



2502 Country Club Drive, Cameron Park, California 95682  
phn. (530) 677-2231 • fax: (530) 677-2201 • www.cameronpark.org

## Facilities Reservation Application

Thank you for considering our facility for your event. Please note that this application is a “request” and does not automatically constitute a reservation of the facility, nor the time requested. Applications should be submitted a minimum of 14 days prior to date requested. Please don’t hesitate to check for availability if time does not allow for the 2 week notice. This form will be processed within five (5) business days. **The security deposit is required with this application and it will be deposited if the application is approved.** After your event, per the attached agreement, the deposit will be returned in approximately 2 – 4 weeks. Please complete all of the following information in order for staff to provide you with the best service possible.

**Name of Applicant** \_\_\_\_\_ **Today’s Date:** \_\_\_\_\_

**Date(s) Requested:** \_\_\_\_/\_\_\_\_/20\_\_\_\_ **Hours:** From \_\_\_\_\_ To \_\_\_\_\_

**How did you hear about us?**

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### Facilities Requested (select below)

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Assembly Hall     | <input type="checkbox"/> Kitchen                     | <input type="checkbox"/> Classroom B * |
| <input type="checkbox"/> 1/2 Assembly Hall | <input type="checkbox"/> Patio                       | <input type="checkbox"/> Gymnasium     |
| With stage ____ Without stage ____         | <input type="checkbox"/> Pool                        |  |
| <input type="checkbox"/> 1/4 Assembly Hall | <input type="checkbox"/> Fire Station Meeting Room * |  |
| <input type="checkbox"/> Social Room       | <input type="checkbox"/> Stage                       |  |

**Anticipated attendance:** \_\_\_\_\_

**Contact/Person in Charge:**

Please note: The individual named below will be the point of contact for the CSD in coordinating the event, and will be the only person who can make changes to this reservation. Additionally, this individual must be in attendance during the event, is responsible for insuring all rental policies are followed, and is responsible for all deposits, and fees.

**Name of Business or Organization:** \_\_\_\_\_

**Non-Profit ID (501c3) Number:** \_\_\_\_\_

Name: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Group Type:**  Personal Use  Business  Government  Non-Profit (501c3 status)

**Please describe in detail, what activities will occur at this event:**

(i.e.: This will be a company party with 150 people attending. We will have a band and lights. We plan on having a sit down supper. Raffle tickets will be sold (3 for \$1.00) for guests to win a trip to Hawaii.)

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(Attach additional sheets as necessary to fully describe your event)

**Please circle all of the following questions:**

Is this a public event?	Yes	No	Will admission be charged?	Yes	No
Fundraising event?	Yes	No	Will alcohol be served?*	Yes	No
Will alcohol be sold? *	Yes	No	Will food be served?	Yes	No
Will food be sold?*	Yes	No	Will merchandise be sold?*	Yes	No
Will vendors be present?	Yes	No	Will entertainment be provided?	Yes	No

*\*Please note: It is the renter's responsibility to obtain all necessary County/State permits and licenses.*

**Please identify your Media and Equipment needs below by specifying the quantity needed as appropriate:**

Check (if needed)	Media and Equipment Needs	Quantity
	Chairs	
	4' Round Tables	
	6' Long Tables	
	PA System	
	Podium	
	DVD/ Audio/ Visual System	
	Automatic Screen	
	Wireless Microphones	
	Flip Chart w/Stand \$20	
	Refrigeration/Kitchen Use*	
	Pool Lift	

\*When renting the facility, refrigeration/kitchen use can be rented at a 50% reduced rate

**Rental Notes:**

- This application does not automatically constitute a reservation of the facility and should be submitted a minimum of 14 days in advance. Contact the Facilities Coordinator if needed for scheduling help.
- Please allow five (5) business days for approval/denial/modification.
- You will be emailed a Letter of Confirmation if approved as submitted and your deposit cashed.
- All rental fees are due prior to the scheduled event.
- All cleaning/damage deposit funds will be refunded in 2 -4 weeks after your event if no damages or violations occur.
- All rentals will be processed on a first-come, first-served basis. Reservations will be taken no sooner than twelve (12) months in advance of the rental date.
- Fire Station Meeting Room may be used as back up for Community Center Facility Use.
- No alcoholic beverage permitted in Classroom B or Fire Station Meeting Room.
- User group of Classroom B and/or Fire Station Meeting Room responsible for setting up and taking down of room.

Rental Agreement Information:

- I have read the attached Rental Agreement and agree to abide by all rules and regulations as written.
- I agree to hold the Cameron Park Community Services District, Its Directors and individual members thereof, and all of the Cameron Park Community Services District agents and employees free and harmless from such loss, damage, liability, cost of expense as may arise during or be caused by applicant's use of Cameron Park property.
- I agree to pay the full cost of any loss or damage to the Cameron Park Community Services District's property which occurred during the applicant's use.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**Rental Confirmation**

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Insurance Needed? \_\_\_\_\_ Date Received: \_\_\_\_\_

Confirmation Sent: \_\_\_/\_\_\_/\_\_\_

Deposit Date: \_\_\_/\_\_\_/\_\_\_ Amount: \$ \_\_\_\_\_

Payment Due Date: \_\_\_/\_\_\_/\_\_\_ Amount: \$ \_\_\_\_\_



**Cameron Park Community Center**  
**Rates and Information**

	Deposit	Hourly rate	Minimum rate	Daily rate*
Assembly Hall (full)	\$300	\$150	\$300	\$1,200
Assembly (East half w/ stage)	\$300	\$84	\$168	\$690
Assembly (West half w/o stage)	\$300	\$68	\$136	\$550
Assembly (Northwest quarter)	\$300	\$50	\$100	\$400
Dance Studio	\$300	\$50	\$100	\$400
Social Room	\$300	\$50	\$100	\$400
Kitchen	\$300	\$50	\$100	\$400
Gymnasium ** Reduced fees available during non-prime times	\$300	\$60	\$120	\$480
Classroom B	\$30	\$27/ 2hr	\$27/ 2hr	\$10 each additional hour

\*The Daily Rate provides for 10 hours total time. Any additional time will be charged at the hourly rate.

	Square footage	Assembly seating	Banquet seating
Assembly Hall (full)	3759	356	252
Assembly (half)	1787	158	102
Assembly (quarter)	882	70	54
Dance Studio	804	53	
Social Room	784	53	
Stage	691	48	
Gym	6363	210 Bleachers	378 Floor
Classroom B	648	30	20

**Special notes:**

- Rates are waived for District business and activities.
- Cameron Park residents will receive a 10% discount off of posted rates.
- Non-profits receive a 25% discount off of posted rates – with proof of 501(c)(3) status
- Only one discount category may apply.
- Security deposit is due with reservation application
- Classroom B Fees: \$27 for first two hours, \$10 each additional hour



## Fire Station 89

### Training/Conference Room Rates and Information

	Deposit	Hourly rate	Minimum rate	Additional hour
Meeting Room Station 89	\$30	\$27/2 hour	\$27/2 hour	\$10

	Square footage	Assembly seating	Banquet seating
Station 89	500	30	N/A

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- Only one discount category may apply.
- Security deposit is due with reservation application