



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 Sunday, 8:00 a.m. – 8:00 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. 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.
8. If you wish to speak with a staff member regarding your confirmed event plans, please schedule an appointment by calling the appropriate facility.
9. Sub-leasing to another individual or party is strictly prohibited.
10. Alcohol is not permitted in gym during athletic rentals or in common areas of any facility.
11. The Wackford Community Complex is a non-smoking facility.
12. Available parking is not guaranteed and may be limited.
13. Storage will not be provided either before or after an event.
14. 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.
15. The CSD does not allow pay at the door or any monetary exchange activities at events. All tickets and donations must be collected or pre-sold prior to the event.
16. 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.
17. Security may be required for events held at any CSD facility. The rental party will be notified of security charges upon contract signing.
18. Facilities will not be accessible to renter prior to the times indicated on the rental contract. Additional hours may be purchased but must be hours consecutive to start or finish time of allotted rental ending no later than 10:00pm.
19. All event activities shall cease no later than thirty minutes prior to the end of contracted rental time.
20. Tables and chairs are not to be taken outside by the rental party.

21. Set-up diagrams must be submitted at least three weeks prior to the event. There is an additional fee for outside set-ups.
22. 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>.
23. 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, c) the event exceeds the terms of the contract, or d) event payment is returned as non-sufficient funds, the credit card 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 FEES

Rental Fee 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 the time of reservation. The remaining balance and any additional fees are due no more than 60 days prior to the event. Facility reservations taken within 60 days of the requested rental date require full payment at the time of reservation.

CANCELLATIONS

1. Cancellation of confirmed reservations will be subject to the following conditions and fees:
 - a. In excess of six months in advance of the scheduled date, 25% of the rental deposit retained.
 - b. Sixty-on (61) to 180 days notice, 50% of the rental deposit retained.
 - c. Less than 60 days notice, 100% of the rental fee retained.
2. If the rental party wishes to cancel the event, the cancellation must be submitted in writing including the signature of the person appearing on the rental contract, the event date, facility reserved, and the date of the cancellation request.
3. Fees will not be refunded for reservation times not used. Refunds will not be issued for reservations not used due to undesirable weather.
4. If the renter pays by check or cash a refund will be processed within 4-6 weeks to the signee. If the renter pays by credit card a refund will be processed to the credit card holder.
5. Falsification of your application, of any kind will cause cancellation of the reservation and forfeiture of all fees and deposits.

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.

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 alcohol will be served. The CSD reserves the right to 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. 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/not for 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).
3. The non-profit/not for profit discount is applied to the base facility rental fee only.

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 \$2,000,000. 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.

PLEASE READ BEFORE SIGNING – INDEMNITY AND HOLD HARMLESS

The applicant and/or organization is solely responsible for the event conducted within the facility and shall bear financial responsibility for all damages to District's property, or for any claims made as a result of any accidents or injuries to the permittee, guests, or invitees or any person providing services to the applicant and/or organization. Applicant and/or organization shall be responsible for the control and supervision of the people in attendance during the use of the facility and shall see that no damage is done. Any violation of this provision may result in a denial of further permits and financial loss. Permittee shall defend, indemnify and hold harmless the District, its officers, employees, and agents from all claims, loss, damage, injury and liability of every kind, nature, and description directly or indirectly arising from the performance of Renter's operations under this Agreement, and all costs, demands, expenses, expert fees and costs, attorney's fees, including by way of illustration and not limitation, the following: (a) any injury to or death of any person or damage to or destruction of any property occurring in or on Renter's equipment, or any party therefore; (b) any default by Renter in the observance or performance of any of the terms, covenants, or conditions of this Rental; or (c) the use, occupancy, or condition of Renter's equipment or activities therein. Acceptance by the District of the Insurance Certificate does not relieve the permittee from liability under the indemnity and Hold Harmless Clause.

I have read and understand the above Reservation Policies and Regulations and agree to abide by all of the conditions of this contract.

Signature _____ Date _____