



Carmichael Recreation and Park District Office

5750 Grant Ave. Carmichael, CA 95608

Phone: (916) 485-5322 Fax: (916) 485-0805

info@carmichaelpark.com

La Sierra Community Center Recreation Office

5325 Engle Rd. #100 Carmichael, CA 95608

Phone: (916) 483-7826 Fax: (916) 483-7861

lsoffice@carmichaelpark.com

Security Deposit Refund Procedure

1. At the beginning of your rental you will check-in with the Building Monitor to complete the first portion of the Facility Condition and Security Form indicating condition and cleanliness of the room rented. You will sign it.
2. At the end of your rental the Building Monitor will check the condition and cleanliness of the room and ask you to sign the second portion of the Facility Condition and Security Form, indicating whether there are any additional charges for items which required attention, damages or additional rental time.
3. The Building Monitor will submit the completed Facility Condition and Security Form to the District Office on the next business day.
4. Deposits are refundable with deductions for damages to facility or furnishings in the event that special clean-up is required by CPRD staff, or if overtime is incurred by permit holder. Any damages, special clean up or overtime using the facility, which exceeds the deposit on file, shall be billed to the renter. Deposits will be processed for refund within 5 business days after the event by CRPD. Checks are mailed from Sacramento County approximately 30 days post event.

For more information, or to view the complete Facilities Rental Policy, please visit
<https://www.carmichaelpark.com/facility-rental-forms-fees-and-regulations>