



Arden Manor Recreation & Park District
 1415 Rushden Drive, Sacramento CA 95864
 (916) 487-7851 x305 / kevin@amrpd.org / www.AMRPD.org

FACILITY RENTAL APPLICATION

Applicants must be 21+ Years. Please complete application in its entirety or the permit process may be delayed.

Applicant Name:		Email:	
Address:	City:	State:	Zip:
Co-Applicant Name:		Email:	
Address:	City:	State:	Zip:
Primary Phone:		Alternate Phone:	
Organization:		Are you non-profit? <input type="checkbox"/> Yes <input type="checkbox"/> No Non-profit tax id: _____	
Rental Date(s):		Rental Day(s): M__ Tu__ We__ Th__ Fr__ Sat__ Sun__	
Event Type:	Expected Attendance:	Rental Start Time:	Rental End Time:

Community Center

Renter Type	Rate /hour
__ Non-Resident	\$125
__ Resident	\$105
__ Non-Profit (Fri, Sat, Sun)	\$65
__ Non-Profit (Mon-Thu)	\$45
Refundable Deposit of \$500 required	

RENTAL INFORMATION

- Minimum 4 hour rental time
- Rental must include setup & cleanup time**
- Alcohol, glass, and smoking not permitted**
- Rental must vacate area by rental end time**
- Sitting capacity: 70 | Standing capacity: 120

Area

__ Crabtree or Jonas Gazebo	\$10/\$12.50
__ Deterding Park Tables	\$4/\$5
__ Jonas Field (Soccer or Softball)	\$15
__ Crabtree Field (Baseball or Snackbar)	\$15
__ District Activity Room	\$25
Refundable Deposit of \$20 Required	

- Minimum 4 hour rental time
- Rental must include setup & cleanup time**
- Alcohol, glass, and smoking not permitted**
- Rental must vacate area by rental end time**

If there will be admission fees, food sold, etc. please indicate it here: _____

1. Will Food be served?	__Y __N	4. If #3 is yes, how will music be played? Circle all that apply.
2. Type of cooking method?		DJ / Band / Acoustic / Speaker
3. Will music be played?	__Y __N	

STAMP PAID IN FULL HERE

Fees and Payment Information (Staff Use Only)

Rate:	Total Hours:	Refundable Deposit:	Add-ons:	TOTAL FEES DUE:
Payment Received:	Date:	Receipt #:	Staff Initial:	Balance:
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CODE OF CONDUCT

1. Final rental fees and additional facility rental forms are due (**fourteen**) **14 days prior** to the scheduled rental. Failure to make the final payment will result in the rental being cancelled and all fees paid will be nonrefundable. *(Initial)*
2. All changes to this application must be made in writing by the applicant and mutually agreed upon with AMRPD prior to the rental date. *(Initial)*
3. There is a \$55 charge for all returned checks. *(Initial)*
4. **Groups are responsible for the clean-up** of the pool/rental area. A cleaning fee will be **deducted from the deposit** should district staff have to clean up. *(Initial)*
5. Applicants will be charged **1.5x the hourly rate** for time spent on the premises after their designated rental end time. **This charge will be deducted from the deposit.** *(Initial)*
6. Adhesives, nails, screws, pins, or staples on facility walls are prohibited. Decorations may be attached to structures or tables with the following **ONLY**: blue painter's tape, scotch tape, removeable mounting putty, string, or zip ties and must be removed at end of event. Confetti, glitter, sequins, sparklers, or birdseed is not allowed in any AMRPD facility.
7. The monitoring of clothing and valuables and control of attendees will be the **responsibility of the reserving group.** *(Initial)*
8. A designated contact person must be in the rental area at all times during the rental and will take responsibility for the group. *(Initial)*
9. All vehicles must park in designated parking areas. Vehicles may **NOT** drive in park or on park pathways. *(Initial)*
10. Staff has the right to prohibit any activity they deem unsafe or disruptive. *(Initial)*
11. Glass is not allowed. *(Initial)*
12. **Smoke, mist machines, e-cigarette devices, tobacco/tobacco like products, and/or vapor type devices are prohibited** in all AMRPD facilities, including but not limited to any buildings, parks, open space, sports fields, swimming pools, parking lots, sidewalks, trails, restrooms, and historical sites or structures. Alcohol use is not permitted. Evidence of such will result in shutdown, and all costs/deposits will be forfeit. *(Initial)*

OTHER RULES AND REGULATIONS

1. Reservations are not confirmed until rental fees are received by the District.

2. Remove all decorations, debris, food and beverages from all tables, chairs, outdoor signage, and/or any other AMRPD equipment that was used during your event.
3. Music using a small speaker system (JBL flip or similar) is permitted, as long as the music is not audible from 100 feet away (AMRPD Staff reserves the right to turn music down/off if they deem the volume to be problematic). All music will end at 10:00 PM as facilities are located within a neighborhood. Music may not contain profanity or inappropriate content.
4. Applicant will be held responsible for the cleanup and condition in which the facility is left in accordance to the Code of Conduct. Failure to adhere to the cleaning guidelines or any damages to AMRPD property will result in the applicant being charged for all damage and additional cleanup. 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. A hold will be placed on the applicant's household account for all future rental or registration activity with AMRPD until the charges are paid in full.
5. AMRPD cannot be held responsible for any items left behind. AMRPD is not responsible for any lost or stolen personal property or items.

DEPOSIT REFUND TERMS AND CONDITIONS

I understand that a deposit 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. I also understand that Alcohol, Smoking/Vaping is not permitted and any evidence of Alcohol, Smoking/Vaping shall forfeit the entire deposit.

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.

I understand that failure to comply with this application may lead to losing portions and/or all of my rental deposit and fees, which in some cases may exceed the deposit amount. I have read and understand the cleaning requirements of Arden Manor Recreation and Park District. I further understand that even if I delegate these responsibilities to other members or service agencies for which I have contracted, such as caterers, decorators, etc., I still have the ultimate responsibility to return the facility to its original rental conditions.

I understand that my deposit (if any) will be refunded via check. Checks are issued by Sacramento County and generally take 2-3 weeks to arrive. I understand that once paid, AMRPD is unable to issue a refund either in the form of cash, check, or directly to my credit card/debit card/bank account.

Applicant Printed Name:	Signature:	Date:
Co-Applicant Printed Name:	Signature	Date:

INSURANCE REQUIREMENTS

General liability insurance: The Renter 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 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 the Arden Manor Recreation and Park District, its officers, employees, agents, and volunteers as additional insureds prior to the use of the facility. The Renter shall file certificates of such insurance with the Arden Manor Recreation and Park District, which shall be endorsed to provide thirty (30) days’ notice to the Arden Manor Recreation and Park 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 Arden Manor Recreation and Park 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 Arden Manor Recreation and Park 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 Renter maintains higher limits than the minimums shown above, the Arden Manor Recreation and Park District requires and shall be entitled to coverage for the higher limits maintained by the Renter. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the Arden Manor Recreation and Park District.

I will provide my own Insurance

I will purchase insurance from the District

AGREEMENT AND RELEASE OF LIABILITY

The undersigned or, if signing for an organization, that organization, certifies that the above information is accurate and correct, and that the undersigned has read and understood the Facility Rental Rules and Regulations as set forth by Arden Manor Recreation and Park District pertaining to the use of AMRPD facilities. To the maximum extent permitted by law, the undersigned or, if signing for an organization, that organization, on behalf of itself and all parties claiming by or through it, hereby releases and agrees to indemnify and hold AMRPD free and harmless from and against any and all liability, harms, injuries, claims, damages, or causes of action arising out of or in any way connected with or related to the use or occupancy of the facility(ies) including, without limitation, any personal injury or property damage suffered by any user of the facility(ies) or any guest, vendor, agent, employee, or member thereof, whether caused by the act or neglect of the user, a third party, AMRPD, agents or employees thereof, force majeure, or by any allegedly dangerous condition of the facility(ies) or surrounding area.

INDEMNIFICATION

The Renter shall indemnify, defend, and hold harmless Arden Manor Recreation and Park 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 Renter use or occupancy of a facility or property controlled by the Arden Manor Recreation and Park District, unless solely caused by the gross negligence or willful misconduct of Arden Manor Recreation and Park District, its officers, employees, or agents.

COMPLIANCE WITH ALL APPLICABLE LAW, RULES, & REGULATIONS

1. A Renter shall comply with all local, state, and federal laws and regulations related to the use of the facility and public gatherings.
2. The Renter agrees to abide by all applicable local, federal, and state accessibility standards and regulations.
3. The Renter 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.
4. Arden Manor Recreation and Park District reserves the right to immediately revoke Renter’s right to use of the facility under this agreement should Renter fail to comply with any provision of this section.

FORCE MAJEURE

Notwithstanding anything to the contrary contained in this agreement, Arden Manor Recreation and Park District (AMRPD) 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 public authority, and other causes beyond their control. The undersigned waives any right of recovery against AMRPD and the undersigned shall not charge results of “acts of God” to AMRPD, its officers, employees, or agents.

Applicant Signature:	Date:
Co-Applicant Signature:	Date: