

Arcade Creek

Recreation and Park District

Facility Use Application

4855 Hamilton St. Sacramento, CA 95841
Phone 916-482-8377 FAX 916-483-1320

Please complete the following and return to the Arcade Recreation and Park District.
Completion of this form does not guarantee that your request will be granted.
If the facility is available, the complete deposit must be submitted to reserve the date.

Organization Name if applicable:

Contact Person -[<i>MUST be on site at opening and closing times</i>]		Alternate Contact Person	
Address	Day Phone	Address	Day Phone
City, Zip	Evening Phone	City, Zip	Evening Phone
Cell Phone		Cell Phone	
Email		Email	

GENERAL INFORMATION

1. Facility Requested:	8. Will alcohol be served? Y N
2. Date(s) Requested:	If yes, what type of alcohol and amount. <i>[Note: Kegs are not allowed]</i>
3. Purpose of Activity:	
4. Event Hours (include set up and clean up): _____ to _____	9. Will the event be catered?
5. Time Guests Arrive:	10. Will you have live music or DJ?
6. Estimated Attendance:	11. Is the event open to the public?
7. Specific Equipment to be brought on site:	12. Will Admission fees be charged?
	13. Will contributions be solicited?
	14. Will items be offered for sale?
	15. Will food be sold?
	For questions 11-15, describe purpose for proceeds

Description	Non Profit		Private Party
Facility Deposit [Subject to review]			
Margi Herzog Community Center	300.00		\$300.00
Oakdale Gym	300.00		\$300.00
	Facility Rental Fee's		
Margi Herzog Community Center Located at Hamilton Street Park		M-Th 8-5	F-Sat-Sun
		All fees are paid hourly. Fee's are incurred for all time used Including set up and take down.	
Oak (Small) Room charge is hourly	Non -Profit	20.00	30.00
	Private Party	40.00	55.00
Maple (Large) Room charge is hourly	Non -Profit	30.00	40.00
	Private Party	55.00	75.00
Holidays all facilities are \$150 per hour for all groups			
Oakdale Gym- located at Oakdale Elementary School		N/A	45.00
No Kitchen, No alcohol or smoking allowed			

Please complete the second page of this application

User agrees to be solely responsible for any and all liability, claims, loss, damages, costs and expenses, including attorneys' fees, arising out of or resulting from any injury to persons or damage to property which arise out of its use of the District's facilities. User agrees to defend, indemnify and hold harmless the District, its officers, agents, employees and volunteers against any and all such claims, demands, causes of action, suits and expenses, arising out of or resulting from its use of the District's facilities.

Lessee shall indemnify and save harmless Lessor, its officers, agents and employees from and against any claims, demands, liabilities, or loss of any kind from and against any claims, demands, liabilities or loss of any kind of nature which may be imposed upon it for injury or death or persons as the result of the occupancy and use of the Premises by Lessee, its officers, agents, employees, subtenants, patrons or visitors. Lessee will further pay any and all costs and expenses, including but not limited to court costs and reasonable attorney's fees, incurred by Lessor on account of any such claims, demands or liabilities.

I have read and fully understand the Arcade Creek Recreation and Park District Facility Guidelines and agree that my event will follow these guidelines. I further understand that failure to follow these guidelines can result in loss of my deposit or complete shut down of my event. In the event of a complete shut down, I will be responsible for any costs associated and my fees and deposit are forfeited.

Initial _____

Responsible Person _____

Date _____

Signature _____

Address _____

City _____

Zip _____

Day Phone _____

Cell Phone _____

Email _____

For office use only

Deposit Paid	Date			Non-profit	Y N	Insurance	Y N
Rental Fees Paid	Date			Standing Agrmnt	Y N	Security	Y N
Deposit Processed for Return to Renter	Date			Deposit Amt Kept			

Reason

Notes:

Approved By _____

Date of Approval _____

If there is an emergency and you are unable to contact staff - please contact Sacramento County Sheriff @ 5115

File: Forms-Rental Applications/9-2012 Rental Application