



North Highlands Recreation and Park District Facility Use Agreement

This application must be completed, signed and received by North Highlands Recreation & Park District **at least 45 days prior to the date of the event.** Applications submitted less than 45 days will not be guaranteed their event date.

Requests are fulfilled on a first come first serve basis. Applicants can expect to receive a response regarding their application within 10 business days. Incomplete or blank application may result in a delayed response from North Highlands Recreation & Park District. Quotes will not be given without an application submission.

Applicant Information

PRIMARY CONTACT									
First Name		Last Name		Birthdate					
Address		Apt./ Suite	City	State	Zip Code				
Email				Phone Number					
SECONDARY CONTACT									
First Name		Last Name		Birthdate					
Address		Apt./ Suite	City	State	Zip Code				
Email				Phone Number					

Business/Organization Information (If applicable)

BUSINESS/ORGANIZATION									
Name				Is this a Non-Profit Organization? <small>(Proof of 501c3 non-profit status must be submitted along with the application)</small>				<input type="radio"/> Yes <input type="radio"/> No	
Address		Apt./ Suite	City	State	Zip Code				
Email				Phone Number					

Rental Information


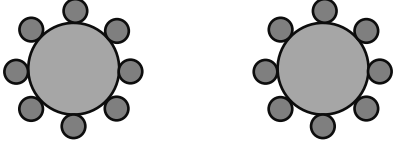
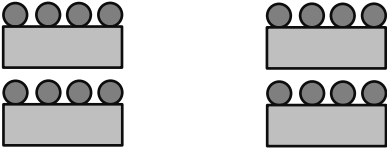
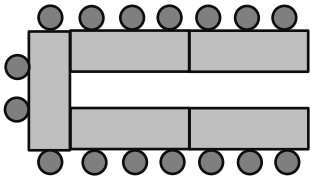

EVENT DETAILS				
Event Name/Purpose			Expected Maximum Guest Count	
Facility Requested	<input type="radio"/> Community Center <input type="radio"/> Recreation Center			
Type of Event	<input type="radio"/> Wedding/Reception <input type="radio"/> Birthday/Quinceanera <input type="radio"/> Meeting <input type="radio"/> Memorial <input type="radio"/> Other: _____			
Preferred Rental Date(s)			Alternative Date(s) <small>(If preferred date(s) are not available)</small>	
Set Up Time <small>(The time to access the building)</small>			Event End Time <small>(When cleanup will begin)</small>	
Event Start Time <small>(When guests will be arriving)</small>			Vacate Time <small>(The time everyone will be leaving)</small>	
Will your event be open to the public?	<input type="radio"/> Yes	<input type="radio"/> No	Will your event charge admission?	<input type="radio"/> Yes <input type="radio"/> No
Will your event generate revenue or be a fundraiser?	<input type="radio"/> Yes	<input type="radio"/> No	If yes, what are the funds being raised for?	
If a non-profit is requesting use to host a fundraising event, a letter indicating the intent and purpose of the fundraising event must be submitted to the District Administrator sixty (60) days in advance of the proposed use date. Some fundraising events may require authorization by the North Highlands Recreation & Park District Board of Directors that only meet monthly.				

I understand and acknowledge that by initialing this page that the given information provided above is accurate to the best of my knowledge and that any changes to the details of the event made 2 weeks or less before the event date may result in a \$25.00 administrative processing fee.

Initial Here: _____

District Use Only	Submission Date:	Staff Initials:
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Event Information

EVENT SET UP STYLE	
Please select the setup that is best suited for your event.	
<input type="radio"/> Banquet Style (8ft Rectangle Tables) <p style="text-align: center;">- Seats up to 8 people per table.</p> <div style="text-align: center;">  </div>	<input type="radio"/> Banquet Style (6ft Round Tables) <p style="text-align: center;">- Seats up to 8 people per table.</p> <div style="text-align: center;">  </div>
<input type="radio"/> Classroom Style <div style="text-align: center;">  </div>	<input type="radio"/> Conference Style <div style="text-align: center;">  </div>
<input type="radio"/> Assembly Style <div style="text-align: center;">  </div>	<input type="radio"/> Other (please describe below)

FACILITY MAXIMUM CAPACITY		
Setup Style	Community Center	Recreation Center
Banquet (Rectangle tables)	275	64
Banquet (Round tables)	200	48
Classroom	126	27
Conference	80	40
Assembly	300	78

I understand and acknowledge that by initialing this page that the given information provided above is accurate to the best of my knowledge and that any changes to the details of the event made 2 weeks or less before the event date may result in a \$25.00 administrative processing fee.

Initial Here: _____



North Highlands Recreation and Park District Facility Use Agreement

Please answer the following questions regarding your event.

	Yes	No
Is the expected attendance 150 people or more? <i>If yes and there is a presence of alcohol, a 2nd security guard fee of \$45/hr will be applied.</i>	<input type="radio"/>	<input type="radio"/>
Will there be minors at your event? <i>All events, regardless of the type, must maintain a youth to adult ratio of 15:1.</i>	<input type="radio"/>	<input type="radio"/>
Will your event have alcohol? <i>Having alcohol at your event will have a \$100 Alcohol Use Fee If alcohol is served or sold at your event, you will be required to pay for private security guards which NHRPD will arrange.</i>	<input type="radio"/>	<input type="radio"/>
Will your event be selling alcohol? <i>If you intend to sell alcohol at your event, you'll need to secure the appropriate licenses/permits. If alcohol is being sold without the proper permits, the event will be shut down immediately.</i>	<input type="radio"/>	<input type="radio"/>
If having alcohol, how are guests being checked for identification for the legal age of alcohol consumers? Please explain below.		

	Yes	No
Will your event serve seafood? <i>If yes, a \$75 fee will be applied for the additional dumpster required for seafood.</i>	<input type="radio"/>	<input type="radio"/>
Will your event cook outside to prepare meals? <i>If barbecuing meals, then BBQ needs to be outside in a parking spot near door that is the closest to the kitchen. Also, a tarp needs to be laid under to catch any drippings from barbecue</i>	<input type="radio"/>	<input type="radio"/>
Will there be catering/food at your event?	<input type="radio"/>	<input type="radio"/>
If yes, who is providing the catering/food:		

	Yes	No
Will your event have any form of entertainment?	<input type="radio"/>	<input type="radio"/>
If yes, please describe (ex: DJ, band, magician, etc):		

By signing below, I understand and agree to the following:

1. This is an application; it does not reserve a facility.
2. I have completed this rental application with information that is true and correct to the best of my knowledge.
3. My security deposit may be forfeited and/or my event cancelled if this application contains any intentional misrepresentation.
4. All fees and the deposit must be paid in full prior to reserving a facility.
5. I have read and understand the rules, regulations and policies as stated in the rental agreement document.
6. I understand and acknowledge that by initialing this page that the given information provided above is accurate to the best of my knowledge and that any changes to the details of the event made 2 weeks or less before the event date may result in a \$25.00 administrative processing fee.

 Primary Applicant's Name (print)

 Primary Applicant's Signature

 Date

 Secondary Applicant's Name (print)

 Secondary Applicant's Signature

 Date

 NHRPD Employee's Name (print)

 NHRPD Employee's Signature

 Date



North Highlands Recreation and Park District Facility Use Agreement

A. INDEMNIFICATION

1. The user/renter shall indemnify, defend, and hold harmless North Highlands Recreation & Park District its officers, employees, and agents from any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any time out of or in any way related to the user/renter's use or occupancy of a facility or property controlled by North Highlands Recreation & Park District, unless solely caused by the gross negligence or willful misconduct of North Highlands Recreation & Park District, its officers, employees, or agents.

B. INSURANCE REQUIREMENTS

1. General liability insurance: The user/renter shall procure and maintain, for the duration of the use period contemplated herein, commercial general liability insurance with coverage at least as broad as Insurance Services Office Form CG 00 01, in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, for bodily injury, personal injury, and property damage. For events with alcohol, the insurance must be in an amount not less than \$2,000,000 per occurrence, \$4,000,000 general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted. If alcohol is sold during the permitted activity, coverage must include full liquor liability
 - a. Such insurance shall name North Highlands Recreation & Park District, its officers, employees, agents, and volunteers as additional insureds prior to the use of the facility. The user/renter shall file certificates of such insurance with North Highlands Recreation & Park District, which shall be endorsed to provide thirty (30) days' notice to North Highlands Recreation & Park District of cancellation or any change of coverage or limits. If a copy of the insurance certificate is not on file prior to the event, North Highlands Recreation & Park District may deny access to the facility.
 - b. All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance or is on the List of Approved Surplus Line Insurers in the State of California, with an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VII (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by North Highlands Recreation & Park District's self-insurance pool.
 - c. Requirements of specific coverage features, or limits contained in this Section are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If the user/renter maintains higher limits than the minimums shown above, the North Highlands Recreation & Park District requires and shall be entitled to coverage for the higher limits maintained by the user/renter. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to North Highlands Recreation & Park District

I understand and acknowledge that by initialing this page, I agree to follow and abide by the policies set by the North Highlands Recreation and Park District that are stated above.

Initial Here: _____



North Highlands Recreation and Park District Facility Use Agreement

C. COMPLIANCE WITH ALL APPLICABLE LAW, RULES, & REGULATIONS

1. The user/renter shall comply with all local, state, and federal laws and regulations related to the use of the facility and public gatherings.
2. The user/renter agrees to abide by all applicable local, federal, and state accessibility standards and regulations.
3. The user/renter further agrees that it is solely responsible for reviewing and ensuring compliance with all applicable public health rules, regulations, orders, and/or guidance in effect at the time of the use of the facility including, but not limited to, physical distancing, limits on the size of gatherings, use of appropriate sanitation practices, etc.
4. North Highlands Recreation & Park District reserves the right to immediately revoke user/renter's right to use of the facility under this agreement should user/renter fail to comply with any provision of this section.

D. FORCE MAJEURE

1. Force Majeure Events: Notwithstanding anything to the contrary contained in this agreement, the North Highlands Recreation & Park District shall be excused from its obligations under this agreement to the extent and whenever it shall be prevented from the performance of such obligations by any Force Majeure Event. For purposes of this agreement, a "Force Majeure Event" includes but is not limited to fires, floods, earthquakes, pandemic, epidemic, civil disturbances, acts of terrorism, regulation of any public authority, and other causes beyond their control. The user/renter waives any right of recovery against North Highlands Recreation & Park District and the user/renter shall not charge results of "acts of God" to North Highlands Recreation & Park District, its officers, employees, or agents.

Primary Applicant's Name (print)

Primary Applicant's Signature

Date

Secondary Applicant's Name (print)

Secondary Applicant's Signature

Date

I understand and acknowledge that by initialing this page, I agree to follow and abide by the policies set by the North Highlands Recreation and Park District that are stated above.

Initial Here: _____



North Highlands Recreation and Park District Facility Use Agreement

Facility Rental Policies (Initial each)

_____ District staff will monitor the facility at all times.

_____ District will provide security at events where alcohol is served to guests and/or if the guest count is 150 or more at the renter's expense. Renter(s) are subject to be charge an additional overtime fee if the security guard shift(s) exceed 8 hours.

Consumption of alcoholic beverages outside the rented facility is prohibited. Security guards are instructed to enforce this rule.

_____ Consumption of alcoholic beverages by any guest under the age of 21 is prohibited. If alcohol is being consumed by any guest under the age of 21, service of alcohol to all guests will be immediately shut down and the event may also be shut down.

_____ If alcohol is being sold at the event, renters must secure and provide an ABC (Alcohol Beverage Control) permit. Alcohol Beverage Control contact information: www.abc.ca.gov (916) 419-2500. If alcohol is being served without the proper permits, the event will be shut down immediately.

_____ When a situation is beyond the control of the security guards, local law enforcement and/or local fire department will be contacted.

_____ The rented facility will not be open until the renter and/or main contact arrive no earlier than the contracted starting time. If the rental date is during the District's office hours, please check-in at the front desk.

_____ Caterers, decorators, and other vendors will not be allowed access to the facility until the above mentioned arrives for check-in.

_____ Only the renters and approved contacts can make changes to the event.

_____ The renter(s) will be expected to fill out a facility walkthrough before and after the event with the Building Monitor.

_____ The District will provide a wet mop, bucket, dust mops, broom, dustpan, and extra trash liners as needed.

_____ All requests for control of lights, heating & cooling systems, and other equipment should be directed to the Building Monitor.

_____ All rentals require adequate adult supervision of children by renter to assure the safety of the participants and the facility. All events, regardless of the type, must maintain a youth to adult ratio of 15:1.

_____ All participants must be off the premises at the agreed upon vacate time. Renters should designate time to complete clean up before the vacate time. If guests or renters are on the premises after the agreed upon vacate time, a portion of the security deposit may be forfeited.

_____ The applicant(s) will be solely responsible for:

- Cleaning the facility per instructions listed in the Cleaning Rules
- Abiding by the Decoration policies
- Damage, loss, accidents, or injuries to persons or property resulting from the use of the facility
- Supervision and control of people in attendance at the event
- Damage to furniture, fixtures, or any part of the facility

_____ Renters agree to not go over building capacity.

_____ If the actual guest amount exceeds what was estimated on the application, the Building Monitor may count guests and report back to District staff. This may result in partial security deposit reimbursement.

_____ The full or a portion of the deposit will be forfeited for any damages to the building or equipment and if cleaning is not properly completed. Financial reimbursement for repair or replacement will be assessed.

_____ In case of damages in excess of the security deposit, additional financial reimbursement for repair or replacement will be assessed.

_____ Smoking is not allowed inside, near/entry/exits, or around the perimeter of the District's facilities.



North Highlands Recreation and Park District Facility Use Agreement

Facility Rental Policies Continued (Initial each)

_____ Renters are responsible for obtaining liability insurance for their event(s) in the form of a Certificate of Insurance and Letter of Endorsement. Refer to the information packet for further details. The cost of the insurance is a separate cost to the rental quote, typically an additional **\$125.00 - \$400.00**, depending on event type, amount of guests, and if alcohol is present.

_____ Renters must complete and submit the Decorations Agreement at least 14 days prior to their event date. Any violation to the Decorations Agreement will result in a portion of or the entire security deposit to be withheld.

_____ Renters must have all remaining balances paid, provide an event set-up, and submit the proper insurance documents at least 30 days before the event date. Failure in completing these tasks may result in event cancellation.

All changes, modifications, and cancellations must be made in writing and will only be accepted from the Applicant and Alternate Contact listed on the rental application. Applicants cancelling reservations after fees have been paid will be refunded using the scale below.

90 calendar days or more prior to event = 100% refund of TOTAL RENTAL AMOUNT
60 calendar days or more prior to event = 75% refund of TOTAL RENTAL AMOUNT
30 calendar days or more prior to event = 50% refund of TOTAL RENTAL AMOUNT
14 calendar days or less prior to event = 0% refund of TOTAL RENTAL AMOUNT

_____ Cancellation or refund checks to be mailed 2-4 weeks after the cancellation. Sacramento County issues refunds and will be sent directly to the renter's address.

_____ Security deposits are issued by Sacramento County and will take 2-4 weeks to be mailed to the renter's address.

Cleaning Rules (Initial each). Renter(s) are responsible for following:

_____ Facilities must be returned to their pre-event condition. If additional cleanup or repair is required by District staff, the security deposit, or a portion thereof, will be retained to cover cleanup or repair costs.

_____ **Floors:** The renter must sweep, dust mop, and spot clean all floors, as necessary, before the final inspection. The Building Monitor will provide dust mop, mop, dustpan, and extra trash can liners.

_____ **Furniture:** Renters must wipe clean all the tables and chairs used, and wipe them dry, as needed, before the final inspection.

_____ **Trash/Garbage:** All trash cans should be lined with plastic liners. Request additional liners from the Building Monitor. When the event is over, deposit all trash, empty containers, materials and decorations in the dumpster located outside the Community Center, prior to final inspection. Any seafood that is served requires a separate dumpster. This is an additional charge for the renter.

_____ **Countertop, Stoves, Refrigerator, and Sink:** The work area and surface of counters, stoves, refrigerator and sinks must be wiped clean of food particles/residue with a damp sponge or cloth. If barbecuing the meal, then BBQ needs to be outside in a parking spot near door that is the closest to the kitchen. Also, a tarp needs to be laid under to catch any drippings from barbeque.

_____ **Decorations:** All decorations must be done on the day of the event, unless approved by the District and additional set up hours were paid, and all decorations must be removed prior to the final inspection with the Building Monitor.

- What is allowed: Extension cords that are not located where they pose a hazard (if on floor, must be covered with material or products designed to cover cords.) Balloons attached by weights only (Do not affix to anything). Battery-operated candles and flowers. Painter's tape (blue/green only) to hang decorations on walls. Decorations must be flameproof.
- What is not Allowed: Scotch tape, masking tape, electrical tape, duct tape, staples, tacks, nails, pins, or any items that put holes or removes paint. String, rope lights, candles or open flame items. Confetti, glitter, sand, bark, birdseed or rice. Wax or dance chalk. Decorations hanging from ceiling or light fixtures or any movement of ceiling tiles. Fog machine, hazers, heatless sparklers, or similar equipment. Inflatables, bounce houses, and mechanical bulls. Confetti/powder/streamer cannons or party poppers.

_____ Any decorations or items left in the facility after the rental date may be thrown out by staff. The District is not responsible for any items or decorations left behind by the renter or guests of the renter.

_____ Renters are responsible for the conditions outside of the facilities. Any damage, vandalism, or trash left on District property during the rental date and time will result in the deposit, or a portion thereof, being retained to cover cleanup or repair costs.



North Highlands Recreation and Park District Facility Use Agreement

DISTRICT USE ONLY

EVENT INFORMATION			
RENTER(S):		RENTAL TIME:	
EVENT DATE:		EVENT START TIME:	

COMMUNITY CENTER						
Renter Type	Days	Time	Minimum Hours	Rental Time	Total Hours x Rate	Facility Cost
Private - \$92/hr	Sunday – Thursday	8am – 10pm	3 hours minimum		X \$92	\$
	Friday – Saturday	8am – 1am	5 hours minimum		X \$92	\$
Renter Type	Days	Time	Minimum Hours	Rental Time	Total Hours x Rate	Facility Cost
Non-Profit - \$81/hr	Sunday – Thursday	8am – 10pm	3 hours minimum		X \$81	\$
	Friday – Saturday	8am – 1am	5 hours minimum		X \$81	\$

RECREATION CENTER						
Renter Type	Days	Time	Minimum Hours	Rental Time	Total Hours x Rate	Facility Cost
Private - \$71/hr	Sunday – Thursday	8am – 10pm	3 hours minimum		X \$71	\$
	Friday – Saturday	8am – 1am	5 hours minimum		X \$71	\$
Renter Type	Days	Time	Minimum Hours	Rental Time	Total Hours x Rate	Facility Cost
Non-Profit - \$60/hr	Sunday – Thursday	8am – 10pm	3 hours minimum		X \$60	\$
	Friday – Saturday	8am – 1am	5 hours minimum		X \$60	\$

ADDITIONAL FEES AND CHARGES			
Fee/Charge	Cost	Total	
Administrative Processing Fee <i>(If making changes to rental less than 2 weeks before event date or any other applicable situations)</i>	\$25	\$	
Alcohol Use Fee	\$100	\$	
Non-Resident Fee <i>(Applies when the provided address is outside the district boundaries)</i>	\$50	\$	
Seafood Fee <i>(Extra dumpster)</i>	\$75	\$	
1st Security Guard <i>(Required when alcohol is present OR 150 or more guests)</i>	\$45/hr	\$	Scheduled For:
2nd Security Guard <i>(Required if there is alcohol present & 150 or more guests)</i>	\$45/hr	\$	Scheduled For:
Security Guard Overtime Fee <i>(May be applied if security guard(s) shifts are longer than 8 hours)</i>	Will be determined in official quote	\$	

Total Rental Fees (Facility Costs + Additional Fees)	\$
Refundable Security Deposit	\$ 500.00
TOTAL RENTAL FEES + SECURITY DEPOSIT	\$

Minimum Payment (\$500 Security Deposit + 50% Rental Fees)	\$	Must be paid to set event date
Remaining Payment	\$	Due Date:

Credit card processing fees will be applied. Customers can bypass these fees by paying with check or cash.

Primary Applicant's Name (print)

Primary Applicant's Signature

Date