



Park & Field Use Application

NEW RENTAL CHANGE

APPLICATION DATE _____ EVENT DATE _____

Park(s) Requested: Bertelsen Park, Promontory Picnic Area, Lake Forest Park, Oak Knoll Picnic Area Field(s) Requested: (Deputy Jeff Mitchell Fields, Bass Lake Field, Community Park North, Community Park South, Community Park East, Allen Lindsey East, Allen Lindsey West, Stephen Harris Field) (Promontory East Softball Field, Promontory West Softball Field, Promontory North Soccer Field, Promontory South Soccer Field), Silva Valley Soccer, Silva Valley Little League

FIELD/PARK NAME _____ TIME REQUESTED FROM _____ am/pm TO _____ am/pm

Number of Guests: _____

Description of Event:

(i.e.: Wedding, Reunion, Birthday, Team Party, ball game, etc.)

- Group Event _____
- Youth Event _____
- Adult Event _____
- Other: _____

****At your event are you using:**

- BBQ Slip-n-Slide
- Dunk Tank Climbing Walls
- Jump House (Inflatable)
- Carnival Games Caterers
- Professional Entertainment
- Amplified Sound Sports Lights
- Soccer Softball/Baseball
- **Are you bringing anything?**
- Rental Equipment: _____

****At your event is:**

- | | YES | NO |
|-----------------------------|--------------------------|--------------------------|
| Alcohol Served? | <input type="checkbox"/> | <input type="checkbox"/> |
| Food Sold? | <input type="checkbox"/> | <input type="checkbox"/> |
| Admission or Fee Charged? | <input type="checkbox"/> | <input type="checkbox"/> |
| Fund Raiser? | <input type="checkbox"/> | <input type="checkbox"/> |
| Special Equipment? | <input type="checkbox"/> | <input type="checkbox"/> |
| Field Preparation Requested | <input type="checkbox"/> | <input type="checkbox"/> |

****Special approval and/or additional fees /insurance will be required.**

	Yes	No	Due Date	Received
Liability Insurance Require	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>
Chaperones Attending	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>

Applicant Name _____ Phone (home) _____ (cell) _____
 Organization Name _____ Alternate Phone: (day) _____ (evening) _____
 Address _____ City _____ State _____ Zip _____
 Applicants Signature _____

By signing, you are verifying the information provided is true and accurate.

	Fields:	Resident	Non-Resident	Deposit
Reservation Fee	\$ _____	Synthetic Full Field / Half Field Fees 1 st 2 hrs \$200/\$100 each hr	\$300/\$150 each hr	\$200
		Synthetic -Full Field / Half Field additional p/hr fee \$100/\$50	\$150/\$75	
Lighting Fee:	\$ _____	Synthetic Field Tournament Rate \$100/hr	\$150/hr	\$200
		Ball Field Reservation Fee 1 st 2 hrs \$75 each hr	\$100 each hr	\$200
		Ball Field Additional Per Hour Fee \$45/hr	\$50/hr	
Additional Hours:	\$ _____	Grass Field 1 st 2 hrs \$75 each hr	\$100 each hr	\$200
		Grass Field Additional Per Hour Fee \$45/hr	\$50/hr	
		Hourly Lighting Fee for All Areas \$33/hr	\$33/hr	
Deposit Amount:	\$ _____	Parks:		
		Promontory/Lake Forest Picnic Area (3 hr block) \$175.00 flat fee	\$200.00	\$150
		Picnic Area Additional Per Hour Fee \$20.00/hr	\$20.00	
		Bertelsen Park (2 hr block) \$100 flat fee	\$125/hr	\$150
TOTAL DUE:	\$ _____	Bertelsen Park Additional Per Hour Fee \$20	\$20	
		Oak Knoll Picnic Area (3 hr block) \$100	\$125	\$150
AMOUNT PAID	\$ _____	<input type="checkbox"/> Visa/MC <input type="checkbox"/> Check # _____ <input type="checkbox"/> Cash	Reservation Taken By _____	Date: _____

PARKS DEPARTMENT USE ONLY

Approved By: _____ Date: _____
 Reservation Check Out Completed: _____ Date: _____
 Park Supervisor Signature _____ Comments: _____

Refund Deposit? Yes No Partial
 Amount \$ _____
 Receipt Number: _____
 Approved By: _____



PARK & FIELD USE GUIDELINES AND DISCLAIMER

1. Reservation application/request must be completed within five (5) working days of reservation date.
2. **Cancellations** must be made in writing and received within five (5) working days of the reservation date. No refunds will be issued for cancellations received within three (3) working days of the reservation date.
3. **Deposit Refunds** will be processed within three (3) weeks of the reservation date, providing the facility is left without excessive trash and/or damage.
4. **Glass containers** are not allowed in or on any CSD park including parking areas.
5. **Alcohol** – No person shall consume any alcoholic beverage within any park facility, except within the picnic areas and other designated eating areas. Alcohol consumption is prohibited within the following areas: on playing fields of any park and areas immediately surrounding the playing fields. Alcohol will not be permitted in any park facility after the curfew hours posted in the park.
6. **Alcohol at Promontory** – All alcoholic beverages are prohibited at Promontory Community Park.
7. **No person shall smoke** any substance in any area designated as a nature trail/area, open space or in any District park or facility where smoking is prohibited. These areas will be designated by appropriate signage.
8. **No fundraising** activities except with prior written permission of the District.
9. **No food, beverage, novelty, or other commodity, service or instruction is allowed** in any District facility without prior written permission of the District.
10. **No person shall play** any radios, CD players, musical instruments, or **utilize other noise-making devises**, or use amplified sounds within any park without prior written permission from the District.
11. **No fires** are allowed in any District park except in barbecue units.
12. **Dogs are allowed on a 10' leash (or shorter) at any District Park, except on the Promontory synthetic field.** No other animals or pets are allowed at any District Park.
13. **A \$1,000,000 Insurance certificate** listing the District the insured in the amount of \$1,000,000 is required, along with additional approval for Jump Houses, Dunk Tanks, Professional Entertainment, Slip-n-Slides, Climbing Walls, Carnival Games, Caterers, etc, **\$2,000,000 is required for all sports organizations.** Applicant is responsible for securing the additional insurance and providing necessary copies to the District as specified by the due date on the front of this application. **IF INSURANCE IS NOT RECEIVED, YOUR EVENT ATTRACTION OR VENDOR WILL NOT BE PERMITTED AT YOUR EVENT. None of the above items are permitted on the sports playing fields at Promontory Park.**
14. **Amplified sound or noise will not be permitted at any CSD Sports Fields (without special permission).**
15. **Chaperones** are required as follows: One (1) adult for each 20 minors (12 years old or under). A Chaperone List must be submitted to the District as specified by the due date on the front of this application.
16. In case of emergency, the District reserves the right to cancel a reservation prior to the scheduled event without liability. In this case, a full refund will be processed.
17. Renters are responsible for bagging and tying all trash created from their event.
18. This agreement is not for exclusive use of facilities; the public may officially reserve the park as a courtesy only. Reservations enable staff to inform the public that the picnic area is reserved. The park will remain open to the general public. A copy of this form approved by CSD staff will be provided to renter as proof of reservation.
19. If the District provides electricity, picnic tables and trash receptacles, they are limited. You may use what is on site and/or bring additional items needed. We recommend renting a portable toilet for your group's usage (except where portable or regular toilets already exist).
20. **No vehicles** are allowed on park grounds.
21. There are no reservations on Sundays.
22. Applicant(s) agrees to be personally responsible for their party and guarantees orderly behavior and agrees to underwrite any damage due to their use of the facilities.
23. Applicant(s) is responsible for any damage to persons or property caused by renter and/or guests, including District personnel and property, and shall hold the District harmless for same.
24. **No bounce houses, water slides, dunk tanks, climbing walls, other large play equipment, food- or drink-making machines allowed at Promontory Park.**

If you need additional information, please contact the El Dorado Hills Community Services District at (916) 933-6624.
Office hours are Monday – Friday 9:00 a.m. to 4:00 p.m.

I have read and agree to follow the above Park and Field Use Guidelines and Disclaimers and will obey all posted signs.

Applicant Signature: _____

Date: _____