



Orangevale Recreation & Park District

6826 Hazel Avenue Orangevale, CA 95662
 Phone (916) 988-4373 * Fax (916) 988-3496 * info@ovparks.com

District Use Only
Permit #: _____

BUILDING/ROOM RENTAL APPLICATION & AGREEMENT

Please fill out this form completely and submit with payment to the Orangevale Recreation & Park District office. Applications must be received no less than two weeks prior to your event and no more than one year in advance. It is understood that this application is only a request for facility use. Submitting this application in no way indicates approval for use of District facilities.

RENTAL CUSTOMER

Name of Individual **OR** Organization*: _____

Authorized Organization Representative: _____

**To reserve on behalf of a company or organization, you must provide the District with a signed letter of authorization on official letterhead, granting you the right to act of the group's behalf.*

If your organization is a non-profit group, please enter non-profit [501 (c) 3] ID #: _____

Renter's Address: _____ City: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Alternate Contact Name: _____ Phone: _____ Email: _____

FACILITY REQUESTED

Orangevale Community Center Park:

• 6826 Hazel Avenue

- | | | |
|---|---|---------------------------------------|
| <input type="checkbox"/> Auditorium (capacity 300 dining) | <input type="checkbox"/> Gym (if an athletic event) | <input type="checkbox"/> Use of stage |
| <input type="checkbox"/> Meeting Room (capacity 100 dining) | <input type="checkbox"/> Classroom (capacity 25) | <input type="checkbox"/> Kitchen |
| <input type="checkbox"/> Activity Building (capacity 80 dining) | | |

• 6930 Hazel Avenue

- | | | |
|--|--|--|
| <input type="checkbox"/> Building 1 (capacity 90 dining) | <input type="checkbox"/> Building 2 (capacity 50 dining) | <input type="checkbox"/> Cottage (capacity 40) |
|--|--|--|

Youth Center Complex:

• 6745 Hazel Avenue

- | |
|--|
| <input type="checkbox"/> Orangevale Youth Center (capacity 50) |
|--|

Other Facility: _____

Event Date(s): _____ Day(s) of week: M T W Th F Sat Sun

Type of Event: _____ Total Attendance: _____ Adult: _____ Children: _____

RENTAL TIME

Your rental time is from the time you arrive at the facility, until the time you leave. Rental time must include an adequate amount of time for set up and clean up of the facility. All of the rental hours must be consecutive.

Set up time	Event time	Clean up time	Kitchen use time
From: <input type="checkbox"/> am <input type="checkbox"/> pm	From: <input type="checkbox"/> am <input type="checkbox"/> pm	From: <input type="checkbox"/> am <input type="checkbox"/> pm	From: <input type="checkbox"/> am <input type="checkbox"/> pm
To: <input type="checkbox"/> am <input type="checkbox"/> pm	To: <input type="checkbox"/> am <input type="checkbox"/> pm	To: <input type="checkbox"/> am <input type="checkbox"/> pm	To: <input type="checkbox"/> am <input type="checkbox"/> pm

EQUIPMENT

Please indicate the equipment you will need (subject to availability). A fee may be a charged for some equipment.

Number of Chairs		Coffee Pot (2 available)		Microphone (1 available)		Projector (1 available)	
Number of Tables		Podium (1 available)		Speaker (1 available)		Screen (1 available)	
Table Shape (if applicable)	<input type="checkbox"/> Round <input type="checkbox"/> Rectangular	TV/DVD (1 available)		Other		Other	

EVENT INFORMATION

Please answer the following questions to help us determine your fees. Certain activities may be eligible for fee discounts.

- Is your event..... Public Private
 If public, please give name and phone number for public event information: _____
- Will a charge, fee, or donation be collected for this event? Yes No
 If yes, for what purpose will the proceeds be used? Financial Gain Charity Fundraiser Cost of Event
 Please list the type (i.e., admission, food charge) and amount of charge: _____

- Will there be religious, political, or union activities? Yes No
- Will food be served at the event? Yes No
 If yes, and you are using a caterer, please list caterer’s name and phone # _____
- Will alcohol be served or sold at your event? Yes No
 If yes, please list the timeframe alcohol will be served _____
- Will you be bringing any apparatus, equipment, or additional tables and chairs to your event? Yes No
 If yes, please list _____
- At your event, will there be a..... Live Band Recorded Music Public Address DJ

RECEIPT OF DISTRICT REQUIREMENTS AND FACILITY USE AGREEMENT

The Applicant is responsible for requesting and reviewing the Rental Policies & Procedures and Insurance Requirements prior to submitting their rental request.

Initial each section to acknowledge you have read and agree to the Facility Use Agreement:

INDEMNIFICATION:

The undersigned (hereinafter referred to as “**Applicant**”) shall indemnify, defend, and hold harmless Orangevale Recreation & Park District (hereinafter referred to as the “**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 **Applicant’s** use or occupancy of a facility or property controlled by the **District**, unless solely caused by the gross negligence or willful misconduct of the **District**, its officers, employees, or agents.

INSURANCE REQUIREMENTS:

General liability insurance: The **Applicant** 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

RECEIPT OF DISTRICT REQUIREMENTS AND FACILITY USE AGREEMENT (CONT.)

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. 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.

Such insurance shall name **District**, its officers, employees, agents, and volunteers as additional insureds prior to the use of the facility. The **Applicant** shall file certificates of such insurance with the **District**, which shall be endorsed to provide thirty (30) days' notice to the **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, the **District** may deny access to the facility.

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 the **District's** self-insurance pool.

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 **Applicant** maintains higher limits than the minimums shown above, the District requires and shall be entitled to coverage for the higher limits maintained by the **Applicant**. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to **District**.

COMPLIANCE WITH ALL APPLICABLE LAW, RULES, & REGULATIONS:

Applicant shall comply with all local, state, and federal laws and regulations related to the use of the facility and public gatherings. The **Applicant** agrees to abide by all applicable local, federal, and state accessibility standards and regulations. The **Applicant** 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. The **District** reserves the right to immediately revoke **Applicant's** right to use of the facility under this agreement should **Applicant** fail to comply with any provision of this section.

FORCE MAJEURE:

Notwithstanding anything to the contrary contained in this agreement, the **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 **Applicant** waives any right of recovery against the **District** and the **Applicant** shall not charge results of "acts of God" to the **District**, its officers, employees, or agents.

By signing below you acknowledge you have read and fully understand this agreement as well the Rental Policies & Procedures and agree to follow all District requirements as stated within.

APPLICANT PRINTED NAME: _____

APPLICANT SIGNATURE: _____ DATE: _____

District Use Only

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REVIEWED/APPROVED BY OVPARKS REPRESENTATIVE: _____ DATE: _____