

# FACILITY RENTAL



## 1. CONTACT INFORMATION

NAME OF GROUP / ORGANIZATION		RENTAL DATE
CONTACT NAME	CELL PHONE	ALTERNATE PHONE
MAILING ADDRESS	CITY	ZIP
EMAIL ADDRESS	DRIVER'S LICENSE NUMBER	STATE
ALTERNATE CONTACT NAME	ALTERNATE CONTACT PHONE	

## 2. RESIDENT    NON-RESIDENT    NON-PROFIT

<input type="checkbox"/> <b>COMMUNITY CENTER</b> <input type="checkbox"/> NON-RESIDENT \$70 PER HOUR <input type="checkbox"/> RESIDENT \$60 PER HOUR <input type="checkbox"/> NON-PROFIT FRI/SAT/SUN \$60 PER HOUR <input type="checkbox"/> NON-PROFIT MON-THU \$40 PER HOUR	<b>RENTAL INFORMATION</b> - REFUNDABLE DEPOSIT OF \$350 REQUIRED - MINIMUM 4 HOUR RENTAL TIME - RENTAL MUST INCLUDE SET UP AND CLEAN UP TIME - RECOMMENDED MAXIMUM ATTENDANCE 60 PERSONS - CAPACITY: 70 PERSONS DINING, 140 PERSONS STANDING - INSURANCE NEEDED FOR ALCOHOL, ADDITIONAL \$350
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<input type="checkbox"/> <b>PRIVATE POOL RENTAL</b> <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>HOURLY RATES</th> <th>MAIN POOL</th> <th>MAIN + FAMILY POOL</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> STANDARD</td> <td>\$145</td> <td>\$175</td> </tr> <tr> <td><input type="checkbox"/> RESIDENT</td> <td>\$130</td> <td>\$145</td> </tr> <tr> <td><input type="checkbox"/> NON-PROFIT</td> <td>\$130</td> <td>\$145</td> </tr> </tbody> </table>	HOURLY RATES	MAIN POOL	MAIN + FAMILY POOL	<input type="checkbox"/> STANDARD	\$145	\$175	<input type="checkbox"/> RESIDENT	\$130	\$145	<input type="checkbox"/> NON-PROFIT	\$130	\$145	<b>RENTAL INFORMATION</b> - MINIMUM 2 HOUR RENTAL - POOL ACCESS PRIOR TO LIFEGUARD ARRIVAL IS NOT PERMITTED - MAIN POOL CAPACITY: 120 PERSONS - MAIN + FAMILY POOL CAPACITY: 175 PERSONS - ALCOHOL IS NOT PERMITTED DURING POOL RENTALS
HOURLY RATES	MAIN POOL	MAIN + FAMILY POOL											
<input type="checkbox"/> STANDARD	\$145	\$175											
<input type="checkbox"/> RESIDENT	\$130	\$145											
<input type="checkbox"/> NON-PROFIT	\$130	\$145											

<input type="checkbox"/> <b>POOL PATIO AND POOL PICNIC RENTALS</b> ONLY AVAILABLE DURING PUBLIC SWIM HOURS <input type="checkbox"/> PRIVATE PATIO                      \$55 FOR 3 HOURS <input type="checkbox"/> SINGLE ROUND TABLE              \$20 <input type="checkbox"/> GAZEBO TABLE                      \$25 <input type="checkbox"/> FULL ROUND TABLE AREA        \$50	<b>RENTAL INFORMATION</b> - POOL ENTRY NOT INCLUDED IN RENTAL COST - 20 VISIT PUNCH PASSES AVAILABLE FOR \$45 - ALCOHOL IN NOT PERMITTED - OUTSIDE FOOD MAY BE BROUGHT IN - NO GLASS
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<input type="checkbox"/> <b>PARK RENTALS</b> <table border="1" style="margin-left: 20px;"> <thead> <tr> <th></th> <th>RESIDENT</th> <th>NON-RESIDENT</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> CRABTREE GAZEBO</td> <td>\$40</td> <td>\$50</td> </tr> <tr> <td><input type="checkbox"/> DETERDING PARK TABLES</td> <td>\$15</td> <td>\$20</td> </tr> </tbody> </table>		RESIDENT	NON-RESIDENT	<input type="checkbox"/> CRABTREE GAZEBO	\$40	\$50	<input type="checkbox"/> DETERDING PARK TABLES	\$15	\$20	<b>RENTAL INFORMATION</b> - ALCOHOL IS NOT PERMITTED - PROPANE BBQ'S ONLY - NO GLASS
	RESIDENT	NON-RESIDENT								
<input type="checkbox"/> CRABTREE GAZEBO	\$40	\$50								
<input type="checkbox"/> DETERDING PARK TABLES	\$15	\$20								

<input type="checkbox"/> <b>PARK RESTROOM KEY RENTAL</b> ONE DAY RENTAL FEE              \$50 ONE DAY RENTAL DEPOSIT \$50	<b>RENTAL INFORMATION</b> - DEPOSIT REFUNDED UPON KEY RETURN - KEY RENTAL DOES NOT ENSURE FACILITY USE - DEPOSIT WILL NOT BE REFUNDED IF RESTROOMS ARE NOT LOCKED
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### 3. EVENT INFORMATION

EVENT DATE: MONTH DAY YEAR

PURPOSE OF RENTAL

RENTAL START TIME RENTAL END TIME

ESTIMATED ATTENDANCE WILL ALCOHOL BE SERVED\*  YES  NO

FACILITIES TO BE USED  
 COMMUNITY CENTER  PRIVATE POOL RENTAL  PRIVATE POOL PATIO  POOL PICNIC TABLE  RESTROOM

### 4. FEES AND PAYMENT INFORMATION

HOURLY RENTAL RATE	RENTAL DEPOSIT	PAYMENT RECEIVED	DATE	RECEIPT	STAFF	NEW BALANCE
TOTAL HOURS	ALCOHOL INSURANCE \$350	PAYMENT RECEIVED	DATE	RECEIPT	STAFF	NEW BALANCE
TOTAL RENTAL FEES	TOTAL FEES DUE	PAYMENT RECEIVED	DATE	RECEIPT	STAFF	NEW BALANCE

OFFICE USE ONLY KEY RETURN DATE REFUND AMOUNT PROCESSED ON BY

### 5. DEPOSIT REFUND TERMS AND CONDITIONS

- \_\_\_\_\_ A. I understand that a deposit of \$350.00 is due at the time of booking to ensure my reservation, and that full payment must be made at least 14 days prior to the scheduled usage date. I understand that a cancellation made less than 14 days before the scheduled rental shall result in the forfeit of all usage fees and/or the security/key deposit.

INITIAL
- \_\_\_\_\_ B. I also understand that any evidence of alcohol use without the required insurance waiver shall forfeit the entire deposit of \$350.00 and that failure to properly set the alarm and/or lock the facility at the conclusion of the rental shall result in the automatic forfeit of \$100.00 of the deposit.

INITIAL
- \_\_\_\_\_ C. Any costs incurred by the District for clean-up, facility repairs or equipment replacement will be deducted from the security deposit. If such costs are greater than the deposit, then the renter shall be billed for the additional costs. Failure to pay within fourteen(14) business days will result in legal action. Any costs associated with the collection of monies due, including legal costs, will be the responsibility of the renter.

INITIAL
- \_\_\_\_\_ D. I have read and understand the above terms and conditions and agree to fully abide by them and understand that any violation may result in the cancellation before, or early dismissal on, the day of the event and forfeit of the deposit and rental fees.

INITIAL

CONTACT NAME ( PRINT) SIGNATURE DATE

### 6. FACILITY WALK THROUGH AND KEY RECEIPT ACKNOWLEDGEMENT

- \_\_\_\_\_ I acknowledge that Arden Manor Recreation and Park District Staff have demonstrated the proper procedures for opening and closing the Community Center building, disarming and arming the Community Center building alarm, and displayed the location of all cleaning supplies and equipment needed for cleaning at the conclusion of my rental.

INITIAL
- \_\_\_\_\_ I also understand that any evidence of alcohol use without the required insurance waiver shall forfeit the entire deposit of \$350.00 and that failure to properly set the alarm and/or lock the facility at the conclusion of the rental shall result in the automatic forfeit of \$100.00 of the deposit.

INITIAL
- \_\_\_\_\_ I acknowledge that I have received a key, alarm code, and facility rental checklist for the Community Center building.

INITIAL

CONTACT NAME ( PRINT) SIGNATURE DATE

## 7. FACILITY USE TERMS AND CONDITIONS

1. Reservations are not confirmed until the security deposit and/or rental fees are received by the District.
2. Facility rentals must be a minimum of four (4) hours on Fridays, Saturdays, and Sundays. No exceptions will be made.
3. Cancellations made less than fourteen (14) calendar days from the event shall forfeit the usage fees and/or security deposit.
4. Inclement Weather: A full refund will be given for activities that must be canceled due to the unavailability of our facilities caused by severe weather.
5. Use or being under the influence of any controlled substance (alcohol, illegal or prescription drugs) in any facility is prohibited. Alcohol use is permitted if a permit is obtained through AMRPD/Alliant Insurance.
6. The designated leader, or person overseeing the activity or event, must be present at all times. Failure to comply with these standards may result in the termination of the rental agreement, and/or penalty fines may be assessed.
7. The Arden Manor Recreation & Park District is not responsible for any lost, stolen or forgotten personal property or items.
8. No music is permitted outside after 10:00 PM, without specific district authorization.
9. Only those activities approved in writing on the Facility Rental Application may occur. The performance of unauthorized activities may result in the termination of the rental agreement.
10. Activities opened to the general public, collection of fees, advertising, sale of merchandise or food products are all prohibited without the consent of the district.
11. Nails, thumbtacks, and tape may not be used to decorate in the district buildings.
12. After cleanup, all trash is to be placed in the Park Dumpster. It is located on the north side of the park, between the school parking lot and the park.
13. Smoking is prohibited in all district buildings and the pool area. Cigarette butts are not to be left on the premises.
14. In the case of a disturbance or safety issue please contact the Sacramento County Sheriff at 874-5115. Call 911 for all emergencies.
15. Clean up/ Repair: Any costs incurred by the District for clean-up, facility repairs or equipment replacement will be deducted from the security deposit. If such costs are greater than the deposit, then the renter shall be billed for the additional costs. Failure to pay within fourteen(14) business days will result in legal action. Any costs associated with the collection of monies due, including legal costs, will be the responsibility of the renter.
16. All refunds are processed through the County of Sacramento. Refund checks commonly arrive by mail three weeks after a rental to the address provided on the rental application.
17. Fees may be assessed if the facility guidelines are not kept or if arrival or departure from the facility occurs outside of the scheduled rental time. Rental entry and exit times are remotely monitored and will be reviewed prior to deposit refund. The rental deposit may be fully or partially withheld due to early entry or late exit from the facility. Failure to set the alarm in the Community Center upon departure shall result in the automatic forfeiture of \$100.00 from the security deposit.
18. There is a \$55.00 charge for all returned checks.
19. Vehicles may not be driven, or parked, on Park District property for any reason. This applies to all park, facility, and pool rentals. Vehicles on park property will be cited and towed by Park Police Services.

### TERMS AND CONDITIONS FOR AQUATIC FACILITY USE

20. Lifeguard service will be provided; however, the monitoring of clothing and valuables and control of non-swimming attendees will be the responsibility of the reserving group.
21. In order to prevent unauthorized persons from entering the aquatic facility, a member of the group shall be stationed at the gate to admit only authorized individuals.
22. All aquatic facility and pool regulations will be enforced by the lifeguards on duty. Lifeguards will give final instructions at a general meeting held in the pool area upon the arrival of the reserving group. Adults or supervising members of the reserving group are also asked to assist the lifeguards in the enforcement of pool regulations and group behavior.
23. All swimmers must be in appropriate swim attire before they will be allowed into the pool. Unhemmed cutoffs, pants or jeans, and t-shirts will not be allowed into the pool.
24. Glass is not allowed in the pool area.
25. Groups are responsible for the clean-up of the pool area and restrooms.
26. A designated contact person must be in the pool area at all times during the rental and will take responsibility for the group.

- 27. Floating objects will not be allowed in the pool. As a safety precaution, horseplay in the pool or around the pool deck will not be tolerated. Lifeguards have the right to prohibit any activity they deem unsafe.
- 28. Use or being under the influence of any controlled substance (alcohol, illegal or prescription drugs) while in the pool, or pool area is prohibited.
- 29. No one may enter the pool without a lifeguard on duty.
- 30. One long whistle blast from the lifeguard signals that the pool needs to be cleared. Please exit the pool quickly and return to the grass area or bleachers. Listen for further instructions from the lifeguards.
- 31. All pool party music will be played through the aquatics complex speaker system. Amplified music using an outside system is not permitted. All music will end at 9:00 PM as the pool is located within a neighborhood. Music may be provided by either CD or MP3 player. Music may not contain profanity or inappropriate content.

Any costs incurred by the District for clean-up, facility repairs or equipment replacement will be deducted from the security deposit. If such costs are greater than the deposit, then the renter shall be billed for the additional costs. Failure to pay within fourteen(14) business days will result in legal action. Any costs associated with the collection of monies due, including legal costs, will be the responsibility of the renter.

\_\_\_\_\_(RENTER'S INITIALS)

(COMMUNITY CENTER RENTAL ONLY) I declare that the preceding information is a true and accurate representation of the intended use of the facility. I understand that a deposit of \$350.00 is due at the time of booking to ensure my reservation, and that full payment must be made at least 14 days prior to the usage date. I understand that a cancellation made less than 14 days before the scheduled rental shall result in the forfeit of all usage fees and/or the security/key deposit.

\_\_\_\_\_(RENTER'S INITIALS)

User agrees to be solely responsible for any and all liability, claims, loss, damages, costs and expenses. This includes any attorney fees arising from any injury to persons or damage to property which takes place when using the District 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 the use of the District's facilities.

\_\_\_\_\_(RENTER'S INITIALS)

I have read and understand the above terms and conditions and agree to fully abide by them and understand that any violation may result in the cancellation before or early dismissal on the day of the event.

CONTACT NAME PRINT

SIGNATURE

DATE

## 8. FACILITY WALK THROUGH

**YOUR WALK THROUGH IS SCHEDULED FOR:**

ANY TIME BETWEEN 8:00AM AND 3:00PM ON

\_\_\_\_\_, \_\_\_\_\_, or \_\_\_\_\_

Staff will walk you through the facility and demonstrate how to open and close the facility, arm and disarm the alarm, as well as proper procedures for set up and clean up of the facility. Failure to arrive by the close of the walk through time window will result in the cancellation of your rental and forfeit of all rental and deposit fees.

OFFICE USE ONLY CONDUCTED BY \_\_\_\_\_ DATE \_\_\_\_\_ TIME \_\_\_\_\_

# FACILITY RENTAL

**THIS FORM MUST BE COMPLETED AND RETURNED ALONG WITH ALL FACILITY KEYS IN ORDER FOR YOUR RENTAL DEPOSIT TO BE REFUNDED.**

## GENERAL CLEAN UP

- ALL TRASH HAS BEEN PICKED UP, PLACED INTO BAGS, AND TAKEN TO THE DUMPSTER LOCATED NEXT DOOR IN THE SCHOOL PARKING LOT.
- FLOORS HAVE BEEN SWEEPED, ALL SPILLS HAVE BEEN CLEANED AND DRIED.
- ALL TRASH AND DEBRIS HAS BEEN REMOVED FROM THE PATIO AREA.
- RESTROOMS CHECKED FOR TRASH ON FLOORS AND RETURNED TO THE CONDITION IN WHICH THEY WERE FOUND.

## KITCHEN AREA

- WIPE CLEAN AND DRY ALL SPILLS ON THE FLOORS AND WALLS.
- CLEAN KITCHEN SURFACES (COUNTER, RANGE, SINK) WITH SURFACE CLEANER IF NEEDED.
- REMOVE ALL FOOD ITEMS, CONTAINERS, AND EQUIPMENT. ALL ITEMS LEFT BEHIND WILL BE DISPOSED OF.
- CLEAN INSIDE OF OVEN, MICROWAVE, AND REFRIGERATOR IF NEEDED. TURN OFF OVEN AND COFFEE MAKER.

## TABLES AND CHAIRS

- ALL TABLES AND CHAIRS HAVE BEEN WIPED DOWN WITH CLEANER AND ARE FREE OF FOOD AND OTHER RESIDUE.
- ALL TABLES AND CHAIRS HAVE BEEN RETURNED TO THEIR ORIGINAL LOCATION.

## CLOSING AND ALARM

- TURN OFF ALL INTERIOR LIGHTS AND FANS.
- CLOSE AND LOCK ALL WINDOWS. LOWER AND CLOSED ALL BLINDS.
- CHECK ALL DOORS TO MAKE SURE THEY ARE SHUT AND PROPERLY LOCKED. \$100.00 WILL BE DEDUCTED FROM YOUR DEPOSIT IF THE ALARM IS NOT SET.
- SET ALARM. \$100.00 WILL BE DEDUCTED FROM YOUR DEPOSIT IF THE ALARM IS NOT SET **(DOORS & WINDOWS MUST BE CLOSED TO SET)**.
- PLACE ALL KEYS ALONG WITH THIS FORM IN THE ORIGINAL ENVELOPE AND LEAVE IN THE DROP BOX LOCATED TO THE LEFT OF THE MAIN OFFICE DOORS.

## AGREEMENT

I UNDERSTAND THAT THE FACILITY RENTAL SECURITY DEPOSIT WILL NOT BE REFUNDED IF THE FACILITY IS LEFT IN POOR CONDITION OR IF THE ITEMS ON THIS

CHECKLIST ARE NOT COMPLETED.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PRINT NAME

SIGNATURE

DATE

**Please place this form and all facility keys into the original rental envelope provided.  
Place the envelope in the drop box located to the left of the main office doors.  
Failure to return the Facility Rental Checklist and facility keys will result in the forfeit of the rental**