



North Highlands Recreation & Park District Indoor Facility Rental Information

(916) 332-7440 – recreation@nhrpd.org

FACILITIES

Kay F. Dahill Community Center (6040 Watt Avenue, North Highlands)

The Kay F. Dahill Community Center is approximately 4,127 square feet. Rental includes tables and chairs to seat up to 400 assembly style or 275 seated for dinner. It has a serving kitchen (stove, refrigerator, sink & microwave), restrooms and a built-in stage.

Recreation Center (6040 Watt Avenue, North Highlands)

The Recreation Center Meeting Room is approximately 900 square feet. Rental includes tables and chairs to seat up to 100 assembly style or 78 seated for dinner. It has a serving kitchen (stove, refrigerator, sink & microwave), and restrooms.

TYPES OF RENTALS

Private Rental

By definition includes graduations, birthdays, baptisms, baby showers, quinceañeras, anniversaries, weddings, retirements, engagements, commercial uses and similar events and uses in which the public is excluded from attending.

Non-Profit

By definition includes groups and organizations that hold a valid registered non-profit number. If the non-profit is requesting use to host a fundraising event, a letter indicating the intent and purpose of the fundraising event must be submitted to the District Administrator thirty (30) days in advance of the proposed use date. Some fundraising events may require authorization by the North Highlands Recreation & Park District Board of Directors that only meet monthly.

RENTAL APPOINTMENTS

Facility Tours

Facility tours last between 15-30 minutes and are scheduled by appointment only, during the following times.

Tuesdays, Wednesdays, and Fridays - between 10:00am – 12:00pm or 2:00pm – 4:00pm

To schedule a tour, call or email – recreation@nhrpd.org (916) 332-7440

Contract Signing Appointment

At this appointment, your contract will be reviewed and signed. The deposit and half of the rental fee will be due at this time (the remaining balance is due thirty (30) days before the event). This appointment secures the event date. **If a translator is required, the prospective renter must provide one. The translator needs to be 16 years or older.**

RENTAL PROCESS

Step 1 Complete Facility Use Agreement and initial the Facility Rental Agreement.

Step 2 NHRPD will review contract and contact applicant within 10 business days with the following information

- List of additional information needed based upon the type of rental (ABC license, liability insurance, security guard requirement, etc.)
- Rental quote
- Dates to schedule contract signing appointment (rental date is not secure until step 3 has been completed).

Step 3 Renter attends contract signing appointment to sign the rental contract, pay the deposit, and pays 50% of rental fees (the remaining balance is due thirty (30) days before the event).



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RENTAL INFORMATION

Applicant and/or Alternate Contact

The individual listed as the “main contact” and “alternate contact” on the application are the only individuals authorized to make any changes to the rental agreement. One or both of these individuals **must** be present during the rental.

Minors (anyone under 18 years old)

All events, regardless of the type, must maintain a youth to adult ratio of 15:1.

Alcohol

- To sell alcohol the applicant(s) must secure and provide an ABC (Alcohol Beverage Control) permit. Alcohol Beverage Control contact information: www.abc.ca.gov (916) 419-2500.
- Private security guards are required for all events where alcohol is served or sold. North Highlands Recreation & Park District will arrange security guards for events that require them.
- Alcohol can only be consumed in the building or room rented.

If using a BBQ to prepare meal

- If barbecuing the meal, then BBQ needs to be outside in a parking spot near door that is the closest to the kitchen. Also, a tarp needs to be laid under to catch any drippings from barbeque.

Decoration Policy

For materials not listed or if you have questions regarding decorations you are required to check with NHRPD staff (72) hours in advance of your scheduled event.

- **Not Allowed:** scotch, masking, electrical or duct tape, staples, tacks, nails, pins or any items that put holes or removes paint. String, rope lights, candles or open flame items. Confetti, glitter, sand, bark, birdseed or rice. Wax or dance chalk. Decorations hanging from ceiling or light fixtures or any movement of ceiling tiles. Fog machine or similar equipment.
- **Allowed:** Extension cords that aren't located where they pose a hazard (if on floor must be covered with material or products designed to cover cords.) Balloons attached by weights only (Do not affix to anything). Battery operated candles & flowers. Painters table (blue or green only) to hang decoration on wall. Decorations must be made of flameproof material.

Cleaning Requirement:

The permit holder is required to clean the rented facility to the level it was provided at the time of the rental.

- Wipe off all tables and chairs
- Remove all decorations, food, ice and all trash to the outside receptacle and replace with provided liners.
- Mop up all spills and sweep floors
- Clean and wipe down all stoves, counters refrigerator and sink.



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Permit Holder and Facility Walk-Through

Permit Holder shall agree to comply with and accept all policies, rules and regulations pertaining to the use of the District property. Any violation of said policies, rules and regulations shall be cause for permit revocation and immediate departure of facilities. Permit holder shall be responsible for the conduct and actions of members or participants in any activity authorized to be held in any District facility. Permit holder (individuals who signed rental agreement) must be on premises during the entirety of the rental date and times. **On the day of the scheduled rental, the Facility Monitor and the applicant will perform a “walk-through” of the facility and will document any items of concern as well as at the close of the event another “walk-through” will be done to see that the facility is in the same condition in which they received it.** Any damage to the facility resulting from the permit holder and will be noted and addressed by the District prior to the release of the refundable security deposit. If the District decides to retain a portion of the Security Deposit, the applicant will be notified with in three (3) business days as to the status of the Security Deposit.

Compliance with Applicable Laws, Rules, & Regulations

The renter shall comply with all local, state, and federal laws and regulations related to the use of the facility, all applicable public health rules, regulations, orders, and/or guidance in effect at the time of use.

Liability Insurance

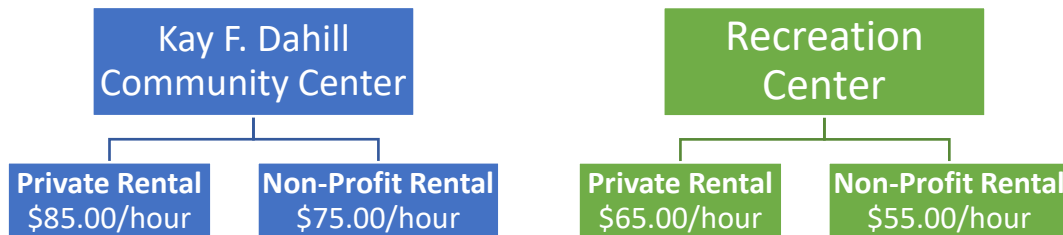
Liability insurance must be provided for all events held at our facilities

- North Highlands Recreation & Park District can provide third party insurance through its affiliated insurance company. Fees and charges vary based upon attendance, type of event, type of alcohol, and event duration.
- Renter must provide a Special Liability and Property Damage Insurance Certificate in the amount of \$1 million, along with a letter of endorsement naming North Highlands Recreation & Park District as additionally insured. **If providing your own insurance, it must be received 30 days prior to event. See attached document on how insurance needs to be written and additional insurance document.**

Event Rental Hours & Facility Pricing

Rental will include: set-up time, event time, and clean-up time. All rental activities, including set-up/clean-up must be completed during your rental hours, unless otherwise stated and approved on the rental agreement.

KAY F. DAHILL COMMUNITY CENTER AND RECREATION CENTER			
Rental Type	Days	Time	Minimum Hours
Private Rental & Non-Profit	Sunday & Thursday	8:00am-10:00pm	3 hour minimum rental
	Friday & Saturday	8:00am-1:00am	5 hour minimum rental



ADDITIONAL FEES AND CHARGES	
Fee/Charge	Cost
Private Party Cleaning Fee	\$225
Alcohol Use Fee	\$25
Non-Resident Fee	\$50
Crab Feed <i>(extra dumpster)</i>	\$75
2nd Building Monitor <i>(Groups exceeding 150 or when alcohol is present)</i>	\$15/hr.
Security Guard <i>(Required when alcohol is present and or events with over 149 guests)</i>	\$40/hr.
Admin. Processing Fee <i>(making changes less than 2 weeks before event or any other applicable situations)</i>	\$25



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Changes/Cancellations/Refunds

All changes, modifications, and cancellations must be made in writing and will only be accepted from the Applicant and Alternate Contact listed on the rental application. **Renters requesting changes or modifications to a rental less than 2 weeks before the event date will be charged a \$25.00 Administrative Processing Fee.**

Applicants cancelling reservations after fees have been paid will be refunded using the scale below.

90 calendar days or more prior to event =100% refund of TOTAL RENTAL AMOUNT

60 calendar days or more prior to event =75% refund of TOTAL RENTAL AMOUNT

30 calendar days or more prior to event =50% refund of TOTAL RENTAL AMOUNT

14 calendar days or less prior to event =0% refund of TOTAL RENTAL AMOUNT

Cancellation or refund checks to be mailed 2-4 weeks after the cancellation. Sacramento County issues refunds and will be sent directly to the renter.

Deposit & Fees

The rental deposit and 50% of the rental fees are due during the Contract Signing Appointment. The remaining balance is due thirty (30) days before the event. A \$500.00 refundable security deposit will be charged for all rentals. Renters receiving their full deposit or a portion will receive it within 2-4 weeks after the event. Sacramento County issues refunds and will be sent directly to the renter.

The renter is responsible for any damage, acts of vandalism, or theft that occurs during the rental. The deposit will be used to pay for the cost of repairs along with direct staff costs associated. If the cost exceeds the deposit, the renter will be billed for the additional costs. If the renter refuses to pay, legal action may be taken. In any case, the renter will not be allowed to use any District facility until full payment has been made. North Highlands Recreation & Park District will notify the renter within three (3) days if there are fees being taken out of the deposit.