



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 _____

Return of deposit payable to: _____

For Office Use Only

Fee Structure

Security Deposit (\$300)	
Activity Room/s	
Fri., Sat., Sun.: First 4 hrs. = \$475	
Mon. – Thurs.: First 2 hrs, =\$150	
\$50 Each Add'l hour x _____ hrs	
Conference Room	
Fri., Sat., Sun.: First 2 hrs=\$150	
Mon. – Thurs.: First 2 hrs=\$125	
\$25 Each Add'l hour x _____ hrs	
District Insurance:	
Homeowner's Policy: _____	
Total:	

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

Reservation Taken By: _____

PERMIT/FACILITY USE AGREEMENT

A. INDEMNIFICATION

1. The **(USER/RENTER)** shall indemnify, defend, and hold harmless MISSION OAKS RECREATION AND PARK DISTRICT, its officers, employees, and agents from any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any time out of or in any way related to the **(USER/RENTER)**'s use or occupancy of a facility or property controlled by the MISSION OAKS RECREATION AND PARK DISTRICT, unless solely caused by the gross negligence or willful misconduct of MISSION OAKS RECREATION AND PARK DISTRICT, its officers, employees, or agents.

B. INSURANCE REQUIREMENTS

1. General liability insurance: The **(USER/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. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted. If alcohol is sold during the permitted activity, coverage must include full liquor liability
 - a. Such insurance shall name MISSION OAKS RECREATION AND PARK DISTRICT, its officers, employees, agents, and volunteers as additional insureds prior to the use of the facility. The **(USER/RENTER)** shall file certificates of such insurance with the MISSION OAKS RECREATION AND PARK DISTRICT, which shall be endorsed to provide thirty (30) days' notice to the MISSION OAKS RECREATION AND PARK DISTRICT 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 MISSION OAKS RECREATION AND PARK DISTRICT may deny access to the facility.
 - b. 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 MISSION OAKS RECREATION AND PARK District's self-insurance pool.
 - c. 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 **(USER/RENTER)** maintains higher limits than the minimums shown above, the MISSION OAKS RECREATION AND

PARK DISTRICT requires and shall be entitled to coverage for the higher limits maintained by the **(USER/RENTER)**. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to MISSION OAKS RECREATION AND PARK DISTRICT.

C. COMPLIANCE WITH ALL APPLICABLE LAW, RULES, & REGULATIONS

1. A **(USER/RENTER)** shall comply with all local, state, and federal laws and regulations related to the use of the facility and public gatherings.
2. The **(USER/RENTER)** agrees to abide by all applicable local, federal, and state accessibility standards and regulations.
3. The **(USER/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. MISSION OAKS RECREATION AND PARK DISTRICT reserves the right to immediately revoke **(USER/RENTER)**'s right to use of the facility under this agreement should **(USER/RENTER)** fail to comply with any provision of this section.

D. FORCE MAJEURE

1. Force Majeure Events: Notwithstanding anything to the contrary contained in this agreement, the MISSION OAKS RECREATION AND PARK DISTRICT 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 **(USER/RENTER)** waives any right of recovery against MISSION OAKS RECREATION AND PARK DISTRICT and the **(USER/RENTER)** shall not charge results of "acts of God" to MISSION OAKS RECREATION AND PARK DISTRICT, its officers, employees, or agents.

INSURANCE

Concurrent with the execution of this Athletic Field Reservation Application, the applicant shall provide Mission Oaks Recreation and Park District with a *Certificate of Insurance* with an endorsement naming the District as "additionally insured".

AGREEMENT (Read thoroughly before signing)

Applicant and organization agree to be solely responsible for any and all liability, claims, loss, damages, costs, and expenses, including attorney's fees, arising from any injury to persons or damage to property which arise out of its use of District facilities. Applicant 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. Applicant is responsible for control and supervision of the people in attendance during the use of the facility, and is subject to an additional and separate agreement addressing specific

requirements, obligations, and responsibilities particular to the sport and site. Any violation of the District's rules and regulations will result in a denial of further reservations. Mission Oaks Recreation and Park District, its employees, agents, or officers may act as best fits the situation in an emergency.

The undersigned has received and read a copy of the District's rules and regulations concerning the use of District facilities and agrees to comply with them. The applicant or her/his representative agrees to be present during the entire period of use of the facility by the applicant organization. The applicant agrees to comply with the requirements of the Americans with Disabilities Act regarding access to or participation in the activity sponsored by the applicant.

(Signature of Applicant)

(Date)

(Print name of Applicant)

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

Initials ___ **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.

Initials ___ **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.

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



Serving the Arden, Arcade & Carmichael Communities Since 1975
Swanston Community Center 2350 Northrop Avenue, Sacramento Ca. 95825
(916) 333-6464 / (916)488-4349

Dear Swanston Community Center Renter,

We will need to have a final meeting three weeks before your event date. At that time, you will need to bring:

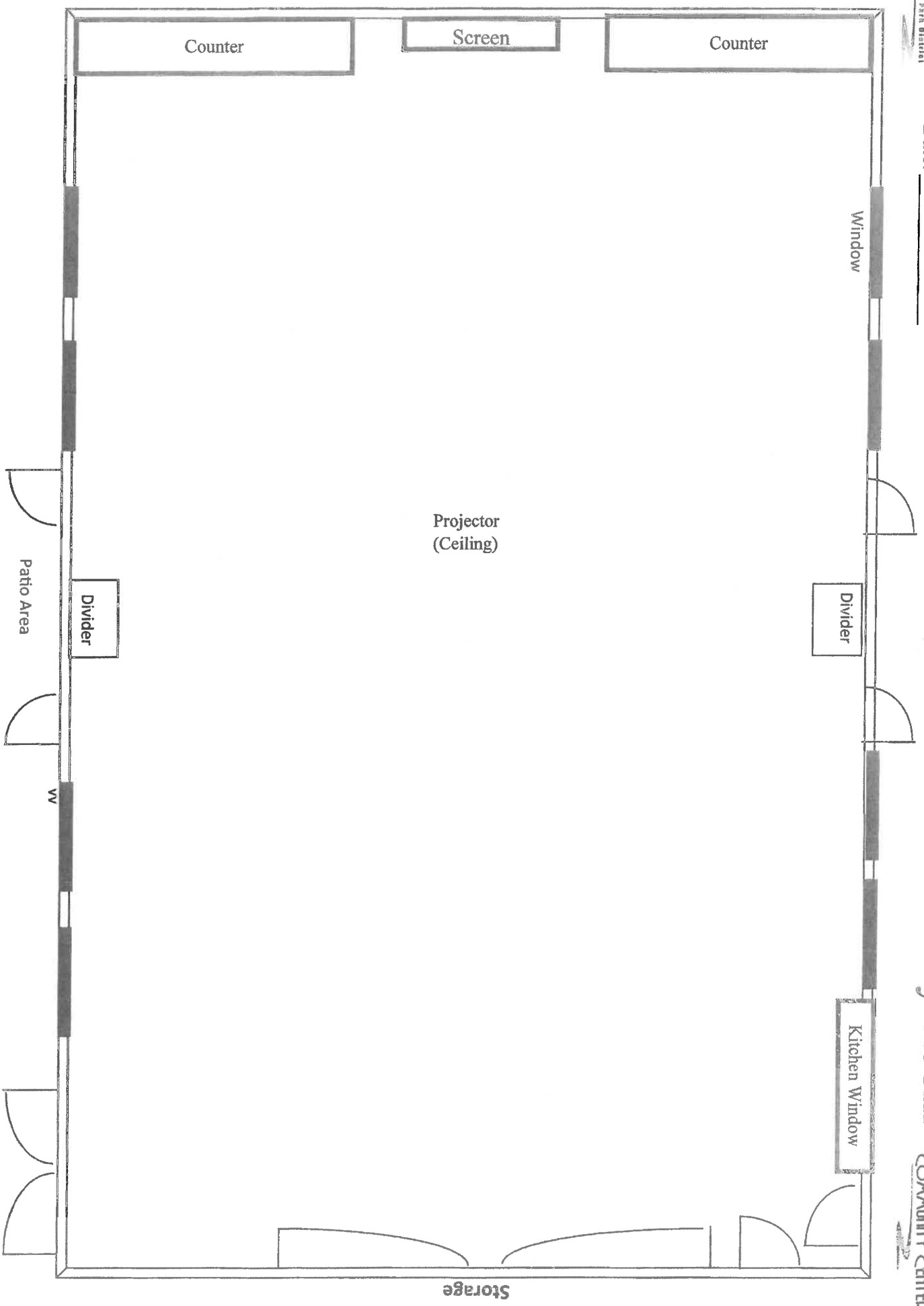
1. Full and final payment.
2. Event hours and expected attendance.
3. An idea of a floor plan. We will be creating a floor plan at this meeting.
4. Proof of security if you are serving or selling alcohol.
5. If using your homeowner's policy, you must provide a "Certificate of Insurance" and an Endorsement naming the District as an "Additional Insured". You may also purchase insurance through the District.

I am available 8:30am-4pm, M-F. Please call or email if you have any questions or need to schedule a meeting.

Nicole Plumley
SCC Office Coordinator
Swanston Community Center
2350 Northrop Ave.
Sacramento, Ca 95825
(916)570-2805
nplumley@morpd.com

Reservation Name: _____
Date: _____

Activity Room

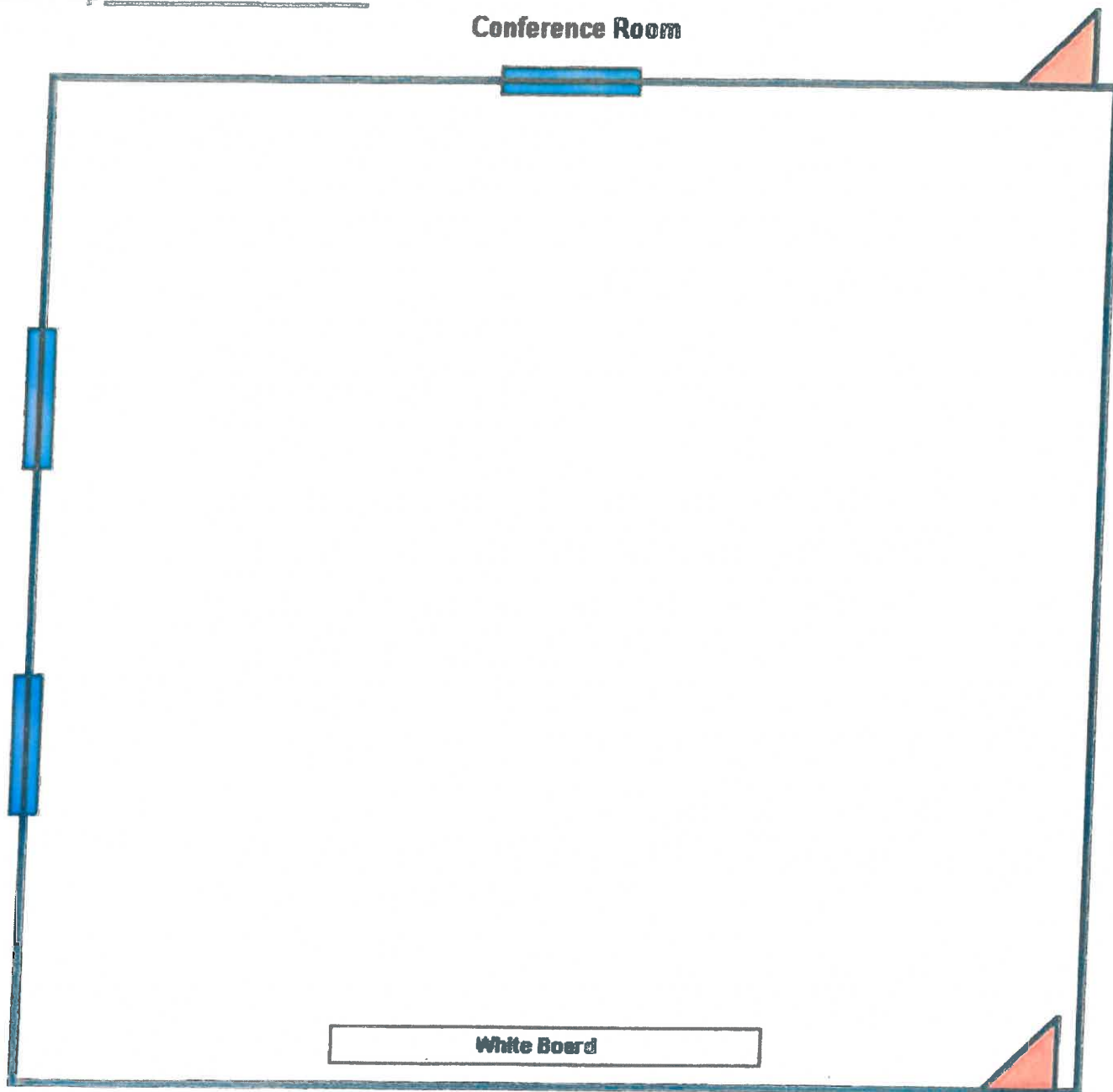


Reservation Name _____

Date/Time _____

Clean-Up _____

Conference Room





Security Services



APPROVED SECURITY COMPANIES FOR MORPD RENTERS SERVING ALCOHOL

SECURITYGUARD INC.
SACRAMENTO, CA
916-233-4700

4 HR. MINIMUM/\$40 PER HOUR
SMARTGUARDINCORPORATED.COM

AIRBORNE SECURITY PATROL, INC
ELK GROVE, CA
916-685-0283

4 HR. MINIMUM/\$26.05 PER HOUR
AIRBORNESECURITYPARTOL.COM

TIN STAR SECURITY CO.
JASON SMITH OR BEN MILLER
EL DORADO HILLS, CA 95762
916-368-6800 OR 916-367-2039
4 HR MINIMUM
\$30 PER HOUR IF EVENT IS 4 HOURS
\$24 PER HOUR IF THE EVENT IS 5+ HOURS
INFO@TINSTARSECURITY.COM.

NOTE: Rates are subject to Change. Please contact security providers for the most current rates

