



Picnic & Pavilion Use Permit Information and Application



Heron Landing Community Park



Independence Community Park



Sunridge Park



Labyrinth Community Park



2197 Chase Drive
Rancho Cordova, CA 95670

www.cordovarpd.gov • 916-369-9844 • rentals@cordovarpd.gov

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.

**Parks
Make
Life
Better!**

Cordova Recreation & Park District (CRPD) is committed to supporting quality events and activities throughout the community. The CRPD offers a variety of public spaces that can be used as a venue for your needs. This information is intended to help you understand the process of reserving a park or facility and to provide helpful planning information. Parks not listed below are non-reservable and are available on a first-come, first-served basis.

Parks and Pricing

Site		Fees Per Day		Occupancy	Tables
		Peak Season <i>Mar. – Oct.</i>	Off-Peak Season <i>Nov. – Feb.</i>		
Exploration Park	Pavilion	\$152	\$76	50	(4) Tables No restrooms on site
Hagan Community Park	Full Pavilion	\$242	\$121	160	(22) Tables and Electricity
	Pavilion A	\$152	\$76	80	(11) Tables and Electricity
	Pavilion B	\$152	\$76	80	(11) Tables and Electricity
	A1	\$152	\$76	90	Eight (8) Tables
	A2	\$92	\$46	75	Six (6) Tables
	A3	\$92	\$46	50	Four (4) Tables
	B1	\$92	\$46	60	Five (5) Tables
	B2	\$92	\$46	75	Six (6) Tables
	B3	\$92	\$46	75	Six (6) Tables
	B4	\$152	\$76	160	(16) Tables
Heron Landing Community Park	Full Pavilion	\$242	\$121	98	(16) Tables and Electricity
	Pavilion A	\$152	\$76	49	Eight (8) Tables and Electricity
	Pavilion B	\$152	\$76	49	Eight (8) Tables and Electricity
Hummingbird Park	Pavilion	\$152	\$76	50	(4) Tables No restrooms on site
Independence Community Park	Pavilion	\$92	\$46	48	Three (3) covered pavilions with two (2) tables each, six (6) tables total
Kavala Ranch Park	Pavilion	\$92	\$46	32	Four (4) tables
Labyrinth Community Park	Full Pavilion	\$152	\$76	64	Eight (8) Tables
	Pavilion A	\$92	\$46	32	Four (4) Tables
	Pavilion B	\$92	\$46	32	Four (4) Tables
Lincoln Village Community Park	Picnic Area	\$92	\$46	75	Six (6) Tables
Rosemont Community Park	Pavilion	\$152	\$76	90	Nine (9) Tables
Stone Creek Community Park	Full Pavilion	\$242	\$121	100	(16) Tables and Electricity
	Pavilion A	\$152	\$76	50	Eight (8) Tables and Electricity
	Pavilion B	\$152	\$76	50	Eight (8) Tables and Electricity
	Amphitheater	\$242	\$121	175	No Tables , Electricity
Sunridge Park	Pavilion	\$152	\$76	36	Six (6) Tables
The Village Green	Amphitheater	\$242	\$121	75	No Tables , Electricity
White Rock Community Park	Pavilion	\$152	\$76	32	Four (4) tables and Electricity

Rental Policies

1. The renter must clean up the reserved area by placing all trash in cans or plastic bags. Failure to do so may result in denial of future reservations. Please bring additional trash bags for your event. You may leave the trash bags next to the trash cans at the rental location.
2. No amplified sound will be permitted in any park without a Special Use Permit. **Amplified sound is not permitted at Heron Landing Community Park.** For more information about Special Use Permits, contact the Hagan Community Center at 916-369-9844 or rentals@cordovarpd.gov.
3. All motor vehicles entering Hagan Community Park, May-September, are subject to the appropriate entrance fees (\$6/vehicles plus \$5/trailer) as posted at the entrance gate. Renters reserving a picnic area at the Hagan Community Park may pre-pay for parking at the rate of \$4 per vehicle; there are no refunds for unused parking passes. Payment in full is required at least three (3) working days prior to the rental date. Individuals may also purchase annual permits. The pre-paid parking rate is unavailable the day of the event. Please be advised that the entrance gate to the Hagan Community Park is open from dawn until dusk.
4. For weekday reservations, changes must be made three (3) business days prior to the reserved date. For weekend reservations, changes must be made by the Thursday by noon prior to the reservation date.
5. If rain is forecasted during peak season (March-October), please contact the Hagan Community Center up to three (3) days prior to the reserved date to reschedule or request a credit on your account.
6. No refunds will be issued for undesirable weather during the off-peak season (November-February).

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

No refund will be issued for undesirable weather during the off-peak season (November-February). In cases of extreme emergency, the CRPD reserves the right to cancel a scheduled event prior to scheduled use without liability. If cancellation occurs because of the CRPD, all payments will be refunded.

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 the 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.

Cordova Parks & Recreation Park Rules & Regulations

Cordova Recreation & Park District (CRPD), a governmental subdivision of the State of California, derives its powers and obligations from Public Resources Code, Divisions 1 and 5. For additional information on County codes and regulations visit: <https://regionalparks.saccounty.net/Rangers/Documents/ParksOrdinance.pdf>

Enforcement of Rules: CRPD employees shall have the authority to eject any person acting in violation of these rules and regulations from CRPD parks and facilities.

Hours of Use: Parks are available for use from dusk until dawn. No person shall enter, remain in or camp in or on any park or facility during the hours or any part of the hours said facility is closed without a permit. (SCC 36 § 2, 1971.)

Motor Vehicle and Other Conveyances: While within the boundaries of any park, no person shall drive or operate any automobile, motorcycle, motor scooter, trail bike, Class 3 electric bicycle, motorized bicycle or moped, "dune buggy, truck or other motorized vehicle on roads or trails other than those designated for that purpose without a permit. (SCC 1 607 § 2, 2017; SCC 36 § 2, 1971.)

Parking: Parking will be permitted only in designated areas within a CRPD park. It shall be unlawful to park in areas posted "no parking" or to exceed the allowable parking limits in those parking zones so posted. (SCC 695 § 4, 1987; SCC 660 § 5, 1986; SCC 441 § 1, 1980.)

Care of Animals/Birds and Leash Law: It shall be unlawful for any person to feed, hunt, molest, harm, frighten, kill, trap, chase, tease, shoot, or throw missiles at any animal, reptile, or bird in a CRPD park. It is prohibited to remove or abandon any animal, dead or alive within any park facility. No person shall bring any domesticated animals or pets into a park area unless they are leashed. No person shall engage in horseback riding or be permitted to bring a horse into a park area without CRPD approval. (SCC 1542 § 1, 2013; SCC 0957 § 1, 1994; SCC 0713 § 3, 1988; SCC 576 § 16, 1983.)

Bicycles: It shall be prohibited for any person to ride a bicycle of any type on or in aquatic facilities including splash pads, parks and pools; tennis courts; shuffleboard courts; handball courts; horseshoe pits; baseball and softball diamonds; patios; porches; playgrounds; bocce ball courts and all other areas, which are not designed or customarily used for such purpose.

Fires: It shall be unlawful for any person to build, light, kindle or maintain any open, or outdoor fire at any place within the park boundaries except in areas or facilities specifically built and designed for this purpose. (SCC 1 586 - 2, 201 5; SCC 1 584 § 2, 2015; SCC 1568 § 1, 2014; SCC 36 § 2, 1971.)

Alcoholic Beverages: Alcohol may only be consumed in a designated area with a proper permit. It shall be unlawful for any person or organization to sell, or cause to be sold, alcoholic beverages without written permission from the General Manager or the Director of Parks and Recreation and appropriate State approval. (SCC 1607 § 1, 2017; SCC 500 § 1, 1982.)

Limitations on Swimming: It shall be unlawful for any person or persons to enter any body of water owned, managed, controlled or operated by this CRPD for the purpose of swimming, wading or bathing except in those areas and at times designated. (SCC 36 § 2, 1971.)

Fishing: It shall be unlawful for any person, regardless of age, to take or collect fish or any aquatic life in any CRPD facility or parkland without a current State issued fishing license. (SCC 1542 § 1, 2013; SCC 0957 § 1, 1994; SCC 0713 § 3, 1988; SCC 576 § 16, 1983.)

Advertising, Selling, Vending or any other Business Activity: It shall be prohibited for any person to distribute, circulate, give away, throw or deposit in or on any CRPD facility any handbills, circulars, pamphlets, papers or any advertisements; post or affix the same to any tree, fence or structure in any CRPD facility; to sell, vend, peddle or distribute any merchandise or property whatsoever; sell tickets for or any event within the boundaries of a park; and no person or organization shall engage in any unauthorized business or commercial activity within any park area. No fundraising without written approval of the CRPD . (SCC 349 § 1, 1978; SCC 36 § 2, 1971.)

Use Permits and Fees: Permits are available for use of various parks throughout the CRPD . Renters interested in securing a permit for use of a facility must complete the appropriate permit application and pay all associated fees. Persons using a facility which is subject to reservation by permit, but who do not possess such permit, shall vacate the facility when holders of permit present themselves.

Picnic Facilities: Groups reserving an area will have the exclusive right to that area during the hours of their permit. Individual picnic tables and group areas that have not been reserved will be available on a first-come, first-served basis.

Amplified Sound: The use of amplified sound in any park, public street or parking area within any park shall be subject to the approval of the General Manager or the Director of Parks and Recreation. Amplified sound is not allowed at Heron Landing Community Park. (SCC 071 3 § 5, 1 988; SCC 36 § 2, 1971.)

Broadcasting from Vehicles: It shall be unlawful and a public nuisance for the operator of any vehicle to broadcast, or cause to be broadcast, any sound from such vehicles which can be heard more than five (5) feet from such vehicle. (SCC 490 § 1, 1981.)

Unintended Use of Facilities: No person, group or organization shall use a CRPD facility for a purpose other than that for which it is intended by the CRPD, except with written permission of the General Manager or the Director of Parks and Recreation.

Games: The playing of rough or comparatively dangerous games such as football, baseball, horseshoes, soccer or of any games involving thrown, hit, or otherwise propelled objects such as golf balls, balls of other description, stones, arrows, javelins, model airplanes, model helicopters and drones is prohibited except in fields, courts, or areas specifically provided therefor or, with express permission of the Director, in areas compatible to said use. Persons desiring to use a park facility for the specific purpose for which the facility was established shall have priority of use over persons using said facility for another nonprescribed purpose (SCC 1607 § 4, 2017; SCC 36 § 2, 1971.)

Use of Inflatables: It shall be required to obtain a permit to have an inflatable of any type (bounce house, slide, etc.) in any CRPD parks. Water inflatables are prohibited at all CRPD parks.

Smoking: No person shall smoke any substance in any area designated as a nature trail or nature area, nor in any park facility where smoking is prohibited. (SCC 1567 § 1, 2014; SCC 36 § 2, 1971.)

Submitting Your Application

Thank you for your interest in hosting an event at the Cordova Recreation & Park District. Please submit a completed application through mail, in person or through email. You may also complete your reservation online.

Mail or in person:

Hagan Community Center
Attention: Rentals
2197 Chase Drive, Rancho Cordova, CA 95670

Email: rentals@cordovarpd.gov

Online: <http://apm.activecommunities.com/crpd>. Online reservations are tentative until approved by the CRPD and fees are paid by the renter.

Questions: You may contact the Hagan Community Center at 916-369-9844 or rentals@cordovarpd.gov with any questions or for further information.



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Rancho Cordova, CA 95670

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Picnic and Pavilion Permit Application

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

Facility Requested

Hagan Community Park

2197 Chase Drive, Rancho Cordova

☐ A1 - \$152 ☐ A2 - \$92 ☐ A3 - \$92 ☐ B1 - \$92 ☐ B2 - \$92 ☐ B3 - \$92 ☐ B4 - \$152

☐ A Pavilion - \$152 ☐ B Pavilion - \$152 ☐ Full Pavilion - \$242

☐ Pre-pay parking* - \$3 x _____ *Parking only collected May - September

Exploration Park

12145 Hetch Hechy Drive, Rancho Cordova

☐ Pavilion - \$152

Heron Landing Community Park

11750 Justinian Drive, Rancho Cordova

☐ A Pavilion - \$152 ☐ B Pavilion - \$152

☐ Full Pavilion - \$242

Hummingbird Park

11990 Cobble Brooke Drive, Rancho Cordova

☐ Pavilion - \$152

Independence Community Park

10949 Britton Way, Mather

☐ Pavilion - \$92

Kavala Ranch Park

5100 Azalea Park Way, Rancho Cordova

☐ Pavilion - \$92

Labyrinth Community Park

12770 Glass Beach Drive, Rancho Cordova

☐ A Pavilion - \$92 ☐ B Pavilion - \$92

☐ Full Pavilion - \$152

Lincoln Village Community Park

3480 Routier Road, Sacramento

☐ Pavilion - \$92

Rosemont Community Park

326 Americana Drive, Sacramento

☐ Pavilion - \$152

Stone Creek Community Park

3625 Spoto Drive, Rancho Cordova

☐ A Pavilion - \$152 ☐ B Pavilion - \$152

☐ Full Pavilion - \$242 ☐ Amphitheater - \$242

Sunridge Park

4041 Borderlands Drive, Rancho Cordova

☐ Pavilion - \$152

The Village Green

3141 Bridgeway Drive, Rancho Cordova

☐ Amphitheater - \$242

White Rock Community Park

10488 White Rock Road, Rancho Cordova

☐ Pavilion - \$152

Event Information

Name of Event: _____ Date of Event: _____

Type of Event: ☐ Celebration ☐ Wedding ☐ Fundraiser ☐ Company Picnic ☐ Other _____

Arrival Time: _____ ☐ a.m. ☐ p.m. End Time: _____ ☐ a.m. ☐ p.m. Approximate # Attending: _____

Electricity is offered at select pavilions and amphitheaters (Hagan Community Park, Heron Landing Community Park, Stone Creek Community Park, The Village Green and White Rock Community Park).

Do you need electricity?: ☐ Yes ☐ No

Will alcohol be served: ☐ Yes ☐ No

All attractions (bounce house, slide, pony rides etc.) require additional insurance from the rental company. ☐ No

Do you plan to have an attraction at your event?: ☐ Yes, company name: _____

Renter Information

Individual responsible for reservation: _____ Birthdate: _____

Application on behalf of: ☐ Individual ☐ Organization (if applicable): _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Secondary Contact: _____ Phone: _____

Notice to Picnic & Pavilion Facility Users

Renter to initial each item

The following policies must be initialed and understood before rental of the picnic & pavilion facilities:

1. ____ The renter must clean up the reserved area by placing all trash in cans or plastic bags. Failure to do so may result in denial of future reservations. Please bring additional trash bags for your event. You may leave the trash bags next to the trash cans at the rental location.
2. ____ No amplified sound will be permitted in any park without a Special Use Permit.
3. ____ All motor vehicles entering Hagan Community Park, May-September, are subject to the appropriate entrance fees as posted at the entrance gate. Renters reserving a picnic area at the Hagan Community Park may pre-pay for parking at the rate of \$4 per vehicle; there are no refunds for unused parking passes. Payment in full is required at least three (3) working days prior to the rental date. Individuals may also purchase annual permits. The pre-paid parking rate is unavailable the day of the event. Day of entrance fee is \$5 per vehicle. Please be advised that the entrance gate to the Hagan Community Park is open from dawn until dusk.
4. ____ For weekday reservations, changes must be made three (3) business days prior to the reserved date. For weekend reservations, changes must be made by the Thursday by noon prior to the reservation date.
5. ____ If rain is forecasted during peak season (March-October), please contact the Hagan Community Center up to three (3) days prior to the reserved date to reschedule or request a credit on your account.
6. ____ No refunds will be issued for undesirable weather during the off-peak season (November-February).

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

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

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

____ I have read and understand the cancellation policy as stated in this information packet.
(renter initial)

Compliance with All Applicable Law, Rules & Regulations

Renter to initial each item

The following rules must be initialed and understood before rental of the picnic & pavilion 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 the 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 Cordova Recreation & 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'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.

_____ I have received a copy and agree to abide by the Cordova Recreation & Park District - Rules and Regulations
(renter initial)

Renter's Printed Name: _____ Date: _____

Renter's Signature: _____

CRPD Representative's Printed Name: _____ Date: _____

CRPD Representative's Signature: _____