



2502 Country Club Dr., Cameron Park, Ca. 95682 (530)677-2231
www.cameronpark.org cpcsd@cameronpark.org

FACILITY RESERVATION APPLICATION

Contact/Person in charge: the individual named below will be the point of contact for CSD in coordinating the event, and will be the only person who can make changes to this reservation. Additionally, this individual must be: 18 years of age, in attendance during the event, responsible for all fees, deposit, and for insuring that all rental policies are followed. Please fill out pages 1-3 of this document and submit to the CPCSD office.

Name: _____ **Today's Date:** _____

Name of Business/Organization: _____

Primary Phone: _____ **Secondary Phone:** _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

E-mail: _____ **Anticipated Attendance:** _____

Date(s) Requested: _____ **Event Start Time:** _____ **End Time:** _____

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Facility Tour (please schedule with Front Office staff) Date & Time: _____

Description of event: (ie: Company party with a band, lights and sit down meal where raffle tickets will be sold, etc.) Attach additional sheet(s) if necessary to describe your event: _____

Facilities Requested

- | | | |
|---|--|--------------------------------------|
| <input type="checkbox"/> Full Assembly Hall | <input type="checkbox"/> 1/4 Assembly Hall | <input type="checkbox"/> Social Room |
| <input type="checkbox"/> East 1/2 Assembly Hall (with stage) | <input type="checkbox"/> Kitchen | <input type="checkbox"/> Classroom A |
| <input type="checkbox"/> West 1/2 Assembly Hall (without stage) | <input type="checkbox"/> Gymnasium | <input type="checkbox"/> Classroom B |
| | | <input type="checkbox"/> Dance room |

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

***Non-Profit 501C3:** a non-profit organization needs to be current in their registration requirements with the State Attorney General's Office. Please provide a copy of your Status Report with this application.

Deposits: a security deposit is required with this application to reserve the date and time of your event. This will be refunded to the name and address on this application, unless requested differently by renter.

Insurance: is required for all reservations; submit a copy to the CPCSD office 30 days prior to rental date.

Please answer the following questions:

	Yes	No
Is this a public event?		
Fundraising event?		
Are you selling merchandise?		
Serving food?		
Selling food?		
Charging admission?		
Providing entertainment?		
Amplified sound?		
Will vendors be present?		
Serving alcohol?		
Selling alcohol?		

Media and Equipment needs:

√ (if using)	Quantity
Chairs	
4' Round Tables (seats 6)	
6' Long Tables (seats 8)	
<i>There is a Flat Rate Rental Fee of \$30 for items below</i>	
PA System (Hall only)	
Podium	
Audio/ Visual System (Hall only)	
Automatic Screen (Hall only)	
Wireless Microphones (Hall only)	
<u>Bring your own Laptop/Phone/MP3 player to use with our system.</u>	

Acknowledgement and Signature:

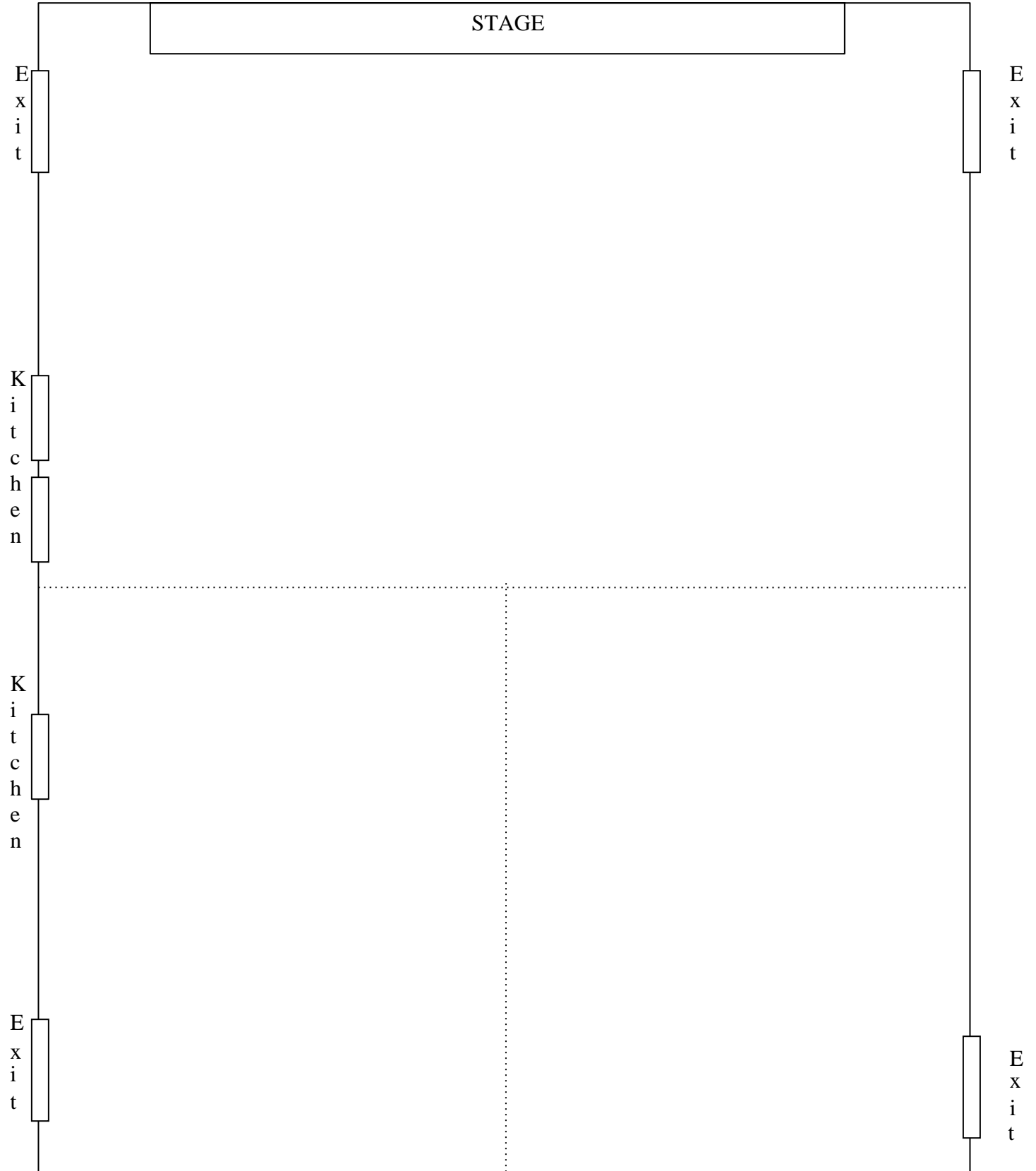
- Rental fees are due 30 days prior to the scheduled event.
- Deposits will be refunded by check in 2-4 weeks after your event if no damages or violations occur.
- Rentals will be processed on a first-come, first-serve basis.
- Reservations for the Assembly Hall will be taken no sooner than twelve (12) months in advance of the rental date.
- Reserving the classrooms, Dance Studio, Social Room, or a ¼ of the Assembly Hall can be done based on the following: Starting December 1st for dates from January – April.
Starting April 1st for dates from May – August.
Starting August 1st for dates from September - December.
- Alcoholic beverages are not permitted in the Classrooms.
- Security guards are required when serving or selling alcohol; see page 7 of Facility Rules & Conditions.
- 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, and 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.
- I give staff permission to photograph my event for promotional purposes.
- I have received, read, and understand the attached Facilities Rules and Regulations as well as the Emergency Exit plan, and agree to abide by them as written.

Print Name: _____

Applicant's Signature: _____

Cameron Park CSD Room/ Assembly Hall Diagram

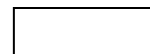
Contact Name/Phone: _____ Room: _____ Date(s): _____



LEGEND: 4 foot Round Tables

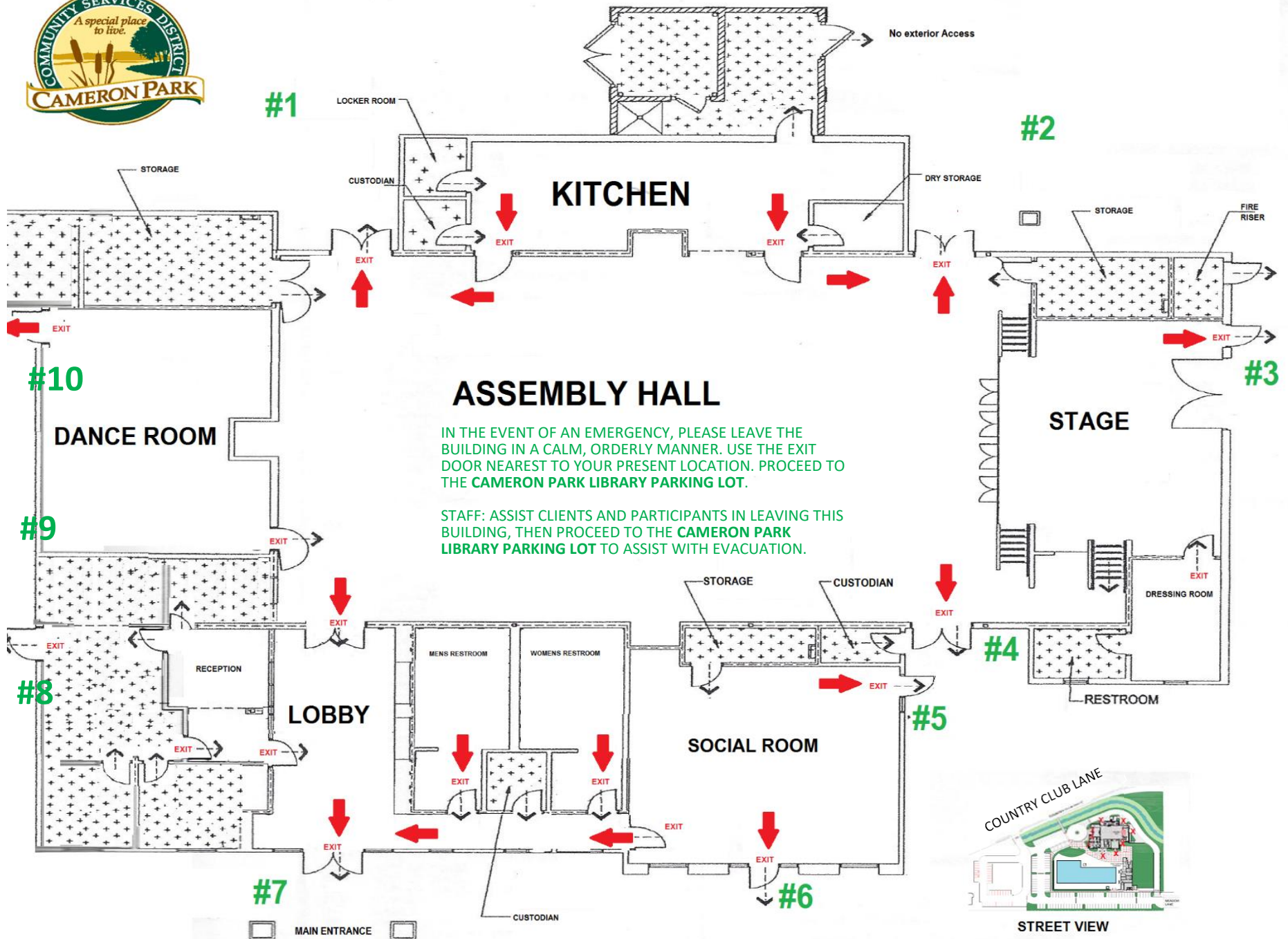


6 foot Rectangle Tables



Chairs







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Facility Rules and Conditions

I. General Information

- The renter(s) whose name is on the rental application is the only person who can submit changes to the reservation. Changes must be approved by staff and additional fees may apply.
- Upon arrival for the event, the renter will need to check in with CSD staff and check out with staff before leaving. The renter must be available to CSD staff for the duration of the event as needed.
- Event needs to be contained to room(s) rented. The CSD has the right to hold the renter responsible for any rental and/or cleaning fees associated with use of non-rented spaces.
- Barbecuing requires pre-approval and is restricted to certain areas outside the facility.
- The CSD is not responsible for lost or stolen items and will not be responsible for any items delivered before, or left after, an event.
- Smoking is prohibited in the CSD campus buildings. Smoking must be at a minimum of 20 feet from any building entrance, exit, or window.
- The CSD staff may, at any time, instruct renter to turn music down or discontinue music due to violation of the noise permit rules and regulations.
- ***Only CSD staff can move the Assembly Hall room dividers.*** If renter moves the room dividers, damage may occur and the renter will be held financially responsible.
- Rehearsal or set up times are available within two weeks of event, and will be subject to rental fees.
- Set up/preparation and take down/cleaning must be done during the allotted rental time.
- Events involving persons under 21 years of age must be supervised by adults.

II. Security Deposit

- A Security Deposit is required for facility rentals. Deposits will be returned two to four weeks after the event via a check in the mail, as long as no damage or violations have occurred. Security deposits will not be returned if your event causes the need for any of the following:
 - 1.) Cleaning beyond the normal CSD daily maintenance.
 - 2.) Repair or replacement due to structural or equipment damage or theft.
 - 3.) Fire Department response due to false alarm or exceeding building capacity per the Fire Code.
 - 4.) A response from the El Dorado County Sheriff Department due to failure to follow all county laws and ordinances, including but not limited to, the County's sound ordinance or laws related to disturbing the peace.
- If said fees exceed the amount of the Deposit, it will be the renter's responsibility to cover them.

III. Rental Fees and Changes

- All rental fees are due at least 30 days prior to the scheduled event. Facility reservations taken within the 30 days of the requested rental date require full payment at the time the reservation is approved. Payment may be in the form of a check, cash or credit card (Visa, MasterCard, or American Express).
- Failure to pay all fees in full at least 30 days prior to scheduled event will result in cancellation of event and retention of deposit.
- Renters who arrive earlier or stay later than the reserved time will be charged for the additional time.
- Fees are not refunded for reserved time not used.
- A \$50 late fee will be assessed to all late payments/fees due.
- Applicant acknowledges the facility may be rendered unusable or otherwise unavailable due to circumstances beyond CSD control, including but not limited to: flooding, fire, natural disaster, other acts of nature, criminal acts or acts of war or terrorism. In the event the facility should become unavailable due to any such circumstances, CSD will refund all fees paid by renter. The District is not liable for consequential damages the renter may experience, including but not limited to: lost profits, lost opportunity and any costs incurred in connection to the renter's event.

IV. Cancellations

- The District reserves the right to retain a portion of the reservation deposit if a cancellation of the reservation occurs, subject to the following penalties:
 - 1.) 3 months (91 days) or more in advance of scheduled date, CSD will retain \$50 from rental deposit.
 - 2.) 31- 90 days prior to event, 50% loss of the rental deposit.
 - 3.) Less than 30 days' notice, 100% loss of rental deposit.

V. Parking Restrictions and Guidelines

- Event parking at the CSD shall be confined to the CSD parking lot. Please be respectful of our neighbors.
- Overflow parking is in the following areas only:
- Parking is allowed at the Cameron Park Library only during periods when the Library is closed.
 - Meadow Lane in legally designated parking areas only.
 - Greenwood Lane in legally designated parking areas only.
 - Country Club Drive in legally designated parking areas only.
 - Under no circumstances shall event participants park on Placitas Drive, Castana Drive, or any side streets adjacent to these streets.
 - Any street parking is at the owners risk for citation and/or towing.
- CSD is not responsible for any damages to, or theft of property in its facility parking lot.
- Parking is not allowed on any entry or exit (Fire Access) road within the CSD property. Emergency services must have clear access to all facilities within the CSD property.

VI. Insurance and Permits

- A Certificate of Liability Insurance with a minimum of \$1,000,000.00 is required for all events and must show the Cameron Park Community Services District as Additionally Insured (*see box). It is suggested that the renter research the costs, if any, before signing this agreement, to obtain this coverage either through their home owners insurance, or any other insurance agency.

*Additionally Insured: Cameron Park Community Services District, its Directors and individual members thereof, and all of the Cameron Park Community Services District agents, officials, employees and volunteers are hereby named additionally insured members in respect to the use of the District's facilities.

- Renter is responsible for securing all required permits and needs to present a copy to CSD no later than 30 days prior to rental date.
- Any event that charges an admission fee or where goods or services are sold must be indicated on the rental application form. There may be additional requirements prior to rental. Including but not limited to: additional security deposit, insurance requirements and event security.

VII. Alcohol – use of must be listed on application.

- Renter accepts responsibility for the use of alcohol in the facility and agrees to prohibit use of alcohol by minors. Alcohol must be consumed only in the room(s) rented.
- When Renters plan to serve or sell any type of alcohol at their event after 4pm CSD requires a fee to be paid for uniformed security guards. They will be provided by the CSD. Your fee will be based on the time of your event and attendance. For more info, see Rates and Information sheet.
- If renter plans to sell alcohol at the event, renter must provide all required permits from the Alcoholic Beverage Control Office within 30 days before the event.

VIII. Guests

- Guests must remain in the room(s) rented. The main lobby, bathrooms and hallways should only be used as necessary. Excessive gathering in those areas may result in the loss of security deposit and/or cancellation of rental.
- Children are not allowed outside rented room(s) without adult supervision.
- Renter is responsible for all guests' behavior. Violence, excessive drinking, loud behavior and unsupervised children are not permitted and will not be tolerated. Guests must adhere to all policies and procedures as outlined in rental contract. The District may cancel any event for violations of disturbing the peace laws.
- Renter assumes full responsibility for communication between them and attendees for events held. CSD should not be listed as a contact for your event.

IX. Caterers

- Caterers must furnish all cooking and serving utensils and the renter is responsible for the caterers' time in the facility and use of equipment.

X. Decorations

- Any decorations used at the event must be of a non-permanent nature and removed prior to the end of the event. Low tack tape such as blue painters tape may be used for walls. Push pins, tacks, nails, or anything that causes holes in the walls is not allowed.
- Rice, birdseed, confetti, hay, straw, sand, silly string and glitter are not permitted.
- No smoke/fog machines will be used inside the CSD.
- Balloons must be weighted and secured when used and be removed at end of event.



General Responsibilities Regarding Your Event

Renter Responsibilities:

- Track your attendance.
- If serving food, only serve pre-packaged food.
- Keep your attendance within the max capacity we set.
- Leave the room set up as we have arranged it, with proper physical distancing.
- Be responsible for the health screenings of your attendees.
- Mask wearing, social distancing guidelines need to be met.
- Individual renters are responsible for their guests.
- Support CPCSD's specific entrance/exit pathways on facility campus.
- Allow (at least) one hour for clean-up, and vacating facility.
- Decorations need to be either removed from facility, or placed in trash receptacles provided.
- Tables should be cleared of all items, and generally cleaned.
- Facility should be relatively free of debris/spills.
- If excess cleaning is needed by CPCSD staff after event, your deposit may be held.

CPCSD Responsibilities

- Set up before your event and take down afterwards of tables/chairs.
- Covid cleaning/disinfecting before and after your arrival.
- Directional signage routing foot traffic through specific entrances/exits for social distancing.
- Sweeping, mopping, Covid cleaning of the facility after your group leaves.
- Removal of all trash/recycling receptacles.
- Maintenance person will assist you with our AV equipment if needed.
- Hand Sanitizing dispenser attached to the wall at entrance to the room being rented.

Covid-19 Specific Information

As CPCSD begins to allow our Community Partners to resume renting our facility, we wish to make it clear to all user groups, of a number of guidelines that must be adhered to, in order for us to grant access to the use of our spaces.

Please know that it is imperative that all of our user groups strictly enforce the safety protocols as outlined by Public Health Officials, some of which are outlined below:

- Gathering of people poses risk; implementing physical distancing of 6' or more reduces this risk.
 - Face coverings need to be worn.
 - Groups need to avoid people facing one another and talking (shouting, singing, coughing, or sneezing, etc.) within a distance of less than six feet.
- Preventive measures through the policies described in the guidelines are important and include:
 - Home health screenings of participants before arrival, or groups implementing their own health screening and temperature checks of attendees upon arrival.
 - Of course, people feeling ill or experiencing symptoms of coronavirus should stay at home. Please make sure to communicate this information with your guests.
 - The CSD has a sanitizing schedule and will need 1 ½ hours in between user groups.
 - Frequent hand washing, or sanitizing when water and soap are not available.
 - Limiting the number of participants gathered at a time.
 - For Contact Tracing purposes, all groups using our facilities will need to keep attendance records.
 - Should anyone from your group test positive, please alert CPCSD so that we can take the next appropriate steps.
 - Maintain a hand sanitizer station at your entrance/welcoming table.



Cameron Park Community Services District Kitchen Cookware and Materials

Inventory current as of 11/13/18, quantities may vary.

Pots & Pans w/ lids:

- 1 – 40 qt pot
- 4 – 24 qt pots
- 1 – 20 qt pot
- 1 – 18 qt pot
- 2 – 16 qt pots

- 2 – 7 qt saucepan
- 2 – 10 qt saucepan
- 3 – 13” pans

Drinkware:

- 10 – 3.5 gallon beverage dispensers w/ ice cone
- 1 - Hamilton Beach cafeteria brew station
- 10 - plastic drink pitchers
- 3 - commercial sized coffee makers

Bakeware:

- *3 - baking dishes
- *5 - baking sheets

Prep-ware:

- *5 - cutting boards
- *14 - prep bins
- *6 - mixing bowls
- *5 - colanders

Utensils:

- *9 - spatulas
- *5 - BBQ forks
- *6 - ladles
- *4 - whisks
- 10 - rubber spatulas
- 7 - serving spoons
- 10 - straining spoons
- 1 - ice cream scooper
- 1 - bottle opener

- 2 sets of measuring spoons
- 2 sets of dry measuring cups
- 1 – 3/8 liter wet measuring cup
- 2 – ¾ liter wet measuring cup
- 2 – 1½ liter wet measuring cup
- 2 – 3 liter wet measuring cup
- 23 - butter knives
- 44 - forks
- 80 - spoons

Misc. Items:

- 1 - Roaster oven
- 33 - ceramic plates
- Hair nets
- 7 - white aprons
- 3 pairs of oven mitts
- 1 – hand crank grater

*Items vary in size