



OUTDOOR FACILITIES

FACILITY USE APPLICATION AND AGREEMENT

Return completed application to: Fair Oaks Recreation and Park District
4150 Temescal St. Fair Oaks, CA, 95628 - Fax: (916) 966-9863 - Phone: (916) 966-1036

APPLICANT		EVENT CONTACT	
APPLICANT NAME	ORGANIZATION NAME	EVENT CONTACT NAME	
ADDRESS (STREET, CITY, STATE, ZIP)	PHONE	ADDRESS (STREET, CITY, STATE, ZIP)	PHONE
	EMAIL		EMAIL

RESERVATION INFORMATION	
DATE(S) OF USE: _____	DAY(S) OF THE WEEK: SU M T W TH F S
HOURS REQUESTED: ____:00 to ____:00 (On the hour only)	*SET UP AND CLEAN UP MUST BE INCLUDED IN RENTED HOURS
FAIR OAKS PARK Picnic/BBQ Area MIMIMUM TWO (2) HOUR RENTAL	MILLER PARK PICNIC/BBQ AREA MIMIMUM TWO (2) HOUR RENTAL
VILLAGE PARK BANDSHELL MIMIMUM TWO (2) HOUR RENTAL	MILLER PARK TENNIS COURTS MIMIMUM ONE (1) HOUR RENTAL
FAIR OAK PARK SOFTBALL FIELDS MIMIMUM TWO (2) HOUR RENTAL	MILLER PARK COVERED PICNIC/BBQ AREA MIMIMUM TWO (2) HOUR RENTAL

EVENT INFORMATION	
EVENT NAME: _____	TOTAL ESTIMATED ATTENDANCE: _____
Will there be an inflatable attraction? (i.e. jump house, slides, etc.) Yes No	
If Yes, List Company: _____ Is this a FORPD Approved Company? Yes No	
If no, please provide proof of insurance (<i>see information below</i>)	
Will you require access to electricity? Yes No (note: electricity can be used in place of a generator for jumpouse)	
Will there be amplified sound? (<i>restrictions apply</i>) Yes No	
Will alcohol be served? (<i>restrictions apply</i>) Yes No	
<p>Bounce Houses are allowed at Miller Park and Fair Oaks Park when renting the picnic and BBQ areas <u>ONLY</u>. Bounce Houses are not allowed at the Covered Miller Park BBQ Area. Renters utilizing a bounce house in a District park MUST provide proof of full liability insurance naming Fair Oaks Recreation & Park District as additionally insured up to \$1,000,000. This must be on file in the office (30) days prior to the event. Bounce House set up and tear down must occur at the designated area during contracted time of rental. No personal or rental equipment can remain in the park after the contracted time. Thank you for your cooperation.</p> <p style="text-align: center;">*ANY BOUNCE HOUSE FOUND TO BE OUTSIDE THE ABOVE MENTIONED AREAS IS IN VIOLATION AND WILL BE REMOVED IMMEDIATELY!</p> <p style="text-align: center;">NOTE: VEHICLES MAY NOT DRIVE ON GRASS AT ANY TIME. WATER IS NOT AVAILABLE AT THIS TIME. WATER ATTRACTIONS NOT PERMITTED.</p>	

TENTATIVE HOLD AGREEMENT	
This agreement insures that the requested facility will be tentatively held for the date and time specified above. The applicant will be contacted with an approval status no later than three (3) business days after the application is received. If conflict with the request should arise, an alternative date and/or time may be suggested. After the application is approved, the applicant will have one week (7 days) to make their initial payment/deposit to permanently hold their date and time. Payment can be made over the phone or by visiting the District Office.	
SIGNATURE: _____	DATE: _____

FOR OFFICE USE ONLY	
DATE RECEIVED: _____	APPROVAL DEADLINE: _____
_____ Approve Deny	_____ Notes
Staff	
_____ Approve Deny	_____ Notes
Staff	
_____ Approve Deny	_____ Notes
Staff	

FACILITY:

DATE:

PERMIT#:



OUTDOOR FACILITIES

FACILITY USE APPLICATION AND AGREEMENT

Return completed application to: Fair Oaks Recreation and Park District
4150 Temescal St. Fair Oaks, CA, 95628 - Fax: (916) 966-9863 - Phone: (916) 966-1036

FACILITY:

RESERVATION POLICIES & REGULATIONS

- 1) Reservations will be taken on a first come first serve basis.
- 2) Events can begin as early as 8am and must end by DUSK with all personal and rental equipment removed.
- 3) If the event goes beyond the scheduled hours, or there is any damage to the rented area or equipment used, the renter risks loss of deposit in addition to charges billed at the rate per hour (minimum one hour).
- 4) Amplified sound restrictions apply to all outdoor rentals.
- 5) The District reserves the right to require off - duty sheriffs or security for any rental the District feels is appropriate, cost of which will be funded by the renter.
- 6) District outdoor facilities are not available for "open to the public, pay at the door" large events; large events over two hundred (200) people must be approved by District.
- 7) I understand that the District will not sponsor any private rental activities. The District name will not be used in promoting the organization or event, and the District personnel will not participate in the activities of the organization during the rental of District facilities.
- 8) All rental contracts cannot be transferred, assigned or sublet.

Responsibilities During Contracted Event

- 1) **Set Up/Decorating Time** must be included in rental time. Additional set up/decorating time can be purchased.
- 2) **Take Down/Cleaning** - rental includes "normal" park cleaning. Sufficient take down and cleaning time should be within time allotted in rental. The renter is responsible for picking up all garbage and trash. Receptacles are provided by the District. If cleanup is unsatisfactory, renter will be billed additional charges at the rate of \$150 per hour (minimum one hour).
- 3) **Hours requested** should include time for the renters set up/clean up and equipment rental needs. Individuals associated with the event will not be allowed to enter the facility before the time indicated and must leave by the contract end time. All individuals associated with the event must vacate the rented area by the indicated ending time.
- 4) **Delivery/Pick up of supplies or equipment** must occur at the rented area during contracted time of rental. No personal or rental equipment can remain in the park after the contracted time. The District is not responsible for any items left in the rented area after your scheduled event has concluded. **VEHICLES MAY NOT DRIVE ON GRASS AT ANY TIME.**

REFUND POLICY

120 days	Full Refund of all fees
90-119 days	50% of rental fees refunded
60-89 days	25% of rental fees refunded
1-59 days	No refund will be issued

*** FOR BBQ AREA RENTALS**

If inclement weather arises during the BBQ area rental time period, the renter will have the option to reschedule or receive a refund.

ALCOHOL:

Serving alcohol is permitted within the park boundaries during the reservation time. However, glass bottles are NOT permitted at any of FORPD parks.

SOUND: Amplified sound is allowed, but restrictions apply. Restrictions are:

- DJ Equipment **not** permitted (i.e. large speakers, speakers on stands, mixer boards, etc.)
- Amplified sound can come from a boom box, small-medium sized radio, wireless speaker, etc.
- Amplified sound must remain at a low level at all times. Low levels are considered to be a level at which you can still hear someone speaking to you and/or have an understandable conversation while the music is playing.
- NO amplified sound after 8:00pm (April – September). NO amplified sound after 7:00pm (October – March). NO amplified sound before 10:00am (Monday through Sunday – all year!)
- All amplified sound is subject to District staff discretion. Staff has the right to ask the renter to turn off or lower the sound level at any times.

CHAPERONES:

There shall be at least one (1) adult (21 years or older) chaperone for each twenty (20) minors present. Chaperones shall be in attendance at all times during the event.

DECORATING:

Table and free standing decorations are allowed. Rice, confetti, glitter, metallic confetti, and hay/straw are not permitted.

DATE:

FACILITY USE AGREEMENT

I have carefully read the facility agreement and fully understand its contents. I hereby agree to be solely responsible for any and all liability, 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 the use of District's facilities. I agree to defend, indemnify and hold harmless the District, its officers, agents, employees and volunteers against any and all such claims, demands, causes of actions, suits and expenses, arising out of or resulting from use of the District's facilities. Acceptance by the District of the Insurance Certificate does not relieve the applicant from liability under the indemnity and Hold Harmless Clause.

SIGNATURE: _____

DATE: _____

PERMIT

COST CALCULATIONS

DEPOSIT: \$ <u>50</u>	ADDITIONAL ITEMS TOTAL: \$ _____	Deposit Refund
RATE PER HOUR: \$ _____	ELECTRICITY FEE: \$ _____	Date: _____
TOTAL HOURS: \$ _____	BOUNCE HOUSE FEE: \$ _____	Amount: _____
TOTAL HRS. X RATE: \$ _____		Emailed Voucher: _____
FINAL TOTAL: \$ _____	PAYMENT METHOD: _____	

Outdoor Facility Rental Fees

Fair Oaks Park Picnic Area #1 ✓

Deposit		
Outdoor Deposit	\$50.00	<input checked="" type="checkbox"/>
Resident Rates		
Per Hour	\$30.00	<input type="checkbox"/>
Non-Resident Rates		
Per Hour	\$40.00	<input type="checkbox"/>
Non-Profit Rates		
Per Hour	\$25.00	<input type="checkbox"/>
Additional Items		
Bounce House Fee - Flat Rate	\$10.00	<input type="checkbox"/>
Electricity - Flat Rate	\$10.00	<input type="checkbox"/>

Miller Park Picnic Area #1 ✓

Deposit		
Outdoor Deposit	\$50.00	<input checked="" type="checkbox"/>
Resident Rates		
Per Hour	\$20.00	<input type="checkbox"/>
Non-Resident Rates		
Per Hour	\$30.00	<input type="checkbox"/>
Non-Profit Rates		
Per Hour	\$15.00	<input type="checkbox"/>
Additional Items		
Bounce House Fee - Flat Rate	\$10.00	<input type="checkbox"/>
Electricity - Flat Rate	\$10.00	<input type="checkbox"/>

Village Park Bandshell ✓

Deposit		
Outdoor Deposit	\$50.00	<input checked="" type="checkbox"/>
Resident Rates		
Per Hour	\$25.00	<input type="checkbox"/>
Non-Resident Rates		
Per Hour	\$30.00	<input type="checkbox"/>
Non-Profit Rates		
Per Hour	\$20.00	<input type="checkbox"/>
Additional Items		
Electricity - Flat Rate	\$10.00	<input type="checkbox"/>

Miller Park Covered Picnic Area ✓

Deposit		
Outdoor Deposit	\$50.00	<input checked="" type="checkbox"/>
Resident Rates		
Per Hour	\$20.00	<input type="checkbox"/>
Non-Resident Rates		
Per Hour	\$30.00	<input type="checkbox"/>
Non-Profit Rates		
Per Hour	\$15.00	<input type="checkbox"/>

Miller Park Tennis Courts ✓

Resident Rates		
Per Hour	\$10.00	<input type="checkbox"/>
Non-Resident Rates		
Per Hour	\$15.00	<input type="checkbox"/>
Non-Profit Rates		
Per Hour	\$5.00	<input type="checkbox"/>

Call for pricing for Fair Oaks Park Softball Fields
and Fair Oaks Park Horticultural Center