



# North Highlands Recreation and Park District Indoor Facility Rental Information

Thank you for your interest in renting our facilities. This information packet will provide all the necessary details about renting with us. It is the renters' responsibility to have read the information packet completely. We recommend keeping this packet to refer to if you have a rental in place.

## General Rental Procedures

RENTAL PROCESS	
<b>Step 1</b>	Rental applications must be completed, signed and received by North Highlands Recreation & Park District <b>at least 45 days prior to the date of the event</b> . Applications submitted less than 45 days will not be guaranteed their event date. <u>Quotes will not be given without an application submission.</u>
<b>Step 2</b>	Requests are fulfilled on a first come first serve basis. Applicants can expect to receive a response regarding their application within 10 business days. Incomplete or blank application may result in a delayed response from North Highlands Recreation & Park District.  NHRPD staff will review rental application and contact the applicant with the following information: <ul style="list-style-type: none"> <li>• Rental quote</li> <li>• List of additional information needed based upon the type of rental (ABC license, liability insurance, security guard requirement, etc.)</li> <li>• Dates and times to schedule payment appointment               <ul style="list-style-type: none"> <li>○ Rental date is not secure until step 3 has been completed</li> </ul> </li> </ul>
<b>Step 3</b>	Renter attends contract signing appointment to sign the rental contract, pay the security deposit, and pays at least 50% of rental fees (the remaining balance is due thirty (30) days before the event).
<b>Step 4</b>	Renters must have all remaining balances paid, provide an event set-up, submit the proper insurance documents, and any other required documents at least 30 days before the event date. Failure in completing these tasks may result in event cancellation.

## Facility Tours

Potential renters must schedule a facility tours appointment with the front desk. If potential renters would like a walk-in facility tour without making an appointment, it is up to the staff's discretion and availability if a tour can be conducted. If staff are not available for a walk-in tour, an appointment can be made for a future date. Facility tours are typically 15 – 30 minutes long.

To schedule an appointment, please call (916) 332-7440 or email [Recreation@nhRPD.org](mailto:Recreation@nhRPD.org).

## Contract Signing Appointments

Due to the process of entering information into the reservation system and the processing payment, first initial payments for a rental must have an appointment scheduled. If renters walk-in to make their minimum payment without an appointment, it is up to the staff's discretion and availability if payment can be accepted. If staff are not available for a walk-in payment, an appointment can be made for a future date.

At this appointment, your contract will be reviewed and signed. The deposit and half of the rental fees will be due at this time (the remaining balance is due thirty (30) days before the event). Renters may pay in full if they prefer to do so. This appointment secures the event date. Contract signing appointments are typically 15-30 minutes long.

**If a translator is required, the prospective renter must provide one. The translator needs to be 16 years or older.**

Contract Signing Appointments are scheduled once an NHRPD staff member has contacted the renter with the quote.

Credit card processing fees will be applied. Customers can bypass these fees by paying with cash or check.

### Facilities

KAY F. DAHILL COMMUNITY CENTER	
<b>Overview</b>	The Kay F. Dahill Community Center offers a spacious and convenient setting for wedding receptions, baby showers, quinceañeras and other social gatherings. This facility includes a stage, full size updated kitchen, restrooms, and convenient parking.
<b>Details</b>	<ul style="list-style-type: none"> <li>4,127 square feet of open space</li> <li>Can comfortably seat 275 people for dinner with rectangle tables/ 200 people with round tables</li> <li>Can seat 285 people for assembly</li> <li>Rental fees include WiFi, tables and chairs</li> </ul>

RECREATION CENTER	
<b>Overview</b>	The Recreation Center is great for small gatherings, meetings, baby showers, and other social gatherings for small groups. The facility includes a full size kitchen, restrooms, and convenient parking.
<b>Details</b>	<ul style="list-style-type: none"> <li>900 square feet of open space</li> <li>Can comfortably seat 60 people for dinner with rectangle tables/48 people with round tables</li> <li>Can seat 78 for assembly</li> <li>Rental fees include WiFi, tables, and chairs</li> </ul>

FACILITY MAXIMUM CAPACITY		
Setup Style	Community Center	Recreation Center
Banquet (Rectangle tables)	275	64
Banquet (Round tables)	200	48
Classroom	126	27
Conference	80	40
Assembly	285	78

### Types of Rentals

PRIVATE RENTAL	
<b>Definition</b>	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 RENTALS	
<b>Definition</b>	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 sixty (60) 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.



# North Highlands Recreation and Park District Indoor Facility Rental Information

## 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.

<b>90 calendar days or more prior to event =</b>	<b>100% refund of TOTAL RENTAL AMOUNT</b>
<b>60 calendar days or more prior to event =</b>	<b>75% refund of TOTAL RENTAL AMOUNT</b>
<b>30 calendar days or more prior to event =</b>	<b>50% refund of TOTAL RENTAL AMOUNT</b>
<b>14 calendar days or less prior to event =</b>	<b>0% refund of TOTAL RENTAL AMOUNT</b>

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's address.

## 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.

## Deposit & Fees

The rental security 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.

## 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. For events with alcohol, the insurance must be in an amount not less than \$2,000,000 per occurrence, \$4,000,000 general aggregate, for bodily injury, personal injury, and property damage. **If providing your own insurance, it must be received 30 days prior to event. The District will provide a sample document on how insurance needs to be written and additional insurance document.**

## 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 within seven (7) business days as to the status of the Security Deposit.

**Additional Rental Details**

<b>Applicant and/or Alternate Contact</b>	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 <b>must</b> be present during the rental.
<b>Minors (anyone under 18 years old)</b>	All events, regardless of the type, must maintain a youth to adult ratio of 15:1.
<b>Alcohol</b>	To sell alcohol the applicant(s) must secure and provide an ABC (Alcohol Beverage Control) permit. Alcohol Beverage Control contact information: <a href="http://www.abc.ca.gov">www.abc.ca.gov</a> (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. Only guests 21 and older may consume alcohol.
<b>If using a BBQ to prepare meal</b>	If barbequing 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.

**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 in the rental agreement.

- **Rental Hours:**
  - Sunday through Thursday: 8:00am – 10:00pm (3 hour minimum rental)
  - Friday and Saturday: 8:00am – 1:00am (5 hour minimum rental)
- **Kay F Dahill Community Center Pricing:**
  - Private Rental: \$92.00/hour
  - Non-Profit Rental: \$81.00/hour
- **Recreation Center Pricing:**
  - Private Rental: \$71.00/hour
  - Non-Profit Rental: \$60.00/hour

<b>ADDITIONAL FEES AND CHARGES</b>	
<b>Fee/Charge</b>	<b>Cost</b>
<b>Administrative Processing Fee</b> <i>(If making changes to rental less than 2 weeks before event date or any other applicable situations)</i>	\$25
<b>Alcohol Use Fee</b>	\$100
<b>Non-Resident Fee</b>	\$50
<b>1<sup>st</sup> Security Guard</b> <i>(Required when alcohol is present OR 150 or more guests)</i>	\$45/hr.
<b>2<sup>nd</sup> Security Guard</b> <i>(Required if there is alcohol present &amp; 150 or more guests)</i>	\$45/hr.
<b>Security Guard Overtime Fee</b> <i>(May be applied if security guard(s) shifts are longer than 8 hours)</i>	Will be determined in official quote
<b>Refundable Security Deposit</b>	<b>\$500</b>

**Credit card processing fees will be applied. Customers can bypass by paying with check or cash.**



# North Highlands Recreation and Park District Indoor Facility Rental Information

## Facility Rental Policies – Renters will initial these on the application.

\_\_\_\_\_ District staff will monitor the facility at all times.

\_\_\_\_\_ District will provide security at events where alcohol is served to guests and/or if the guest count is 150 or more at the renter's expense. Renter(s) are subject to be charge an additional overtime fee if the security guard shift(s) exceed 8 hours.

Consumption of alcoholic beverages outside the rented facility is prohibited. Security guards are instructed to enforce this rule.

\_\_\_\_\_ Consumption of alcoholic beverages by any guest under the age of 21 is prohibited. If alcohol is being consumed by any guest under the age of 21, service of alcohol to all guests will be immediately shut down and the event may also be shut down.

\_\_\_\_\_ If alcohol is being sold at the event, renters must secure and provide an ABC (Alcohol Beverage Control) permit. Alcohol Beverage Control contact information: [www.abc.ca.gov](http://www.abc.ca.gov) (916) 419-2500. If alcohol is being served without the proper permits, the event will be shut down immediately.

\_\_\_\_\_ When a situation is beyond the control of the security guards, local law enforcement and/or local fire department will be contacted.

\_\_\_\_\_ The rented facility will not be open until the renter and/or main contact arrive no earlier than the contracted starting time. If the rental date is during the District's office hours, please check-in at the front desk.

\_\_\_\_\_ Caterers, decorators, and other vendors will not be allowed access to the facility until the above mentioned arrives for check-in.

\_\_\_\_\_ Only the renters and approved contacts can make changes to the event.

\_\_\_\_\_ The renter(s) will be expected to fill out a facility walkthrough before and after the event with the Building Monitor.

\_\_\_\_\_ The District will provide a wet mop, bucket, dust mops, broom, dustpan, and extra trash liners as needed.

\_\_\_\_\_ All requests for control of lights, heating & cooling systems, and other equipment should be directed to the Building Monitor.

\_\_\_\_\_ All rentals require adequate adult supervision of children by renter to assure the safety of the participants and the facility. All events, regardless of the type, must maintain a youth to adult ratio of 15:1.

\_\_\_\_\_ All participants must be off the premises at the agreed upon vacate time. Renters should designate time to complete clean up before the vacate time. If guests or renters are on the premises after the agreed upon vacate time, a portion of the security deposit may be forfeited.

\_\_\_\_\_ The applicant(s) will be solely responsible for:

- Cleaning the facility per instructions listed in the Cleaning Rules
- Abiding by the Decoration policies
- Damage, loss, accidents, or injuries to persons or property resulting from the use of the facility
- Supervision and control of people in attendance at the event
- Damage to furniture, fixtures, or any part of the facility

\_\_\_\_\_ Renters agree to not go over building capacity.

\_\_\_\_\_ If the actual guest amount exceeds what was estimated on the application, the Building Monitor may count guests and report back to District staff. This may result in partial security deposit reimbursement.

\_\_\_\_\_ The full or a portion of the deposit will be forfeited for any damages to the building or equipment and if cleaning is not properly completed. Financial reimbursement for repair or replacement will be assessed.

\_\_\_\_\_ In case of damages in excess of the security deposit, additional financial reimbursement for repair or replacement will be assessed.

\_\_\_\_\_ Smoking is not allowed inside, near/entry/exits, or around the perimeter of the District's facilities.



# North Highlands Recreation and Park District Indoor Facility Rental Information

## Facility Rental Policies Continued (Initial each)

\_\_\_\_\_ Renters are responsible for obtaining liability insurance for their event(s) in the form of a Certificate of Insurance and Letter of Endorsement. Refer to the information packet for further details. The cost of the insurance is a separate cost to the rental quote, typically an additional **\$125.00 - \$400.00**, depending on event type, amount of guests, and if alcohol is present.

\_\_\_\_\_ Renters must complete and submit the Decorations Agreement at least 14 days prior to their event date. Any violation to the Decorations Agreement will result in a portion of or the entire security deposit to be withheld.

\_\_\_\_\_ Renters must have all remaining balances paid, provide an event set-up, and submit the proper insurance documents at least 30 days before the event date. Failure in completing these tasks may result in event cancellation.

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. 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's address.

\_\_\_\_\_ Security deposits are issued by Sacramento County and will take 2-4 weeks to be mailed to the renter's address.

## Cleaning Rules (Initial each). Renter(s) are responsible for following:

\_\_\_\_\_ Facilities must be returned to their pre-event condition. If additional cleanup or repair is required by District staff, the security deposit, or a portion thereof, will be retained to cover cleanup or repair costs.

\_\_\_\_\_ **Floors:** The renter must sweep, dust mop, and spot clean all floors, as necessary, before the final inspection. The Building Monitor will provide dust mop, mop, dustpan, and extra trash can liners.

\_\_\_\_\_ **Furniture:** Renters must wipe clean all the tables and chairs used, and wipe them dry, as needed, before the final inspection.

\_\_\_\_\_ **Trash/Garbage:** All trash cans should be lined with plastic liners. Request additional liners from the Building Monitor. When the event is over, deposit all trash, empty containers, materials and decorations in the dumpster located outside the Community Center, prior to final inspection.

\_\_\_\_\_ **Countertop, Stoves, Refrigerator, and Sink:** The work area and surface of counters, stoves, refrigerator and sinks must be wiped clean of food particles/residue with a damp sponge or cloth. 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.

\_\_\_\_\_ **Decorations:** All decorations must be done on the day of the event, unless approved by the District and additional set up hours were paid, and all decorations must be removed prior to the final inspection with the Building Monitor.

- What is allowed: Extension cords that are not 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 and flowers. Painter's tape (blue/green only) to hang decorations on walls. Decorations must be flameproof.
- What is not Allowed: Scotch tape, masking tape, electrical tape, 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, hazers, heatless sparklers, or similar equipment. Inflatables, bounce houses, and mechanical bulls. Confetti/powder/streamer cannons or party poppers.

\_\_\_\_\_ Any decorations or items left in the facility after the rental date may be thrown out by staff. The District is not responsible for any items or decorations left behind by the renter or guests of the renter.

\_\_\_\_\_ Renters are responsible for the conditions outside of the facilities. Any damage, vandalism, or trash left on District property during the rental date and time will result in the deposit, or a portion thereof, being retained to cover cleanup or repair costs.



# North Highlands Recreation and Park District Indoor Facility Rental Information