

Orangevale Recreation and Park District  
Facility Use Price Guide

**Orangevale Community Center**

Non-Resident Prices:

Auditorium (5400 sq. ft.) .....Seats 300 dining

|              |  |
|--------------|--|
| Rental fee:  | \$96 hourly (4 hour minimum)                 |
| Staff fee:   | \$20 hourly (Fri., Sat., & Sun. only)        |
| Kitchen use: | \$ 100 flat rate (hours coincide w/ rental)  |
| Deposit:     | 0-175 guests \$200*<br>176-300 guests \$300* |

\*Additional \$100 deposit required for events serving alcohol.

\*Additional \$200 deposit required for youth oriented events serving alcohol.

Meeting Room (1700 sq. ft.).....Seats 100 dining

|              |  |
|--------------|--|
| Rental fee:  | \$56 hourly (4 hour minimum)               |
| Staff fee:   | \$20 hourly (Fri., Sat., & Sun. only)      |
| Kitchen use: | \$ 60 flat rate (hours coincide w/ rental) |
| Deposit:     | up to 100 guests \$200*                    |

\*Additional \$100 deposit required for events serving alcohol.

\*Additional \$200 deposit required for youth oriented events serving alcohol.

If you will be serving alcohol you are required to have security guards present. The Orangevale Recreation and Park District will contract the guards and the cost will be added to your permit/contract. The fee for the security guard is \$27 per guard per hour. Guards are required to be present one half-hour prior to and one half-hour after you stop serving/selling alcohol.

1-day event insurance is required in the sum of \$500,000. Most homeowners' insurance will cover this; however, it is also available through the Orangevale Recreation and Park District at an additional cost.

Please call Orangevale Recreation and Park District at 916-988-6140 for further information. Discounts may be available for non-profit and community groups. Please call for more information.



## **Orangevale Recreation & Park District**

6826 Hazel Avenue

Orangevale, CA 95662

Phone: 988-6140 Fax: 988-3496 e-mail: [orpd@sbcglobal.net](mailto:orpd@sbcglobal.net)

### **Orangevale Community Center Reservation Policies and Procedures**

Thank you for your interest in the Orangevale Community Center. We are pleased to offer locations within the Community Center for business meetings, conferences, receptions, dinners, wedding receptions and other events.

#### **TYPES OF USE**

The Orangevale Community Center is under jurisdiction and control of the Orangevale Recreation and Park District. The Community Center is to be used for recreation and community service functions and activities and may be reserved, subject to Orangevale Recreation and Park District approval and pursuant to compliance with all regulations governing the use of the facility for private receptions, fundraisers, special events, social clubs, dramatics, meetings, and community gatherings. The center is NOT available for open to the public pay-at-the-door dances or parties.

#### **ROOMS AVAILABLE**

Auditorium-60X90 feet-Dining Maximum Capacity: 300 (30 tables & 300 chairs)

Assembly 700 (PA system available upon requests)

Meeting Room-35X57 feet-Dining Capacity 100 (10 tables and 100 chairs)

Classroom-22X18 feet-Capacity 25 (4 tables and 25 chairs)

#### **AVAILABLE DATES**

The Orangevale Community Center will be available for use seven days a week except on Thanksgiving, Christmas Eve, and Christmas Day. The Orangevale Community Center will be closed on all major holidays.

#### **HOURS OF OPERATION**

The Community Center will be available for use Sunday through Thursday, 7am-10pm. Friday and Saturday 7 am- 12 midnight. Youth (under 21) oriented events will be available for use 7am-10pm. All set up and clean up must be completed within these hours.

#### **RESERVATION APPLICATIONS AND PAYMENT**

To make a reservation:

- ◆ The applicant shall be over 21 years or older (proof of age may be required).
- ◆ The applicant shall complete the Use of Facility application
- ◆ The applicant shall pay the security/cleaning deposit
- ◆ Payment in full is due 60 days prior to event
- ◆ If a reservation is made less than 60 days prior to event, the total reservation fees are due at time of reservation. Reservation subject to availability of staff.
- ◆ The applicant shall be responsible for knowing and abiding by all set-up and clean-up responsibilities, insurance, security, and permit requirements and payment deadlines
- ◆ Reservations will be accepted up to one year in advance.

Any applicant, group, or organization wishing to reserve multiple dates for a series of events, such as weekly or monthly meetings may reserve a maximum of 6 dates per application.

*No reservations will be accepted without a completed Facility Use form and the payment of required fees.*

### **FEES AND DEPOSITS**

Payments must be made in person at the Orangevale Community Center. To secure your reservation, deposit fees are required. The remaining balance and any additional fees are due 60 days prior to the event.

Fees will not be returned for reserved time not used.

Fees may be paid by cash, check, or Visa/MasterCard.

### **REQUIRED INSURANCE**

See *Insurance Requirements for Facility Rentals* page.

### **CANCELLATIONS**

Cancellations of reservations will be subject to the following conditions and fees:

- ◆ More than 60 days in advance, Orangevale Recreation and Park District will retain \$25 of rental fee.
- ◆ 30-60 days in advance, Orangevale Recreation and Park District will retain 50% of rental fee.
- ◆ Less than 30 days in advance, Orangevale Recreation and Park District will retain 100% of rental fee.

A written statement of cancellations must be made before any refunds will be processed. Refunds for cancellations and/or deposits take approximately 4 weeks for processing.

In case of emergency, Orangevale Recreation and Park District reserves the right to cancel a scheduled event without liability. Full refunds will be made if cancellation is necessary. Priority shall be given to any event so cancelled.

### **SERVICES PROVIDED**

A Community Center Host will be on duty during the entire event. The Host will open and close the facility, provide information and direction, and control Center equipment. The Host will **NOT** be available to serve, decorate, or be involved in the event.

Only Orangevale Recreation and Park District staff shall adjust air conditioning/heating units, lighting, PA systems, or any other equipment, electrical or mechanical, in the facility. Staff will be available at all times to assist the renter.

All Park District Staff, including the Community Center Host, is authorized to enforce all facility use rules and regulations.

Delivery and pick up of supplies or equipment will not be allowed prior to beginning time of rental or after the indicated ending time. Any food left in the refrigerators will be disposed of after the event. **STORAGE IS NOT AVAILABLE BEFORE OR AFTER EVENT.**

Tables and chairs are provided and will be set up and taken down by Community Center Staff. Set up diagrams must be submitted at least one week prior to the event.

## **DECORATIONS**

All decorations must be UL approved (flame retardant). The use of nails, tacks, regular masking tape, duct tape, scotch tape, staples, pins, etc. is NOT permitted. A certain type of masking tape ONLY can be used and must be completely removed after use. Orangevale Recreation and Park District will supply tape to all renters.

**Decorations may be required to pass Fire Marshall approval.**

Decorations or any type of wire or cord may not be hung, tied, or draped on any light fixture inside or outside the facility.

All decorations must be taken down and removed from the facility immediately after an event.

**Candles must be enclosed in a glass or non-flammable holder.  
(i.e., votive candles or food warming candles)**

**Rice, birdseed, confetti, and glitter are not permitted in or outside the Community Center.**

**Renters will forfeit security/cleaning deposit with the use of any of the above mentioned.**

## **ALCOHOLIC BEVERAGES**

Alcohol may be consumed without an ABC permit when there is no monetary exchange for the beverage or when there is no admission charged for the event.

Events involving exchange of monetary consideration (i.e., purchase of a meal ticket with any form of alcohol being served as part of the meal) requires a license from the State of California, Department of Alcoholic Beverage Control (ABC). ABC will issue one-day permits to non-profit groups who wish to sell beer, wine, or distilled spirits at fundraisers. ABC will not issue permits to private citizens or groups.

The Community Center Host is required to check the license prior to allowing alcohol to be served. The license must be posted throughout the event.

Security will be required and arranged by Orangevale Recreation and Park District for any event involving alcohol. Consuming alcohol past your scheduled time as stated in your contract will result in overtime charges paid for the security guards at 1.5 times normal rate.

**Every person/group that sells or serves alcohol should be aware of the following:**

- ◆ *Section 25658, Business and Professions Code:* Every person who furnishes, gives, or causes to be sold, furnished, or given away, any alcoholic beverage to any person under the age of 21, is guilty of a misdemeanor.
- ◆ *Section 235603, Business and Professions Code:* Every person who sells, furnishes, gives or causes to be sold, furnished, or given away, any alcoholic beverage to any habitual or common drunkard or to an obviously intoxicated person is guilty of a misdemeanor.

## **CLEAN UP**

The renting party is responsible for the following cleaning duties:

- ◆ All tables/chairs must be completely cleared and wiped down.
- ◆ All trash must be placed in receptacles provided and removed to the dumpsters at event's end.
- ◆ All decorations must be taken down and removed (this includes tape).
- ◆ Kitchen must be thoroughly cleaned. This includes work areas, oven, stove, warmers, refrigerators, sinks, floors, etc.

Other than the kitchen, sweeping and mopping floors is not required.

Permittee, or his caterer, is responsible for restoring kitchen to its original clean condition. Orangevale Recreation and Park District will furnish all cleaning supplies.

If clean up is not completed in a satisfactory manner, the deposit, or a portion thereof, will be retained by the Orangevale Recreation and Park District to cover the cost of said clean up. The actual rental time must include all time necessary for decoration and clean up. This also includes delivery/removal of rented tables/chairs, miscellaneous equipment, etc.

### **REQUIRED PERMITS**

*The renting party is responsible for securing all required permits and shall present evidence of such permits to the Community Center prior to the rental date.*

Liquor License: Required when alcoholic beverages are sold to the public.

Sales Permit: Required when a commodity is sold to the public.

Health Permit: Required when event is longer than one day, when food/beverages are sold.

Solicitation Permit: Required when non-profit organizations solicit funds.

## **POLICIES AND PROCEDURES**

1. Orangevale Recreation and Park District reserves the right to refuse permits for special uses of its facilities.
2. For unavoidable emergencies, it may be necessary to reschedule, relocate, or deny a request previously approved within a facility/park due to scheduling conflicts. In this event, the group or individual will be given advance notice from the District.
3. User groups may be asked to leave the building at the time approved on the permit, whether or not the building has been properly cleaned. This could result in a full or partial forfeiture of the cleaning/security deposit. If approved, overtime hours will be billed at a rate of 1.5 times the regular rental rate.
4. Permits cannot be transferred, assigned, or sublet. Under no conditions shall permittee sublease, sublet, or allow any organization or individual to use the facility during the time for which they have contracted.
5. It is the responsibility of the user to adhere to occupancy regulations. The Sacramento Metro Fire District has the absolute right to terminate an activity if a group exceeds the maximum occupancy limit.
6. Users are not to block door exits, gates, or driveways to permit access for emergency vehicles. NO PARKING IN FIRE LANES.
7. The individual or group using a facility must assume the responsibility for the conduct of their guests.
8. Damage to facility shall be the responsibility of the renter. If damage exceeds the deposit amount, the renter will be billed for all costs of repair, both actual and incidental.
9. Other areas of the Community Center building and site (including parking lots) may be in use before, during, and after your event. Parking is NOT guaranteed.
10. Theatrical smoke may not be used indoors. Outdoor use subject to prior approval.
11. Smoking is not permitted inside Community Center rooms, halls, or restrooms.
12. BBQ's and portable gas cooking units may only be used with special permission and are restricted to certain areas outside of the facility.
13. Fights, vandalism, or unacceptable behavior, as determined by District staff, uniformed security, County Rangers, or Sheriffs, occurring during permit shall cause immediate cancellation of the permit and no refund of fees.
14. Events must not last later than 11pm (10pm for youth-oriented events) Renters must be off premises by 12am. The responsible party (renter) MUST obtain permission from the host for event to continue after scheduled ending time. Time and a half rates will be charged for any overtime.
15. Rental permits for groups composed of persons under age of 21 will be issued on to adults who accept supervisory responsibility throughout the periods covered by the rental agreement. Orangevale Recreation and Park District will require adult chaperones at the ratio of one chaperone for every 15 youth attending.
16. Orangevale Recreation and Park District is not responsible for any damage or theft of any item of the permittees. (Including items left by permittee or caterer).
17. All outside music shall cease at 10pm.
18. Sitting or standing on tables or chairs is not permitted and could result in serious injuries.
19. Orangevale Recreation and Park District reserves the right to schedule additional events before and/or after your confirmed rental time.
20. Security may be required for certain types of events at the Community Center. All events involving alcohol must have security. The Park District will make security arrangements and collect fees from the renter.
21. Applicants may use the refrigerator, dishwasher, stove, microwave, warming oven, and icemaker. The applicant must provide all kitchen supplies, utensils, and equipment. Food preparation is not available. It is recommended that the kitchen be used for food warming, storing, and serving. No cooking of products that produce grease laden vapors is allowed on the stove cook top.
22. Alcohol will only be allowed in the reserved building areas (i.e., auditorium, meeting room, etc.) Alcohol is NOT allowed in entrance/exit corridors, lobby, hallway, or outside, etc.



## Orangevale Recreation and Park District

6826 Hazel Avenue, Orangevale, CA 95662

916-988-6140 ♦ FAX 916-988-3496 ♦ e-mail: [orpd@sbcglobal.net](mailto:orpd@sbcglobal.net)

### Insurance Requirements for Facility Rentals

#### INSURANCE REQUIREMENTS

The Orangevale Recreation and Park District requires all persons renting District facilities to provide the District with a Certificate of Insurance, endorsing the District as additional insured, for a specified amount of general liability insurance. The following are the dollar amounts of coverage required for using District facilities:

#### Facility

|  |                                    |
|--|------------------------------------|
| Orangevale Community Center, Activity Building, Youth Center, or other indoor facility ..... | \$500,000                          |
| Orangevale athletic fields or outdoor facility .....   | \$1,000,000                        |
| Orangevale Horse Arena .....   | \$2,000,000                        |
| Picnic areas or shelters* .....  | Varies depending on activity level |

\*The District may waive insurance for low risk picnics, providing no equipment is brought into the park and no organized athletic events are played at the time.

- ♦ The District reserves the right to require higher coverage for “moderate” or “high risk” activities.
- ♦ Approved insurance certificates must be on file in the District office prior to the use/rental date(s).
- ♦ Certificate should be received at least 10 working days in advance of the use/rental date.
- ♦ The policyholder on the insurance must be the as the “Permittee” on the Orangevale Recreation and Park District Facility Use Application.

#### HOW DO I GET INSURANCE FOR MY EVENT?

1. *Provide your own.* If you carry general liability insurance on a home or business you own, you may be able to provide your insurance coverage by adding a “rider” on your existing policy. If your community or non-profit group is sponsoring the event(s), the group may have an existing policy that a “rider” may be added to provide the required insurance coverage.

A. *If you wish to provide your own insurance you should contact your insurance agent.* Let your insurance agent know you are utilizing Orangevale Recreation and Park District facilities and that you need general liability insurance coverage for your event in the amount specified above. Also let your agent know that you must provide a certificate of insurance showing coverage limits AND an “endorsement” or “rider” naming the Orangevale Recreation and Park District as additional insured with the following wording:

*“The Orangevale Recreation and Park District, its officers, servants, agents, and employees is added as additionally insured for use of [specify facility being used] for [event name] on [event date(s)].”*

#### SAMPLE WORDING for single use:

“The Orangevale Recreation and Park District, its officers, servers, agents, and employees, is added as additionally insured for use of the Orangevale Community Center for a wedding reception on March 1, 2008.”

#### SAMPLE WORDING for multiple uses, specific time period:

“The Orangevale Recreation and Park District, its officers, servers, agents, and employees, is added as additionally insured for use of the Orangevale Community Center for basketball practice January 1, 2008 through March 30, 2008.”

SAMPLE WORDING for multiple uses, for the term of the policy:

“The Orangevale Recreation and Park District, its officers, servers, agents, and employees, is added as additionally insured for use of the Orangevale Community Center Softball Field for softball practice and games on various dates for the term of the policy.”

If your policy can provide the required insurance, your agent will contact your insurance company and request issuance of a *Certificate of Insurance* and endorsement. A fee may be required from your insurance company to issue the certificate.

- B. Have the original Certificate of Insurance and endorsement sent to the Orangevale Recreation and Park District. The District must have an approved original Certificate and endorsement on file prior to your event. If time is short, a fax copy will be accepted pending the receipt of the original. The original may be hand delivered, mailed or e-mailed from the insurance company. Submit certificates to the District Office for approval at least 10 working days prior to your event. This allows time for any necessary corrections to be made to the certificate or endorsement.
2. Purchase insurance through Orangevale Recreation and Park District. If you cannot or do not wish to provide your own insurance, you may be able to purchase insurance from Special Event Liability Insurance Trust, RPG through the Orangevale Recreation and Park District. Event type, risk, and number of attendees determine fees for this insurance. Rates for the program are determined each January. Therefore, Orangevale Recreation and Park District cannot guarantee insurance rates or coverage for events booked beyond the January renewal date. Certain high risk activities are not eligible for coverage under this program.

If you wish to purchase insurance the following should be done:

- A. Orangevale Recreation and Park District Facility Application Form. If you wish to purchase from the Orangevale Recreation and Park District, indicate so by checking the appropriate box on the Facility Application Form.
- B. Fill out and return the appropriate insurance application. On most events, a “Short Form” insurance application must be filled out to determine the cost of insurance. Some events may require the “Long Form” insurance application, which must be sent to the company for approval and fee quote. This may take up to a week to process.
- C. Pay insurance fees. Once your event is approved for coverage, you will be assessed the appropriate fees and issued an insurance policy.

**Please remember that this coverage is for third party liability and does not cover damage to the facility. Restitution for any damage to the facility is the responsibility of the permittee.**



# Orangevale Recreation & Park District

6826 Hazel Avenue

Orangevale, CA 95662

Phone: 988-6140 Fax: 988-3496 e-mail: [orpd@sbcglobal.net](mailto: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

- Auditorium (capacity 300 dining)     
  Gym (if an athletic event)     
  Use of stage  
 Meeting Room (capacity 100 dining)     
  Classroom (capacity 25)     
  Kitchen

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

- Soccer (overlaps softball fields)     
  Softball #1 (north)     
  Softball #2 (south)

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

- Orangevale Youth Center (capacity 49)     
  Orangevale Youth Center Baseball field

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

- Soccer field #1     
  Soccer field #2     
  Horse Arena  
 Group Picnic Area (capacity 100)     
  Family Picnic Area (capacity 32)     
  Amphitheater  
 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<br>Chairs |  | Microphone<br>(1 available) |  | Podium<br>(1 available) |  | Other |  |
| Number of<br>Tables |  | Coffee Pot<br>(2 available) |  | TV/DVD<br>(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: \_\_\_\_\_

REVIEWED BY DISTRICT REPRESENTATIVE: \_\_\_\_\_ DATE: \_\_\_\_\_