

Special Use Permit Information and Application



Hillside Park



Stone Creek Community Park



Sonoma Park



Rosemont Community Park



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.



Heron Landing Community Park



Independence Community



Rosemont Community

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3480 Routier Road
Sacramento, CA 95827

<http://www.cordovarpd.gov/> | 916-366-3133 | rentals@cordovarpd.gov

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 for your request and to provide helpful planning information.

Available Parks and Facilities

The CRPD has a wide range of parks and facilities available for you to host your special event or program. You can find a list of our available parks and facilities by visiting <https://cordovarpd.gov/rentals/>.

For questions regarding the process, please contact 916-366-3133 or rentals@cordovarpd.gov.

Criteria for Approval

Special Events

If you are planning an event, a Special Use Permit application is required if your event meets at least one of the following conditions:

1. Involves publicity that is broad and encompasses one or more forms of print, electronic, radio or television media advertising
2. Sponsorship of the event is a non-profit organization, business or corporation
3. Requires use of large portions of the park, or may require exclusive use of the park or portion of the park
4. Involves activities that are contrary to the intended use of a reservable park area or facility
5. Vendor and/or concession participation*
6. Includes amplified sound
7. Open to the public

* **Selling and Advertising** [Chapter 9.36 Park Regulations, Sacramento County Code/9.36.053]

Within the boundaries of any park facility, no person shall sell, vend, peddle, expose, offer for sale or distribute after sale to the public, any merchandise, service, property or sell tickets for any event, nor shall any person distribute, circulate, giveaway, throw or deposit in or on any park facility any handbills, circulars, pamphlets, paper, or advertisements, which materials calls the public attention in any way to any article or service for sale or hire, nor within any park facility shall any person solicit or collect donations of money or other goods from public, without express approval of the Director of Parks & Recreation or General Manager for such activity within the specific park facility.

Commercial Use

If you are planning to conduct business on CRPD property, a Special Use Permit is required. Please see [Commercial Use](#) section for rules and regulations.

The following criteria are used to determine if an event is appropriate in the CRPD's parks:

1. Suitable for people of all ages and family friendly
2. Promotes, compliments or enhances CRPD parks
3. Provides a unique and otherwise not readily obtainable experience to the general public due to affordability, size of venue, type of entertainment or ease of accessibility

Application Process

The CRPD has the right to limit venue choices based on event size, type, event needs or park infrastructure. Areas will not be held without a deposit. The following is the application and review process:

1. Application information is discussed with the appropriate CRPD staff for questions or conditions for approval.
2. If further information is needed, CRPD staff may arrange a meeting with the renter to discuss event, areas of responsibility and contract conditions. A pre-event on-site walkthrough may also be scheduled with staff and renter to discuss on-site logistics.
3. Deposit is due upon approval.

4. Additional permits may be required from other agencies. Examples include: Alcoholic Beverage Control (ABC), fire department, California Highway Patrol, sheriff or city police department, and/or County Environmental Health. Renters are solely responsible for securing all appropriate permits.
5. **Reservations will not be final until Special Use fees are paid and all certificates and licenses are received.** Rental fees, copies of permits and verification of liability insurance are due to the CRPD at least 30 days prior to the event.

A Special Use Permit application must be completed in full and submitted to the CRPD for approval. Due to the high demand of our parks, it is suggested that applications are received 120 days prior to the requested date; however, we may be able to accommodate requests within a shorter time frame pending availability. Applications will not be accepted more than one (1) year in advance of the event date.

Upon receiving your completed application, a representative from the CRPD will contact you and serve as your primary point of contact during the permit process. This person will review your application, set up your permit requirements and serve as liaison between CRPD departments and you, the renter.

Processing and permit issue time will depend on the complexity of the event and the event's ability to meet the requirements. A complex event may take several months to permit, whereas a low-impact event may take only a few weeks. CRPD staff will work with you throughout the planning process to ensure that the event permitting process is as smooth as possible.

Hours of Use

Reservations may begin at 7 a.m. and must conclude by 10 p.m. for outdoor events. Indoor events must follow building hours.

Exclusive Use

The Board of Directors has the authority to grant exclusive use of a park for an event when the estimated public attendance and scope of the event requires use of the entire park. When exclusive use of a park is granted, patrons entering the park on that day will be considered participants of the sponsored event and may be subject to an increased park entrance fee charged by the CRPD and any ticket entrance fees charged by the group, promoter or organization sponsoring the event. Fees for exclusive use will be negotiated on a case-by-case basis.

Commercial Use

Commercial Use is defined as a business operation that includes, but is not limited to: sale, rental or promotion of merchandise or service; or providing a paid service or program. Examples include:

- Personal sports coach
- Fitness class
- Arts and crafts class
- Commercial film shoot
- Concessionaires
- Product demonstrations

The following rules and regulations must be followed for all commercial use:

- The CRPD reserves the right to approve or deny applications based on capacity and scheduling priorities
- Activities that compete or are similar in nature to CRPD sponsored activities may not be approved
- Permit allows use of a designated area of a specified park to provide a service
- Renter has approval to collect fees associated with the service(s) provided
- Permit must be available upon request during each program or class time; inability to provide a valid permit may result in withholding of deposit and loss of permit and privileges
- Park equipment shall be used in accordance with their intended purpose; any damage caused as a result of misuse may result in withholding of deposit and loss of permit and privileges

Accessibility

The renter is required to comply with all Federal, State, County and City ADA laws applicable to the event, per the Americans with Disabilities Act. All event venues, structures and activities shall be accessible to persons with disabilities.

If a portion of the event cannot be made accessible, an alternate area must be provided with the same activities that are in the inaccessible area. This area must include signage indicating that it is an ADA accessible area. Please consider the following access in event planning: first aid, information center, parking, clear paths of travel (to and from, and inside the event), restrooms (see [Restroom Facilities](#) for requirements), seating, signage, drinking fountains, phones, transportation and access to vendors. If all areas are not accessible, directional signage, a map or program must be provided to attendees indicating the location of accessible restrooms, parking, drinking fountains, phones, etc. Compliance with the Americans with Disabilities Act and any and all amendments to the act shall be the sole responsibility of the renter. The renter agrees to defend and hold the CRPD harmless from any expense or liability arising from the renter's non-compliance. For more information about the Americans with Disabilities Act and compliance at events, please visit www.ada.gov.

Deposit

The deposit is 50% of the base fees (site fee + # of attendees) and is due at the time of approval. The deposit will be refunded upon completion of the event if the space is returned to its original condition. Reasons for withholding of deposit could include overtime (if left after reserved time), additional cleaning required by 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 your event. You can expect your refund within 1-6 weeks, depending on type of payment.

Fees

Fees vary depending on event scale, CRPD involvement, event location and impact on park. See [Addendum A](#) for park fees, [Addendum B](#) for facility fees and [Addendum C](#) for attendance fees. Additional fees may be incurred through outside agencies (Sacramento Metro Fire, Sacramento County Health Department, etc.) at the expense of the renter. Additional fees may be applied if the CRPD must close an additional area to accommodate your event, example would include paying the rental fees for a sports field if the field must be closed for your event.

Security

Security is required for any event serving or selling alcohol and recommended for larger events. Security scheduling and payment is to be completed by the renter. See [Addendum G](#) for the Pre-Approved Vendor list. Should the renter hire security services not on the list, the security company must provide a certificate of liability insurance to the CRPD 30 days prior to your event. The number and type of security personnel required will depend on anticipated attendance, location of the event, history of the event, nature of the event, street closures and the amount and type of advertising used to promote the event.

Equipment Delivery

It is recommended that all equipment (fencing, portable restrooms, etc.) be delivered and picked up the day of the event. Items left overnight are at risk for damage and theft. The CRPD is not responsible for any lost, stolen or damaged items; items are left under the responsibility of the renter. Prior approval is required for any items delivered the day before the event or items picked up the day following the event. Should you choose to have items delivered prior to the event, hiring additional security is recommended at the cost of the renter. Camping overnight is not permitted in any CRPD park without approval from the Director of Parks & Recreation or the General Manager.

Advertising

Pre-approval from the CRPD is required before the event is promoted or advertised. Acceptance of the application by the CRPD is neither a guarantee of the date or location nor an automatic approval of the event. Advertising includes, but is not limited to: banners, signs, flyers, postcards, website and electronic marketing. All signs must be approved by the CRPD and must state the event name and applicable dates and times. Temporary signs for an event should be posted no more than two (2) weeks before such an event and must be removed no more than five (5) days after such event. Signs such as banners, A-frames or other signage are not permitted on CRPD property without prior approval. The CRPD logo shall not be used on any event advertisement without approval from the Director of Parks & Recreation or the General Manager.

Alcohol

Alcohol sales and consumption on public property is allowed by permit only. If alcohol is sold to the public, an approved daily license must be obtained from the California Department of Alcoholic Beverage Control (ABC). Commercial enterprises and caterers are subject to different requirements. To begin the planning process, contact ABC's Sacramento District Office at 916-419-1319 or visit www.abc.ca.gov for questions and an application.

The following rules apply to alcohol sales on CRPD property:

- Renters selling alcohol must follow all guidelines and rules stipulated in their ABC permit
- ABC licensing will dictate the service area, scope of sales and any fencing that may be required for the event
- If the alcohol services is accessible to all ages, anyone wishing to purchase or consumer alcohol must present a current photo ID showing proof of age at 21 years or older
- Servers must be 21 years of age or older
- Alcohol cups must be paper or plastic (no glass)
- Service must end a minimum of 30 minutes before the scheduled event end time

Food Booths and Concessions

A County of Sacramento Environmental Health Permit, a Hot Food Vendor Permit and/or a Business Operation Tax Certificate are all required to offer for sale any goods or merchandise in CRPD parks or on public property in the CRPD. Food booths are required to meet all State Fire Code regulations. Copies of permits must be given to the CRPD at least 30 days prior to the event. Please contact the following agencies for all required permits:

- Environmental Health Permits - Environmental Health Department | 916-875-8440
- Business Operation Tax Certificates - Sacramento County Department of Finance | 916-874-6644
- Hot Food Vendor Permits (cooking on site) - Sacramento Metro Fire Prevention | 916-942-3300

Vendors

The CRPD defines “vendors” as an organization or business that sells or advertises products and/or services to event attendees. Generally, there are three categories of vendors: 1) food/beverage 2) merchandise 3) information. A Business Operations Tax (BOT) Certificate is required for vendors who wish to sell, expose for sale or offer for sale any food/beverage or merchandise in CRPD parks. The renter should require each vendor to provide a copy of their BOT (if applicable) and general liability insurance. Additional fees apply.

Street Closure

If the event requires a street closure, please contact the appropriate agency to obtain an additional permit. For streets in the City of Rancho Cordova, contact 916-851-8905 or visit: <https://www.cityofranhocordova.org/i-want-to-/get-a-permit/street-use-permits>. For streets in Sacramento County, contact 916-875-4311 or visit: <http://www.sacdot.com/Pages/StreetUsePermits.aspx>.

Amplified Sound

The CRPD defines “amplified sound” as speech, music or other sound projected or transmitted by electronic equipment including, but not limited to: amplifiers, speakers, microphones or similar devices or combinations of devices which are powered by electricity, battery or combustible fuel, and which are intended to increase the volume, range, distance or intensity of speech, music or other sound.

In accordance with County Code 6.68, no person shall use amplified sound, including sound checks, before 9 a.m. and after 10 p.m.

Amplified sound is not permitted at Heron Landing Community Park.

Trash Disposal/Recycling

Renter must properly dispose of waste and garbage throughout the duration of the event and immediately upon conclusion of the event. If there are no onsite trash dumpsters, tie trash bags closed and leave next to a park trash can. The area must be returned to a clean condition. Failure to do so may result in denial of future Special Use Permits, withholding of part or all of deposit, the requirement of an additional deposit for future events and/or additional fees. It is recommended that to bring additional trash bags in order to maintain a clean environment.

Restroom Facilities

The renter is required to provide restroom accommodations for event attendees. Depending on the size and location of the event, portable restrooms and handwashing stations may be required to be rented. CRPD facilities are not always enough for event needs. See [Addendum G](#) for the Pre-Approved Vendor list. Should the renter hire portable restrooms not on the list, the restroom the company must provide a certificate of liability insurance to the CRPD 30 days prior to the event.

The following are requirements for events:

- The number of toilets required is based upon the maximum attendance number at the event
- One portable toilet is required for every 100 people; it is recommended to add an additional 10-15% more portable toilets if serving alcohol
- 5% of the total number of units must be ADA approved but in no event less than one (1) ADA portable toilet for each location
- One (1) wash station must be provided for every four (4) portable toilets
- Units must be accessible and located on a level area not to exceed a 2% cross-slope in any direction and must be approved by the CRPD prior to placement/delivery

Parking

When planning the event, it is important to consider the impact the event will have on parking in the area. In some cases, a parking management plan will be required if the venue cannot accommodate the number of anticipated attendees. If a parking management plan is required, you will need to identify parking lots that will be utilized, a shuttle plan, the use of carpools, public transportation, ADA accessible parking provisions and/or special parking requests. There is a charge to utilize the Hagan Community Park parking on weekends and holidays May through September. See [Fees](#) for more information. The renter is responsible for coordinating parking and traffic for their event. If the event will take place on public roadways, please contact the City of Rancho Cordova at 916-851-8905 or the County of Sacramento at 916-875-4311. Parking is allowed in designated areas only and vehicles should not be driven or parked on CRPD grass areas or fields. **No vehicles are permitted beyond roadways and parking lots without specific and written approval.**

Generators

Portable generators must be placed in an area where attendees are unlikely to encounter them, be placed at least 10 feet from any combustible materials and located a minimum of 20 feet from tents or canopies. The refueling of hot generators is not allowed. When refueling a generator, you must wait until the generator cools, and then refill it from a self-closing safety can. A portable fire extinguisher, minimum 2A 10B:C size, with a current Fire Marshall tag attached must always be on-hand and easily accessible. Certain generators will require a permit through the Sacramento Metro Fire Department.

Fencing

Fenced area refers to any event, or area within the event, that is closed off by temporary fencing. The renter is responsible for obtaining approval by the Sacramento Metro Fire Department by calling 916-942-3300. The Sacramento Metro Fire Department will review your site map and set an occupancy load for the fenced area. When developing the fence plan, please keep in mind the following rules:

- In addition to the main entrance, two (2) exits shall be provided when the venue accommodates fewer than 1,000 attendees; three (3) exits for 1,000 to 3,000 attendees; and four (4) exits when the venue accommodates more than 3,000 attendees
- Exits shall be equally spaced along the perimeter of the fence and shall be spaced so that no exit is greater than a distance of 400 feet of travel from the next exit
- Exit width shall be understood to be a panel's width of temporary fencing, to provide an opening of no less than 48 inches
- If serving alcohol, each exit shall have a security guard or volunteer assigned to it to ensure alcohol stays within the designated area
- Each emergency exit shall be indicated by a sign with a white background and contrasting red letters; sign shall measure 18 x 24 inches; sign lettering shall measure 12 inches in height; and signs shall be placed at the top center of the exit panel
- In some cases, a Fire Department inspection may be required to set the occupancy load and check access and exits

Tents/Canopies/Temporary Structures

A weighted down standard 10x10 canopy (not staked into the ground), is allowed at events without prior approval. These canopies can be grouped into clusters of no more than seven (7). There must be a minimum of a 12-foot space between each cluster of canopies. Tents that are larger than 200 square feet and canopies that are larger than 400 square feet must be permitted and inspected by the Sacramento Metro Fire Department. The following California State Fire Code regulations apply to tents/canopies/temporary structures of this size:

Location:

- Must be placed at least 20 feet from any property line, building or other tent/canopy/temporary structure
- A fire access roadway, at least 20 feet wide, to each tent/canopy/temporary structure must be provided
- All vehicles with an internal combustion engine must be at least 30 feet from any tent/canopy/temporary structure

Tent/Canopy/Temporary Structure Material:

- All materials must be either fire retardant or made to be fire retardant in a Fire Department approved manner
- Proof that materials are fire retardant must be posted on the premises
- All weeds, vegetation and combustible waste must be removed from the area occupied by the tent/canopy/temporary structure, and a 30-foot area surrounding the tent/canopy/temporary structure

Seating:

- Chair rows may be no longer than 15 seats and have 18 inches of clearance front to back
- Aisles must be at least 44 inches wide

Exits:

- Exits must be evenly spaced at least every 100 feet around the perimeter
- Exit signs must be hung when the occupancy exceeds 50 attendees

For questions about tents/canopies/temporary structures, permit information or to make arrangements for an inspection, please contact Sacramento Metro Fire Department at 916-942-3300.

Site Plan

Renters may be required to submit a scaled and complete site plan depending on the complexity of the event. CRPD staff will inform renter if a site plan is required.

On the site plan, please indicate:

- An outline of the entire event venue including the names of all streets or areas that are part of the venue
- All existing structures, restrooms and parking areas, as well as any temporary fencing, barriers or barricades
- Location of all temporary structures (stages, bleachers, grandstands, other seating areas, tents, portable restrooms, booths, trash containers, dumpsters, etc.)
- Location of cooking and/or food service areas and alcohol service areas
- Location of vendors, information booth(s), entertainment areas, staff booths, first aid stations, etc.
- Location of generators and/or source of electricity
- Placement of vehicles and trailers
- Entrance/exit locations for outdoor events that are fenced, and entrance/exit locations within tents/canopies/temporary structures
- Identification of all event components that meet Americans with Disabilities Act accessibility requirements (including, but not limited to accessible parking, passenger loading/unloading areas, restrooms, seating and path of travel) if your event is open to the public

Indemnity

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.

Cancellation Policy

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

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.

Insurance

As a condition of use of CRPD facilities or CRPD programs, the renter must provide, at its sole expense, proof of insurance comprised of **certificates of insurance** and **original endorsements of comprehensive general liability insurance** written by one or more responsible insurance companies licensed to do business in California. This coverage must be 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. Some events may require a higher amount per occurrence/general aggregate (e.g, \$2,000,000 per occurrence/\$4,000,000 general aggregate). 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. *Subject to change based on event.

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 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 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.

Include liability coverage for claims made by participants and the event/program; renters are advised that **any and all exclusions pertaining to athletic or recreational events/programs must be disclosed in the endorsement** and failure to do so will not necessarily insulate the organization from individual liability for claims made as a result of the use of the facilities and the event/program.

Be **PRIMARY** insurance with respect to the additional insureds named above; any other insurance available to the CRPD, its officials, officers, administrators, employees, agents and volunteers shall be excess and noncontributing.

Any deductible or self-insured retentions must be identified and approved by the CRPD; in the event the deductible is deemed to be too great, the CRPD may require renter to have their insurer eliminate the deductible or reduce it.

These insurance requirements must be satisfied by furnishing the CRPD with certificates of insurance and original endorsements affecting the required coverage. **The certificates and endorsements are to be on Insurance Services Office approved forms. The CRPD will not accept a Certificate of Insurance alone as proof of insurance coverage.**

[See Addendum F: Sample of Certificate of Insurance](#)

The original endorsement must specifically state the following:

“Cordova Recreation & Park District, its officials, officers, administrators, employees, agents, and volunteers are additional insureds against liability for injury to persons, damage to property, and for the death of a person or persons arising or resulting from any act or omission on the part of their organization, agents, or employees.”

This insurance is primary with respect to the additional insureds. Any other insurance available to Cordova Recreation & Park District, its officials, officers, administrators, employees, agents and volunteers shall be excess and noncontributing.”

Renters are strongly urged to show this Notice of Conditions (including precise wording of these requirements) to their insurance agent or broker. This will allow the CRPD to process the proper documents in a timely manner. Endorsement must be provided to the CRPD at least 30 days prior to the start of the event. Each endorsement shall be subject to approval by the CRPD as to form and as to insurance company. If you do not have insurance, it may be purchased through HUB International Insurance Services Inc, an administrator of Special Event Liability Group Insurance Trust, a California domiciled Risk Purchasing group. The purchasing group provides Commercial General Liability and Liquor Liability for Events, Vendors at Events, and Instructors of Park and Recreation and other classes. Visit www.eventinsure.com for more information.

NOTE: If any type of attraction is planned (bounce houses, slides, climbing walls, etc.) to be on site, the vendor will be required to have insurance on file with the 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:

Neil Orchard Senior Activities Center
Attention: Special Use Permit
3480 Routier Road
Sacramento, CA 95827

By email: rentals@cordovarpd.gov

Questions

You may contact the Neil Orchard Senior Activities Center at 916-366-3133 or rentals@cordovarpd.gov with any questions or for further information. The renter will be contacted within 10 business days regarding the status of the application.

Addendum A - Park Fees

Available Parks: <https://cordovarpd.gov/facility/parks/>

Ahlstrom Park

Grass Area \$121
Baseball Field \$300

Argonaut Park

Grass Area \$121
Softball Field \$213

Cobblestone Park

Grass Area \$121

Countryside Park

Grass Area \$121

Cypress Grove Park

Grass Area \$121

Dave Roberts Community Park

Grass Area \$121
Soccer Field \$213
Softball Field \$213

Eagle's Nest Park

Grass Area \$121

Federspiel Park

Grass Area \$121
Soccer Field \$213

Gold River Park

Grass Area \$121
Soccer Field \$213

Gold Rush Park

Grass Area \$121
Pavilion \$92
Soccer Field \$213

Gold Station Park

Soccer Field \$213

Hagan Community Park

Grass Area \$121
Parking Lot \$60
Pavilion Full \$242
Pavilion Half \$152
Peterson Field \$300
Picnic A1 or B4 \$152
Picnic A2, A3, B1, B2, B3 \$92
Soccer Field \$213
Sullivan or Glass Field \$213

Henley Park

Grass Area \$121

Heron Landing Community Park

Baseball Field (2) \$300
Bocce Ball Court (2) \$13/hr
Grass Area \$121
Pavilion Full \$242
Pavilion Half \$152
Soccer Field \$213

Hillside Park

Grass Area \$121

Hummingbird Park

Pavilion \$152

Independence Community Park

Grass Area \$121
Pavilion \$92
Soccer Field \$213

Kavala Ranch Park

Grass Area \$121

Labyrinth Community Park

Grass Area \$121
Pavilion Full \$152
Pavilion Half \$92
Soccer Field \$213

Larchmont Community Park

Soccer Field (4) \$213
Sports Field \$213

Larchmont/Rossmoor Park

Cricket Field \$193
Grass Area \$121
Sports Fields \$213

Lincoln Village Community Park

Grass Area \$121
Picnic Area \$92
Softball Field \$213

Manlove Park

Grass Area \$121

Mather Sports Complex

Baseball Field (4) \$300
Petanque Courts \$92
Picnic Area \$110
Turf Soccer Fields 4/1-10/31 \$1,610
Turf Soccer Fields 11/1-3/31 \$1,840

Primrose Park

Grass Area \$121

Prospect Hill Park

Grass Area \$121
Soccer Field (2) \$213

Renaissance Park

Grass Area \$121

Riviera East Park

Grass Area \$121

Rosemont Community Park

Baseball Field (2) \$300
Grass Area \$121
Pavilion \$152

Rosemont North Park

Grass Area \$121

Rosswood Park

Grass Area \$121

Salmon Falls Park

Grass Area \$121

Sandpiper Park

Grass Area \$121
Soccer Field \$213

Sonoma Park

Grass Area \$121
Soccer Field \$213

Sparrow Park

Grass Area \$121
Soccer Field \$213

Stone Creek Community Park

Amphitheater \$242
Grass Area \$121
Parking Lot \$60
Pavilion Full \$242
Pavilion Half \$152
Soccer Field (3) \$213
Softball Field \$213

Sunridge Park

Grass Area \$121
Pavilion \$152

Sunriver Park

Grass Area \$121
Soccer Field \$213

Taylor Park

Grass Area \$121

The Village Green

Amphitheater \$242
Grass Area \$121

Tuscany Park

Grass Area \$121
Soccer Field \$213

Veteran's Park

Grass Area \$121
Soccer Field \$213

White Rock Community Park

Grass Area \$121
Pavilion \$152

Addendum B - Facility Fees

Available Facilities: <https://cordovarpd.gov/facility/community-centers/>

Facility	Fees		Occupancy	Includes		Hours Reservations require a 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		66" Round Tables (Seats 8)	18	
	\$33 per hour	use of patio	200 classroom style	6' Rectangular Tables	12	
	\$61	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		72" Round Tables (Seats 10)	14	
	\$67 per hour	½ room no alcohol	60 seated w/tables for 1/2 of MP Room	6' Rectangular Tables	30	
	\$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	
	No alcohol permitted			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"> • Overtime will be charged at double the rental rate. Any balance due will be deducted from your deposit. • Any repairs, extra cleaning or security extension may result in a minimum of \$66/hour fee. • Renter will be required to show ID for events serving alcohol upon making reservation 					

**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.

Addendum C - Aquatic Facility Fees

Availability Aquatic Facilities: <https://cordovarpd.gov/facility/pools/>

Facility	Fees Per Hour	Occupancy	Hours <i>2-hour minimum</i>
Cordova Community Pool- Activity Pool only	\$172	1-49	Sat & Sun: 9 a.m. - noon 5:30 - 8:30 p.m.
	\$202	50-100	
Cordova Community Pool- Comp Pool only	\$202	1-99	Sat & Sun: 9 a.m. - noon 5:30 - 8:30 p.m.
	\$232	100-199	
Cordova Community Pool- Full Facility	\$315	1-99	Sat & Sun: 9 a.m. - noon 5:30 - 8:30 p.m.
	\$345	100-249	
	\$405	250-500	
Lincoln Village Community Pool- Full Facility	\$88	1-29	Sat & Sun: 9 a.m. - noon 5:30 - 8:30 p.m.
	\$118	30-59	
	\$178	60-150	

Addendum D - Attendance Fees

Estimated # of Attendees	Standard - Special Use Fees	Alcohol - Special Use Fees
1 to 100	\$110	\$132
101 to 500	\$275	\$330
501 to 750	\$550	\$660
751 to 999	\$825	\$990
1,000 to 2,500	\$1,100	\$1,320

Park & Facility Fees

Type	Location	Cost
Amphitheater	<ul style="list-style-type: none"> • The Village Green • Stone Creek Community Park 	\$242/day
Grass Area	Various Parks	\$121/day
Pavilion	<ul style="list-style-type: none"> • Hagan Community Park • Heron Landing Community Park • Hummingbird Park • Independence Community Park • Labyrinth Community Park • Rosemont Community Park • Stone Creek Community Park • Sunridge Park • White Rock Community Park 	\$152 - \$242/day
Picnic Area	Various Parks	\$92-\$152/day
Athletic Fields	Various Parks	\$213 - \$300/day

Building	<ul style="list-style-type: none"> • Hagan Community Center • Neil Orchard Senior Activities Center • White Rock Community Clubhouse 	\$53-\$164/hour
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Add-On Fees

Type	Service	Cost
Electricity Access		\$10 flat fee
Vendor Booth(s)		\$110 flat fee
Pre-pay parking at Hagan Community Park	Weekend and holiday parking (May through September)	\$5/per car
Overtime	Repairs or extra cleaning conducted by CRPD Staff following event	\$66/hour

Addendum E - Park Rules & Regulations

GOVERNING THE USE OF CRPD FACILITIES & PARKS

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. CRPD has adopted rules and regulations from the Sacramento County Department of Regional Parks.

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

Hours of Use: It shall be unlawful for any person to enter, loiter or remain in any park, building, or recreation area of the CRPD at any time between the hours of 10 p.m. and 6 a.m., except as follows:

- a. When participating in a CRPD sponsored and supervised activity.
- b. When in possession of a valid permit issued and signed by authorized CRPD staff.

Motor Vehicle and Other Conveyances: It shall be unlawful for any person at any time to operate or drive any automobile, truck, trailer, motorcycle, motor scooter, motorbike, or any other type of conveyance or motor vehicle in a park.

Parking: Parking will be permitted only in designated areas within the 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.

Care of Animals and Birds: It shall be unlawful for any person to hunt, molest, harm, frighten, kill, trap, chase, tease, shoot, or throw missiles at any animal, reptile, or bird in a CRPD park.

Bicycles: It shall be unlawful for any person to ride a bicycle of any type on 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.

Alcoholic Beverages: 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.

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

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.

Advertising Matter: It shall be unlawful 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; or post or affix the same to any tree, fence, or structure in any CRPD facility without permission of the CRPD.

Selling and Vending: It shall be unlawful for any person or organization to sell, vend, peddle or distribute any merchandise or property whatsoever, or sell tickets for or any event within the boundaries of a park except with written permission of the CRPD.

Business Activity: 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.

Use Permits and Fees: Persons using a CRPD facility or equipment subject to charge may only use such upon paying the proper amount for the corresponding time period. Further, 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: Group reserving an area will have the exclusive right to that area during the hours of their Permit and 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. No amplified sound is allowed at Heron Landing Community Park.

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.

Leash Law: No person shall bring any domesticated animal or pet into a park area unless they are leashed. Horseback Riding: No person shall engage in horseback riding or be permitted to bring a horse into a park area without CRPD approval.

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 permission of the General Manager or the Director of Parks and Recreation.

Golf: It shall be unlawful for any person to drive, putt or in any other fashion, play or practice golf, or use golf balls on or over land or water owned by the CRPD, except in areas set aside for these specific activities.

Model Craft: It shall be unlawful for any person to fly model airplanes/drones on or over land or water owned by the CRPD, except in areas set aside for these specific activities.

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, or in any park facility where smoking is prohibited.

Addendum F - Sample Certificate of Insurance

Business' Insurance Broker

Sample Certificate of Insurance

Name of Insured (it should match the name as written on application)

Claims Made or Modified Occurrence is not acceptable

Current dates are required

Total CGL amount should be \$1million

This section should reference the event and date of event

Signed by the Broker or Insurance Company only

ACORD <small>PRODUCER</small>		CERTIFICATE OF LIABILITY INSURANCE				Date (mm/dd/yyyy) 08/01/00	
Agency Manager, Inc. 2500 Bond Street University Park, IL 60466 Phone No. 800-999-5368		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.					
INSURED: Valet Business 123 Main Street San Francisco CA 45678		COMPANIES AFFORDING COVERAGE					
		COMPANY A		Blue Sky Insurance			
		COMPANY B					
		COMPANY C					
		COMPANY D					
COVERAGES							
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAME ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THE CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	UNITS			
GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL CLAIMS MADE <input checked="" type="checkbox"/> OCCUR	123456789	01/01/12	01/01/13	GENERAL AGGREGATE		\$	1,000,000
				PRODUCTS-COMP/OP AGG		\$	1,000,000
				PERSONAL & ADV INJURY		\$	1,000,000
				EACH OCCURRENCE		\$	1,000,000
				FIRE DAMAGE (Any one fire)		\$	50,000
AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTO <input type="checkbox"/> NON-OWNED AUTOS				MED EXP (Any One Person)		\$	5,000
				COMBINED SINGLE LIMIT		\$	
				BODILY INJURY (Per Person)		\$	
GARAGE LIABILITY <input type="checkbox"/>	SAMPLE	ONLY		BODILY INJURY (Per Accident)		\$	
				AUTO ONLY -EA ACCIDENT OTHER THAN AUTO ONLY EACH ACCIDENT AGGREGATE EACH OCCURRENCE AGGREGATE		\$	
EXCESS LIABILITY <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM				W/C STATUTORY LIMITS OTHER			
				EACH OCCURENCE		\$	
WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY C				EL DISEASE-POLICY LIMIT		\$	
				EL DISEASE - EA EMPLOYEE		\$	
DESCRIPTION OF OPERATIONS /LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS RE: <Event Name>, <Event Date> Certificate holder is an Additional Insured as listed on the attached Form							
CERTIFICATE HOLDER				CANCELLATION			
Cordova Recreation & Park District 11070 White Rock Road #130 Rancho Cordova CA 95670				SHOULD ANY OF THE ABOVE DESCRIBED PLICIES BE CANCELED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OF LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.			
				AUTHORIZED REPRESENTATIVE			
<small>ACORD 25-S (1/95)</small>				ACCORD CORPORATION 1998			

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – SCHEDULED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)	Location(s) Of Covered Operations
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions, or
2. The acts or omissions of those acting on your behalf,

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

Addendum G - Optional Pre-Approved Vendor List

The following vendors are pre-approved by the CRPD, as they have already provided the proper insurance. If you would like to use a different vendor, the vendor will need to submit a certificate of liability insurance to the CRPD. All vendors are at the expense of the renter.

Vendor Name	Type of Vendor	Phone	Email	Website
Rocket Restrooms & Fencing	Portable toilets and other equipment	916-956-4927	sales@RocketRestrooms.com	www.rocketrestrooms.com
Sacramento Protective Services	Security	916-575-9900	info@SacProtectiveServices.com	www.SacProtectiveServices.com
Sacramento Party Jumps/Sac Jumps	Bounce Houses, Concessions, Supplies, Combos, Slides, Interactives, Entertainers, Mobile Climbing Wall, Obstacle Courses	877-916-5867		http://www.sacramentopartyjumps.com
A & E Air Jumpers	Bounce houses, concession machines, tables, chairs	916-688-3121	asia9161@yahoo.com	www.aeairjumper.com/
Bounce House Rentals and Family Jump	Bounce Houses, Concession Machines, Carnival Games		bouncehouse-rentals@comcast.net	www.bouncehouse-rentals.com
KND Jumpers	Bounce Houses, concessions, tables and chairs, equipment, games and karaoke	916-716-6702	kndbizness@comcast.net	www.kndjumparound.com

List updated 5/13/2024



3480 Routier Road
Sacramento, CA 95827

<http://www.cordovarpd.gov/> | 916-366-3133 | rentals@cordovarpd.gov

Special Use Permit Application

Application must be legible and completed in its entirety prior to submitting

Facility Requested

Park/Facility Requested: _____

Areas: _____

Description of Event/Activity: _____

Do you anticipate use of a spray park at said location? Yes No

If yes, the CRPD will not refund permit fees if the spray park is not operational. Regular spray park season is May through end of September. Reservation does not give exclusive use of the spray park to renter. White Rock Splash Park season is Memorial Day through Labor Day.

Renter Contact Information

Name of Group, Organization or Business: _____

Name of Individual Responsible for Event: _____ Birthdate: _____

Mailing Address: _____

Phone: _____ Email: _____

Emergency/Alternate Contact Person: _____ Phone: _____

Rental Information

Rental Date (list all with times for each date if different): _____

Day(s) of Week: _____

Expected Attendance: _____ Based On: _____

Arrival Time: _____ a.m. p.m. Departure Time: _____ a.m. p.m.

Event Start Time: _____ a.m. p.m. Event End Time: _____ a.m. p.m.

Total Hours Used: _____

Event Information (Check all that apply)

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> Sports/Recreation | <input type="checkbox"/> Concert/Performance | <input type="checkbox"/> Parade/March | <input type="checkbox"/> Fair/Festival |
| <input type="checkbox"/> Animal Attractions | <input type="checkbox"/> Race/Walk | <input type="checkbox"/> Car Show | <input type="checkbox"/> Food Trucks |
| <input type="checkbox"/> Inflatables | <input type="checkbox"/> Fundraiser | <input type="checkbox"/> Colored Powder | |
| <input type="checkbox"/> Other (specify) _____ | | | |

Is this an annual event? Yes No How many years has this event been held? _____

Where has this event previously been held? _____

Is the sponsoring organization a registered nonprofit organization? Yes No

If yes, nonprofit # (required) _____

Is there a fee to be a part of the event, i.e. car show exhibitor? Yes No

If yes, list fees or attach fees to application: _____

Is there a fee to be a vendor? Yes No If yes, what is the fee to be at the event? _____

What types of vendors do you anticipate? _____

How many vendors do you anticipate? _____

Will the vendors be selling items? Yes No

Is there an admission fee? Yes No Fee \$ _____ Includes: _____

Are there any other fees that the organization will be collecting? Please list: _____

Will amplification be used? Yes No Will a generator be used? Yes No Need Electricity Access? Yes No

Check all that apply: Music Announcements Live Band Other (specify): _____

Amplification Start Time: _____ Finish Time: _____

Will food be served? Yes No Will food be sold? Yes No

Will alcohol be served? Yes No Will alcohol be sold? Yes No

Will there be attractions? (i.e. bounce house, slide, etc.) Yes No

If yes, company used: _____

(They will need a certificate of liability insurance on file with the CRPD)

Please list any equipment planned to have on site: _____

When will equipment be delivered on site: _____

Do you plan on having signs and/or banners to promote before or during the event? Yes No

List the types of marketing you plan for the event: _____

Renter Expectations

Renter to initial each item

1. ___ Acceptance of the application by the CRPD is neither a guarantee of the date or location nor an automatic approval of the event.
2. ___ Preapproval from the CRPD is required before the event is promoted or advertised.
3. ___ Rental fees and all required certificates and documents are due 30 days prior to the event.
4. ___ The deposit is 50% of the base fees (location + # of attendees) and is due at the time of approval. The deposit will be refunded upon completion of the event if the space is returned to its original condition. Reasons for withholding of deposit could include overtime (if left after reserved time), additional cleaning required by CRPD staff, damage to facility (including grass area or fields) 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 your event. You can expect your refund within 1-6 weeks, depending on type of payment.
5. ___ I have read the information, park and facility rules, regulations, fees and processes as contained in this document and agree to abide by the guidelines provided. I am duly authorized by the Organizer or Sponsoring Company to submit this application on their/its behalf and agree to be financially responsible for any fees and costs that may be

incurred by or on behalf of the event in the Cordova Recreation & Park District boundaries. I certify that the information that I have provided on this application is true and to the best of my knowledge. If the event details change, I agree to submit a revised application or provide additional information in writing at least 10 days prior to the event.

Cancellation

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

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

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 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.

Special Use Fees – For Office Staff

Cost	Fee	Total
<input type="checkbox"/> Site Fee	_____	_____
<input type="checkbox"/> Attendance Fee	_____	_____
<input type="checkbox"/> Deposit Fee	_____	_____
<input type="checkbox"/> Electricity Access	_____	_____
<input type="checkbox"/> Vendor Booth	_____	_____
<input type="checkbox"/> Pre-pay parking at Hagan Community Park	\$5 x _____	_____

Total Rental Fees: _____
Total Deposit: _____
Grand Total: _____

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 Only			
Application Received By: _____		Date: _____	
<u>Required Documents</u>		<u>Date Submitted</u>	
Site Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	_____	
Insurance	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	_____	
ABC License	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	_____	
Fire Permit	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	_____	
Sacramento County Environmental Health Permit	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	_____	
<u>Department Approval</u>		<u>Notes</u>	
Recreation Coordinator	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	_____	
Recreation Supervisor	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	_____	
Recreation Superintendent	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	_____	
Park Services Supervisor	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	_____	
Park Services Superintendent	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	_____	
Director of Parks & Recreation	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	_____	
General Manager	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	_____	