



# North Highlands Recreation & Park District Facility Use Agreement

This application must be completed, signed and received by North Highlands Recreation & Park District at least 45 days prior to the date of the event. Request 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.

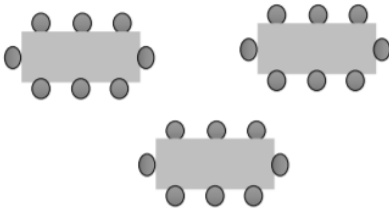
Contact Information				
Main Contact				
First Name	Last Name		Birthdate	
Address	Apt./Suite	City	State	Zip Code
Email	Phone Number		Secondary Phone	
Alternate Contact				
First Name	Last Name		Birthdate	
Address	Apt./Suite	City	State	Zip Code
Email	Phone Number		Secondary Phone	
Organizational Information				
Company Name				
Address	Apt./Suite	City	State	Zip Code
Email	Phone Number		Secondary Phone	
Event Information				
Type of Event (circle one) <b>Wedding/ Reception</b> <b>Birthday</b> <b>Meeting</b> <b>Memorial</b> <b>Other:</b>				
Preferred Date	Alternate Date	Start Time (including setup)	End Time (including Cleanup)	Expected Attendance
Event Name		Facility Requested: <b>Community Center</b> <b>Recreation Center</b>		
Is alcohol being served? <b>YES</b> <b>NO</b>		Is alcohol being sold? <b>YES</b> <b>NO</b>		If alcohol is served or sold at your event you will be required to pay for private security guards which NHRPD will arrange. If you intend to sell alcohol at your event, you'll need to secure the appropriate licenses/permits.
Will minors be allowed into this event? <b>YES</b> <b>NO</b>		What is your plan for checking for identification for the legal age of alcohol consumers?		
Are catering services being used? <b>YES</b> <b>NO</b>		If yes, who is catering?		
Are you bringing in entertainment? <b>YES</b> <b>NO</b>		If yes, please describe (ex: DJ, band, magician, etc.)		



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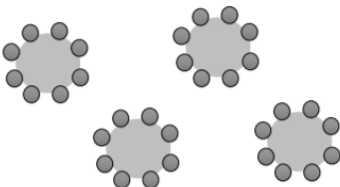
**Event Setup**  
Please select the setup that is best suited for your event

**Banquet Style (8ft tables)**



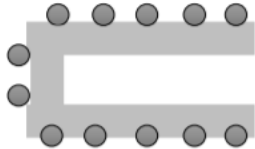
8 Chairs / 6 Chairs

**Banquet Style (Rounds)**

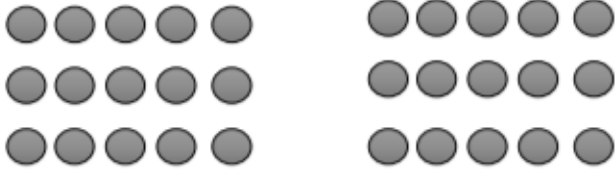


5 Chairs / 4 Chairs

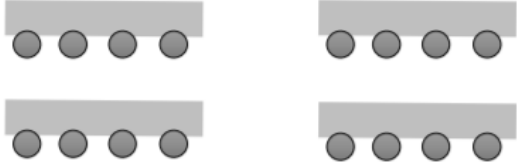
**Conference Style**



**Theater Style**



**Classroom Style**



Other (please describe):

By signing below, I understand and agree to the following:

1. This is an application; it does not reserve a facility.
2. I have completed this rental application with information that is true and correct to the best of my knowledge.
3. My security deposit may be forfeited and/or my event cancelled if this application contains any intentional misrepresentation.
4. All fees and deposit must be paid in full prior to reserving a facility.
5. I have read and understand the rules, regulations and policies as stated in the rental agreement document.

\_\_\_\_\_  
**Applicants Name (printed)**

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Alternate Name (printed)**

\_\_\_\_\_  
**Alternate Signature**

\_\_\_\_\_  
**Date**



# North Highlands Recreation & Park District Facility Use Agreement

## A. INDEMNIFICATION

1. The user/renter shall indemnify, defend, and hold harmless North Highlands Recreation & Park District its officers, employees, and agents from any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any time out of or in any way related to the user/renter's use or occupancy of a facility or property controlled by North Highlands Recreation & Park District, unless solely caused by the gross negligence or willful misconduct of North Highlands Recreation & Park District, its officers, employees, or agents.

## B. INSURANCE REQUIREMENTS

1. General liability insurance: The user/renter shall procure and maintain, for the duration of the use period contemplated herein, commercial general liability insurance with coverage at least as broad as Insurance Services Office Form CG 00 01, in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted. If alcohol is sold during the permitted activity, coverage must include full liquor liability
  - a. Such insurance shall name North Highlands Recreation & Park District, its officers, employees, agents, and volunteers as additional insureds prior to the use of the facility. The user/renter shall file certificates of such insurance with North Highlands Recreation & Park District, which shall be endorsed to provide thirty (30) days' notice to North Highlands Recreation & Park District of cancellation or any change of coverage or limits. If a copy of the insurance certificate is not on file prior to the event, North Highlands Recreation & Park District may deny access to the facility.
  - b. All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance or is on the List of Approved Surplus Line Insurers in the State of California, with an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VII (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by North Highlands Recreation & Park District's self-insurance pool.
  - c. Requirements of specific coverage features, or limits contained in this Section are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If the user/renter maintains higher limits than the minimums shown above, the North Highlands Recreation & Park District requires and shall be entitled to coverage for the higher limits maintained by the user/renter. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to North Highlands Recreation & Park District.



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## C. COMPLIANCE WITH ALL APPLICABLE LAW, RULES, & REGULATIONS

1. The user/renter shall comply with all local, state, and federal laws and regulations related to the use of the facility and public gatherings.
2. The user/renter agrees to abide by all applicable local, federal, and state accessibility standards and regulations.
3. The user/renter further agrees that it is solely responsible for reviewing and ensuring compliance with all applicable public health rules, regulations, orders, and/or guidance in effect at the time of the use of the facility including, but not limited to, physical distancing, limits on the size of gatherings, use of appropriate sanitation practices, etc.
4. North Highlands Recreation & Park District reserves the right to immediately revoke user/renter's right to use of the facility under this agreement should user/renter fail to comply with any provision of this section.

## D. FORCE MAJEURE

1. Force Majeure Events: Notwithstanding anything to the contrary contained in this agreement, the North Highlands Recreation & Park District shall be excused from its obligations under this agreement to the extent and whenever it shall be prevented from the performance of such obligations by any Force Majeure Event. For purposes of this agreement, a "Force Majeure Event" includes but is not limited to fires, floods, earthquakes, pandemic, epidemic, civil disturbances, acts of terrorism, regulation of any public authority, and other causes beyond their control. The user/renter waives any right of recovery against North Highlands Recreation & Park District and the user/renter shall not charge results of "acts of God" to North Highlands Recreation & Park District, its officers, employees, or agents.

\_\_\_\_\_  
**Renter Name (Print)**

\_\_\_\_\_  
**Renter (Signature)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Alternate (Print)**

\_\_\_\_\_  
**Alternate (Signature)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**NHRPD Employee (Print)**

\_\_\_\_\_  
**NHRPD Employee (Signature)**

\_\_\_\_\_  
**Date**



# North Highlands Recreation & Park District Facility Use Agreement

## DISTRICT USE ONLY

**EVENT DATE:** \_\_\_\_\_ **EVENT START TIME:** \_\_\_\_\_

~ COMMUNITY CENTER ~						
Rental Type	Days	Time	Minimum Hrs.	Rental Time	Total Hours	Total
Private - \$85/hr.	Sunday -Thursday	8AM - 10PM	3 Hrs. Minimum		X \$85	
	Friday - Saturday	8AM - 1AM	5 Hrs. Minimum		X \$85	
Rental Type	Days	Time	Minimum Hrs.	Rental Time	Total Hours	Total
Non-Profit - \$75/hr.	Sunday -Thursday	8AM - 10PM	3 Hrs. Minimum		X \$75	
	Friday - Saturday	8AM - 1AM	5 Hrs. Minimum		X \$75	
~ RECREATION MEETING ROOM ~						
Rental Type	Days	Time	Minimum Hrs.	Rental Time	Total Hours	Total
Private - \$65/hr.	Sunday -Thursday	8AM - 10PM	3 Hrs. Minimum		X \$65	
	Friday - Saturday	8AM - 1AM	5 Hrs. Minimum		X \$65	
Rental Type	Days	Time	Minimum Hrs.	Rental Time	Total Hours	Total
Non-Profit - \$55/hr.	Sunday -Thursday	8AM - 10PM	3 Hrs. Minimum		X \$55	
	Friday - Saturday	8AM - 1AM	5 Hrs. Minimum		X \$55	

ADDITIONAL FEES AND CHARGES		
Fee/Charge	Cost	Total
<b>Private Party Cleaning Fee</b>	\$225	\$
<b>Alcohol Use Fee</b>	\$25	\$
<b>Non-Resident Fee</b>	\$50	\$
<b>Crab Feed</b> (extra dumpster)	\$75	\$
<b>2nd Building Monitor</b> (Groups exceeding 150 or when alcohol is present)	\$15/hr.	\$
<b>Security Guard</b> (Required when alcohol is present) (2 <sup>nd</sup> Security Guard needed if over 149 guests when event begins)	\$40/hr.	\$
<b>Administrative Processing Fee</b> (If making changes to rental less than 2 weeks before event or any other applicable situations)	\$25	\$
Total Facility Cost	\$	<b>50% Rental Fees ↓</b>
Total Additional Fee Charges	\$	
<b>TOTAL RENTAL FEES</b>	<b>\$</b>	
Refundable Security Deposit	<b>\$500</b>	
<b>Date Paid</b>		
<b>Deposit &amp; 1/2 Rental Fee Paid</b>	<b>\$</b>	
<b>Remainder of Rental Fees Paid</b>	<b>\$</b>	

\_\_\_\_\_  
**Renter Name (Print)**

\_\_\_\_\_  
**Renter (Signature)**

\_\_\_\_\_  
**Date**