

**Auditorium/Kitchen (seats 250 dining)**

**Deposit \$300**

Saturdays 8am-11pm	first 4 hours	\$400
Sundays 1pm-10pm	first 4 hours	\$300
Each additional hour		\$50
Set up/take down		\$60
Insurance		\$156

**Activity Room (seats 125 dining)**

**Deposit \$200**

Saturdays 8am-11pm	first 2 hours	\$150
Sundays 1pm-10pm	first 2 hours	\$125
Each additional hour		\$50
Set up/take down		\$60
Insurance		\$137
Kitchen (optional)		\$50

**Club Room (seats 45 dining)**

**Deposit \$100**

Saturdays 8am-11pm	first 2 hours	\$125
Sundays 1pm-10pm	first 2 hours	\$100
Each additional hour		\$25
Insurance		\$130
Kitchen (optional)		\$50

**Mission Oaks Community Center**

**4701 Gibbons Drive Carmichael CA 95608**

**(916) 972-0336**

**morpd.com**



## Community Center Rental Application

DATE REQUESTED: \_\_\_\_\_ Event Hours: \_\_\_\_\_

### Check Room Requested

Auditorium/Kitchen \_\_\_\_\_ Activity Room \_\_\_\_\_ Club Room \_\_\_\_\_ Kitchen \_\_\_\_\_

Type of Function: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Person in Charge: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

Alternative Contact: \_\_\_\_\_ Day Phone: \_\_\_\_\_

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

Will alcohol be served? \_\_\_\_\_ Will alcohol be sold? \_\_\_\_\_

If yes, ABC permit # \_\_\_\_\_ Expected Attendance \_\_\_\_\_ Adults \_\_\_\_\_ Children \_\_\_\_\_

How did you hear about us? Newspaper \_\_\_\_\_ Brochure \_\_\_\_\_ Friend \_\_\_\_\_ Website \_\_\_\_\_ Other \_\_\_\_\_

### **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 policy. 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 Administrative Services Manager, at (916) 488-7276 ext. 3019.

**SECURITY IS REQUIRED FOR RENTALS SERVING OR SELLING ALCOHOL (See list of approved security companies attached to Facility Rules, Regulations and Procedures.)**



**IMPORTANT: PLEASE READ THOROUGHLY BEFORE SIGNING**

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 addressed. 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, 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: \_\_\_\_\_

**For Office Use Only**

**Fees**

**Auditorium**

Saturday: First 4 hours = \$400 \$ \_\_\_\_\_

Sunday: First 4 hours = \$300 \$ \_\_\_\_\_

\$50 Each Add'l hour x \_\_\_\_\_ hrs = \$ \_\_\_\_\_

**Activity Room**

Saturday: First 2 hours = \$150 \$ \_\_\_\_\_

Sunday: First 2 hours = \$125 \$ \_\_\_\_\_

\$50 Each Add'l hour x \_\_\_\_\_ hrs = \$ \_\_\_\_\_

Kitchen (optional) \$50 \$ \_\_\_\_\_

**Club Room**

Saturday: First 2 hours = \$125 \$ \_\_\_\_\_

Sunday: First 2 hours = \$100 \$ \_\_\_\_\_

\$25 Each Add'l hour x \_\_\_\_\_ hrs = \$ \_\_\_\_\_

Kitchen (optional) \$50 \$ \_\_\_\_\_

District Insurance \$ \_\_\_\_\_

Homeowner's Policy: \_\_\_\_\_ \$ \_\_\_\_\_

Set Up/Take Down \$ \_\_\_\_\_

**TOTAL DUE** \$ \_\_\_\_\_

Payment: Cash \_\_\_\_\_ Check # \_\_\_\_\_

**Security Deposit**

\$ \_\_\_\_\_

Paid: Cash \_\_\_\_\_

Check \_\_\_\_\_

Date: \_\_\_\_\_

**Reservation Taken By**

Signature: \_\_\_\_\_

## **FACILITY USE RULES, REGULATIONS AND PROCEDURES**

Community Center Auditorium, Activity Room and Club Room  
4701 Gibbons Drive, Carmichael, CA 95608  
(916) 972-0336 www.morpd.com

### **CURFEW**

Cleanup must be completed and all participants must be off the premises by 11 p.m. on Saturday. Sunday curfew is 10 p.m.

### **ACCOMODATION NEEDS**

The club room accommodates 46 dining or 77 assembly style. The activity room accommodates 125 for dining or 250 assembly style. The large auditorium can accommodate 250 for dining or 527 for assembly style.

### **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, and 4) as a cleaning deposit. 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.

The deposit will be forfeited if the monitor finds evidence of smoking, as noted on the Inspection Checklist.

### **MANDATORY PRE-ARRANGEMENT MEETING**

Please call (916) 972-0336 prior to your event for an appointment to meet with a staff member at the center to discuss set-up, equipment availability, use of kitchen, and procedures for checking in and out of the building. This meeting must be scheduled no later than two weeks before your event. Fees are payable to MORPD no later than two weeks before the event, and are paid at the center.

### **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.

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. These times must be arranged during your pre-event meeting with the center staff.

## **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.

### **Floors**

The renter must sweep, dust mop, spot clean all floors, as necessary, before the final inspection. The district monitor will provide dust 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.

### **P.A. System**

Requests for use must be made and approved during the pre-event meeting. Only the building monitor is allowed to operate the equipment.

### **Movie Screen**

A large movie screen is available in the auditorium and club room. Ask the building monitor to lower/raise the screen if needed.

### **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.

### **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 west side, prior to the final inspection.

## **KITCHEN**

### **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.

### **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.

### **Stove**

Cooking fried foods, such as hamburgers, sausages, etc., is not allowed. Do not clean stove when hot and do not scour any portion of the stove. The stove and controls must be cleaned and all food particles removed by using a damp sponge or cloth, then dried with a clean towel.

### **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 auditorium. Periodically check the red light on the switch plate to the right of the sink. 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.

## **DECORATIONS**

All decorations 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.

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.

## **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: 1. 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

2. 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.

### **SMOKING AREA**

Smoking is not allowed inside the building. Participants may smoke outside the center on the front and back patios. Please use the outdoor cigarette urns provided.

### **GENERAL RULES**

1. District staff will monitor the center at all times.
2. District requires renter to provide security personnel if alcohol is served or sold.
3. 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.
4. 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.
5. The applicant will be solely responsible for
  - a.) Damage, loss, accidents, or injuries to persons or property resulting from use of the center.
  - b.) Supervision and control of people in attendance at the event.
  - c.) Damage to furniture, fixtures, or any other part of the center.
6. 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.
7. In case of damages in excess of the security deposit, additional financial reimbursement for repair or replacement will be assessed.
8. 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.
9. All requests for control of lights, heating and cooling systems, public address systems, and other equipment shall be directed to the building monitor.



Mission Oaks Community Center  
 4701 Gibbons Dr., Carmichael CA  
 (916) 972-0336

Swanston Community Center  
 2350 Northrop Ave., Sacramento CA  
 (916) 333-6464

[www.morpd.com](http://www.morpd.com)

**List of Approved Security Companies for  
 MORPD Facility Renters Serving Alcohol**

<p><b><u>Hylton Security Inc.</u></b>            David J. Hylton            1015 2<sup>nd</sup> Street, 2<sup>nd</sup> Floor            Sacramento, CA 95814            442-1000  <a href="mailto:wesecureyou@hyltonsecurity.com">wesecureyou@hyltonsecurity.com</a></p>		<p><b><u>All City Patrol Services</u></b>            Paul Enriquez            730-2557  <a href="mailto:Paulenriquez94@yahoo.com">Paulenriquez94@yahoo.com</a></p>
<p><b><u>Tin Star Security Co.</u></b>            Jason Smith or Ben Miller            4993 Golden Foothill Pkwy, Suite 5            El Dorado Hills, CA 95762            368-6800 or 367-2039  <a href="mailto:info@tinstarsecurity.com">info@tinstarsecurity.com</a></p>		<p><b><u>Monument Security, Inc.</u></b>            4926 43<sup>rd</sup> St            McClellan CA 95652            564-4234  <a href="mailto:dispatch1@monumentsecurity.com">dispatch1@monumentsecurity.com</a></p>

REV. 3/23/2016



TABLESAVAILABLE

60" Round Tables	32
36" Round 'Sweetheart' Tables	2
12' Table x 30" wide	1
10' Table x 30" wide	4
4' Table x 30" wide	9
28" Round cocktail table	3

Maximum seating for 250 dining will NOT have room for a dance floor.

ROOM SIZES

Auditorium	53'x 70'
Activity Room	49'x 55'
Club Room	25'x 47'

Reservation Name: \_\_\_\_\_

Date: \_\_\_\_\_

Auditorium

Kitchen

Storage

Patio

Windows

Windows

Windows

