

FACILITY POLICIES, FEES AND CHARGES and RECREATION PARTICIPATION POLICY

Carmichael



RECREATION AND
PARK DISTRICT

Parks
Make
Life
Better!



District Office
5750 Grant Avenue
Carmichael, CA 95608
(916) 485-5322 fax (916) 485-0805

La Sierra Recreation Office
5325 Engle Road, STE 100
Carmichael, CA 95608
(916) 483-7826 fax (916) 483-7861

FACILITY FEES & CHARGES

INDOOR FACILITIES	ASSEM. CAPACITY (STANDING)	DINING CAPACITY (# CHAIRS)	MINIMUM TIME	GROUP 1 PRIVATE RATE	10% RESIDENT DISCOUNT	GROUP 2 NON PROFIT (PROOF REQ)
Clubhouse Room 1 & 2 (\$200 deposit) (set up not to exceed 4 hrs) NO LIVE BANDS – ACOUSTIC OK Room 1 - 44'x28' 1,232 sq ft with kitchen Room 2 - 36'x28' 1,008 sq ft	328 183 145	150 85 65	4hrs Sat/Sun 2 hrs M-F 2 hrs M-F	\$110 (\$25/hr set up) \$65 \$55	\$100 (\$25/hr set up) \$60 \$50	\$70 (\$25/hr set up) \$45 \$40
Veteran's Memorial Building (\$200 deposit) Main Hall - 40'x30' 1,200 sq ft with kitchen NO LIVE BANDS – ACOUSTIC OK North Room - 20'x22' 440 sq ft	175 —	75 —	2 hrs 2 hrs	\$50 (\$25/hr set up) \$25/hr	\$45 (\$25/hr set up) \$23	\$40 (\$25/hr set up) \$20/hr
John Smith Community Hall (\$400 deposit) 98' x 63' 6435 sq ft with kitchen (set up not to exceed 6 hrs) NO LIVE BANDS – ACOUSTIC OK <i>Kitchen Only</i>	800 --	385 --	4 hrs F, S, S 2 hrs M-TH 2 hrs	\$185 (\$25/hr set up) \$35/hr	\$170 (\$25/hr set up) \$32	\$110 (\$25/hr set up) \$35/hr
Sierra Rooms 1 & 2 (No food or drink allowed) Room 1 - 31.5'x36.5' 1,149 sq ft Room 2 - 31.5'x36.5' 1,149 sq ft	100 50 50	-- -- --	2 hrs 2 hrs 2 hrs	\$60/hr \$35/hr \$35/hr	\$54 \$32 \$32	\$50/hr \$30/hr \$30/hr
Meeting Rooms (La Sierra) - 800 APPROX 31'x31' 961 sq ft	50	50	2 hrs	\$35	\$32	\$30
Johnson Gymnasium (\$300 deposit) –10,290 sq ft Team Practice & School Use	--	--	4 hrs 2 hrs	\$105/hr \$35/hr	\$95 \$32	\$85/hr \$30/hr
Villareal Gymnasium (\$300 deposit) - 5,626 sq ft Team Practice & School Use	--	--	4 hrs 2 hrs	\$100/hr \$30/hr	\$90 \$27	\$75/hr \$25/hr
OUTDOOR FACILITIES						
Daniel Bishop Band Shell at Carmichael Park (NO LIVE BANDS - ACOUSTIC OK)	ALL EVENTS PENDING DISTRICT APPROVAL	250	2 hrs	\$75/hr	\$70	\$75/hr
Charles C. Jensen Botanical Garden (Portable Restroom Only) Photo Permit Individual Professional Photographer (includes all park sites)	50	--	2hrs max Per Day Per Day	\$75/hr \$15 \$50	\$70 \$10 \$40	\$75/hr \$15 \$50
Picnic Shelter \$25 each addit'l hr	--	250	6 hrs	\$175	\$160	\$175
Softball Fields per hour—NO lights per hour—WITH lights all day—NO lights	--	--	2 hrs 2 hrs All day	\$25/hr \$30/hr \$60	\$23 \$27 \$54	\$20/hr \$25/hr \$45/day
Tennis Courts	--	--	3hrs max 3 courts max	\$25/league/ season \$10/day indoor restroom access	\$23 —	\$25/season \$10/day indoor restroom access
Skate Park	75	--	2 hrs	\$75	\$68	\$75
Soccer/Football Fields Organized Groups ie dog clubs, etc	--	--	Per hour Per day	\$25/hr \$60/day	\$23	\$20/hr \$45/day
Disc Golf 9 hole Course	--	--	Per event	\$25/event	\$23	\$25/event
Outdoor Area Permit For small picnic events	ALL EVENTS PENDING DISTRICT APPROVAL	--	Per event	\$25/event	\$23	\$25/event

RESIDENT DISCOUNT FEE: Approx. 10% OFF HOURLY GROUP 1 RATE

*Set up rates: \$25 per hour (not to exceed 4 hrs and 6 hrs for John Smith Hall)

*Holiday's rates: add \$30 per hour to hourly fee. Rentals on holidays subject to staff availability!

FACILITY POLICIES

I. GENERAL INFORMATION

- A. The Carmichael Recreation and Park District offers a variety of affordable rental facilities for the community. Facility policies, fees and charges are established as permitted under Sacramento County Ordinance 9.36: Park Regulations, and in accordance with the "Powers and Duties Resolution" adopted by the Sacramento County Board of Supervisors on May 26, 1982. Certain events or activities may be denied under conditions as stated in Sacramento County Ordinance 9.36.
- B. The Carmichael Recreation and Park District reserves the right to set special requirements of individuals and/or groups using District facilities to protect the health, safety, and well-being of other participants, staff members, district facilities and the general public. Some reservations may not be approved based on but not limited to:
- Potential for damage to the facility
 - High risk of participant and spectator injury
 - Potential for additional security measures to be taken and impact on law enforcement
 - Potential for impact on district staffing needs
 - Impact on immediate neighbors
 - Previous rental issues which resulted in facility damage, security problems, or misrepresentation
- C. The Carmichael Recreation and Park District does not allow pay at the door or any monetary exchange activities at events unless the user group qualifies as a Non Profit Group. Individual or Groups are not allowed to sell goods or services for commercial gain.

II. FACILITY GUIDELINES

- A. **Reservations:** The Carmichael Recreation and Park District provides on-site staff for all paid rentals to assist with any needs that might arise during the event. Private caterers are welcome. Facilities will be considered reserved when a Facility Use Application and Permit has been signed and is on file at the District Office or La Sierra Community Center Office along with a security deposit. Reservations will be considered final on the 21st day prior to the scheduled use date - NO security deposit will be refunded after that date without the approval of the District Advisory Board. Rental must be paid at least 14 days prior to the event.

Facilities may be reserved up to one year in advance.

Certificate of Insurance and proof security has been hired (if required) also must be received 14 days prior to the event. If payment for event is less than 14 days then payment must be paid via cash or credit card. No checks will be accepted.

- B. **Security Deposits:** A Security deposit is due at the time a reservation is made. Deposits are refundable with deductions for damages to facility or furnishings; in the event that special clean up is required by District 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 permit holder.

Note: The Security deposit will NOT be returned to any group that misrepresents the type of event held or group/individual actually using the facility.

- C. **General Liability Insurance:** A Certificate of General Liability Insurance in the amount of \$1 million naming the Carmichael Recreation and Park District as an additional insured and evidenced by an additional insured endorsement, a rider, or language within a policy indicating a blanket endorsement is required
- 1) When alcoholic beverages are served or sold to the general public.
 - 2) When deemed necessary by the District. Some examples include youth oriented parties, dances, graduations, etc...
- E. **Hours of Use:** District facilities are available from 7:00 a.m. to 12 midnight and all users must be clean-up and walking out by 1 a.m. Users are responsible for their own set-up and clean-up.
- F. **Cancellation by the District:** The District reserves the right to cancel a scheduled activity prior to the event should misrepresentation or omission of facts be discovered as stated in Sacramento County Ordinance, Chapter 9.36 (Park Regulations) Section .030 or if in the interest of public safety.
- G. **Security Officers:** Security officers are required for large social functions and events where alcohol is present or at the discretion of the District when there is an element of risk to public safety. The permit holder will be responsible to provide the security.
- H. **Alcoholic Beverages:** Alcohol is NOT PERMITTED without prior approval from the District. When the use of alcohol is approved, it is to be served and consumed in approved and/or designated areas only. No alcohol consumption is allowed in any district park or parking lots without a permit.
1. The sale of alcoholic beverages requires the following:
 - A one day liquor license from the Sacramento Sheriffs Office.
 - A license from the Department of Alcoholic Beverage Control which must be posted at the bar.
 2. Refer to Insurance Rate/Classification Schedule for insurance requirements and additional conditions when alcoholic beverages are served or sold.

Alcoholic Beverages are not allowed at district parks except by permit in specified areas only.

- I. **Fundraisers:** Non-profit groups having fundraisers will be charged at the non-profit rate and must provide proof of non-profit status.
- J. **Concessions:** Concessions may be operated by co-sponsored groups and by other groups for approved events or activities. All required local and/or Sacramento County permits must be obtained in advance of event by the permittee. The district will not be held liable for lack of permits.

IV. Classification of Groups

Group 1 – Private Individuals

- Private individuals that wish to conduct an activity on district property for the purpose of holding weddings, memorials, celebrations, meetings, etc. No monetary exchange of money will take place.

Group 2 – Non-Profit Charitable Groups

- Charitable non-profit events for the purpose of fundraising or holding meetings. To qualify a customer must provide a copy of non-profit status from the California Secretary of State's Office with their non-profit ID number.
- **La Sierra Tenants** may rent La Sierra facilities at the **non profit rate**.

Group 3- District Sponsored Programs and Regular User Groups

Programs and activities administered or sponsored by the Carmichael Recreation and Park District have priority.

Regular user groups are classified as those groups which are non-profit, philanthropic, or service oriented groups. They regularly provide services of value to the community and meet regularly in district facilities. These groups must have an annual facility permit on file with the district and may be required to provide a copy of their non-profit status.

The districts regular user groups (indoor and outdoor) will be charged a fee for exclusive use of facilities. Fees will be determined based upon the districts costs and reviewed regularly in an effort to cover some of the districts direct costs.

Groups using storage at the district will be charged an annual fee. The district is not responsible for lost or stolen items.

Outdoor user groups (field use only) will be required to adhere to the **SPORTS ORGANIZATION POLICY and APPLICATION** procedure.

Resident Discount Fee

CRPD district residents qualify for a discount on indoor facility rentals and district programs. (SEE RECREATION PARTICPATION POLICY)

District Resident: A District resident is defined as anyone living within the geographical boundaries of the Carmichael Recreation and Park District. Carmichael Recreation and Park District reserves the right to request proof of residency. A copy of the map showing the park district boundaries are printed in the brochure, available at the district offices, and on the web site.

III. District Fees and Policies

A. Fees and charges have been established to assure that the district facilities and programs are utilized for recreational, athletic, cultural, educational, social and community service functions that meet the needs and interests of the residents of the community. The district implements fees and charges to help offset maintenance and operations costs. Fees and charges are designed to serve as additional means to continue to provide basic services in an equitable manner.

Fees are assessed for use of facilities and recreation services based on one or more of the following:

- The cost of the facility operating costs.
- A facility is used for economic gain.

B. Guidelines for Establishing Fees

- Fees may be charged to recover all or a portion of the actual cost of providing the service.
- Fees should be consistent with market rates.
- Fees will be assessed for the use of facilities by most user groups.

C. Set – up time and Holiday Rates:

- a. **Set – up time** is charged at **\$25 per hour** not to exceed 4 hours. (6 hours for the John Smith Hall ONLY) Any additional set-up time will be charged at the regular hourly rental rate. Clean-up time is billed at the regular hourly rental rate. (Events and set-up must run consecutively)
- b. **Holiday rates:** An additional **\$30 per hour** will be added to the hourly Group 1 or 2 rates for staffing fees if facilities are rented on major holidays. Rental on holidays is also subject to staff availability.

D. Waiver of Fees:

The District Administrator or his/her designee may waive facility use fees, including deposits, for special circumstances. Some requests may need to be submitted to the Advisory Board of Directors for approval.

Examples of facility uses that may be waived include but not limited to local; town hall meetings, public forums, debates, etc...

E. Long Term Use/multi-year use (Regular Rental User Groups):

Facilities are not available for long term rental except in cases of district community partners or district programs and if facilities are available. (See description of Classification of Groups). All new requests must be considered approved by the District Administrator or his/her designee.

VII. PARK PERMIT (Outdoor Area Permit)

A.

Many park areas are not available for reservation and are open to the general public. Other public park facilities require a Facility Use Permit. Permits are available per the following conditions:

B. CONDITIONS OF USE

- The group is organized and is meeting regularly in the park. (Non-profit organization)
- The sale of goods and services for commercial gain is not allowed unless approved by the Sacramento County Board of Supervisors.
- Park use permits will only be issued to groups who will not disrupt the general public's use and enjoyment of the park facility.
- The proposed activity or use will not unreasonably interfere or detract from the promotion of public health, welfare, safety and recreation.
- Permit holders are not allowed to set-up equipment i.e. heavy equipment or vehicles that may impact or damage the turf.
- PA systems may not be allowed.
- Users of our facilities are responsible to know all district rules and regulations.



RAYMOND AND HAZEL NAY MEMORIAL GROUP PICNIC SHELTER

LOCATION: Carmichael Park, 5750 Grant Avenue, Carmichael (In back of park)

AMENITIES: A 30' x 60' covered picnic shelter complete with, handicapped access, drinking fountain, 15 tables, three food preparation areas, a large BBQ grill, and access to an electrical outlet. Water access available via a quick coupler provided by District upon request.

FEES: \$175/ 6 hours (\$25 each additional hour)

MAXIMUM OCCUPANCY: Seating for 250

HOURS: Available 8:00 a.m. to sunset (7 days a week).

SECURITY: A security officer may be required at an additional expense to the permit holder at the discretion of the District.

LIABILITY INSURANCE: A Certificate of Liability Insurance in the amount of one million dollars naming the District as an additional insured (evidenced by an endorsement) is required:

1) When the permit holder sells or dispenses alcohol; 2) when the event is open to the general public and food and/or beverages are provided by the permit holder; 3) at the discretion of the District when there is an element of risk (liability insurance may be purchased at the District office).

ALCOHOLIC BEVERAGES: The sale of alcoholic beverages requires the following:

- A one day liquor license from the Sacramento Sheriffs Office.
- A license from the Department of Alcoholic Beverage Control which must be posted at the bar.
- Security for the event

(See Liability Insurance and Security). Alcohol use is restricted to the immediate area of the picnic shelter.

AMPLIFIED EQUIPMENT: No loud amplified music or Public Address (PA) systems are permitted (County Park Ordinance 9.36.072).



CHARLES C. JENSEN BOTANICAL GARDEN

LOCATION: 8520 Fair Oaks Blvd. (East of Fair Oaks/Manzanita intersection).

AMENITIES: Botanical garden with a wooden covered bridge crossing Carmichael Creek, shaded benches, flowering shrubs, and wild life including deer.

GENERAL INFORMATION: The garden is open to the general public. A specific area can be designated for ceremonies and chairs may be used in designated areas. Decorations must be placed carefully using string or tape. No nails, tacks, or pins. No bird seed or confetti. No flames of any kind. Photographs shall be taken from lawns or pathways. Please do not enter flower or plant beds. Removal of flowers or plants is prohibited. Domesticated animals or pets of any kind (dogs, horses) are not allowed. *One portable regular restroom available.*

FEES: \$75 per hour (2 hr max) which includes a photo permit.

PHOTOGRAPHY PERMIT: A permit is required for commercial photographers is \$50/day. Individual day use fee is \$15/day.

MAXIMUM OCCUPANCY: 50 people. Limited parking and only portable restroom available.

HOURS: Available 8:00 a.m. to sunset (7 days a week).

SECURITY: A security officer may be required at an additional expense to the permit holder at the discretion of the District.

LIABILITY INSURANCE: A Certificate of Liability Insurance in the amount of one million dollars naming the District as an additional insured (evidenced by an endorsement) may be required at the discretion of the District when there is an element of risk (liability insurance may be purchased at the District office).

ALCOHOLIC BEVERAGES: NOT ALLOWED

AMPLIFIED EQUIPMENT: Not allowed. Acoustic instruments are allowed at the Botanical Garden.



DANIEL BISHOP MEMORIAL PAVILION FOR THE PERFORMING ARTS (Band Shell)

LOCATION: Carmichael Park, 5750 Grant Avenue, Carmichael (back of the park).

AMENITIES: Features a covered concrete stage, dance floor, accessible stage, and electrical outlets. Restroom and parking nearby. Great for memorials, dance recitals, award ceremonies, etc. (No amplified music which includes live bands or concerts unless sponsored by the District)

FEES: \$75/hour, minimum 2 hours (\$25/hour set up fee)

MAXIMUM OCCUPANCY: Approximately 250

HOURS: Available 8:00 a.m. to sunset (7 days a week).

SECURITY: A security officer may be required at an additional expense to the permit holder at the discretion of the District.

LIABILITY INSURANCE: A Certificate of Liability Insurance in the amount of one million dollars naming the District as an additional insured (evidenced by an endorsement) is required:
1) when the permit holder sells or dispenses alcohol; 2) when the event is open to the general public and food and/or beverages are provided by the permit holder; 3) at the discretion of the District when there is an element of risk (liability insurance may be purchased at the District office).

ALCOHOLIC BEVERAGES: The sale of alcoholic beverages requires the following:

- A one day liquor license from the Sacramento Sheriffs Office.
- A license from the Department of Alcoholic Beverage Control which must be posted at the bar.
- Security at the event.

(see Liability Insurance and Security). Alcohol use is restricted to the immediate area.

AMPLIFIED EQUIPMENT: Allowed within County Code restrictions (County Park Ordinance 9.36.072).

RESTRICTIONS: No amplified music which includes live bands or concerts except those sponsored by the District. Acoustic instruments are allowed.

EQUIPMENT RENTAL

The following equipment is available upon request at no charge when indoor facilities are rented:

CARMICHAEL PARK (CP)

Clubhouse

Chairs and tables (12 ft banquet tables)
Podium
Coffee Pot

Tables (8 seat rounds or 12 ft banquet tables)

NOTE: Clubhouse 2 Fireplace is for visual affects only and is not operational.

2 Residential refrigerators w/ freezers
1 Residential oven w/warmer

Veterans Building

Chairs and tables (10ft banquet tables)
1 residential oven and refrigerator

LA SIERRA JOHN SMITH HALL (LS)

Chairs and Tables (8 seat rounds or 12 ft banquet tables)
Commercial refrigerators and freezers
Commercial ice machine and ice machine
Coffee Pots
Podium
Large Pasta Pots
Chairs and Podium

The following equipment is available for rent. Users are responsible for equipment from the time it is checked out until the time it is checked in. A deposit may be required. Damaged or lost equipment will be billed at the actual cost plus 10%.

EQUIPMENT	FEE
Commercial Warming trays and Ovens (LS)	\$10
25" Color TV with VCR & DVD (CP and LS 37" FLATSCREEN TV)	\$30
PA System w/2 speakers and 2 microphones (LS)	\$60
Chuck wagon cooker barbecue grill (CP)	\$30
Sports equipment game bag - \$50 deposit (CP)	\$5/day \$10/weekend
Volleyball poles and net - gym only (LS)	\$5



RECREATION PARTICIPATION POLICY

I. GENERAL

- A. The Carmichael Recreation and Park District exists for the purpose of providing leisure and recreation pursuits of our residents.

Our mission is to satisfy the recreational interest of district residents by providing a wide-range of programs and services. *Our goals are as follows:* Encourage community participation; Provide relevant recreational programs; Improve recreational services; encourage residents to seek healthy lifestyles by recreating regularly; create recreational opportunities to access natural areas; and provide sufficient resource to accomplish goals.

- B. The Carmichael Recreation and Park District reserves the right to make special requirements of individuals and/or groups participating in District recreation activities or to deny participation to specific individuals or groups to protect the health, safety, and well-being of other participants, staff members, district facilities and the general public.

II. PARTICIPANT GUIDELINES

- A. Participation in all recreation activities and programs shall be managed in accordance with the recommendations and requirements of the District's policies.
- B. Each registered participant must release the district from legal liability for any risk or harm that may or does occur with participation in the recreation activity. No person shall be permitted to participate in any district programs if a signed release has not been received.

Minors: For participants under the age of 18 year of age the Agreement, Waiver and Release must be signed by a parent or legal guardian. The district may, at its discretion, request proof of legal guardianship in the form of a birth certificate or court order.

- C. The agreement waiver and release must be received by the district prior to the start of participation in any activity.
- D. No person shall be denied the ability to participate in a recreation activity due to race, creed, ethnicity, national origin, age, gender, gender identity and expression, religion, sexual orientation, disability or marital status with the following exceptions:
1. Age and grade restrictions are permitted when appropriate to accommodate the developmental differences of adults versus children, or children of different ages when appropriate to accommodate the developmental differences of adults versus children, or children of different ages.
- E. Persons who may have difficulty participating in an activity due to a disability shall be accommodated to the extent possible using existing district resources. Volunteers or support persons retained by the participant will be accommodated whenever possible provided that the district does not incur any additional cost. Person s present at an activity assisting a participant must complete an Agreement Waiver and Release. The volunteer or support person will not be charged the program fee.

- F. No provision of this section shall be construed to prevent the district or its instructors from imposing specific requirements reasonably related to course participation including but not limited to course prerequisites, registration and material fees, release of legal liability, and other appropriate conditions.

III. CONDUCT OF PARTICIPANTS

- A. Participants shall respect the rights of others to be free of physical touching of others or property without permission.
- B. Participants shall respect equipment and supplies and not behave in a wasteful or destructive manner.
- C. Participants shall treat all people with verbal respect and refrain from bad language and name calling.
- D. Minors shall remain in the presence of a staff person at all times.
- E. Participants shall remain in designated areas and shall not enter staff areas or other district facilities without permission.
- F. Participants shall follow the instruction of staff members or instructors at all times.

IV. FEES

- A. Fees for recreation shall be collected at the time of registration. Registration forms received without payment shall not be entered into the system and participation shall not be permitted unless fees are waived by the Recreation Services Manager.
- B. The Recreation Services Manager or designee may waive recreation fees at their discretion to meet customer service and program needs.
- C. CRPD District residents will receive a discount on designated district recreational programs which will be indicated in our district activity guide and printed materials. A District resident is defined as anyone living within the geographical boundaries of the Carmichael Recreation and Park District. Carmichael Recreation and Park District reserves the right to request proof of residency. A copy of the map showing the park district boundaries are printed in the brochure, available at the district offices, and on the web site.
- D. A waiver of recreational fees may be available to selected low income participants as District funds and program budgets allow. This program will be for youth only programs and referred to as the **YOUTH SCHOLARSHIP PROGRAM**. Its primary purpose is to allow young people to participate in recreational programs.
 1. Eligibility: Minor who reside in low income households are eligible for a fee waiver. Low income house hold is defined as falling below the HUD income limits for the current year based on the number of persons per household. For minors with dual households (joint physical custody) income and number of persons for both house holds must be included on the Fee Waiver Request and Income Verification Form. This is determined using the free school lunch program standards as developed by the United States Department of Agriculture (USDA).
 2. Application: A parent or legal guardian may apply for a waiver at any time by completing the Waiver Request & Income Verification Form. Once an application has been process and approved, the waiver will be effective from the date of submission to the end of that school year.