

Facility Rental

ARDEN MANOR RECREATION & PARK DISTRICT
1415 RUSHDEN DRIVE, SACRAMENTO, CA 95864
916.487.7851 • FAX 916.487.2028
INFO@AMRPD.ORG • WWW.AMRPD.ORG

1 Renter Information

GROUP

CONTACT NAME

PHONE

MOBILE PHONE

ADDRESS

CITY

ZIP

EMAIL

ALTERNATE CONTACT NAME

PHONE

DISTRICT RESIDENT (R)
Must provide proof of residency

NON PROFIT 501c3 (NOP)
Must provide proof of non profit status

NON RESIDENT (NR)

COMMERCIAL (COM)

2 Event Information

MONTH

DAY

YEAR

START TIME

AM

PM

END TIME

AM

PM

TOTAL TIME (HOURS)

PURPOSE OF RENTAL

NUMBER ATTENDING

WILL ALCOHOL BE SERVED*

YES

NO

*AN INSURANCE WAIVER IS REQUIRED IN ORDER TO SERVE ALCOHOL DURING A FACILITY RENTAL. THIS WAIVER MUST BE BROKERED THROUGH ARDEN MANOR RECREATION AND PARK DISTRICT AND ALLIANT INSURANCE IN ORDER TO ENSURE FULL COMPLIANCE AND LIABILITY COVERAGE. OUTSIDE POLICIES WITH ENDORSEMENTS WILL NOT BE ACCEPTED. THE WAIVER AND PROCESSING FEE IS \$350.00 PER EVENT.

EVENT NOTES OR REQUESTS

3 Choose a Facility

COMMUNITY CENTER

\$55 PER HOUR - RESIDENT
\$65 PER HOUR - NON RESIDENT
\$70 PER HOUR - COMMERCIAL
NON - PROFIT RATE
\$20 PER HOUR - MON - TH
\$55 PER HOUR - FRI - SUN

ACTIVITY ROOM

\$30 PER HOUR - RESIDENT
\$40 PER HOUR - NON RESIDENT
\$50 PER HOUR - COMMERCIAL
NON - PROFIT RATE
\$15 PER HOUR - MON - TH
\$30 PER HOUR - FRI - SUN

COMMUNITY CENTER PATIO (PUBLIC SWIM)

\$45 TOTAL (3 HOURS)
PRIVATE USE DURING PUBLIC SWIM
1:00PM - 4:00PM WEEKDAYS
2:30PM - 5:30PM WEEKENDS

4 Payment (COMPLETED BY OFFICE STAFF)

HOURLY RENTAL RATE \$

TOTAL HOURS/QTY.

TOTAL RENTAL FEES \$

SECURITY/KEY DEPOSIT \$ 100.00 R / \$350.00 NR

ADDITIONAL KEYS \$ 10.00 DEPOSIT PER KEY (IF NEEDED)

ALCOHOL INSURANCE \$350.00 (REQUIRED IF ALCOHOL IS PRESENT)

TOTAL FEES DUE \$

PAYMENT RECEIVED \$ DATE RECEIPT #

NEW BALANCE \$

PAYMENT RECEIVED \$ DATE RECEIPT #

NEW BALANCE \$

PAYMENT RECEIVED \$ DATE RECEIPT #

NEW BALANCE \$

KEY NUMBER PICK UP DATE STAFF

RETURN DATE STAFF

I UNDERSTAND THAT THE TOTAL FEES DUE MUST BE PAID NO LATER THAN 14 DAYS PRIOR TO MY RENTAL DATE AND THAT FAILURE TO COMPLY WILL RESULT IN THE FORFEITURE OF MY SECURITY/KEY DEPOSIT.

SIGNATURE

DATE

OFFICE USE ONLY

Completed by:

Date:

Deposit Refund Processed

Date:

Staff:

FACILITY USE TERMS & CONDITIONS

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Terms & Conditions

1. Reservations are not confirmed until the security deposit and/or rental fees are received by the District.
2. Cancellations made less than fourteen (14) calendar days from the event shall forfeit the usage fees and/or security deposit.
3. Inclement Weather: A full refund will be given for activities that must be canceled due to the unavailability of our facilities caused by severe weather.
4. Use or being under the influence of any controlled substance (alcohol, illegal or prescription drugs) in any facility is prohibited. Alcohol use is permitted if a permit is obtained through AMRPD/Alliant Insurance.
5. The designated leader, or person overseeing the activity or event, must be present at all times. Failure to comply with these standards may result in the termination of the rental agreement, and/or penalty fines may be assessed.
6. The Arden Manor Recreation & Park District is not responsible for any lost, stolen or forgotten personal property or items.
7. No music is permitted outside after 10:00 PM, without specific district authorization.
8. Only those activities approved in writing on the Facility Rental Application may occur. The performance of unauthorized activities may result in the termination of the rental agreement.
9. Activities opened to the general public, collection of fees, advertising, sale of merchandise or food products are all prohibited without the consent of the district.
10. The park play area and equipment should not be used after dark.
11. Nails, thumbtacks, and tape may not be used to decorate in the district buildings.
12. After cleanup, all trash is to be placed in the Park Dumpster. It is located on the north side of the park, between the school parking lot and the park.
13. Smoking is prohibited in all district buildings and the pool area. Cigarette butts are not to be left on the premises.
14. In the case of a disturbance or safety issue please contact the Sacramento County Sheriff at 874-5115. Call 911 for all emergencies.
15. In the event a Facility Monitor is used, he/she will instruct the user in the operation of facility equipment. The monitor will also have you sign a check-in sheet, which will allow you to assess the condition of the facility. The Facility Monitor will then return at the end of the activity to perform checkout procedures. Cleaning supplies will be provided if necessary.
16. Clean up/ Repair: Any costs incurred by the District for clean-up, facility repairs or equipment replacement will be deducted from the security deposit. If such costs are greater than the deposit, then the renter shall be billed for the additional costs. Failure to pay within fourteen(14) business days will result in legal action. Any costs associated with the collection of monies due, including legal costs, will be the responsibility of the renter.
17. All refunds are processed through the County of Sacramento. Refund checks commonly arrive by mail two to three weeks after a rental.
18. Fees may be assessed if the facility guidelines are not kept.
19. There is a \$50.00 charge for all returned checks.

Aquatic Facility Use Terms and Conditions

20. Lifeguard service will be provided; however, the monitoring of clothing and valuables and control of non-swimming attendees will be the responsibility of the reserving group.
21. In order to prevent unauthorized persons from entering the aquatic facility, a member of the group shall be stationed at the gate to admit only authorized individuals.
22. All aquatic facility and pool regulations will be enforced by the lifeguards on duty. Lifeguards will give final instructions at a general meeting held in the pool area upon the arrival of the reserving group. Adults or supervising members of the reserving group are also asked to assist the lifeguards in the enforcement of pool regulations and group behavior.
23. All swimmers must be in appropriate swim attire before they will be allowed into the pool. Unhemmed cutoffs, pants or jeans, and t-shirts will not be allowed into the pool.
24. Glass is not allowed in the pool area.
25. Groups are responsible for the clean-up of the pool area and restrooms.
26. A designated contact person must be in the pool area at all times during the rental and will take responsibility for the group.
27. Floating objects will not be allowed in the pool. As a safety precaution, horseplay in the pool or around the pool deck will not be tolerated. Lifeguards have the right to prohibit any activity they deem unsafe.
28. Use or being under the influence of any controlled substance (alcohol, illegal or prescription drugs) while in the pool, or pool area is prohibited.
29. No one may enter the pool without a lifeguard on duty.
30. One long whistle blast from the lifeguard signals that the pool needs to be cleared. Please exit the pool quickly and return to the grass area or bleachers. Listen for further instructions from the lifeguards.

Agreement, Waiver & Release

Clean Up and Repair Fees

Any costs incurred by the District for clean-up, facility repairs or equipment replacement will be deducted from the security deposit. If such costs are greater than the deposit, then the renter shall be billed for the additional costs. Failure to pay within fourteen(14) business days will result in legal action. Any costs associated with the collection of monies due, including legal costs, will be the responsibility of the renter.

Park & Facility

I declare that the preceding information is a true and accurate representation of the intended use of the facility. I understand that a deposit of \$100.00 (resident) or \$350.00 (non-resident) is due at the time of booking to ensure my reservation, and that full payment must be made at least 14 days prior to the usage date. I understand that a cancellation made less than 14 days before the scheduled rental shall result in the forfeit of all usage fees and/or the security/key deposit.

Aquatics Complex

I declare that the preceding information is a true and accurate representation of the intended use of the facility. I understand that a \$100.00 deposit is due at the time of booking to ensure my reservation, and that full payment must be made at least two (2) weeks prior to the date of the event. I also understand that if a cancellation that is made less than thirty (30) days prior to the event, the \$100.00 pool rental deposit will become non-refundable. A cancellation made less than five (5) days prior to the event will result in loss of all fees paid to the Arden Manor Recreation & Park District.

User agrees to be solely responsible for any and all liability, claims, loss, damages, costs and expenses. This includes any attorney fees arising from any injury to persons or damage to property which takes place when using the District facilities. User agrees to defend, indemnify and hold harmless the District, its officers, agents, employees, and volunteers against any and all such claims, demands, causes of action, suits and expenses, arising out of the use of the District's facilities. I have read and understand the above terms and conditions and agree to fully abide by them and understand that any violation may result in the cancellation before or early dismissal on the day of the event.

SIGNATURE

DATE

DRIVER'S LICENSE NUMBER

STATE

IF SUBMITTING THIS FORM ONLINE...

PLEASE TYPE YOUR INITIALS INTO THE BOX TO THE LEFT. BY DOING SO YOU ACKNOWLEDGE THAT YOU HAVE CAREFULLY READ THIS AGREEMENT, WAIVER, AND RELEASE AND FULLY UNDERSTAND ITS CONTENT.

YOUR RESERVATION IS NOT SECURED UNTIL PAYMENT HAS BEEN RECEIVED.

PLEASE CALL US AT 916.487.7851 TO MAKE A PAYMENT USING A VISA OR MASTERCARD. OR PAY AT THE DISTRICT OFFICE WITH CASH, CHECK, VISA OR MASTERCARD.

YOU WILL BE NOTIFIED BY DISTRICT STAFF ONCE YOUR RENTAL HAS BEEN APPROVED.