. A District Alcohol Permit is also required.

FOOD BOOTHS AND CONCESSIONS

A County of Sacramento Environmental Health Permit, a Hot Food Vendor Permit, and a Business Operation Tax Certificate are all required to offer for sale of any goods, wares, or merchandise in District Parks on public property in the District. Food booths are required to meet all State Fire Code regulations. **Copies of permits must be given to CRPD at least 14 days prior to the event.**

- Environmental Health Permits – Environmental Health Department, (916) 875-8440
- Business Operation Tax Certificates – Department of Finance, (916) 874-6644
- Hot Food Vendor Permits (outdoor cooking on site) – Sacramento Metro Fire Prevention, (916) 942-3300

RESTROOM FACILITIES

- The number of toilets required is based upon the maximum attendance number at the event.
- One portable toilet is required for every 100 people.
- 5% of the total number of units must be ADA approved but in no event less than one for each location.
- One wash station must be provided for every four chemical toilets.
- Units must be accessible and located on a level area not to exceed a 2% cross-slope in any direction.

PARKING

The event holder is responsible for coordinating parking and traffic for their event. If the event will take place on public roadways, please contact the City of Rancho Cordova or the County of Sacramento. Large events may need to provide CRPD with a parking and traffic plan. Parking is allowed in designated areas only. **No vehicles are permitted beyond roadways and parking lots without specific and written approval.**

FENCING

Fenced area refers to any event, or area within the event, that is closed off by temporary fencing. Organizers are responsible for obtaining approval by the Sacramento Metro Fire Department by calling (916) 942-3300.

INSURANCE

As a condition of use of Cordova Recreation and Park District facilities or District programs, the organization must provide, at its sole expense, each of the following items indicated:

- Proof of insurance comprised of **certificates of insurance** and **original endorsements of comprehensive general liability insurance** written by one or more responsible insurance companies licensed to do business in California. This coverage must:
- Name the **Cordova Recreation and Park District**, its officials, officers, Administrators, employees, agents and volunteers as **additional insureds** against liability for injury to persons, damage to property and for the death of a person or persons arising or resulting from any act or omission on the part of the organization, its agents or employees.
- **Include liability coverage for claims** made by participants and the event/program. Event organizers are advised that **any and all exclusions pertaining to athletic or recreational events/programs must be disclosed in the endorsement** and failure to do so will not necessarily insulate the organization from individual liability for claims made as a result of the use of the facilities and the event/program.
- Be **PRIMARY** insurance with respect to the additional insureds named above. Any other insurance available to the Cordova Recreation and Park District, its officials, officers, Administrators, employees, agents and volunteers shall be excess and noncontributing.
- The comprehensive general liability insurance policy limits of such insurance shall not be less than **\$1,000,000 per occurrence for bodily injury, personal injury and property damage.**
- Any deductible or self-insured retentions must be identified and approved by the District. In the event the deductible is deemed to be too great, the District may require event organizers to have their insurer eliminate the deductible or reduce it.

These insurance requirements must be satisfied by furnishing the District with certificates of insurance and original endorsements affecting the required coverage. **The certificates and endorsements are to be on ISO-approved forms. The District will not accept a Certificate of Insurance alone as proof of insurance coverage.** The original endorsement must specifically list the following:

“The Cordova Recreation and Park District, its officials, officers, Administrators, employees, agents, and volunteers are additional insureds against liability for injury to persons, damage to property and for the death of a person or persons arising or resulting from any act or omission on the part of their organization, agents or employees.

This insurance is primary with respect to the addition insureds. Any other insurance available to the Cordova Recreation and Park District, its officials, officers, Administrators, employees, agents, and volunteers shall be excess and noncontributing.”

Event organizers are strongly urged to show this Notice of Conditions (including precise wording of these requirements) to their insurance agent or broker. This will allow the District to process the proper documents in a timely manner.

Endorsement must be provided to the District at least 14 days prior to the start of the event/program. Each endorsement shall be subject to approval by the Cordova Recreation and Park District as to form and as to insurance company.

NOTE: If any type of attraction is planned (bounce houses, etc.) be aware that only those with approved insurance on file with the District are allowed.

Frequently asked questions -

How is a special use different from a regular picnic rental?

See page 2 of the packet for definitions of special use, special event, commercial and exclusive use events

Application timeline:

Applications can be turned in 364-90 days prior to the event, the timelines are listed on page 2 with the descriptions.

Is there an application fee?

Yes. The \$25 application fee will put a hold on the date/location during the review process. Typically a date/location is not held until a deposit is received and it may take a few days to determine the deposit fee for each application as it is very dependent upon the size and type of event. This is a non-refundable fee.

How is the rental fee determined?

Beyond typical rental fees, special use rentals require additional staff time and accommodations so the fee is based on not just the use for the hours requested but for the additional needs and attention for the rental. The deposit is determined based on the site, size and type of event and is enough to repair damages that may occur.

Can I advertise this event?

You need to have approval before advertising. Any signs, banners or flyers need to be approved by CRPD Communications department first. You will receive more specifics if the event is approved on the CRPD banner and signage guidelines.

Insurance – What is required?

Beginning on page 4 the very specific requirements are listed and include the exact verbiage to be used to assist renters asking their insurance company.

Can I bring my own bounce house?

No. CRPD must have a certificate of insurance on file for any and all bounce houses in the parks. CRPD does have a list of approved companies that you can use or you will have to get a certificate of insurance and an endorsement to CRPD at least 14 days prior to the event.

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Park and Facility Special Use Rental Application

FACILITY REQUESTED

PARK/FACILITY REQUESTED: _____ AREAS: _____

DESCRIPTION of EVENT/ACTIVITY: _____

APPLICANT CONTACT INFORMATION

Name of Group, Organization or Business: _____

Name of individual responsible for event: _____

Mailing Address: _____

Phone Number: _____ Email Address: _____

Emergency/Alternate Contact Person: _____ Phone Number _____

RENTAL INFORMATION

RENTAL DATE (list all with times for each date if different): _____

DAY(S) OF WEEK: _____

EXPECTED ATTENDANCE: _____ Based on: _____

EVENT ON-SITE TIME: _____ EVENT START TIME: _____ EVENT END TIME: _____

EVENT OFF SITE TIME: _____ TOTAL HOURS USED: _____

NOTE: The Park District will not refund a picnic reservation if the spray park is not operational. Regular spray park season is May 1st through end of September. Reservation does not give exclusive use of the park to renter

Preapproval from the District is required before the event is promoted or advertised. Acceptance of the application by the District is neither a guarantee of the date or location nor an automatic approval of the event.

