



Swanston Community Center
 (Activity Room and Conference Room)
 2350 Northrop Ave. Sacramento, CA 95825
 (916) 333-6464 www.morpd.com

Applicant Name/Organization: _____
 Address: _____ City: _____ Zip: _____
 Phone: _____ Email Address: _____
 Alternate Contact Person: _____
 Address: _____ City: _____ Zip: _____
 Phone: _____ Email Address: _____

Event Date	
Set-up start time	
Event start time	
Event end time	
Clean-up end time	

Check Room Requested
 Activities Room (160 max seating)
 Conference (30 max seating)

Type of Function: _____

Expected Attendance ____ Adults ____ Children

Will alcohol be served? _____ Will alcohol be sold? _____ If yes, ABC permit # _____

How did you hear about us? Newspaper ____ Recreation Guide ____ Friend ____ Website ____ Other ____

For Office Use Only
Fee Structure

Security Deposit (\$300)	
Activity Room/s	
Fri., Sat., Sun.: First 4 hrs. = \$450	
Mon. – Thurs.: First 2 hrs, =\$120	
\$50 Each Add'l hour x ____ hrs	
Conference Room	
Fri., Sat., Sun.: First 2 hrs=\$120	
Mon. – Thurs.: First 2 hrs=\$100	
\$25 Each Add'l hour x ____ hrs	
District Insurance:	
Homeowner's Policy: _____	
Total:	

Deposit/Fees Returned or Forfeited Amount: \$ _____ Date: _____

Reservation Taken By: _____

IMPORTANT: PLEASE READ THOROUGHLY BEFORE SIGNING

SECURITY DEPOSIT (See Facility Use Rules, Regulations and Procedures)

A security deposit is required for all rentals. The security deposit, assessed separately, will not be credited toward rental fee.

Return of deposit payable to: _____

CANCELLATION OR CHANGES IN RENTALS

The District reserves the right to cancel any scheduled event without liability. Refunds will be made of all fees and deposits if District deems the cancellation is necessary.

Cancellation Policy

Cancellation, in writing, within two months of the event, is subject to a \$100 cancellation fee to be deducted from the initial deposit. Cancellation within two weeks of the event is subject to forfeiture of any fees paid, including the deposit.

INSURANCE

Liability insurance in the amount of \$1 million is required for each rental, the cost of which is not included in the rental fee. You may purchase insurance through the District based on the number of people and the room rented or you may be able to use your homeowner’s insurance. If you choose your homeowner’s policy, you must provide a “Certificate of Insurance” and an endorsement naming the District as an “Additional Insured.” For more information, contact the District Finance Superintendent, at (916) 488-1111.

The applicant is solely responsible for any and all damage, loss, accident or injury to person or property resulting from the use of the District’s facilities. Applicant shall be responsible for the control and supervision of the people in attendance during the use of the facility and shall see that no damage is done to furniture, fixtures. or any other part of the facility. Any violations of District rules and regulations will result in a denial of future permits and, in the case of damage to the facility, financial reimbursement for repair or replacement will be required.

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

I have carefully read this agreement, and fully understand its content. I hereby agree to be solely responsible for any and all liability, claims, loss, damage, costs and expenses including, but not limited to; attorneys’ fees, arising out of or resulting from any injury to persons or damage to property which arise out of the applicants use of District facilities. I agree to defend, indemnify and hold harmless the District, its officers, agents, employees and volunteers against any and all such claims, demands, causes of actions, suits and expenses arising out of or resulting from applicant’s use of District facilities. Furthermore, I hereby agree that the Mission Oaks Recreation and Park District, agents, its employees, or officers, may act in an emergency as best fits the situation if efforts to contact me, or any other persons I have designated as responsible, fail.

Signature: _____ **Date:** _____

FACILITY USE RULES, REGULATIONS AND PROCEDURES

GENERAL RULES

Initials____ District staff will monitor the center at all times.

Initials____ District requires renter to provide security during events with alcohol (must use from pre-approved list of vendors)

Initials____ If provided for in the rental application, the serving and consumption of alcoholic beverages are allowed inside the center. Alcoholic beverages are prohibited, by county code, in the park and parking area.

Initials____ The applicant (or a designated representative) is expected to be at the center at the starting time for the event to accompany the monitor on the pre-inspection walk-through tour and for the final inspection following the event.

Initials____ The applicant will be solely responsible for

*Cleaning the facility per instructions listed in "Cleaning Expectations"

*Damage, loss, accidents, or injuries to persons or property resulting from use of the center.

*Supervision and control of people in attendance at the event.

*Damage to furniture, fixtures, or any other part of the center.

Initials____ The building monitor may call the Sheriff's Department should there be any violation of District rules and regulations. The monitor is directed to sign a formal complaint on behalf of the District, and, if necessary, terminate the activity and close the center. Offending parties or groups will be denied future permission to rent the center.

Initials____ In case of damages in excess of the security deposit, additional financial reimbursement for repair or replacement will be assessed.

Initials____ When the center is used for youth activities, the renter must provide adequate supervision (to be determined by the District) to ensure the safety of the participants and the facility.

Initials____ All requests for control of lights, heating and cooling systems, audio/visual systems, and other equipment shall be directed to the building monitor.

Initials____ Cleanup must be completed and all participants must be off the premises by 11 p.m. on Friday and Saturday nights, and 10:00 p.m. Sunday through Thursday.

Initials____ Smoking is not allowed inside the community center, near entry/exits, or around the perimeter of community center.

Initials____ The full or a portion of the deposit will be forfeited for any damages to the building or equipment and if cleaning is not properly completed. Financial reimbursement for repairs or replacement will be assessed. Decisions of the District as to the condition of the center following the event are final.

Initials____ **MANDATORY PRE-ARRANGEMENT MEETING**

Please call (916) 333-6464 prior to your event for an appointment to meet with a staff member at the center to discuss set-up, equipment availability, use of pantry, and procedures for checking in and out of the building. This meeting must be scheduled at a minimum of two weeks before your event. Fees are payable to MORPD no later than three weeks before the event, and are paid at the center.

Signature: _____ **Date:** _____

ACCOMODATION NEEDS

The Conference Room can accommodate 30 people assembly style. The Activity Room can accommodate 160 for dining or 200 for assembly style.

CLEANING EXPECTATIONS

Facilities must be returned to their pre-event condition. If additional cleanup or repair is required by district staff, the deposit, or a portion thereof, will be retained to cover cleanup or repair costs.

Floors

The renter must sweep, dust mop, spot clean or vacuum all floors, as necessary, before the final inspection. The District monitor will provide dust mop, cleaner; mop, dustpan, and extra trash can liners. The renter must provide all other cleaning supplies.

Furniture

Should any spills occur on lobby sofas, chairs or upholstered furniture, immediately request staff to assist with the clean-up. The renter must wipe clean all the tables and chairs used, and wipe them dry, as needed, before the final inspection.

Trash/Garbage

All trash cans should be lined with plastic liners. Request additional liners from the building monitor. When the event is over, deposit all trash, empty containers, materials and decorations in the dumpster located outside the building on the north side of the parking lot, prior to the final inspection.

Recycling

The district provides recycling containers for your convenience. Please encourage your guest to separate recyclable products and use these containers, which helps support the environment and the district's "Go Green" philosophy.

Counter Tops and Cabinets

The work area and surface of cabinets must be wiped clean of food particles/residue with a damp sponge or cloth.

Decorations

All decorating must be done the day of the event, and all decorations removed prior to the final inspection with the building monitor. The center does not provide decorations, paper products, or tablecloths.

Do not use nails, thumbtacks, tape or staples on/in walls, floors, ceiling or windows of the center. Please seek advice from staff on what can be used.

Candles must be contained in glass lanterns with wide stable bases. Freestanding tapers are not allowed.

Rice, birdseed, confetti or glitter are not allowed inside the building, on the patio areas, or anywhere in the vicinity of the building.

SET-UP

A floor plan will be designed for table and chair set-up during the pre-arrangement meeting.

Set-up can be done only on the day of scheduled use. Set up of tables and chairs must be performed by district staff only.

Renters are charged for all the time the building is in use. When determining the amount of hours required, time should be allowed for decorating, band and caterer set-up and clean-up.

The center can be made available twice on the scheduled date of use other than the start time of the event. These times must be arranged during your pre-event meeting with the center staff.

PARK & FACILITY AMENITIES

CATERING PANTRY

Refrigerator

During the pre-event meeting, you may request staff to check on availability of space, if necessary, for your event. Any items stored must be removed prior to the final inspection. Should the outer or interior surface of any appliance need cleaning after use, wipe with a damp sponge. Do not use an abrasive scouring pad on any surface in the kitchen.

Microwave If you wish to use the microwave oven, consult the building monitor for specific instructions.

Garbage Disposals

Use only cold water when using the disposal, which is in the far right sink.

The following items should not be put in the disposal:

Any type of grease	Stringy foods	Celery stalks
Artichoke leaves	Bones	Coffee grounds
Onion skins	Corn husks	Potato skins

The disposal has a quiet-sounding motor and it may be difficult to hear, especially if loud music is being played in the Activities Room. If the disposal does not start when the switch is turned on, immediately turn it off and check with the monitor for proper instructions. Be careful to keep all utensils (knives, spoons, etc.) out of the disposal.

Stereo/P.A. System

Requests for use must be made and approved during the pre-event meeting. Arrangements for CD or tape music must be made at the pre-event meeting. Only the building monitor is allowed to operate the equipment.

Movie Screen/WIFI

A large movie screen is available in the Activities Room. Ask the building monitor to lower/raise the screen if needed.

The building is wired with WIFI for computer use on location. Contact staff for WiFi credentials

Heating/Cooling System

Contact the building monitor if the temperature is uncomfortable.

Electrical Circuits

Do not plug more than one 100-cup coffee pot per circuit. Should you require additional coffee pots, disperse them to other circuits.

Several electrical outlets are located in the floor of the activity room for computer and power point presentations.

DEPOSITS, FEES AND REFUNDS

SECURITY DEPOSIT

The deposit serves: 1) to reserve the date and time of use, 2) to safeguard against damages that may occur during the activity, 3) to insure against smoking inside the center, 4) as a cleaning deposit, and 5) to insure that the building is vacated by the designated curfew.

CONDITION OF CENTER

Immediately after the event, and within the time specified in the application, the renter must clean all premises used (in/outdoors) and all personal items removed prior to the final inspection by the building monitor.

CENTER INSPECTION CHECKLIST

The results of the inspection will be used to determine whether or not your security deposit will be refunded. The District's building monitor will complete the checklist with you (or your designated representative) during a walk-through when you check in and also check out of the center.

The checklist is also used to calculate the total time used for the event. Time will be computed by the hour, or part thereof. Overtime will be prorated up to 30 minutes and the hourly rate charged, for all time over 30 minutes.

Examples:

- Reserved and paid for 8 hours (2:00 to 10:00 P.M.)
Used 6 hours (2:00 to 8:00 P.M.)
A refund of 2 hours may be granted
- Reserved and paid for 8 hours (1:00 to 9:00 P.M.)
Used from 1:00 to 9:40 P.M. which totals 8 hours and 40 minutes
One hour of rent will be deducted from the security deposit.

Inspection checklists are submitted to the Facility Director, and processed refunds may take 3-4 weeks