



Rental Conditions & Information

INDOOR FACILITY RENTAL CONDITIONS

1. Reservations will be taken Monday through Friday, 8:00 a.m. - 5:00 p.m. at the Parks & Recreation Administration Office, Laguna Town Hall and 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. Rentals may begin as early as 8:00 a.m. and must end no later than midnight. (10:00pm for Teen Center and Pool rentals.) 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. 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.
7. If you wish to speak with a staff member regarding your confirmed event plans, please schedule an appointment by calling the appropriate facility.
8. Sub-leasing to another individual or party is strictly prohibited.
9. Alcohol is not permitted in classrooms, Teen Center, common areas, unrestricted areas outside any facility or for events honoring minors.
10. Available parking is not guaranteed and may be limited.
11. Storage will not be provided either before or after an event.
12. Outdoor cooking of any kind requires advanced written approval and is restricted to specific areas outside the facility.
13. 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.
14. The renting party is responsible for securing all required permits/ licenses and shall present evidence of such permits / licenses to the CSD staff prior to the rental date.
15. All outside amplified sound and live entertainment shall cease at 7:00 p.m. unless extension of time is approved.
16. All event activities shall cease no later than thirty minutes prior to the end of contracted rental time.
17. 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.

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 or CSD outside rental space. The rental party will be notified of security charges upon contract signing.
20. 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 12:00 midnight.
21. Rehearsal times are available upon requests. Rental fees will apply.
22. Tables and chairs are not to be taken outside by the rental party.
23. Set-up diagrams must be submitted at least three weeks prior to the event. There is an additional fee for outside set-ups.
24. 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>.
25. In the event of a "black out" the CSD will not be responsible for interruption to an event.
26. CHANGES to the rental contract will not be allowed three weeks prior to the event.
27. Some Teen Center Equipment may not be moved from its existing placement including the pool table, air hockey table, car racing game and big screen TV.

PICNIC AND OUTSIDE SPACE RENTAL CONDITIONS

1. Reservations will be taken Monday through Friday, 8:00 a.m. – 5:00 p.m. at the Parks & Recreation Administration Office. Applications for picnic site rentals will not be accepted after 5:00p.m. on Thursdays for the upcoming weekend. Inquiries can be made in person or by telephone; however, you must submit an application in person to reserve a facility. Telephone inquiries will not be considered confirmed reservations.
2. Events involving fees for participation, selling of commodities, amplified music (i.e. live bands or DJ setups), entertainment attractions (i.e. bounce houses, climbing walls), or sales of food and alcohol may not be considered picnics and must be approved as a Special Event under a separate process. Approvals of Special Events require a minimum 90 days notice.
3. Picnic rentals which are considered a Special Event require a security deposit and a certificate of insurance naming CSD as additional insured on file.
4. Park staff is not available for loading and unloading any type of equipment.
5. Reservations for a specific date are accepted on a first come, first served basis, a maximum of one year in advance of the reservation date. Reservations are available March through October only, based upon availability.
6. Rentals may begin as early as 8:00 a.m. and must end when the park closes (by dusk). Reserved sites will be held until 12:00 p.m. on the day of the reservation. A minimum of one adult must be present at the site after 12:00 p.m. for the reservation to be considered active. If one adult is not present at a reserved site after 12:00 p.m. park staff will release the site.

7. Payment for picnic site, pool rental and field space reservations is due in full at the time the site is booked.
8. Payments may be in the form of a check, cash or credit card.
9. All equipment used during the picnic site rental must be removed from the site 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.
10. Portable toilets (porta potties) can be provided for an additional fee and must be arranged through CSD. CSD staff will assist in placement of the porta potties. Placement will be made as close to the site as possible without causing damage to CSD property. Renters may order porta potties with the knowledge that CSD staff will not prevent the use of the units by the public. Damage insurance is included in the porta potty fee.
11. Barbeque grill embers must be completely burned out and placed in an existing ash bin or removed from the park. Ashes are not to be dumped in trash cans or on the lawn.
12. The CSD reserves the right to cancel all activities if the activities differ from what is stated in the rental contract.
13. Sub-leasing to another individual or party is strictly prohibited.
14. Elk Grove Park and CSD District property is regulated under Ordinance No. 9. Copies are available on the CSD website at <http://www.yourcsd.com/parks/pdf/regulations.pdf>.
15. Fees will not be refunded for reservation times not used. Refunds will not be issued for reservations not used due to undesirable weather.
16. Available parking is not guaranteed and may be limited.
17. Sound Permits are required for outdoor space rentals that will have amplified sound. Amplified sound in the form of CD players, radios and the like are permissible for picnic sites and must end by 7:00p.m. Live bands, DJ set ups are absolutely not permitted in picnic site rentals.
18. At no time will vehicles be allowed on the lawn. Driving on the lawn will be cause for immediate cancellation of rental and citation from District or local law enforcement. Driving on the lawn may also cause for forfeiture of rental security deposit.
19. Games with large volumes of water are prohibited, i.e. dunk houses, water-slides.
20. Animal attractions are prohibited, i.e. pony rides, petting zoos.
21. Use of nails is prohibited. All signs and decorations must be removed after the event has ended.
22. Security may be required for events held at any CSD facility or CSD outside rental space. The rental party will be notified of security charges upon contract signing.
23. When hiring an attraction or supplying equipment (i.e. bounce house, climbing wall, tents) the renter must provide a certificate of insurance naming CSD as additional insured from the attraction company.
24. Skate Park rentals can begin as early as 8:30 a.m. and must end by 11:30 a.m. All personal and rental equipment must be removed from the facility by 11:30a.m. Signed Hold Harmless Agreements are required for all participants using the skate park.

STRAUSS ISLAND RENTALS

- a. Occupancy for Strauss Island is limited to 250 people and is restricted to ceremonies.
- b. Electricity is available but not guaranteed. In the of event electricity malfunctions, CSD will not be responsible and refunds will not be given. If the success of your event is dependent on electricity, then generators are strongly recommended.
- c. The renter is responsible for setting up and taking down chairs. After the chairs have been used, the renter will fold, stack and place chairs inside the dressing area of the building. Tables are not available for use.
- d. Barbeques or other food service is not permitted on the Island.
- e. The Strauss Island gated parking area will be reserved for the renter. When the gate is open, CSD will not monitor the parking area.
- f. Use of nails or duct tape is prohibited on any surface. All decorations must be removed within the allotted time.
- g. Every attempt is made to clean up waterfowl debris before events; however, we can not guarantee the area will be spotless.
- h. Absolutely no motorized vehicles are allowed on the island. Driving on the island will result in immediate cancellation of rental with no refund.

POOL RENTAL CONDITIONS

1. Reservations must be made at least three weeks prior to the rental event.
2. Payment for pool reservations is due in full at the time the pool is booked.
3. Reservations can be made beginning in February for events in June through September of each year.
4. The District provides trained lifeguards.
5. Reservations are made on a first come, first serve basis.
6. Incomplete requests will be returned to sender without processing.
7. No insurance is required to rent the pool.
8. Summer Pool Rentals Hours (two hour minimum):

Sat & Sun 6:30 p.m. – 9:30 p.m. Wackford Aquatic Complex

Sat & Sun 5:30 p.m. – 9:30 p.m. Jerry Fox Swim Center

POOL RULES & REGULATIONS

1. All swimmers must wear proper swim attire. No street clothes, cut offs, sweat pants, or t-shirts are permitted.
2. Children not bathroom trained must wear disposable swim diapers. (Available for purchase at both pool locations).
3. No alcohol or glass containers are allowed in the pool area.

4. No running or horse play is allowed on the pool deck.
5. Only Coast Guard approved jacket style personal floatation devices are permitted (lifejackets are available upon request on a first come, first serve basis).
6. No animals are allowed in the pool or pool area.
7. Persons must be 48" or taller to ride the waterslide.
8. No smoking is allowed inside the pool facilities.
9. Patrons wearing lifejackets, or children under the age of 5, must be accompanied by an adult within arms reach while in the pool.
10. All patron behavior is subject to management approval.

GENERAL CONDITIONS

SECURITY DEPOSIT

A security deposit is required for all CSD facility rentals and for picnic site 9B and Rotary Grove. The deposit amount is collected in the form of a credit card authorization. Approximately one week before the rental date, the Renter's credit card will be authorized for 50% of the base facility rental fee if the rental is over \$500. If the rental is under \$500, the entire rental amount will be authorized on the credit card. The card is not actually charged, but the funds are held until one week after the event. 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, including the assembly areas, restrooms and kitchen. If all cleaning requirements were met, no damage occurred, and the rental did not exceed the terms of the contract, 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 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 the reservation. *Payment for pool, teen center and picnic reservations is due in full at the time of booking.*

REQUIRED CLEAN UP

The rental party is responsible for the following:

1. The facility must be cleared of all items such as table linens, paper goods, dishes, decorations, equipment, food, beverages, etc.
2. All trash must be placed in receptacles provided. The CSD will provide additional trash liners if needed. Boxes must be broken down before being placed in the dumpster.
3. All decorations must be taken down and removed from the facility.

4. Renter must wipe down all kitchen surfaces. Surfaces include stove tops, counters, tables and the interior of the refrigerator.
5. A portion of the security deposit may be charged if additional cleaning is necessary beyond the scope of normal cleaning.

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-one (61) to 180 days notice, 50% of the rental deposit retained.
 - c. Less than 60 days notice, 100% of the rental fee retained.
 - d. Pool rental refunds will be granted if the reservation is cancelled 3 weeks prior to the reservation date. If reservation is cancelled with less than 3 weeks in advance, no refund will be given.
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, monitor the rental, 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, nails, screws, scotch tape, duct tape, glue, 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, flower petals (including real and artificial flowers,) 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 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.

ALCOHOLIC BEVERAGE POLICY

1. Events involving an exchange of money for a meal that includes alcohol as part of the meal requires a license from the State of California Department of Alcoholic Beverage Control (ABC).
2. ABC will issue one-day licenses to groups who wish to sell beer, wine or distilled spirits at fundraisers. ABC Address: 3321 Power Inn Road Sacramento, CA (916) 227-2002.
3. The alcohol license must be prominently displayed during the event. The CSD attendant is required to check the license prior to allowing alcohol to be served.
4. Alcohol may be consumed without a license when there is no monetary exchange for the beverage and/or when there is no admission charged to the event.
5. Any picnic rental requiring an alcohol license will not be approved as a picnic rental but will be reviewed as a Special Event.
6. Alcohol Permits are required when alcohol will be served. Per CSD Ordinance 9 Section 1.51, no person shall possess any alcoholic beverage within any district park/recreation facility except at events in which alcohol has been allowed by a permit from the Administrator.

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. Per CSD Ordinance No. 9 Section 1.110, amplified sound within any park/recreation facility must maintain a volume level that will not disturb other park/recreation facility users or the residents in the surrounding neighborhoods. Within any park/recreation facility no amplified outdoor music will be permitted past 7:00, except for community wide special events sponsored by the District..
3. Alcohol Permits are required when alcohol will be served. Per CSD Ordinance 9 Section 1.51, no person shall possess any alcoholic beverage within any district park/recreation facility except at events in which alcohol has been allowed by a permit from the Administrator.

INSURANCE

1. A certificate of liability insurance is required when alcohol is served. If no alcohol is being served, the renter has the option to decline the optional liability insurance and assume responsibility. The CSD

staff can provide the renter with a quote for insurance. **When providing and/or selling alcohol, the Renter must provide CSD with a certificate of insurance with liquor liability.**

2. When hiring an attraction (i.e. bounce house, climbing wall) the renter must provide the CSD with a certificate of insurance from the attraction company.

NON PROFIT / NOT FOR 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.