



Orangevale Recreation & Park District

6826 Hazel Avenue

Orangevale, CA 95662

Phone: 988-6140 Fax: 988-3496 e-mail: orpd@sbcglobal.net

District Use Only

Permit #: _____

Approved by: _____

APPLICATION FOR USE OF FACILITIES

Please fill out this form completely and submit to the Orangevale Recreation and 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. Filing 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 S Su

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 of 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 DISTRICT REPRESENTATIVE: _____ DATE: _____