



ORANGEVALE  
RECREATION &  
PARK DISTRICT

# Orangevale Recreation & Park District

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

<u>District Use Only</u>
Permit #: _____
Approved by: _____

## RENTAL APPLICATION

Please fill out this form completely and submit 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: \_\_\_\_\_

Name of Organization (if applicable): \_\_\_\_\_

Authorized 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 #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_ Fax number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Alternate contact: \_\_\_\_\_ Phone number: \_\_\_\_\_

### FACILITY REQUESTED

#### • Orangevale Community Center - 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      |

#### • Orangevale Community Center Athletic Fields - 6826 Hazel Avenue

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Soccer (overlaps softball fields) | <input type="checkbox"/> Softball #1 (north) | <input type="checkbox"/> Softball #2 (south) |
|--|--|--|

#### • Orangevale Youth Center Complex - 6745 Hazel Avenue

- |  |   |
|--|---|
| <input type="checkbox"/> Orangevale Youth Center (capacity 49) | <input type="checkbox"/> Orangevale Youth Center Baseball field |
|--|---|

#### • Orangevale Community Park - 7301 Filbert Avenue

- |   |   |                                       |
|---|---|---------------------------------------|
| <input type="checkbox"/> Soccer field #1                  | <input type="checkbox"/> Soccer field #2                  | <input type="checkbox"/> Horse Arena  |
| <input type="checkbox"/> Group Picnic Area (capacity 100) | <input type="checkbox"/> Family Picnic Area (capacity 32) | <input type="checkbox"/> Amphitheater |
| <input type="checkbox"/> Pavilion                         |   |                                       |

Other facility: \_\_\_\_\_

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

Type of Event: \_\_\_\_\_ Attendance: Adults \_\_\_\_\_ 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:	am/pm	From:	am/pm	From:	am/pm	From:	am/pm
To:	am/pm	To:	am/pm	To:	am/pm	To:	am/pm

**EQUIPMENT**

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

Number of Chairs		Microphone (1 available)		Podium (1 available)		Other	
Number of Tables		Coffee Pot (2 available)		TV/DVD (1 available)		Other	

**INSURANCE REQUIREMENTS**

The District requires all facility users to provide a Certificate of Insurance in the amount of \$500,000 in liability coverage, with the Orangevale Recreation and Park District named as additionally insured. You may provide your own insurance or purchase special event insurance through the District. Generally, the insurance requirement does not apply to the rental of picnic areas as long as medium or high risk (i.e., bounce house) activities are not involved. The Horse Arena insurance requirement is \$2,000,000.

- I will provide my **own insurance**.
- I wish to **purchase insurance** from the District.

**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 time 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 \_\_\_\_\_

**Statement of Responsibility for Liability or Damage/Receipt of Rules & Regulations**

User agrees to be solely responsible for any and all claims, loss, damages, costs and expenses, including attorneys’ fees, arising out of or resulting from any injury to persons or damage to property which arise out of its use of the District’s facilities. User agrees to defend, indemnify and hold harmless the District, its officers, agents, employees and volunteers against any and all such claims, demands, causes of action, suits and expenses, arising out of or resulting from its use of the District’s facilities.

I, (group representative), the undersigned, have received the rental policies and procedures; and have read and hereby agree to abide by all rules and regulations.

CUSTOMER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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REVIEWED BY OVPARKS REPRESENTATIVE: \_\_\_\_\_ DATE: \_\_\_\_\_