

FACILITY RENTAL APPLICATION

APPLICATION PROCEDURE FOR RESERVING EDH COMMUNITY SERVICES DISTRICT INDOOR FACILITIES

1. Application, deposit and fees for the use of District facilities must be submitted to the Community Services District Administration Office, 1021 Harvard Way, El Dorado Hills, CA 95762. **Office hours: Monday through Friday, 8:00 a.m. to 5:00 p.m..**

Time lines for rental applications:

PAVILION

- A. **El Dorado Hills Residents:** Reservations will be taken on a first-come, first-served basis beginning on the first working day of the 12th month prior to the reservation date.
- B. **Non-resident:** Reservations will be taken on a first-come, first-served basis beginning on the first working day of the 11th month prior to the reservation date.

C.A.B.

- A. **El Dorado Hills Residents:** Reservations will be taken on a first-come, first-served basis beginning on the first working day of the 6th month prior to the reservation date.
- B. **Non-resident:** Reservations will be taken on a first-come, first-served basis beginning on the first working day of the 5th month prior to the reservation date.

Definitions: Residents: Address within EDH CSD boundaries.

Resident Organization: The address of the organizations headquarters must be within EDH CSD boundaries or be able to verify that 51% or more of its members reside within EDH CSD boundaries.

2. Receipt of an application by the Community Services District does not constitute approval of the reservation.
3. Applicants - All applicants must be at least 21 years of age.
4. Security Deposit - A deposit is required for all reservations, payable at the time of reservation. The security deposit is separate from the rental fee and cannot be credited toward rent. Any portion of the security deposit may be withheld for: 1) Damages to building, furnishings or grounds; 2) Missing equipment or furnishings; 3) Facility left in unclean condition; 4) Occupation beyond reserved and prepaid hours. Deposit will be returned no later than 30 days after the event if facilities are left in the same condition they were issued.

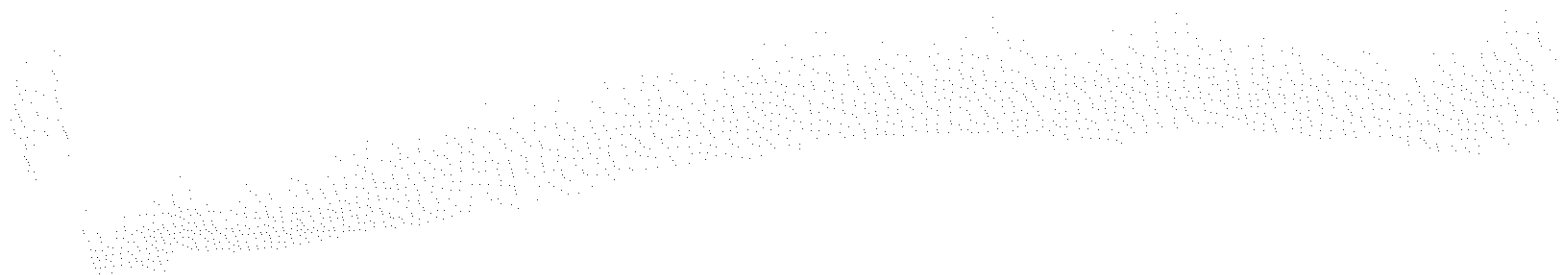
5. Cancellation - The following fees or penalties will be charged for cancellations:
 - A. Up to 90 days prior to the event - a \$30.00 application fee.
 - B. From 30 to 90 days prior to the event - 50% loss of the Rental Deposit.
 - C. Less than 30 days prior to the event - 100% loss of the Rental Deposit.
6. Fees - All fees are due and payable at the time of making the reservation.
7. In case of emergency, or for reasons beyond the control of the District, the District reserves the right to cancel a scheduled event. Refunds will be made available if an event is canceled by the District.
8. District reserves the right to cancel kitchen-use-only reservations. Applicant will be notified no less than 10 working days prior to scheduled event.
9. District reserves the right to cancel or reschedule any reservation to accommodate District activities. The District will make every attempt to provide as much advance notice of cancellation as possible.
10. Facilities are available on all District holidays for an additional charge. Any facility use after midnight is subject to approval by the General Manager and the rental fee is double the hourly rate.
11. Any facility use exceeding the prepaid time will be charged at double the hourly rate in full hour increments. If this occurs after midnight, then the charges are double the rates for uses after midnight, or 4 times the hourly rental rates.

USER CLASSIFICATIONS
and RENTAL FEES

- Group A** El Dorado Hills CSD-sponsored, employee organizations, and approved District advisory groups.
- Group B*** Co-sponsored groups, District employee/Board member rentals or events approved by the Board of Directors.
- Group C*** Civic/Community Service Organizations, Government Agencies, School Districts, and Non-Profit groups (registered with the California Secretary of State non-profit I.D. number) using facility, excluding fund-raising activities.
- Group D** This includes all fund raising for the organizations listed in Group C.
- Group E** All groups and individuals not already classified including: Fund-raising, kitchen use only, private use, and political activities.

* Multi-room discounts may be applicable.

LOCATION	DESCRIPTION	GROUP/HOURLY FEE				
<i>Pavilion Meeting Room</i>	There is a 4-hour minimum rental period and a security deposit of \$300 if no alcohol is being served or sold; or \$500 if alcohol is being served or sold.	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
		0	\$54	\$64	\$75	\$85
<i>CAB Gymnasium</i>	There is a 4-hour minimum rental period and a security deposit of \$300 if no alcohol is being served or sold; or \$500 if alcohol is being served or sold	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
		0	\$65	\$77	\$91	\$103
<i>CAB Ballet Room</i>	There is a 2-hour minimum rental period and a security deposit of \$300 if no alcohol is being served or sold; or \$500 if alcohol is being served or sold.	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
		0	\$32	\$37	\$42	\$47
<i>CAB Double Classroom</i>	There is a 2-hour minimum rental period and a security deposit of \$100 if no alcohol is being served or sold; or \$200 if alcohol is served or sold.	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
		0	\$32	\$37	\$42	\$47
<i>CAB Senior Lounge</i>	There is a 2-hour minimum rental period and a security deposit of \$100 if no alcohol is being served or sold; or \$200 if alcohol is served or sold	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
		0	\$32	\$37	\$42	\$47
<i>CAB Kitchen with room rental</i>	There is a 2-hour minimum rental period.	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
		0	\$32	\$37	\$42	\$47
<i>CAB Kitchen use only</i>	There is a 4-hour minimum rental period and a security deposit of \$300.	All renters \$60 per hour.				



**INFORMATION FOR GENERAL RULES,
SET-UP AND CLEAN-UP**

GENERAL RULES

1. Smoking is not allowed inside the buildings.
2. Facility must be cleaned and vacated by time specified in contract.
3. District staff will monitor the facility at all times.
4. The renter is responsible for set-up and removal of all decorations used. The District will be responsible for set-up and clean-up of District equipment used by the applicant.
5. District may require renter to provide security personnel.
6. Applicant will be solely responsible for:
 1. Damage, loss, accidents or injuries to persons or property resulting from use of District property.
 2. Supervision and control of persons in attendance.
 3. Damage to furniture, fixtures or any part of facility.
7. Additional charges will be assessed to applicant for any damage, repair or cleaning required by the District.
8. Any serious injury or damage incurred on District premises shall be reported to staff immediately.
9. Renter pays for time spent decorating; band and caterer set-up; take-down and clean-up.
10. The applicant will be required to submit a certificate of insurance in the amount of \$1,000,000 naming the El Dorado Hills CSD as certificate holder and as additional insured. This insurance is available through the District or may be arranged with your personal insurance carrier.
11. All outside music and entertainment must cease at 10:00 pm. Indoor music or entertainment must cease at 11 pm. All amplified noise outside of buildings requires prior written approval of District General Manager.
12. For any events in which alcoholic beverages are sold, the applicant is required to notify the El Dorado County Sheriff's Department at 621-5655. In addition, you will be required to obtain an Alcoholic Beverage Control(ABC) Permit from the Sheriff's Department, and follow all state and local laws regarding sale and consumption of alcohol.
13. The District staff reserves the right to full access to all activities at any time in order to insure that all District rules and regulations, as well as County and State laws are being observed.
14. District reserves the right to suspend any individual or group from using the facilities in the event their behavior is abusive or destructive, or violates any District rules or regulations, without refund.
15. Activities involving persons under 21 years of age must be supervised by adults by a ratio of one adult for every 15 minors. A list of chaperons must be submitted to the District at time of fee payment (no later than 30 days prior to event).
16. Control of lights, heating and cooling systems and other equipment is the responsibility of the District staff member on duty. Any requests for adjustments should be made to the staff member on duty.

SETUP

17. All special event equipment (stages, canopies, awnings, booths, umbrellas, archways, etc.),

- and all rental equipment must be cleared with the Park Supervisor - Facilities two (2) weeks prior to the event. In some cases, a certificate of insurance will be necessary for the above items. The rental company can usually provide appropriate insurance.
18. Only chairs and tables with leg caps are allowed on the gymnasium floor. Stacking chairs are for Pavilion use only.
 19. Candles, open flames and fog/smoke machines are not permitted. High heels are discouraged in the CAB Gymnasium.
 20. All District equipment must remain inside the facility and cannot be used outdoors.
 21. Plans for decorations must be approved by Park Supervisor - Facilities at least thirty (30) days prior to event. Please do not use nails, tacks or staples in walls. Decorations must be of fireproof or fire-retardant materials. At no time should exits be covered or obstructed.
 22. Events requiring rental of additional tables, chairs or equipment must coordinate the delivery of these items with the Park Supervisor - Facilities.
 23. Renter is responsible for all persons present during set-up and clean-up of event. Use of District ladders during a rental is at the risk of the renter.

CLEANING

24. All clean-up must be completed prior to check-out time on the same day as the event. Renters are responsible for: Depositing all refuse in garbage cans and trash bags, and removing all decorations.
25. Carpet stains must be removed promptly. Spots not cleaned by renting group will be cleaned by the District, the cost of which will be withheld from the security deposit.

El Dorado Hills Community Services District
1021 Harvard Way, El Dorado Hills, CA 95762
Administration Office: (916) 933-6624

Date of use _____ Day of week _____

Decorating/Set up hours: from _____ to _____

Event hours: from _____ to _____

Clean up hours: from _____ to _____

INDOOR FACILITY USE APPLICATION

Evening events are to be completed and cleaned up by 12:00 mid.

Application revised 4/2004

TYPE OF ACTIVITY _____ Number attending _____

Name of applicant _____ Daytime phone of applicant _____

Address _____ City _____ Zip _____

Name of Group/Organization _____ Phone _____

Address _____ City _____ Zip _____

Is this event a fund-raiser? Yes _____ No _____ Is this event opened to the general public? Yes _____ No _____

Will there be an admission charge? Yes _____ No _____ Will there be a suggested donation? Yes _____ No _____

Person in charge _____ Day phone _____ Eve. Phone _____

Address _____ City _____ Zip _____

Alternate in charge _____ Day phone _____ Eve. Phone _____

Refund of security deposit payable to: _____

Food will be served: Yes _____ No _____ If yes, will it be catered, potluck style, cooked here?

Name of caterer (if applicable) _____ Bus. Phone _____

Will alcohol be served*? Yes _____ No _____ Will alcohol be sold**? Yes _____ No _____

*NOTE: An insurance certificate is required to be on file with the CSD 30 days prior to event.

**NOTE: Alcohol Beverage Control (ABC) Permit is required to be on file with the CSD 15 days prior to event.

ROOM(S) REQUESTED: Numbers in () indicate room capacities for dining/lecture set ups.

CAB Gymnasium (525/1190) _____ CAB Kitchen _____ CAB Double Classroom(25/40) _____

Pavilion (135/199) _____ (Includes use of kitchenette, covered patio, and grassy area on west side of Pavilion.)

Courtyard _____ Senior Lounge (15/25) _____ Dance Room (30/45) _____

RENTAL ARRANGEMENTS: Indicate # of tables/chairs/equipment needed. Furnishings are to be used inside ONLY.

5' round (CAB-30; Pav-17) _____ Chairs (Pavilion) _____
135 max. available

6' rect (CAB3; Pav-4) _____ Chairs (CAB) _____
250 max. available

8' rect (CAB-3; Pav 4) _____

Entertainment planned _____ Person in charge _____

Equipment to be brought in _____ Equipment delivered by _____
Please arrange for delivery during rental period. Provide rental company's name & phone OR name & phone of individual)

FOR OFFICE USE ONLY

dep _____ log _____ fees _____ ins _____ abc _____ ltr _____

