

Rental Application
City of Sacramento
South Natomas Community Center/Woodlake Clubhouse

The following information is designed to help you through the process for securing a reservation for your event. It is our desire to make this a simple process. Please do not hesitate to ask staff for assistance. You are **REQUIRED** to come to the center, in person to book a room. **We do not hold or take reservations over the phone.** All fees are to be paid at the South Natomas Community Center, 2921 Truxel Road, Sacramento, 95833.

The first step is to complete a rental application. It is important that you understand that completing an application is not a guarantee that a reservation will be issued/approved for your event. Rooms are reserved on a first come, first served basis. The facility will only be reserved when all required items have been completed and approvals have been granted. Larger events may need additional time to determine the additional requirements.

In requesting use of our facility, you must ask for ALL the time you need, including set-up, decorating and cleaning time at the end. You will not be allowed into the room before your permit time. Make sure to allow ample time for decorating and set-up, as well as take down and clean-up; you are financially responsible for all the time used. Events cannot be booked later than 11:00 pm (including all clean-up time). Please coordinate your activities and cleaning accordingly for your event.

All deposits are due at time of reservation with remaining fees due 60 days prior to the event. **Any payments made less than 60 days prior to the reserved date, must be paid with a MasterCard, Visa, Discover Card, American Express Card, cash or a cashier's check.**

Building reservations can be made a maximum of 1 year in advance and a minimum of 60 days in advance.

You will receive the following documents at the time your application is submitted and a deposit is paid on the building space:

- List of pending documents with a due date issued
- Copy of the completed application
- Copy of the rental contract
- Receipt(s) for any payments made

Decorating, Setup Time, and Cleanup Time:

Your facility rental is inclusive. Time for set up, decorating and cleanup must be included in your reservation and you are charged for this time. Please allow a minimum of 1 hour for setup and cleanup. **You will not be allowed into the facility before your reservation time, so plan carefully.** Your caterer, Disc Jockey, decoration committee or any other outside service **MUST** arrive during your rental time.

Set-up of tables and chairs: The City will set up the tables and chairs due to liability concerns at most facilities. There is no extra charge for this service. Please indicate what kind of set-up you want on your application. If you choose to use your own furniture or that from an outside company, you are responsible for your own set-up and take down. Early delivery of items for your event must be approved by the Center Director. The City does not accept responsibility for any items brought in early. Storage fees may be assessed for items left in the center before or after your event without approval.

Special Needs: Please contact the Community Center Director at least 30 days in advance to set up an appointment if you have special needs.

Food Sold/Prepared: A County of Sacramento Environmental Health temporary food permit is required if the food is to be sold to the general public. If you are preparing and/or serving food to a known group such as family or club members, (not the general public) then a food permit is not required. Steno burners are allowed only

underneath serving trays. Steno cans must not be placed directly on the table; they must be above the surface of the table's surface. Consumption of food and alcohol is restricted to the room(s) you have rented.

Amplified Sound: Bands, DJs, music or speaking that uses speakers or amplifiers is considered amplified sound. There are restrictions and sound ordinances relating to amplified sound. Your event may be subject to sound metering to ensure sound level compliance. All events with dancing are required to have security present. City Noise Ordinance starts at 10 PM. Music volume must be lowered. Sacramento Police Department may be summoned in the case of excessive noise.

Fund Raisers: If you are looking to host a fundraiser we must have proof of your non-profit status. A copy of your non-profit documentation (501c3) stating your non-profit number is required for any fund raising activities. There will also be additional fundraising fee of \$50 applied to your rental fees.

Decorations: Masking tape and Scotch tape are the only items allowed for securing your decorations to the tables, walls, windows, and stage area. **No staples, nails, or tacks are allowed.** Metallic decoration sprinkles, glitter, confetti, rice, and birdseed are also not allowed inside or outside of the facility.

Restrooms: You are responsible for checking on the condition of the restrooms and lobby during and after your event. Excessive mess in the restrooms or lobby will result in a deduction from your deposit.

Insurance: **Liability insurance is required for all activities that are deemed "high risk"** (see below). The certificate of insurance has to specifically name the City of Sacramento as an additional insured and must be accompanied by an additional insured endorsement often referred to as page CG 2011 11 85. The policy must be for \$1 million dollars of coverage. The certificate holder will be the City of Sacramento, Risk Management Division, 915 I Street – 4th Floor, Sacramento, CA 95814. Certificate must state that alcohol is being served. The date and location of your event must be included on the certificate. Insurance can be obtained from your own insurance agent or the City of Sacramento Risk Management Division at (916) 808-5556. **The original insurance certificate and named additional insured endorsements must be supplied no later than 30 days prior to the event.**

High risk rentals include events that have any of the following:

- ❖ Alcohol
 - ❖ Amplified Sound (DJ, live band, etc.)
 - ❖ Over 75 guests in attendance
 - ❖ Teen Events (dance parties, sweet sixteens, quincenieras, etc.)
 - ❖ Fundraising Events
- **If you are unsure if your rental is high risk, ask the front desk staff****

Security Standards: A security guard is required for any event that is deemed a high risk rental. The security fee is \$22.00 per hour, per officer. You must pay for security to be present ½ hour prior to guest arrival and ½ hour into clean up time. If alcohol is present, security must be present until all of the alcohol has been removed from the premises. **Please note: Over 8 hours is considered overtime and the security fee will increase to \$33.00 per hour.** Permit holders are not allowed to provide their own security; the City of Sacramento will order security guards through an approved vendor one month prior to your event. One officer per 75 people is required.

City Staff: A City Staff person will be present for the duration of your event. That staff person will unlock and lock the facility. Cleaning supplies should be obtained from that person. Any directions or instructions of that City Staff person are to be abided by for the safety and security of the building and its users. Please report any safety issues immediately to that person. The City staff person has the authorization to stop or modify the event if deemed necessary or if the information in the application is found to be false.

Application to Reserve City of Sacramento Indoor Facilities
South Natomas Community Center, 2921 Truxel rd
 Phone: (916) 808-1571 www.cityofsacramento.org

Contract # _____

Applicant Information	Name		Driver's License (Required)	
	Address		E Mail Address	
	City		State	Zip Code
	Day Phone	Night Phone	Cellular/Pager Number	Fax Number
	Company/Organization Name (if applicable)		Is this a company event? Yes ____ No ____	
	Company Address / City / Zip		Web Address	
		Company Phone Number		

Answer All Questions Completely

Responsible Party	Will you be in attendance at this event? Yes ____ No ____		Are you the responsible party for this event? Yes ____ No ____	
	IF YOU ARE NOT THE RESPONSIBLE PARTY YOU MUST ANSWER THE FOLLOWING ITEMS:			
	Responsible Party's Name		Driver's License Number	
	Address		City	State Zip
	Day Phone	Night Phone	Cellular/Pager Number	Fax Number
	Name of Alternate Contact Person		Phone Number	

Answer All Questions Completely

Indoor Event Information	Event Date	Day of Week	Event Start Time (include set-up)	Event End Time (include clean-up)
	*Multiple Dates? (List dates, day of the week and times; attach additional page if necessary)		What time will guests arrive?	What time will guests leave?
	Building South Natomas		Room (s)	
	What type of event are you having?			
	Will alcohol be consumed at your event? Yes ____ No ____		If yes, will it be sold? Yes ____ No ____	
	If your group is having alcohol, it is not allowed outside the rooms you have reserved and not outside the facility. I understand that my event will be shut down if I don't take care of alcohol related issues. _____ (initial).			
	Are you a visual or performing arts agency? _____		If yes, which art? _____	
	Are you a non-profit agency? _____		Non-profit Number: _____	
	* Note: You must provide the current non-profit status document with this application.			
	Is this event open to the public? Yes ____ No ____			
	If open to the public, how will it be advertised?			
	Is this event a benefit to the community? Yes ____ No ____ If yes, how?			
	Is this event an educational workshop or seminar? Yes ____ No ____			
Is this event a planning meeting for an upcoming community service event? Yes ____ No ____				
Is this a private social function either by membership or private invitation? Yes ____ No ____				
What is the maximum number of people you expect to attend?		Adults	Teens	Children Total



Indoor Event Information continued	Will there be amplified sound at your event? Yes _____ No _____ If yes, explain: Does this activity include dancing? Yes _____ No _____
	*Note: City noise ordinance hours are 6am – 10pm
	Will food be at the event? Yes _____ No _____ Will it be catered? Yes _____ No _____ Will it be for sale? Yes _____ No _____ If not catered, how will the food be prepared or provided? What is the caterer's arrival time?
	*Note: A cleaning/damage deposit will be required if food and/or beverages are served; if decorations are used; or if the stage and backstage area is used.
	Will you have any need to access electricity? Yes _____ No _____ If yes, explain: Will you be bringing any equipment like coffee pots, TV/VCR, screen, overhead projector, extension cords, and service carts? Yes _____ No _____ If yes, what items?
	Do you need any City equipment? (Including tables and chairs) Yes _____ No _____
	* Note: Our facilities have limited availability of these items. There may be an additional fee for City supplied items.
	Will money be charged or exchanged? Registration? Tickets? Raffle? Donations? Yes _____ No _____ Explain:
	Will you need a stage or special lighting? Yes _____ No _____ If yes, explain:
	Do you need special access for the physically challenged? Yes _____ No _____
Will your guests need to park adjacent to the building (in the parking lot)? Yes _____ No _____	
Have you been given a guideline on building procedures and have all your questions been answered? Yes _____ No _____ Have you been given a diagram for room set-up? Yes _____ No _____ If yes, list type of set-up:	

Initial _____ In case of emergency or for reasons beyond the City's control, the City reserves the right to cancel the scheduled event prior to scheduled use without liability. Refunds will be made if cancellation by the City is necessary.

Initial _____ I have read, signed, and received a copy of the cancellation and refund policy. I accept the terms as outlined. In addition, I understand that only after all fees and required documents are turned in, will my reservation be considered approved and finalized.

Initial _____ Cleaning and damage deposits are refunded according to the condition of the room after use. Tables must be wiped clean, floors swept, any spills cleaned off the floor decorations taken down and all trash picked up, bagged and taken to the dumpster located outside. Any equipment needed to complete the cleaning of the room may be obtained from the event host that will be on site for the duration of your event. Should your event go past the time on your permit, the overtime will be deducted from your deposit. Any fees paid by check less than 60 days prior to event may delay the refund up to 8 weeks.

Note: Cleaning/damage deposit and refunds will be processed within 21 business days after the event cancellation or event provided that the building is cleaned, repaired and restored to its condition immediately prior to the activity.

Note: Please state if the refund should be sent to anyone other than the applicant: _____

Initial _____ I hereby attest that the forgoing information is true and correct, and that should any of the information be found to be false or should any conduct by myself, participants or guests not be as described in the application; or should any applicable City, State or Federal rules, regulations, codes or laws be violated, said reservation will be deemed null and void and any activity associated with this reservation will immediately cease.

Initial _____ I also agree that I will be financially responsible for any costs incurred by the City for damages to city property; costs associated to any public safety action or enforcement as a direct or indirect result of the event; the recovery of any and all reasonable attorney fees to enforce the provisions of any permit that is issued for the event described in the application; forfeit all fees and deposits as liquidated damages of any costs associated with the enforcement of the provisions of the application or permit or providing false information on the application; pay any costs that exceed deposits or fees already collected by the City for enforcement or provisions related to this application or reservation.

Initial _____ The users agrees to fully indemnify, defend, and save harmless, the City of Sacramento, its officers, agents, employees, and volunteers from all actions, liabilities, claims, damages, to personals or property, losses, costs, penalties, obligations, errors, or omissions that may be asserted or claimed by any person, firm, or entity arising out of or in connection with the activities conducted by the applicant, whether or not there is concurrent passive or active negligence on the part of City or City Personnel. This shall be a continuing release and shall remain in effect until revoked in writing.

Initial _____ "If I, the Applicant, am not the Responsible Party, I represent and warrant that I am authorized to execute this Application on behalf of the Responsible Party."

Signature of Applicant Date

Authorized Signature: _____	Received/Processed By: _____	Date: _____
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Insurance Liability Coverage Requirements For Indoor Events

The City of Sacramento requires anyone holding an event at a City facility to provide verification of general liability insurance in the amount of \$1 million.

A certificate of Insurance must be presented to the reservation office at South Natomas Community Center 2921 Truxel Road., Sacramento, CA 95833 60 days prior to your event date. This certificate may be obtained through your personal insurance company*. If you do not have a personal insurance you can purchase insurance thru the City of Sacramento Risk Management Division at 915 "I" Street, 4th Floor, Sacramento, CA. 95814, Phone: (916) 808-5278, Fax: (916) 808-5160.

*If you are obtaining insurance your personal insurance company, it is imperative that they contact our Risk Management Division to ensure that all requirements have been met.

The standard proof of insurance is the Acord certificate form. A sample is attached. Coverage verification provided on an insurance company's Certificate form is also acceptable. Following are the requirements for proof of insurance:

- The name of the insured, the insurance carrier, the policy number and coverage limits must be stated on the certificate of insurance as well as the effective and expiration dates for the coverage.
- An endorsement specifically naming "The City of Sacramento, its officials, agents,
- If alcohol will be served, a liquor liability endorsement is also required. The certificate holder will be: City of Sacramento Risk Management Division, 915 I Street, Fourth Floor, Sacramento, CA 95814
- **A second page**, known as the "Additional Named Endorsement" must accompany the Certificate of Insurance.
- Name and address of the facility you are using
- Date(s) and times of your event
- Permit/Reservation Number
- Note if alcohol is being served (Certificate of Insurance must state that alcohol is covered under the policy).
- Proof of insurance must be filed with the Risk Management office at least one week prior to the event, unless other arrangements have been made.

SIGNATURE: _____

DATE: _____

Deposit and Rental Fees

Before an event can be reserved you must submit a rental application and the appropriate deposit. **We do not hold spots!** When requesting use of the facility, be sure to include all the time you will need; this includes time for decorating and cleaning. **You will not have access to the room before the time listed on your application and contract.** A 4-hour minimum is required when renting any room.

All fees are due 60 days prior to the date of your event. We accept cash, checks, money orders, VISA, MasterCard, Discover, and American Express payments.

Any refunds due will be processed within 21 business days of the event or cancellation. Payments made by credit card will be returned to the credit card within 2 weeks of your rental date. Payments made by cash or check will be refunded with a check issued from the City of Sacramento within 4-6 weeks of your rental date.

Room	Rate	Cleaning Deposit (refundable)	Capacity
Natomas <small>*not rented for parties or private functions</small>	\$35 per hour	\$100	30 max
Arts & Crafts	\$50 per hour	\$100 low risk/ \$300 high risk	60 max
Conference	\$50 per hour	\$100 low risk/ \$300 high risk	60 max
Woodlake Clubhouse <small>*offsite; 500 Arden Way</small>	\$50 per hour	\$100 low risk/ \$300 high risk	60 max
Woodlake Kitchen <small>*add-on</small>	\$25 flat fee	\$75	N/A
Lobby	\$90 per hour	\$300	80 max

Insurance and security are required for all high-risk events

Additional Fees

- ❖ Alcohol Surcharge \$50
- ❖ Fundraising Fee \$50
- ❖ Security Guard \$22 per hour/\$33 per hour for each hour overtime (over 8 hours)

I have read, received a copy of and understand the deposit and rental fees associated with my rental.

SIGNATURE: _____ DATE: _____

CANCELLATION AND REFUND POLICIES

ALL CANCELLATION NOTIFICATIONS MUST BE IN WRITING. Cancellation notifications can be e-mailed, brought in person or sent by USPS mail. It is the responsibility of the customer to make sure the cancellation notification has been received by the community center at which the reservation was made.

Once a Facility Booking has occurred, the following fees and charges will be assessed for cancellation:

❖ **SMALL & MEDIUM ROOMS** – Includes Natomas Room, Conference Room, Arts& Crafts Room and Woodlake Clubhouse

A \$25 cancellation fee will be retained for all small & medium rooms cancelled, in writing, 10 or more days in advance of the reservation date.

A \$50 cancellation fee will be retained for all small & medium rooms cancelled, in writing, less than 10 days in advance of the reservation date.

❖ **LARGE ROOMS-** Lobby Area

A \$175 cancellation fee will be retained for all large room cancellations, if written notification is received more than 45 days in advance of the reservation date.

A \$250 cancellation fee will be retained for all large room cancellations, if written notification is received more than 30 days in advance of the reservation date.

If written notification is not received at least 30 calendar days in advance, the customer will be liable (charged) for the total cost of the rental and ineligible for a refund.

I have read, received a copy of, and agree to the terms of cancellation and refunds outlined in this policy.

SIGNATURE: _____ DATE: _____

Receipt of General Guidelines

As the permit holder/contact person, you will be the individual our Building Monitor looks for if any sort of a situation or problem occurs. We hope nothing will happen to bring a negative light to your special event and it is better to have a plan of action in place just in case. If an individual gets out of hand and cannot be controlled by members of your group, the City Building Monitor has been instructed to call the Center Supervisor, Park Safety Services, and Sacramento Police Department.

I, _____, have read and received a copy of the guidelines. By signing this agreement, I take full responsibility for enforcing these rules during the course of my event. I realize that violation of the above.

Deposits will be forfeited for the following:

- ❖ Alcohol consumption by any person under the age of 21 years
- ❖ Anyone consuming alcoholic beverages outside the designated room in the Community Center, in vehicles, in parking lot or in area around the Community Center. Alcoholic beverage containers found in Community Center parking lot area or area around the Community Center.
- ❖ Loitering in the parking lot and outside of the Community Center
- ❖ Alcoholic beverage containers found in Community Center parking lot
- ❖ Garbage not taken out and dumped correctly
- ❖ Lack of cleaning rooms, floors, spills, tables, lobby and patio areas
- ❖ Disregarding City of Sacramento building regulations
- ❖ Fighting or any other physical violence
- ❖ Vandalism or damage to building or building contents
- ❖ Police or Fire responding to non-medical emergencies
- ❖ Threatening City or security personnel
- ❖ Falsifying application or any required documents
- ❖ Theft of City of Sacramento property
- ❖ Any form of criminal activity, (i.e. illegal drugs)
- ❖ Smoking in undesignated smoking areas
- ❖ Fire alarm being activated
- ❖ Event exceeds time reserved on contract
- ❖ Over maximum capacity of reserved room or attendance listed on application
- ❖ Uncontrolled exits and entrances

I, _____, have read and understand that I will forfeit my deposit if I, or any of my guests, do not abide by the above mentioned deposit guidelines.

SIGNATURE: _____ DATE: _____

Cleaning Agreement

It is the permit holder's job to do a thorough clean-up of the areas used during the activity. This includes the lobby and restroom areas. We suggest cleaning as you go, not waiting until the end of the event to start cleaning everything.

The South Natomas Community Center will provide basic supplies (garbage cans and bags, broom, dust pan, mop, etc.) for any cleaning that is needed.

In order for your deposit to be returned, you must adhere to the following Cleaning Responsibilities:

- ❖ Remove all decorations
- ❖ Remove all table coverings
- ❖ Wipe down all tables and chairs
- ❖ Spot Mop any liquid spills
- ❖ Sweep Floor
- ❖ Bag all trash and take to the dumpster
- ❖ Empty refrigerator and freezer (if applicable)
- ❖ Wipe up any spills in refrigerator and freezer
- ❖ Wipe down ovens and stove
- ❖ Clean counters and sink
- ❖ Clean microwave
- ❖ Turn freezer temperature down to lowest setting (if adjusted)
- ❖ Turn refrigerator temperature down to lowest setting (if adjusted)
- ❖ Pick up any trash outside that was part of your event

*******Failure to complete any item will result in the loss of all or part of your facility deposit*******

Cleaning and damage fees will be charged if the following Specific Guidelines are abused:

- ❖ No smoking in any facility — *City Ordinance 67-022*.
- ❖ No animals inside the building, except service animals with proper documentation.
- ❖ No bicycles or roller blades in the buildings or patio area.
- ❖ Rice, bird seed, and confetti may not be thrown inside the buildings or patio area.
- ❖ Candles, oil lamps, space heaters, electric, propane and kerosene heaters, and incense are prohibited by City Fire ordinance.
- ❖ Fog machines are not allowed.
- ❖ No metallic decoration, glitter, or confetti.

As the permit holder/contact person you will need to do a walk-through of the center with our City Building Monitor. If you have an event coordinator or a cleanup committee, please share these guidelines with them. They will be responsible in your absence.

You should receive a full refund of your security deposit if you have stayed within your time frame, there is no damage or excess mess, and all of the above conditions have been met. The Center Supervisor will review the center and make a final decision regarding your refund. Refunds are processed within 21 days of your event.

I, _____, the PERMIT HOLDER/CONTACT PERSON have read, understand and will comply with these requirements.

SIGNATURE: _____ DATE: _____

REQUIREMENTS FOR SERVING OR SELLING ALCOHOL

The City of Sacramento considers an event to include alcohol if beer, wine, champagne and/or hard liquor is present.

To have any form of alcohol on City property requires advance notification (disclosed on the permit) and several additional items. The additional paperwork items we require **MUST** be given to us **4 weeks before your event**. Failure to submit the necessary documents on time will change your event to non-alcohol event. On-site violations will result in event closure by the Center staff and the Sacramento Police Department.

All events including alcohol require the following:

- Security Deposit of \$300.00
- Certificate of Liability Insurance with Liquor Liability coverage, in the amount of \$1,000,000 (one million dollars). The certificate must clearly name the City of Sacramento as the insured party.
- Alcoholic Beverage Surcharge \$50.00 flat fee
- Additional cost of \$22 per hour for security per guard

Please review and initial each statement to acknowledge that you have read and understand the following:

- It is a customer's choice to have alcohol. In order to serve alcohol at your event, we require the paperwork listed above. If you do not have the necessary paperwork on file, you will not be able to have alcohol on the premises. If for some reason, we are made aware that there is alcohol being consumed, you will be asked to remove it from the property or have it removed by one of your representatives. **As the permit holder, you need to make this clear to your guests. The City of Sacramento, South Natomas Community Center reserves the right to close an event down early for alcohol violations.**
- An Alcoholic Beverage Control (A.B.C.) Permit is required if you plan on **selling alcohol**. Selling alcohol is considered fund raising and your group must have made prior arrangements and received written approval from the Center Supervisor. Your group must also be recognized by the State of California as a non-profit organization. A copy of your organization's non-profit status, showing the actual number, is required as well.
- It is a misdemeanor to sell, furnish or give alcohol to any person under the age of 21.
- It is misdemeanor to sell, furnish or give alcohol to an obviously intoxicated person.

If you are not having alcohol at your event, please mark N/A on the statements above and sign and date below.

I have read, received a copy of, and agree to the terms of serving/selling alcohol outlined in this policy.

SIGNATURE: _____ DATE: _____