



INDOOR 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:

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

_____ CLUBHOUSE AUDITORIUM MIMIMUM FOUR (4) HOUR RENTAL KITCHEN USAGE? <input type="checkbox"/>	_____ VILLAGE HALL MIMIMUM FOUR (4) HOUR RENTAL KITCHEN USAGE? <input type="checkbox"/>
_____ McMILLAN CENTER MIMIMUM FOUR (4) HOUR RENTAL KITCHEN USAGE? <input type="checkbox"/>	_____ OLD LIBRARY MIMIMUM TWO (2) HOUR RENTAL
_____ ARTS & CRAFTS BUILDING MIMIMUM TWO (2) HOUR RENTAL	_____ FIRESIDE ROOM MIMIMUM TWO (2) HOUR RENTAL

EVENT SET UP

EVENT NAME: _____ TOTAL ESTIMATED ATTENDANCE: _____

REQUESTED SET UP: _____ *CUSTOM SET UPS MUST BE APPROVED BY STAFF PRIOR TO EVENT

_____ LAYOUT #1 _____ LAYOUT #2 _____ LAYOUT #3 _____ LAYOUT #4 _____ CUSTOM *

NOTE: HAVING A DESIGNATED DANCE FLOOR WILL REDUCE THE SEATING CAPACITY OF THE FACILITY

EVENT INFORMATION

WILL THERE BE A BAND/DJ? YES _____ NO _____ IF YES, NAME OF THE BAND/DJ? _____

IS ANY PART OF THE EVENT OUTSIDE? YES _____ NO _____

NAME OF CATERER (IF APPLICABLE) _____

WILL YOU NEED AN OVEN? YES _____ NO _____

WILL ALCOHOL BE SERVED? YES _____ NO _____

WILL ALCOHOL BE SOLD? YES _____ NO _____ IF YES, ABC PERMIT #: _____
 (PLEASE PROVIDE A COPY OF THE ABC PERMIT)

TENTATIVE HOLD AGREEMENT

This agreement ensures 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 must be paid in person by visiting the District office.

SIGNATURE: _____ DATE: _____

FOR OFFICE USE ONLY

DATE RECEIVED: _____ STAFF INITIALS: _____ APPROVAL DEADLINE: _____

_____ Staff	Approve	Deny	_____ notes
_____ Staff	Approve	Deny	_____ notes
_____ Staff	Approve	Deny	_____ notes

DATE:

PERMIT #:



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FACILITY:

RESERVATION POLICIES AND REGULATIONS

ALCOHOL REQUIREMENTS

ALCOHOLIC BEVERAGES ARE PROHIBITED OUTSIDE, EXCEPT FOR THE McMILLAN PATIO AREA. INITIAL _____

THERE WILL BE AN ADDITIONAL \$150 DOLLAR CHARGE FOR THE SELLING OF ALCOHOL. INITIAL _____

SECURITY MUST BE PRESENT DURING THE DURATION OF THE EVENT WHEN ALCOHOL IS PRESENT. INITIAL _____

THE FOLLOWING CHART DESCRIBES THE REQUIRED RATIO OF SECURITY GUARDS PER GUESTS AND THE CHARGES:

RATIO OF SECURITY GUARDS	Charge/hour	RATIO OF SECURITY GUARDS	Charge/hour
1-149 in attendance 1 security guard required	\$30.00	250-349 in attendance 3 security guards required	\$90.00
150-249 in attendance 2 security guards required	\$60.00	350-449 in attendance 4 security guards required	\$120.00

LIABILITY INSURANCE: I WILL PROVIDE MY OWN INSURANCE _____ I WISH TO PURCHASE INSURANCE THROUGH FAIR OAKS _____

DJ/BAND/ MUSIC: DJ/BANDS MUST STOP PLAYING MUSIC AND BEGIN PACKING UP EQUIPMENT 1 HOUR PRIOR TO THE EVENTS END TIME ON RENTAL AGREEMENT. FOR EVENING RENTALS ALL MUSIC MUST STOP PLAYING BY 11:00PM. DOORS AND WINDOWS MUST REMAIN CLOSED WHEN MUSIC IS PLAYING AND WHILE THE AIR CONDITIONING IS ON. INITIAL _____

DUE TO FIRE CODE RESTRICTIONS, OPEN FLAMES ARE PROHIBITED. INITIAL _____

PAYMENTS & FEES

All payments are due 90 days prior to the date of the event. Reservations made within 90 days, require full payment in the form of Cash or Credit Card. A security deposit is required for all facilities. The deposit: 1.) Reserves the date and time of use, 2.) Safeguards against any damages that may occur during the reservation, and 3.) Is a cleaning deposit. The security deposit is a separate assessment and will not be credited toward the rental fee. The entire deposit or a portion there of will be forfeited for any damages to the building, onsite equipment, and/or failure to properly clean the facility. Financial reimbursement for repairs or replacement will be assessed as required. Decisions of the District as to the condition of the facility are final.

REFUND POLICY

90 days	Full Refund of all fees, minus \$50 cancellation fee	30-59 days	25% of rental fees refunded
60-89 days	50% of rental fees refunded	1-29 days	No refund will be issued

INSURANCE

The renter must provide a certificate of liability insurance. This can normally be obtained from the renter's insurance agent. The certificate must name Fair Oaks Recreation and Park District as additional insured, provide a minimum of \$1,000,000 of general liability coverage with a special event endorsement form. Evidence of an original copy of the liability insurance must be on file with the Fair Oaks Recreation and Park District at least 120 days prior to the event. One-day event insurance is available for purchase from Fair Oaks Recreation & Park District.

GENERAL CONDITIONS

- It is the renter's responsibility to clean the facility by the specified time noted on the rental agreement. The renter will be charged \$150.00 per hour (minimum of one hour) that it takes the Facility Host to return the facility to starting condition. This fee will be deducted from the renters original cleaning and damage deposit. Any items left in the facility by the renter, such as rented items, musical equipment, etc., will also be charged an additional fee of \$150.00 per hour (minimum of one hour) that it takes the Facility Host to remove the items. To avoid any discrepancies, the renter is required to check out with the Facility Host before leaving. If the cost for cleaning exceeds the deposit amount the renter will be billed separately.
- If any damage to the facility and/or equipment is noted on the checkout form, the cost of repairs or replacement will be deducted from the deposit. If the cost of repairs or replacement of equipment exceeds the deposit amount, the renter will be billed separately.
- It is the renter's responsibility to vacate the facility by the specified time noted on the rental agreement. The renter will be charged \$150.00 per hour (minimum of one hour) that it takes the renter to properly vacate the facility.
- The District is not responsible for lost or stolen property. INITIAL _____
- **The use of any and all tobacco products and smoking in any form is prohibited on any District property. INITIAL _____**

SET-UP

When determining the amount of hours required for the event, time should be allowed for decorating, band and caterer set-up, and clean-up. All decorating must be done the day of the event during the customer's rental hours, and all decorations must be removed prior to the final inspection with the Facility Host. **Only painters tape can be used for decoration on the facility walls.**

FACILITY CHECK-IN/CHECK-OUT PROCEDURE

The applicant/main contact must be present when facility doors open to complete the check-in process. At check-in time, the Facility Host will meet with the renter, and walk through the rented areas of the facility that the guests will be using. At checkout time, the Facility Host will again walk the renter through the rented areas of the facility. Any and all clean up or damage will be noted at this time.

DATE:

PERMIT #:



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CONDITION OF FACILITY

Immediately after the event, and within the time specified in the application, the premises used (in/outdoors) must be cleaned and all personal items removed prior to the final inspection by the Facility Host.

CLEAN-UP SUPPLIES

Fair Oaks Recreation and Park District will provide a wet mop, bucket, dust mops, broom, dustpan and extra trash liners as needed, along with paper towels and disinfectant cleaning solutions for table tops, sinks and counters.

GENERAL RULES (initial each)

- _____ Doors will not be open until the renter and/or main contact arrive, no earlier than the contracted starting time. Caterers, decorators, and other vendors will not be allowed access to the facility until the above mentioned arrives for check-in.
- _____ All rentals require adequate adult supervision of children by renter to assure the safety of the participants and the facility.
- _____ District will provide security at events where alcohol is served to guests at renter's expense.
- _____ Alcoholic beverages are prohibited by County code in the park and parking area.
- _____ The applicant will be solely responsible for:
 - Damage, loss, accidents, or injuries to persons or property resulting from use of the facility.
 - Supervision and control of people in attendance at the event.
 - Damage to furniture, fixtures, or any part of the facility.
- _____ The Facility Host will call the authorities should there be any violation of District rules and regulations. The Facility Host is directed to sign a formal complaint on behalf of the District, and, if necessary, terminate the activity, and close the facility. Offending parties or groups will be denied future permission to rent the facility.
- _____ All requests for control of lights, heating & cooling systems, and other equipment should be directed to the Facility Host.
- _____ District Staff will monitor the facility at all times.
- _____ Renter agrees to not go over building capacity.

User agrees 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 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.

Applicant shall be responsible for control and supervision of the people in attendance during the use of the facility and shall see that no damage is done to furniture, fixtures or any part of the facility. Any violations of District's rules and regulations will result in a denial of future use, and in case of damage to the facility, financial reimbursement for repair or replacement will be assessed.

I, the undersigned, have received and read a copy of the District's Rules and Regulations concerning the use of District facilities, and agree to comply with them. I, or my representative, agree to be present during the entire period of use of the facility by the applicant/organization. INITIAL _____

DATE:

FACILITY USE AGREEMENT

I have carefully read this 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. **I have read, understand, and agree to the reservation policies and regulations.**

Signature: _____

Date: _____

Booking#:

COST CALCULATIONS

DEPOSIT:	\$ _____	ADDITIONAL ITEMS TOTAL:	\$ _____
RATE PER HOUR:	\$ _____	Set up Fee :	\$ _____ : \$ _____
TOTAL HOURS:	\$ _____	Insurance :	\$ _____ : \$ _____
TOTAL HOURS X RATE:	\$ _____	Kitchen use :	\$ _____ : \$ _____
		FINAL TOTAL:	\$ _____ PAYMENT METHOD: _____

Indoor Facility Rental Fees

Community Clubhouse Auditorium ✓

Deposit		
No Alcohol	\$300.00	<input type="checkbox"/>
Alcohol	\$400.00	<input type="checkbox"/>
Alcohol &/or Youth Event	\$500.00	<input type="checkbox"/>
Resident Rates		
Per Hour (1-7 hrs.)	\$95.00	<input type="checkbox"/>
Per Hour (8+ hrs.)	\$85.00	<input type="checkbox"/>
Non-Resident Rates		
Per Hour (1-7 hrs.)	\$105.00	<input type="checkbox"/>
Per Hour (8+ hrs.)	\$95.00	<input type="checkbox"/>
Non-Profit Rates		
Per Hour (1-7 hrs.)	\$90.00	<input type="checkbox"/>
Per Hour (8+ hrs.)	\$80.00	<input type="checkbox"/>
Additional Items		
Setup Fee - flat rate (mandatory fee)	\$25.00	<input checked="" type="checkbox"/>
Kitchen - flat rate	\$50.00	<input type="checkbox"/>
Sound System - flat rate	\$50.00	<input type="checkbox"/>
Microphone - flat rate	\$25.00	<input type="checkbox"/>
Podium - flat rate	\$10.00	<input type="checkbox"/>
Projector + screen use - flat rate	\$50.00	<input type="checkbox"/>
Cocktail Tables (each)	\$10.00	<input type="checkbox"/>
Cocktail Tables x 6	\$50.00	<input type="checkbox"/>
Portable Bar & Utensils	\$50.00	<input type="checkbox"/>

McMillan Center ✓

Deposit		
No Alcohol	\$200.00	<input type="checkbox"/>
Alcohol	\$300.00	<input type="checkbox"/>
Alcohol & Youth Event	\$400.00	<input type="checkbox"/>
Resident Rates		
Per Hour (1-7 hrs.)	\$55.00	<input type="checkbox"/>
Per Hour (8+ hrs.)	\$45.00	<input type="checkbox"/>
Non-Resident Rates		
Per Hour (1-7 hrs.)	\$65.00	<input type="checkbox"/>
Per Hour (8+ hrs.)	\$55.00	<input type="checkbox"/>
Non-Profit Rates		
Per Hour (1-7 hrs.)	\$50.00	<input type="checkbox"/>
Per Hour (8+ hrs.)	\$40.00	<input type="checkbox"/>
Additional Items		
Setup Fee - flat rate (mandatory fee)	\$25.00	<input checked="" type="checkbox"/>
Kitchen - flat rate	\$30.00	<input type="checkbox"/>
Projector - flat rate (no screen)	\$50.00	<input type="checkbox"/>

Arts & Crafts Building ✓

Deposit		
No Alcohol	\$200.00	<input checked="" type="checkbox"/>
Resident Rates		
One Side Per Hour (1-7 hrs.)	\$25.00	<input type="checkbox"/>
One Side Per Hour (8+ hrs.)	\$20.00	<input type="checkbox"/>
Entire Building Per Hour (1-7 hrs.)	\$45.00	<input type="checkbox"/>
Entire Building Per Hour (8+ hrs.)	\$35.00	<input type="checkbox"/>
Non-Resident Rates		
One Side Per Hour (1-7 hrs.)	\$30.00	<input type="checkbox"/>
One Side Per Hour (8+ hrs.)	\$25.00	<input type="checkbox"/>
Entire Building Per Hour (1-7 hrs.)	\$55.00	<input type="checkbox"/>
Entire Building Per Hour (8+ hrs.)	\$45.00	<input type="checkbox"/>
Non-Profit Rates		
One Side Per Hour (1-7 hrs.)	\$20.00	<input type="checkbox"/>
One Side Per Hour (8+ hrs.)	\$15.00	<input type="checkbox"/>
Entire Building Per Hour (1-7 hrs.)	\$40.00	<input type="checkbox"/>
Entire Building Per Hour (8+ hrs.)	\$30.00	<input type="checkbox"/>
Additional Items		
Setup Fee - flat rate (mandatory fee)	\$25.00	<input checked="" type="checkbox"/>

Village Hall ✓

Deposit		
No Alcohol	\$300.00	<input type="checkbox"/>
Alcohol	\$400.00	<input type="checkbox"/>
Resident Rates		
Per Hour (1-7 hrs.)	\$75.00	<input type="checkbox"/>
Per Hour (8+ hrs.)	\$65.00	<input type="checkbox"/>
Non-Resident Rates		
Per Hour (1-7 hrs.)	\$85.00	<input type="checkbox"/>
Per Hour (8+ hrs.)	\$75.00	<input type="checkbox"/>
Non-Profit Rates		
Per Hour (1-7 hrs.)	\$70.00	<input type="checkbox"/>
Per Hour (8+ hrs.)	\$60.00	<input type="checkbox"/>
Additional Items		
Setup Fee - flat rate (mandatory fee)	\$25.00	<input checked="" type="checkbox"/>
Kitchen - flat rate	\$30.00	<input type="checkbox"/>
Flat Screen TV	\$25.00	<input type="checkbox"/>
Podium - flat rate	\$10.00	<input type="checkbox"/>
Microphone - flat rate (no sound system)	\$25.00	<input type="checkbox"/>
Projector - flat rate (no screen)	\$50.00	<input type="checkbox"/>
Cocktail Tables (each)	\$10.00	<input type="checkbox"/>
Cocktail Tables x 6	\$50.00	<input type="checkbox"/>
Portable Bar & Utensils	\$50.00	<input type="checkbox"/>

Old Library Building ✓

Deposit		
No Alcohol	\$200.00	<input checked="" type="checkbox"/>
Resident Rates		
Per Hour (1-7 hrs.)	\$40.00	<input type="checkbox"/>
Per Hour (8+ hrs.)	\$30.00	<input type="checkbox"/>
Non-Resident Rates		
Per Hour (1-7 hrs.)	\$50.00	<input type="checkbox"/>
Per Hour (8+ hrs.)	\$40.00	<input type="checkbox"/>
Non-Profit Rates		
Per Hour (1-7 hrs.)	\$35.00	<input type="checkbox"/>
Per Hour (8+ hrs.)	\$25.00	<input type="checkbox"/>
Additional Items		
Setup Fee - flat rate (mandatory fee)	\$10.00	<input checked="" type="checkbox"/>
Projector + screen use - flat rate	\$50.00	<input type="checkbox"/>

Fireside Room ✓

Deposit		
No Alcohol	\$100.00	<input type="checkbox"/>
Resident Rates		
Per Hour (1-7 hrs.)	\$25.00	<input type="checkbox"/>
Per Hour (8+ hrs.)	\$20.00	<input type="checkbox"/>
Non-Resident Rates		
Per Hour (1-7 hrs.)	\$30.00	<input type="checkbox"/>
Per Hour (8+ hrs.)	\$25.00	<input type="checkbox"/>
Non-Profit Rates		
Per Hour (1-7 hrs.)	\$20.00	<input type="checkbox"/>
Per Hour (8+ hrs.)	\$15.00	<input type="checkbox"/>
Additional Items		
Setup Fee - flat rate	\$10.00	<input checked="" type="checkbox"/>

* COFFEE POTS AVAILABLE AT NO EXTRA COST UPON REQUEST



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www.forpd.org