



Mission Oaks Recreation & Park District  
2024 Facility Rental Application

Applicant Name/Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Alternate Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

<b>Gibbons Community Center</b> 4701 Gibbons Drive, Carmichael, CA 95608 (916) 972-0336 <a href="http://morpd.com">morpd.com</a>		<b>Swanston Community Center</b> 2350 Northrop Ave. Sacramento, CA 95825 (916) 333-6464 <a href="http://morpd.com">morpd.com</a>	
<b>Check Room Requested</b>			
<b>Auditorium</b>		<b>Activity Room</b>	
<b>Activity Room</b>		<b>Conference Room</b>	
<b>Club Room</b>			

<b>Event Date</b>		<b>Optional Provided Equipment</b>	
<b>Set-up start time</b>		Microphone	
		Projector Stand	
<b>Event start time</b>		Projection Screen	
		Podium	
<b>Event end time</b>		Coffee Pot	
<b>Clean-up end time</b>		Other	

Type of Function: \_\_\_\_\_

Expected Event Attendance \_\_\_\_\_

Will alcohol be served? \_\_\_\_\_

Will alcohol be sold? \_\_\_\_\_



**For Office Use Only**

**Fee Structure**

**Gibbons Community Center**

**SECURITY DEPOSIT**

A security deposit is required for all rentals. The security deposit, assessed separately, will not be credited toward the rental fee.

**Return of deposit payable to:** \_\_\_\_\_

Deposit = \$400	
<b><u>Auditorium</u></b> 250 dining or 300 assembly-style	
Saturday: First 4 hours = \$625	
Sunday: First 4 hours = \$575	
\$65 Each additional hour x _____ hours	
<b><u>Activity Room</u></b> 100 dining or 225 assembly style	
Saturday: First 4 hours = \$525	
Sunday: First 4 hours = \$475	
\$65 Each additional hour x _____ hours	
<b><u>Club Room</u></b> 48 dining or 77 assembly style	
Saturday: First 2 hours = \$275	
Sunday: First 2 hours = \$250	
\$40 Each additional hour x _____ hours	
District Insurance:	

**(Kitchen included with all rentals)**

**Total:** \_\_\_\_\_

**Swanston Community Center**

**SECURITY DEPOSIT**

A security deposit is required for all rentals. The security deposit, assessed separately, will not be credited toward the rental fee.

**Return of deposit payable to:** \_\_\_\_\_

Deposit = \$400	
<b><u>Activity Room/Rooms</u></b> 120 dining or 200 assembly-style	
Monday-Thursday: First 2 hours = \$225	
Friday/Saturday/Sunday: First 4 hours = \$550	
\$65 Each additional hour x _____ hours	
<b><u>Conference Room</u></b> 30 assembly style	
Monday-Thursday: First 2 hours = \$175	
Friday/Saturday/Sunday: First 4 hours = \$225	
\$40 Each additional hour x _____ hours	
District Insurance:	

**(Kitchen included with all rentals)**

**Total:** \_\_\_\_\_

## FACILITY USE RULES, REGULATIONS AND PROCEDURES

**Initials**\_\_\_\_ District staff will monitor the center during the duration of the rental including set-up and clean-up.

**Initials**\_\_\_\_ District requires the renter to provide security during events with alcohol (**must use from a pre-approved list of vendors**)

**Initials**\_\_\_\_ If provided for in the rental application, the serving and consumption of alcoholic beverages are allowed inside the center. Alcoholic beverages are prohibited, by county code, in the park and parking area.

**Initials**\_\_\_\_ The applicant (or a designated representative) is expected to be at the center at the starting time for the event to accompany the monitor on the pre-inspection walk-through tour and for the final inspection following the event.

**Initials**\_\_\_\_ The applicant will be solely responsible for

\*Cleaning the facility per instructions listed in "Cleaning Expectations"

\*Damage, loss, accidents, or injuries to persons or property resulting from use of the center.

\*Supervision and control of people in attendance at the event.

\*Damage to furniture, fixtures, or any other part of the center.

**Initials**\_\_\_\_ Mission Oaks RPD will provide a wet mop, bucket, dust mops, broom, dustpan, and extra trash liners, as needed. Renters are expected to supply their own sponges, paper towels, and disinfectant cleaning solutions for tabletops, sinks, and counters.

**Initials**\_\_\_\_ The building monitor may call the Sheriff's Department should there be any violation of District rules and regulations. The monitor is directed to sign a formal complaint on behalf of the District, and, if necessary, terminate the activity and close the center. Offending parties or groups will be denied future permission to rent the center.

**Initials**\_\_\_\_ In case of damages more than the security deposit, additional financial reimbursement for repair or replacement will be assessed.

**Initials**\_\_\_\_ When the center is used for youth activities, the renter must provide adequate supervision (to be determined by the District) to ensure the safety of the participants and the facility.

**Initials**\_\_\_\_ All requests for control of lights, heating and cooling systems, audio/visual systems, and other equipment shall be directed to the building monitor.

**Initials**\_\_\_\_ Cleanup must be completed, and all participants must be off the premises by 11 p.m. on Friday and Saturday nights, and 10:00 p.m. Sunday through Thursday.

**Initials**\_\_\_\_ Smoking is not allowed inside, near entry/exits, or around the perimeter of the community center.

**Initials**\_\_\_\_ 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 repairs or replacement will be assessed. Decisions of the District as to the condition of the center following the event are final.

### **Initials**\_\_\_\_ **INSURANCE**

Liability insurance in the amount of \$1 million is required for each rental, the cost of which is not included in the rental fee. Renter must purchase insurance through the District, on our website at morpd.com. **The applicant is solely responsible for any and all damage, loss, accident, or injury to a person or property resulting from the use of the District's facilities. The applicant shall be responsible for the control and supervision of the people in attendance during the use of the facility and shall ensure that no damage is done to furniture or fixtures, or any other part of the facility.** Any violations of District rules and regulations will result in a denial of future permits and, in the case of damage to the facility, financial reimbursement for repair or replacement will be required.

I, the undersigned, have received and read a copy of the Facility Use Rules, Regulations, and Procedures concerning the use of District facilities, and agree to comply with them. I, or my representative, agree to be present during the entire period of use of the facility by the applicant/organization.

**Initials\_\_\_\_ MANDATORY PRE-ARRANGEMENT MEETING**

**Gibbons Community Center:** please call (916) 972-0336 prior to your event for an appointment to meet with a staff member at the center to discuss the set-up, equipment availability, and procedures for checking in and out of the building. This meeting must be scheduled a minimum of two weeks before your event. Fees are payable to MORPD no later than three weeks before the event and are paid at the center.

**Swanston Community Center:** please call (916) 333-6464 prior to your event for an appointment to meet with a staff member at the center to discuss the set-up, equipment availability, the pantry, and procedures for checking in and out of the building. This meeting must be scheduled a minimum of two weeks before your event. Fees are payable to MORPD no later than three weeks before the event and are paid at the center.

**Initials\_\_\_\_ CANCELLATIONS BY DISTRICT**

**The District reserves the right to cancel any scheduled event without liability. Refunds will be made of all fees and deposits if District deems the cancellation is necessary.**

**Initials\_\_\_\_ CANCELLATIONS BY RENTER**

**Cancellation, in writing, within two months of the event, is subject to a \$200 cancellation fee to be deducted from the initial deposit. Cancellation within two weeks of the event is subject to forfeiture of any fees paid, including the deposit.**

I have carefully read this agreement, and fully understand its content. I hereby agree to be solely responsible for all liability, claims, loss, damage, costs, and expenses including, but not limited to; attorneys' fees, arising out of or resulting from any injury to persons or damage to property which arises out of the applicant's use of District facilities. I agree to defend, indemnify and hold harmless the District, its officers, agents, employees, and volunteers against any and all such claims, demands, causes of actions, suits, and expenses arising out of or resulting from the applicant's use of District facilities. Furthermore, I hereby agree that the Mission Oaks Recreation and Park District, agents, its employees, or officers, may act in an emergency as best fits the situation if efforts to contact me, or any other persons I have designated as responsible, fail.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## HOURS AND ACCOMMODATIONS

### AVAILABLE HOURS

#### Gibbons Community Center:

- Saturdays: 8 am to 11 pm.
- Sundays: 9 am to 10 pm.
- Music is required to stop at 10 pm Saturday and 9 pm Sunday.
- Cleanup must be completed, and all participants **must be** off the premises by 11 pm on Saturday, and 10 pm on Sunday. Failure to do so may prevent a full refund of the rental deposit.
- No split rental times.

#### Swanston Community Center:

- Sunday-Thursday: 8 am to 10 pm
- Friday-Saturday: 8 am to 11 pm
- Music is required to stop at 10 pm Friday-Saturday and 9 pm Sunday-Thursday.
- Cleanup must be completed, and all participants **must be** off the premises by 11 pm on Friday-Saturday, and 10 pm on Sunday-Thursday. Failure to do so may prevent a full refund of the rental deposit.
- No split rental times.

### ACCOMMODATION NEEDS

#### Gibbons Community Center:

- Auditorium: 250 for dining or 300 for assembly style
- Activity Room: 100 for dining or 225 for assembly-style
- Club Room: 48 for dining or 77 for assembly style.

#### Swanston Community Center:

- Activity Room/Rooms: 120 for dining or 200 for assembly-style
- Conference Room: 30 for assembly style.

## CLEANING EXPECTATIONS

**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 District monitor will provide dust mop; mop, dustpan, and extra trash can liners.
- **The renter must provide all other cleaning supplies.**

#### Furniture

- Should any spills occur on lobby sofas, chairs, or upholstered furniture, immediately request staff to assist with the clean-up. The renter 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 building on the north side of the parking lot, prior to the final inspection.

#### Recycling

- The district provides recycling containers for your convenience. Please encourage your guest to separate recyclable products and use these containers, which helps support the environment and the district's "Go Green" philosophy.

## Countertops and Cabinets

- The work area and surface of cabinets must be wiped clean of food particles/residue with a damp sponge or cloth.

## Decorations

- All decorating must be done on the day of the event, and all decorations removed prior to the final inspection with the building monitor. The center does not provide decorations, paper products, or tablecloths.
- **Do not** use nails, thumbtacks, tape, or staples on/in walls, floors, ceilings, or windows of the center. **All decorations must be free-standing (not adhered to walls, ceilings, windows, doors, etc).**
- Rice, birdseed, confetti, or glitter **are not** allowed inside the building, on the patio areas, or anywhere in the vicinity of the building.
- The use of open-flame candles is not permitted. Battery-operated candles are encouraged.
- The use of fog machines is not permitted.

## SET-UP

- A floor plan will be designed for table and chair set-up during the pre-arrangement meeting.
- Set-up can be done only on the day of scheduled use. Set up of tables and chairs must be performed by district staff only.
- Renters are charged for all the time the building is in use. When determining the number of hours required, time should be allowed for decorating, band and caterer set-up, and clean-up.

## DEPOSITS, FEES AND REFUNDS

### SECURITY DEPOSIT

The deposit serves:

- to reserve the date and time of use
- to safeguard against damages that may occur during the activity
- to insure against smoking inside the center
- as a cleaning deposit
- to ensure that the building is vacated by the designated curfew

### CONDITION OF CENTER

Immediately after the event, and within the time specified in the application, the renter must clean all premises used (in/outdoors) and all personal items removed before the final inspection by the building monitor.

### CENTER INSPECTION CHECKLIST

The results of the inspection will be used to determine whether your security deposit will be refunded. The district's building monitor will complete the checklist with you (or your designated representative) during a walk-through when you check in and check out of the center.

The checklist is also used to calculate the total time used for the event. Time will be computed by the hour. Overtime will be charged at the hourly rate. Excess overtime may cause a forfeit of the rental deposit in full.

Inspection checklists are submitted to the Facility Office Coordinator and Supervisor. Processed refunds may take 4-6 weeks and come from the County of Sacramento as a mailed check.



## PARK & FACILITY AMENITIES

### Gibbons Community Center:

#### Kitchen

##### Refrigerator

- During the pre-event meeting, you may request staff to check on the availability of space, if necessary, for your event. Any items stored must be removed prior to the final inspection.
- Should the outer or interior surface of any appliance need cleaning after use, wipe with a damp sponge. Do not use an abrasive scouring pad on any surface in the kitchen.

##### Countertops and Cabinets

- The work area and surface of cabinets must be wiped clean of food particles/residue with a damp sponge or cloth.

##### Stove

- Cooking fried foods, such as hamburgers, sausages, etc., is not allowed.
- Do not clean the stove when hot and do not scour any portion of the stove. The stove and controls must be cleaned, and all food particles removed by using a damp sponge or cloth, then dried with a clean towel.

##### Microwave

- If you wish to use the microwave oven, consult the building monitor for specific instructions.

##### Garbage Disposals

- Use only cold water when using the disposal, which is in the far-right sink.
- The disposal has a quiet-sounding motor, and it may be difficult to hear, especially if loud music is being played in the Auditorium. If the disposal does not start when the switch is turned on, immediately turn it off and check with the monitor for proper instructions. Be careful to keep all utensils (knives, spoons, etc.) out of the disposal.
- The following items **should not** be put in the disposal:

○ Any type of grease	Stringy foods	Celery stalks
○ Artichoke leaves	Bones	Coffee grounds
○ Onion skins	Corn husks	Potato skins

#### Stereo/P.A. System

- Requests for use must be made and approved during the pre-event meeting. Only the building monitor is allowed to operate the equipment.

#### Projection Screen/WI-FI

- A screen is available in all rooms. Ask the building monitor to lower/raise the screen if needed.
- The building is wired with WIFI for computer use on location. Contact staff for Wi-Fi credentials.

#### Heating/Cooling System

- Contact the building monitor if the temperature is uncomfortable.

#### Electrical Circuits

- Do not plug more than one 100-cup coffee pot per circuit. Should you require additional coffee pots, disperse them to other circuits.

## **Swanston Community Center:**

### **Catering Pantry**

#### **Refrigerator**

- During the pre-event meeting, you may request staff to check on the availability of space, if necessary, for your event. Any items stored must be removed prior to the final inspection.
- Should the outer or interior surface of any appliance need cleaning after use, wipe it with a damp sponge. Do not use an abrasive scouring pad on any surface in the kitchen.

#### **Microwave**

- If you wish to use the microwave oven, consult the building monitor for specific instructions.

#### **Garbage Disposals**

- Use only cold water when using the disposal, which is in the far-right sink.
- The disposal has a quiet-sounding motor, and it may be difficult to hear, especially if loud music is being played in the Auditorium. If the disposal does not start when the switch is turned on, immediately turn it off and check with the monitor for proper instructions. Be careful to keep all utensils (knives, spoons, etc.) out of the disposal.
- The following items **should not** be put in the disposal:

○ Any type of grease	Stringy foods	Celery stalks
○ Artichoke leaves	Bones	Coffee grounds
○ Onion skins	Corn husks	Potato skins

#### **Stereo/P.A. System**

- Requests for use must be made and approved during the pre-event meeting. Only the building monitor is allowed to operate the equipment.

#### **Projection Screen/WI-FI**

- A screen is available in the Activity Room. Ask the building monitor to lower/raise the screen if needed.
- The building is wired with WIFI for computer use on location. Contact staff for Wi-Fi credentials.

#### **Heating/Cooling System**

- Contact the building monitor if the temperature is uncomfortable.

#### **Electrical Circuits**

- Do not plug more than one 100-cup coffee pot per circuit. Should you require additional coffee pots, disperse them to other circuits.
- Several electrical outlets are in the floor of the activity room for computer and PowerPoint presentations.

## Security Services

### Approved Security Companies for MORPD Rentals Serving Alcohol

**Airborne Security Patrol Inc.**

[airbornesecuritypatrol.com](http://airbornesecuritypatrol.com)

Elk Grove, CA

916-685-0283

**Tin Star Security**

[ben@tinstarsecurity.com](mailto:ben@tinstarsecurity.com)

Folsom, CA

916-941-6043

916-367-2039

**Guardian Protection Force Inc.**

[sgonzales@gpfsecurity.com](mailto:sgonzales@gpfsecurity.com)

Rancho Cordova, CA

866-921-9484