

## DISTRICT RULES AND REGULATIONS

1. Person or organization using District facilities must **MAINTAIN ORDER AND OBSERVE RULES**, and will be held responsible for damages done to District properties. Staff has the authority to close facility if group does not adhere to the rules and regulations of the District.
2. **CARMICHAEL RECREATION AND PARK DISTRICT RESERVES THE RIGHT** to make special requirements of permittees when necessary for the protection of the facilities. The District also reserves the right to cancel the scheduled activity without liability should misrepresentation or omission of facts be discovered, potential for damage to the facility, high risk of participant injury, potential for additional security measures to be taken and impact on law enforcement, and/or impact on immediate neighbors.
3. Facilities will be considered reserved ONLY when a Facility Use Permit has been signed, and is on file at the District Office or La Sierra Community Center Office, along with the appropriate security deposit. Reservations will be considered final on the 21<sup>st</sup> day prior to the scheduled date – NO security deposits will be refunded after that time. All rental fees must be paid in full 14 days prior to the event along with proof of general liability insurance (if required).  
General liability requirement when the insurance is necessary:
  - A certificate of insurance with an endorsement to the policy naming the District as an additional insured.
  - The Carmichael Recreation & Park District, officials, employees, and volunteers by endorsement to all liability policies except workers compensation and professional liability.
  - The liability insurance to be written on occurrence basis; minimum \$1 million limit.
4. **SET-UP TIME:** Permittees are responsible for their own set up (4 hour maximum allowance). Set-up time is charged at a lower rate (Smith Hall, Clubhouse & Veterans Hall only).
5. **CLEANUP TIME:** The facilities must be restored to the condition in which found, within the time specified on the permit. Permittees are responsible for their own cleanup. Any damage to the facility or furnishings, or any special cleanup required by the District staff following your activity (*especially floor damage caused by improper movement or storage of chairs and tables*), or overtime incurred by permittee will be deducted from the security deposit. Any cost exceeding the security deposit will be billed to the permittee. Cleanup time will be charged at the normal hourly rate for the facility being used and charges will be calculated in 15 minute increments.  
**\* NOTE: All users must be cleaned up and out of the facility by 1 AM.**
6. **IT IS THE RESPONSIBILITY OF THE PERMITTEE TO:**
  - a. Remove all decorations, sweep, and put all garbage in trash containers provided.
  - b. Wipe with a damp sponge all tables, counters, chairs, and spillage.
  - c. Wipe down and clean stoves, refrigerators and all other equipment used.
  - d. Remove all personal items from the facility.
  - e. Store all tables and chairs according to posted directions.
7. The District is not responsible for any lost or stolen items. **DO NOT BRING VALUABLES TO THE FACILITIES.**
8. **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 is allowed in outside parking lots.
9. Organizations having District approval to sell alcoholic beverages during their event must obtain the necessary Sheriff ABC (Alcoholic Beverage and Control) Daily On-Sale License and file it with the District no later than 48 hours prior to the function.
10. **SMOKING IS NOT PERMITTED** IN BUILDINGS AT ANY TIME (COUNTY ORDINANCE). Smokers must NOT stand within 15 feet of any entrance and must use designated containers to dispose of butts.
11. **ALL DECORATIONS** must be approved by the District and set up under District supervision. **ABSOLUTELY NO** Scotch-type tape, electrical tape, duct tape, tacks, nails or staples permitted. Masking or painter's tape and string may be used on specified areas only. The District does NOT provide ladders.
12. NO rice, glitter, confetti, or any other foreign materials are to be used on the floors. Birdseed is acceptable outside.
13. Candles may be used provided they are contained in glass bowls or chimneys or in candelabras that are secure and placed away from combustible materials. District personnel must approve containers.
14. NO food or beverages are allowed in the gymnasiums at any time.



**FACILITY USE PERMIT**  
(PLEASE PRINT CLEARLY)

**CARMICHAEL RECREATION AND PARK DISTRICT OFFICE**  
5750 Grant Avenue Carmichael CA 95608 Phone: 485-5322 Fax: 485-0805  
info@carmichaelpark.com  
**LA SIERRA COMMUNITY CENTER RECREATION OFFICE**  
5325 Engle Road #100 Carmichael CA 95608 Phone: 483-7826 Fax: 483-7861  
lsoffice@carmichaelpark.com

Location: ( ) Carmichael Park ( ) La Sierra Community Center ( ) Other	Group Classification:
Facility requested:	Hourly Rate:

Organization:	Email:		
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Applicant:	Cell:	Hm:	Wk:
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Address:	City:	State/ZIP:
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Alternate Contact:	Email:
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Deposit returned to Applicant. If different, indicate below:	Cell:	Hm:	Wk:
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Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State/ZIP: \_\_\_\_\_

Total Approximate Attendance:	Type of Event:	(NO LIVE BANDS)
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Date(s) of Event:	Day(s) of Week: Su M T W Th F Sa
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Set-up time	From:	To:	Event & Clean-up time (charged at hourly rate)	From:	To:
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Equipment Needed/Special Requirements:	Security officers required? ( ) Yes ( ) No
_____	Security Agency: _____
	Phone: _____ Fax: _____

FOOD: Served - Yes ___ No ___ /Sold - Yes ___ No ___	_____ hrs x (set-up fee) _____ = \$ _____
ALCOHOL: Served - Yes ___ No ___ /Sold - Yes ___ No ___	_____ hrs x (event fee) _____ = \$ _____
If selling alcohol, ABC License REQUIRED & Sheriff APPROVAL	

Deposits	Receipt #	Amount	Fees	Receipt #	Amount
Security Deposit	#	\$	Room Rental	#	\$
Other Deposit(s)	#	\$	Other Rental(s)	#	\$
Permit #		\$	District Insurance	#	
Insurance Provided by:	Insurance Certificate #		Total Fees due by:		\$

**INDEMNITY AND HOLD HARMLESS CLAUSE**

Applicant/User agrees to be solely responsible for any and all liability, claims, loss, demands, damages, costs, and expenses, including attorney's fees, arising out of or resulting from any injury to persons or damage to property which arise out of its use of District facilities. Applicant/User 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, whether or not any such claim or action is alleged to have been caused in part by District as a party indemnified hereunder.

\_\_\_\_\_  
**(User Initial) I have read the District Rules and Regulations (on reverse) and agree to abide by all of the conditions of this application and any contract or permit issued based on this application.**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
SIGNATURE OF PERMITTEE OR AUTHORIZED GROUP REPRESENTATIVE

Name Printed: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

FOR OFFICE USE ONLY

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