



Gym Rental Conditions & Information

GYM RENTAL CONDITIONS

1. Applications will be taken Monday through Friday, 8:00 a.m. - 5:00 p.m. at the Parks & Recreation Administration Office and Monday through Saturday, 8:00 a.m. – 9:00 p.m. at the Wackford Community & Aquatic Complex. Inquiries can be made in person or by telephone; however, you must submit an application in person to reserve a facility. Telephone inquiries or submitted applications will not be considered confirmed reservations.
2. Reservations for a specific date are accepted on a first come, first served basis, a maximum of one year in advance of the rental date.
3. Gym rentals are available on Tuesdays and Thursdays from 7:00pm – 10:00pm as well as various Saturdays and Sundays throughout the year from 8:00 a.m. – 10:00 p.m. If the event exceeds the terms of the rental contract, the Renter will be charged the hourly rental rate and staff over time charges. Set up/preparation and take down/cleaning must be done during the allotted rental time.
4. The CSD staff reserves the right to book additional events before and after confirmed reservations.
5. Payments for reservations may be in the form of a check, cash or credit card.
6. Gym Rental Includes: Use of gym, bleachers for full gym use only (sits 300 people) and one facility monitor.
7. Equipment Rental: Scoreboard, PA System, and Volleyball Nets are available for an extra fee.
8. All equipment used during the facility rental must be removed from the facility during the time allotted in the rental contract. The CSD is not responsible for damage or theft of items left by the rental party or services contracted by the rental party.
9. If you wish to speak with a staff member regarding your confirmed event plans, please schedule an appointment by calling the appropriate facility.
10. Sub-leasing to another individual or party is strictly prohibited.
11. Alcohol is not permitted in gym during athletic rentals or in common areas of any facility.
12. The Wackford Community Complex is a non-smoking facility.
13. Available parking is not guaranteed and may be limited.
14. Storage will not be provided either before or after an event.
15. Barbecuing requires advanced written approval and is restricted to specific areas outside the facility.
16. The CSD reserves the right to cancel a scheduled event. If a renter does not meet contractual terms, the renter's event can be cancelled without refund.
17. The CSD does not allow pay at the door events. All tickets must be pre-sold prior to the event.
18. The CSD does not allow a revolving occupancy. CSD does not allow an "in and out" of the facility due to security reasons. The number of guests identified on the rental contract will reflect the total number of guests expected at the rental event.
19. Security may be required for events held at any CSD facility. The rental party will be notified of security charges upon contract signing.
20. Facilities will not be opened prior to the times indicated on the rental contract.
21. Tables and chairs are not to be taken outside by the rental party.
22. Set-up diagrams must be submitted at least three weeks prior to the event. There is an additional fee for outside set-ups.

23. Cosumnes Community Service District property is regulated under Ordinance No. 9. Copies are available on the CSD website at <http://www.yourcsd.com/parks/pdf/regulations.pdf>.
24. In the event of a "black out" the CSD will not be responsible for interruption to an event.

GENERAL CONDITIONS

SECURITY DEPOSIT

A \$250 damage deposit is required for all CSD gym rentals. The deposit amount is collected in the form of a credit card authorization. The card is not actually charged unless damage occurs. If an event causes the need for: a) cleaning procedures which are beyond the scope of normal maintenance, b) repairs or replacement due to structural or equipment damage, or c) the event exceeds the terms of the contract, the security deposit may be used, in part or in total, to pay for these services.

A facility inspection will be conducted immediately following the event by the CSD staff to determine the condition of the facility. If all cleaning requirements were met, no damage occurred, and the rental did not exceed the terms of the contract, the CSD representative will authorize the release of the security deposit.

RENTAL DEPOSIT

Rental Deposit Schedule - to secure a facility reservation, rental fees of less than \$400 are due in full at the time of reservation. For facility reservations with a total rental fee of more than \$400, a minimum of 50% of the total rental fee is due at time of reservation. The remaining balance is due 14 days prior to your reservation.

CANCELLATIONS

1. Cancellation of confirmed reservations will be subject to the following conditions and fees:
 - a. 6 months or more before the event \$100 cancellation fee
 - b. 2 to 6 months before the event \$400 cancellation fee
 - c. 1 to 2 months before the event \$600 cancellation fee
 - d. 0 to 1 month before the event Full Rental Fee Required
2. A date change can occur with a \$100 charge if 1) notice is given at least 2 months before the original date and 2) the original date can be rebooked. Otherwise cancellation fees will be applicable.

SERVICES PROVIDED

1. A CSD attendant will be on duty during the entire event at all indoor facilities. The attendant will open the facility, provide information and direction, and close the facility at the end of the rental. The attendants will not be available to serve, decorate, or be involved with the event.
2. Tables and chairs are provided at Wackford, Laguna Town Hall and Pavilion only, and will be set up and taken down by CSD staff. CSD will provide one initial set-up. Any changes to the set-up will be the renter's responsibility and is subject to approval by the CSD attendant.

DECORATIONS

1. Candles, open flame, or pyrotechnics of any kind, tacks, screws, scotch tape, staples, pins, etc, are not permitted.
2. Masking tape only can be used and must be removed after use.

3. Decorations and any type of wire or cord may not be hung, tied, or draped on any light fixture inside or outside the facility.
4. All decorations must be taken down and removed from the facility immediately after an event.
5. Balloons must be secured and weighted when used and must be removed by the rental party. Balloons may not be released outside the facility.
6. The use of glitter, confetti, rose petals, straw, hay, silly string, window frosting, fog machines, bubbles and sand are not permitted.
7. All decorations must be approved by the Facility Supervisor or representative at least two weeks prior to the event.

SECURITY

CSD staff will make necessary security personnel arrangements. This cost is added to the rental rate. Building security personnel are on site to ensure damage does not occur at the facility. If building security personnel should be required to extend their scheduled time due to reasons caused by the rental party, the renter will be responsible for the cost of the additional time. Off-duty police or Sheriff Deputies will be required for any event where the majority of the guests are under age 21 and alcohol will be served. The CSD will provide a tool for guest identification in the form of a stamp or wrist band to ensure the safety of the guests and to adhere to fire code. Private security may be hired by CSD for all other events based on event size.

NON PROFIT REQUIREMENTS

If applicant is seeking a discount as a non-profit, they must comply with the following requirements:

1. Organization must operate, conduct regular meetings or have an office within the boundaries of the Cosumnes Community Services District.
2. Organization must present government issued documentation of non-profit tax-exempt status (i.e., State letter).

INSURANCE

The Renter must comply with insurance by one of these three methods:

1. The Renter **DECLINES OPTIONAL LIABILITY PROTECTION** and **ASSUMES DAMAGE RESPONSIBILITY**.

a. The purchase of supplemental liability protection is optional and not required.

_____ **DECLINES OPTIONAL LIABILITY PROTECTION**
INITIAL

2. The Renter **ACCEPTS OPTIONAL LIABILITY PROTECTION**.

a. The Renter accepts optional liability protection at the daily fee of \$_____.

_____ **ACCEPTS OPTIONAL LIABILITY PROTECTION**
INITIAL

3. The Renter **HAS OPTIONAL LIABILITY PROTECTION**.

a. The Certificate of Insurance and necessary Permits are due no later than 14 days prior to rental. A Homeowner's or Tenant's insurance policy can usually provide insurance for your rental.

b. The Certificate of Insurance must be in the name of the person/organization who signs the permit. It must also clearly show the liability limits and policy dates to be valid.

- c. Certificate of Insurance for COMPREHENSIVE GENERAL or COMPREHENSIVE PERSONAL LIABILITY coverage for a minimum of \$1,000,000. The following statement must appear on the certificate: "Additional Insured Endorsement names the Cosumnes Community Services District, it's directors, agents or employees are included as additional insured.

_____ ACCEPTS OPTIONAL LIABILITY PROTECTION

PERMITS

1. Health Permits are required when food and beverages are sold to the public. Contact the Sacramento County of Health Department at (916) 875-5881.
2. Sound Permits are required when a rental at an outdoor facility or park site will have amplified sound. Amplified Sound is described in CSD Ordinance No. 9 Section 1.110. Sound permits may be obtained through CSD Parks and Recreation Department at (916) 405-5300.