



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

Facility Rental FAQs

Q: How do I reserve a Carmichael Recreation and Park District (CRPD) facility?

A: Facilities will be considered reserved when a Facility Rental Application and Permit has been signed, approved and is on file at the District Office or La Sierra Community Center Office along with a security deposit and Certificate of Insurance. Rentals must be paid in full at least 14 days prior to the event.

Q: What hours are your facilities available to rent?

A: Facilities are available every day from 7am to 1am. CRPD observed holidays are subject to staff availability.

Q: Am I responsible for setting up and cleaning up my own event?

A: CRPD takes pride in offering several affordable rental facilities. These low fees are maintained by allowing the renter to set up and clean up their own event. CRPD provides a staff member to facilitate and supervise the event in case of emergencies.

Q: Does my rental include set-up and clean-up time?

A: The times listed on your rental permit indicate when your rental begins and ends. It is up to you to decide how long it will take to set-up and breakdown your event within that timeframe. Please note, rentals ending at 1am must be cleaned up and completely exited by 1am.

Example: If you book the Veteran's Memorial Hall at Carmichael Park from 5pm-12am, you will not be allowed to enter any earlier than 5pm and you must completely cleaned up and exited from the facility by 12am.

Recommendation: It typically takes twice the amount of time to set-up an event than it does to breakdown. Events exceeding 75 guests typically take an hour to break down and clean up. Take this into consideration when planning your event.

Q: When will I get my security deposit back?

A: Deposits are refundable with deductions for damages to facility or furnishings in the event that special clean-up is required by CRPD staff, or if overtime is incurred by the renter. 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 by CRPD for refund within 5 business days after the event. Checks are mailed from the County of Sacramento approximately 30 days post event.

Q: What is your refund and cancellation policy?

A: All cancellation notifications must be submitted via a confirmed email, in person or in writing delivered by certified mail.

- a. If an event is cancelled more than 60 days in advance, CRPD will retain 25 percent of the deposit.
- b. If an event is cancelled within 30-60 days in advance, CRPD will retain 50 percent of the deposit.
- c. If an event is cancelled less than 30 days in advance, CRPD retains 100 percent of the deposit.
- d. If an event is cancelled less than 14 days in advance, CRPD retains 100 percent of the deposit and all fees paid.

Q: Do you allow alcohol in your facilities?

A: Alcohol is permitted with CRPD approval. When approved, alcohol may only be served/consumed in the rented

facility and is subject an alcohol surcharge (see Facilities Rental Policy). Alcohol is prohibited in all parking lots and on park grounds.

Sale of alcohol will require a one-day liquor license from the County of Sacramento Sheriff's Office and a license from the Department of Alcoholic Beverage Control must be submitted to CRPD and posted at the bar during the event.

Q: Do you require security officers for all events?

A: Security officers are required for social functions and events when there is an element of risk to public safety or alcohol is present (determined at the discretion of CRPD). Security is scheduled by CRPD staff at a rate of \$50 per hour for each officer; the officer(s) will arrive 15 minutes before the rental begins and will remain onsite through the duration of the rental.

Q: Do you have any music/sound restrictions?

A: CRPD does not permit live bands unless it is a CRPD-sponsored event; acoustic, non-amplified bands are allowed. DJ's and other forms of amplified sound are permitted with CRPD approval. In addition, CRPD reserves the right to restrict sound to a lower level if there is a negative impact on other rentals/user groups. Noise standards are as follows:

- a. 7:00am-10:00pm- May not exceed 55 dBA
- b. 10:00pm-7:00am- May not exceed 50 dBA

Q: Does CRPD have any decoration restrictions?

A: Please note the following restrictions:

- a. No glitter, confetti or rice allowed. Birdseed may be used outside only.
- b. No scotch-tape, electrical tape, duct tape, tacks, nails or staples are permitted. Masking or painters tape and string may be used.
- c. Candles may be used and must be contained in glass bowls, votive holders or candelabras that are secure and placed away from combustive materials. Must be approved by CRPD staff.

Q: Am I required to provide insurance for my event?

A: A Certificate of General Liability Insurance in the amount of \$1,000,000 naming the Carmichael Recreation and Park District, its officers, agents, employees and volunteers as additional insured and evidenced by an additional insured endorsement, a rider or language within a policy indicating a blanket endorsement is required.

- a. If unable to obtain insurance via home owners or independent policy, insurance is available for purchase through CRPD.
- b. CRPD may waive this requirement for certain events, as deemed appropriate, upon request.

Q: Are there any other restrictions/details I should know about?

A: Please note the following:

- a. CRPD does not provide ladders or any kind of party supplies/tools.
- b. Smoke machines are not allowed (per Sacramento Metro Fire Department).
- c. Bubble machines are not allowed.
- d. No water balloons, water play or water toys.

For more information, or to view the complete Facilities Rental Policy, please visit carmichaelpark.com/forms-regulations