



**Facility Use Permit  
Information and Application**



***Hagan Community Center - Building 1***



***Neil Orchard Senior Activities Center***



***White Rock Community Clubhouse***



***Hagan Community Center - Patio***



Cordova Recreation & Park District (CRPD) provides quality recreational programs, parks, and services for our diverse and growing region. We proudly serve communities within Sacramento County including the City of Rancho Cordova and the unincorporated areas of East College Greens, Rosemont, Mather, and Gold River.



***Hagan Community Center - Building 1***



***Neil Orchard Senior Activities Center***



***White Rock Community Clubhouse***



2197 Chase Drive  
Rancho Cordova, CA 95670  
[www.cordovarpd.gov](http://www.cordovarpd.gov) • 916-369-9844 • [rentals@cordovarpd.gov](mailto:rentals@cordovarpd.gov)

The Cordova Recreation & Park District (CRPD) is committed to supporting high-quality events and activities throughout the community. CRPD offers a variety of public spaces that can be used as a venue for your needs. The information in this packet is intended to help you understand the process of reserving a facility for your request and to provide helpful planning information.

### **Facilities**

*\*Please call the number listed by each facility to arrange a time to view and/or to inquire about facility availability.*

#### **Hagan Community Center**

2197 Chase Drive, Rancho Cordova, CA 95670  
916-369-9844 | Office hours: Monday-Friday, 8 a.m. - 5 p.m.

The Hagan Community Center is located at Hagan Community Park.

- Building #1 is the choice for large gatherings including weddings, reunions, or larger parties. A patio is available to add on to your event.

#### **Neil Orchard Senior Activities Center**

3480 Routier Road, Sacramento, CA 95827  
916-366-3133 | Office hours: Monday-Thursday, 7:30 a.m. - 4:30 p.m./Friday, 7:30 a.m. - 3:30 p.m.

The Neil Orchard Senior Activities Center is located at Lincoln Village Community Park. This facility has several rooms of various sizes to fit your needs.

- The multipurpose room can be divided into two smaller rooms for separate activities or to accommodate smaller groups. The commercial kitchen and patio are available to add on to your event. The kitchen is not equipped with pots, pans, utensils, etc. for renter use.
- Classrooms are ideal for small business meetings, workshops, and small celebrations. They can also be combined to accommodate larger groups or meetings. Alcohol is not permitted in classrooms.

#### **White Rock Community Clubhouse**

10488 White Rock Road, Rancho Cordova, CA 95670  
916-369-9844 | This facility does not have office hours

The Clubhouse is located at White Rock Community Park and is adjacent to the White Rock Splash Park.

- The Clubhouse is best suited for small gatherings for businesses or private use. There is a small prep kitchen (no stove or oven) and restrooms in the building. The Splash Park is not included in Clubhouse rental.

## Pricing

Facility	Fees		Occupancy	Includes		Hours Reservations require three (3) hour minimum unless noted
Hagan Community Center- Building #1 <i>4-hour minimum</i>	\$104 per hour	no alcohol	150 seated w/tables	Folding Chairs	200	Sun - Thurs: 8 a.m. - 10 p.m. Fri & Sat: 8 a.m. - midnight
	\$234 per hour	w/alcohol	200 classroom style	66" Round Tables (Seats 8)	18	
	\$33 per hour	use of patio		6' Rectangular Tables	12	
	<del>\$61</del>	use of kitchen		36" Round Tables	2	
Neil Orchard Senior Activities Center- Multipurpose Room <i>4-hour minimum</i>	\$104 per hour	no alcohol	150 seated w/tables	Folding Chairs	150	Friday: 4 p.m. - midnight Sat & Sun: 8 a.m. - midnight
	\$234 per hour	w/alcohol	60 seated w/tables for 1/2 of MP Room	72" Round Tables (Seats 10)	14	
	\$67 per hour	½ room no alcohol		6' Rectangular Tables	24	
	\$197 per hour	½ room w/alcohol				
	\$61	use of kitchen				
	\$61	use of patio				
Neil Orchard Senior Activities Center- Classrooms	\$43 per hour	Mon-Th	40 seated w/tables	Folding Chairs	40	Mon - Thurs: 5 - 9 p.m. Friday: 5 p.m. - midnight Sat & Sun: 8 a.m. - midnight
	\$49 per hour	Fri-Sun		6' Rectangular Tables	24	
	<b>No alcohol permitted</b>			72" Round Tables (Seats 10)	14	
White Rock Community Clubhouse	\$53 per hour	no alcohol	50 seated w/tables	Folding Chairs	60	Mon - Thurs: 4 - 10 p.m. Friday: 4 p.m. - midnight Sat: 8 a.m. - midnight Sun: 8 a.m. - 10 p.m.
	\$183 per hour	w/alcohol		66" Round Tables (Seats 8)	6	
				6' Rectangular Tables	2	
All Facilities	<ul style="list-style-type: none"> <li>Overtime will be charged at double the rental rate. Any balance due will be deducted from your deposit.</li> <li>Any repairs, extra cleaning or security extension may result in a minimum fee of \$66/hour.</li> <li>Renter will be required to show ID for events serving alcohol upon making reservation</li> </ul>					

***\*If paying with a check, you must make payment 45 days prior to event***

***Registered non-profits with valid proof of the 501c3 are eligible for a 20% discount for non-profit related rentals.***



## Rental Policies

1. The facilities may be used by individuals and organizations for private events. For-profit uses and “pay at the door” activities are prohibited without a Special Use Permit.
2. All permits for the use of facilities will be restricted to responsible organizations, groups, or individuals in good standing with the CRPD.
3. Facilities are available for rental when not in use for CRPD programs/activities, on a first-come, first-served basis.
4. Renters will be personally responsible and will guarantee orderly behavior. The renter will underwrite any and all damages due to their use of the facilities.
5. Application for facility usage, other than CRPD sponsored or co-sponsored programs, will be accepted no more than one (1) year in advance of the activity date. Rental deposit fees must be paid at the time the reservation is made.
6. Rental Deposit: A \$200 cleaning and security deposit is required for a **non-alcohol** rental for all CRPD facilities. A \$500 cleaning and security deposit is required for all rentals serving **alcohol** at any/all CRPD facilities.
7. Overtime will be charged at double the rental rate. Any balance due will be deducted from the deposit.
8. Reservations can be made at the Hagan Community Center or the Neil Orchard Senior Activities Center. Payment for the deposit is due at the time the permit is issued; rental fees and insurance coverage must be received no later than two (2) weeks prior to the rental.
9. Reservations and changes requested within 30 days of the event date will require approval from the Recreation Supervisor on site.
10. The reservation time must include set-up and clean-up. This includes all decorating, set-up and post activity clean up. *Example: Your party begins at 6 p.m. and ends at 10 p.m. You begin decorating at 5 p.m. and you are finished cleaning at 11 p.m. Your total rental time is from 5 - 11 p.m., for a total of six (6) hours.*
11. Rice, birdseed, glitter, confetti, or any other like material will not be permitted inside or outside of the building. All decorations must be properly disposed of or taken off site. Violation will result in forfeiture of the deposit.
12. Deposit will be refunded upon completion of the rental if the respective facility is returned to its original condition (tables and chairs cleaned, floor free from trash and spills, garbage in receptacles, etc.) Refund may take up to six (6) weeks for processing if paid by check or cash. Deposits made by credit card may take up to five (5) business days to be refunded.
13. Certain reservations are considered “Special Use” and require a different application process. Staff will inform renter if a Special Use Permit is required.
14. Registered non-profits with valid proof of the 501c3 are eligible for a 20% discount for non-profit related rentals.
15. CRPD is not responsible for any lost or stolen items during your activity in any of the facilities. Please keep valuable items locked up or with you at all times.

If application is falsified or building and/or equipment is damaged, deposit will be forfeited. Violation of any of the policies as stated herein may result in forfeiture of rental fees, deposit, and the group/individual being denied privilege of future facility usage. Failure to follow instructions of the Facilitator (CRPD staff) may also result in immediate termination of rental. **A REFUND WILL NOT BE ISSUED.**

## Cleaning & Decorating Expectations

1. Rental set-up and clean-up must be included in reservation time. CRPD recommends beginning clean-up one (1) hour before the end of the reservation. Overtime will be charged at double the rental rate.
2. The renter or a designee must attend a mandatory walk-through of the facility with the Facilitator prior to the event set-up to discuss procedures and cleaning expectations. A Facility Rental Check In/Out form will be provided. The designee is to read, fill-out and sign the form. The renter is responsible for notifying their group of these expectations.
3. At the end of the event, the designee must complete a final mandatory walk-through with the Facilitator.

4. General pick-up of trash and waste disposal is the responsibility of the renter.
5. Prohibited decoration material(s) include: scotch tape, thumb tacks, staples, confetti, birdseed, glitter, rice, straw, sand, dance powder or other items of similar material.
6. Only masking tape and blue tape may be used. Absolutely no tape or adhesive can be used on the windows at the Hagan Community Center. Damage to the coating on the windows will require replacement at cost to the renter.
7. Groups using the kitchen will dispose of all trash. Please use marked trash cans. The garbage disposal unit is for food only, other items, including grease and coffee grounds are prohibited in the disposal and should be disposed of in marked trash can.
8. On-site stoves, grills, and ovens must be cleaned properly after use by the renter.
9. CRPD will provide cleaning materials for tables and floors (cleaning spray, paper towels, mop, bucket, and brooms).
10. The renter is responsible for cleaning the rented space, placing trash in containers provided, cleaning tables/chairs and spills.
11. Candles or other open flame devices are prohibited at all facilities.
12. It is the designee's responsibility to share cleaning information with any hired caterer/cleaning services.
13. The Facilitator is not responsible for determining the amount of the deposit refund. The Facilitator will make notes on the Facility Rental Check In/Out form and submit to office staff, who will process deposit refunds. Should any issues arise, the office staff will confer with the Recreation Supervisor to determine any loss of the renter's rental deposit. Reasons for withholding of the rental deposit could include: rental goes over the time reserved, additional cleaning required by CRPD staff, damage to facility or missing/damaged facility items. Any repairs, extra cleaning or security extension may result in a minimum of \$66/hour fee. Refunds will be determined within five (5) business days following the event. Expect the deposit to be refunded within 1-6 weeks, depending on type of payment.

## Alcohol

### \$500 DEPOSIT IS REQUIRED IF ALCOHOL IS BEING SERVED

1. Alcoholic beverages may be **served** at CRPD facilities but **may not be sold** without a Special Use Permit documentation of approval from the County of Sacramento.
2. Alcoholic beverages may be served in the rented facility/area only. No alcoholic beverages will be permitted outside of the facility and/or rented area. The renter agrees to comply with all state laws regarding alcoholic beverages.
3. Security is required on-site at all times during events when alcoholic beverages will be served. Security will be provided by CRPD. Failure to follow rules and direction of security personnel may result in immediate termination of rental. Law enforcement may be called for trespassing if renter does not vacate the premises when asked to do so by CRPD staff. No refund of fees, nor deposit will be issued if renter is told to vacate facility.

## Cancellations

All cancellation notifications must be submitted via a confirmed email or in person.

Cancellation 60 days in advance:	CRPD retains 25% of the Rental Fee and Deposit
Cancellation 30 - 59 days in advance:	CRPD retains 50% of the Rental Fee and Deposit
Cancellation less than 30 days in advance:	CRPD retains 100% of the Rental Fee and Deposit

In cases of extreme emergency, CRPD reserves the right to cancel a scheduled event prior to scheduled use, without liability. If cancellation occurs because of CRPD, all payments will be refunded to the renter.

## **Indemnification**

The renter shall indemnify, defend, and hold harmless the Cordova Recreation & Park District (CRPD), 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's use or occupancy of a facility or property controlled by the CRPD, unless solely caused by the gross negligence or willful misconduct of the CRPD, its officers, employees, or agents.

## **Insurance Coverage**

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 Insurance Services Office (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 CRPD, 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 CRPD, which shall be endorsed to provide thirty (30) days' notice to the CRPD 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 CRPD 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 CRPD'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 CRPD 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 CRPD.

## **Compliance with All Applicable Law, Rules & Regulations**

1. The 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. The CRPD reserves the right to immediately revoke renter's right to use of the facility under this agreement should the renter fail to comply with any provision of this section.

## **Force Majeure**

Notwithstanding anything to the contrary contained in this agreement, the CRPD 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 any public authority and

other causes beyond their control. The renter waives any right of recovery against the CRPD, and the renter shall not charge results of “acts of God” to the CRPD, its officers, employees, or agents.

### **Submitting Your Application**

Thank you for your interest in hosting an event at the Cordova Recreation & Park District. Please submit a completed application by one of the following ways:

#### **By mail or in-person:**

For events at Hagan Community Center or White Rock Community Clubhouse:

Hagan Community Center

2197 Chase Drive

Rancho Cordova, CA 95670

For events at Neil Orchard Senior Activities Center:

Neil Orchard Senior Activities Center

3480 Routier Road

Sacramento, CA 95827

**By email:** [rentals@cordovarpd.gov](mailto:rentals@cordovarpd.gov)





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### Facility Use Permit Application

The application must be legible and completed in its entirety prior to submitting

#### Facility Requested

##### **Hagan Community Center**

2197 Chase Drive, Rancho Cordova, CA 95670 | 916-369-9844

Building #1

##### **Neil Orchard Senior Activities Center (NOSAC)**

3480 Routier Road, Sacramento, CA 95827 | 916-366-3133

Multipurpose Room (MP)     ½ Multipurpose Room     Classroom

##### **White Rock Community Clubhouse**

10488 White Rock Road, Rancho Cordova, CA 95670 | 916-369-9844

Clubhouse

#### Event Information

Name of event: \_\_\_\_\_ Date of event: \_\_\_\_\_

Reservation arrival time: \_\_\_\_\_  a.m.  p.m. End time: \_\_\_\_\_  a.m.  p.m. (must include set-up and clean-up time)

Approximate number attending: \_\_\_\_\_ Type of event: \_\_\_\_\_

Will alcohol be served:  Yes  No    Use of kitchen:  Yes  No    Use of patio:  Yes  No (Hagan & NOSAC)

#### Renter Information

Individual responsible for reservation: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Application on behalf of:  Individual  Group  Organization  Business  Non-profit

Organization or Group (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Secondary Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Designated person responsible for signing in and out of facility: \_\_\_\_\_

#### Cleaning & Decorating Expectations

The following rules must be initialed and understood before rental of the facilities:

1. \_\_\_\_\_ Rental set-up and clean-up must be included in reservation time. The CRPD recommends beginning clean-up one (1) hour before the end of the reservation. Overtime will be charged at double the rental rate.

2. \_\_\_ The designated person must attend a mandatory walk-through of the facility with the Facilitator prior to the event set-up to discuss procedures and cleaning expectations. A Facility Rental Check In/Out form will be provided. The designee is to read, fill-out and sign the form. The renter is responsible for notifying the group of these expectations.
3. \_\_\_ At the end of the event, the designee must complete a final mandatory walk-through with the Facilitator.
4. \_\_\_ General pick-up of trash and waste disposal is the responsibility of the renter.
5. \_\_\_ Decoration material may not include: scotch tape, thumb tacks, staples, confetti, birdseed, glitter, rice, straw, sand, dance powder or other items of similar material.
6. \_\_\_ Only masking tape and blue tape may be used. Absolutely no tape or adhesive can be used on the windows at the Hagan Community Center. Damage to the coating on the windows will require replacement at the cost of the renter.
7. \_\_\_ Groups using the kitchen will dispose of all trash. Please use marked trash cans. The garbage disposal unit is for food only, other items, including grease and coffee grounds are prohibited in the disposal.
8. \_\_\_ Stoves, grills, and ovens must be cleaned properly after use by the renter.
9. \_\_\_ The CRPD will provide cleaning materials for tables and floors (cleaning spray, paper towels, mop, bucket, and brooms).
10. \_\_\_ The renter is responsible for cleaning the rented space, placing trash in containers provided, cleaning tables/chairs and spills.
11. \_\_\_ Candles or other open flame devices are prohibited at all facilities.
12. \_\_\_ It is the designee's responsibility to share cleaning information with any hired cater/cleaning services.
13. \_\_\_ The Facilitator is not responsible for determining the amount of the deposit refund. The Facilitator will make notes on the Facility Rental Check In/Out form and submit to the office staff who will process deposit refunds. Should any issues arise, the office staff will confer with the Recreation Supervisor to determine any loss of the renter's rental deposit. Reasons for withholding of the rental deposit could include overtime, if left after reserved time, additional cleaning required by the CRPD staff, damage to facility or missing facility items. Any repairs, extra cleaning or security extension may result in a minimum of \$66/hour fee. Refunds will be determined within five (5) business days following the event. Expect the deposit to be refunded within 1-6 weeks, depending on type of payment.

### **Cancellation**

Cancellation: 60 days in advance - CRPD retains 25% of the Rental Fee and Deposit

Cancellation: 30-59 days in advance - CRPD retains 50% of the Rental Fee and Deposit

Cancellation: less than 30 days in advance - CRPD retains 100% of the Rental Fee and Deposit

\_\_\_\_\_ I have read and understand the cancelation policy as stated in this information packet.  
(renter initial)

### **Compliance with All Applicable Law, Rules & Regulations**

The following rules must be initialed and understood before rental of the facilities:

1. \_\_\_ The 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. \_\_\_ The CRPD reserves the right to immediately revoke renter's right to use of the facility under this agreement should the renter fail to comply with any provision of this section.

### **Force Majeure**

Notwithstanding anything to the contrary contained in this agreement, the CRPD 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 any public authority and other causes beyond their control. The renter waives any right of recovery against the CRPD, and the renter shall not charge results of "acts of God" to the CRPD, its officers, employees, or agents.

**Indemnification Agreement**

The renter shall indemnify, defend and hold harmless the CRPD, 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's use or occupancy of a facility or property controlled by the CRPD, unless solely caused by the gross negligence or willful misconduct of CRPD, its officers, employees or agents.

Additionally, I fully understand that my participation in the above-referenced rental exposes me to the risk of personal injury, death, communicable diseases, illnesses, viruses and/or property damage. I hereby acknowledge that I am voluntarily participating in this activity and agree to assume any such risks.

I HAVE CAREFULLY READ THIS AGREEMENT, WAIVER, AND RELEASE AND FULLY UNDERSTAND ITS CONTENTS AND CANCELLATION POLICY. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN THE CRPD AND MYSELF AND I SIGN IT OF MY FREE WILL.

**Renter Signature**

I attest that all the information provided in this application is true and correct.

Renter's Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Renter's Signature: \_\_\_\_\_

CRPD Representative's Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

CRPD Representative's Signature: \_\_\_\_\_

For Office Use	Total Fees	
Hourly Fee: \$ _____ x _____ hours =	\$ _____	Refundable Deposit: \$ _____
Alcohol Fee: \$ _____ x _____ hours =	\$ _____	Permit # _____
Other: _____	\$ _____	
Total Rental Fees:	\$ _____	