

**NORTH HIGHLANDS RECREATION AND PARK DISTRICT
6040 WATT AVENUE, NORTH HIGHLANDS, CA 95660
PHONE: 332-7440**

FUNDRAISER

BUILDING RENTAL FEES AND CHARGES

COMMUNITY CENTER

Whole Building: 62'x66' (4,127sq. Ft.)
400 assembly (chairs avail. 275)
275 seated for dinner

RECREATION CENTER

29'x38' (891sq. Ft.)
100 assembly
60 seated for dinner

NOTE:
Fundraisers may only be held in our District facilities for non-profit groups and must be approved in advance by the District Board. Events held in the Community Center or Recreation Center, may not use the outside area other than for parking. The following procedures must be followed when reserving the facility for a Fundraiser:

- All paperwork and building deposit must be paid to hold the facility for the function.
- A letter from the organization, addressed to the Board of Director c/o District Administrator must be received in the District Office no later than 4:00 p.m. on the first Thursday of each month.
- The letter must include: Name of Organization, Contact information for Organization, Type of Activity, What the funds raised for the activity will be used for.
- A member of the Organization must attend the Board of Director's meeting, held on 2nd Thursday of the month at 7:00 p.m., to answer any questions the Directors might have.
- The deposit must be submitted at the time the letter is submitted to the office and the facility use permit must be filled out.
- Upon approval from the Board of Directors all fees for use of the facility must be paid within five (5) business days to continue to hold the facility.
- There are no fee waivers granted for fundraisers.
- Additional fees may be required depending on the type of function (i.e. crab feeds will be charged an extra dump fee)
- When alcohol is served, Special Liability Insurance Certificate in the amount of \$1 million along with a letter of endorsement naming the District as additionally insured will be required.
- If alcohol is served, guards are required and will be for paid for by the renter. The number of the guards will be based on the type of event and the estimated attendance
- There must be at least one adult for each twenty (20) minors in attendance at any function
- Groups shall leave the facilities in a clean and orderly condition. Full or partial deposit will be forfeited if damages are noted and/ or cleaning is not properly completed.
- Groups will be asked to leave the building at the time approved on the permit, whether or not the building has been properly cleaned. This could result in full or partial forfeiture of the building deposit, final decision will be made by the Administrator
- Activities shall cease by 12:00 midnight unless otherwise stated and approved on the permit
- **NO** Smoking is allowed in District Facilities
- **NO** Open Flames are allowed in the District facilities, i.e. candles, butane pots, propane heaters, open cookers, etc..
- Prior approval is required before any equipment or appliance, other than what is supplied by the District, is used in the facility
- **ALL** changes due two weeks prior to the event, **NO** changes will be accepted after the two weeks.
- Any other special accommodation must be approved in advance

Group V

Fundraisers

COMMUNITY CENTER

Whole Bldg. (8hrs max, 2hrs min)	\$50/hr -
Kitchen Use (PREP ONLY)	\$20/day -
Security Guards (1 GUARD) (if serving alcohol)	TBA
Cleaning/Alcohol Deposit	\$400
Insurance required (if serving alcohol)	
Liability Insurance	TBA

RECREATION CENTER

Whole Bldg. (8hrs max, 2hrs min)	\$35/hr
Kitchen Use (PREP ONLY)	\$20/day -
Security Guards (1 GUARD) (if serving alcohol)	TBA
Cleaning/Alcohol Deposit	\$400
Insurance required (if serving alcohol)	
Liability Insurance (cost TBA)	TBA