2026 PARKS & FIELDS RESERVATION APPLICATION

The individual named below will be the point of contact for the Cameron Park Community Services District (CPCSD) 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 and deposits, and for ensuring that all rental policies are followed. Please complete this application and submit it to the CPCSD office or through email to cpcsd@cameronpark.org.

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

Name of Business/Organization: _____

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

Email Address: _____

Address: _____

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

Description of Event: _____

_____ **Anticipated Attendance:** _____

Event Start and End times must include setup and tear-down.

Date(s) Requested: _____

Event Start Time: _____ **End Time:** _____

Facilities Requested

- ☐ Christa McAuliffe Park
- ☐ Christa McAuliffe Park – T-Ball Field
- ☐ Dave West Baseball Field
- ☐ Dave West Field – Small Soccer Field
- ☐ Northview Park
- ☐ Rasmussen Park – West Field
- ☐ Rasmussen Park – East Field
- ☐ Rasmussen Park – Both Fields

Group Type: ☐ Personal Use ☐ Business ☐ Government ☐ Non-Profit

A deposit is required to reserve the date and time of your event. Your event is not considered reserved until your deposit has been paid. Final payment and insurance are due 30 days prior to your event.

_____ I understand the above and agree to follow all procedures laid out by CPCSD.

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

Event Details

Will this event be open to the public?	☐ Yes ☐ No
Will admission be charged for this event?	☐ Yes ☐ No
Will this event be a fundraising event?	☐ Yes ☐ No
Will merchandise be sold at this event?	☐ Yes ☐ No
Will food be served and/or sold at this event?	☐ Served ☐ Sold ☐ No food
Will alcohol be served and/or sold at this event?	☐ Served ☐ Sold ☐ No alcohol

***Additional fees apply if alcohol is served and/or sold*

Will entertainment be provided at this event?	☐ Yes ☐ No
Will there be amplified sound be used at this event?	☐ Yes ☐ No

Acknowledgement and Signature

☐ Full rental fees are due 30 days prior to the scheduled event, or your event will be cancelled. Reservations taken within 30 days of the requested rental date require full payment at the time the reservation is approved. 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

☐ Deposits, minus fees charged for additional cleaning, damage, or other violations, will be refunded by check within 2-4 weeks after your event.

☐ Rentals are processed on a first-come, first-served basis.

☐ Cancellation requests are subject to a forfeiture of the rental deposit, per the cancellation policy in the Rental Rules & Conditions.

☐ Applicants acknowledge 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 becomes unavailable due to any such circumstances, CSD will refund all fees paid by renter. The District is not liable for consequential damage the renter may experience, including but not limited to lost profits, lost opportunity and any costs incurred in connection to the renter's event.

☐ Alcoholic beverages, glass containers and pets are not permitted in the pool or the pool area.

☐ Reservations are accepted no sooner than twelve (12) months in advance of the rental date.

☐ Security guards are required when serving or selling alcohol; see page 7 of Facility Rules & Conditions.

☐ 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. It is suggested that the renter(s) research the costs, if any, before signing this agreement, to obtain this coverage either through their homeowners insurance, or any other insurance agency.

☐ Renter is responsible for securing all required permits and needs to present a copy to CPCSD no later than 30 days prior to rental date.

☐ Cameron Park CSD reserves the right to cancel, postpone, or modify facility rentals.

☐ 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.

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☐ 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.

☐ I agree to hold the Cameron Park Community Services District, its Directors, and individual members thereof, and all 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.

Applicant Name (Please PRINT Clearly) **Date**

Applicant Signature

Office Use Only

☐ Invoiced
☐ In Outlook
☐ Deposit Paid
☐ Room Diagram Received
☐ Insurance Received
☐ Full Balance Paid

Notes:

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RENTAL RULES & CONDITIONS

I. General Information

- The renter(s) whose name is on the rental application will be the only person(s) who can submit changes to the reservation. Changes must be approved by Cameron Park Community Services District (CPCSD) staff and additional fees may apply.
- Upon arrival for the event, the renter(s) will need to check in with CPCSD staff and check out with staff before leaving. The renter(s) must be available to CPCSD staff for the duration of the event as needed.
- Event must be contained to areas or room(s) rented. The District has the right to hold the renter(s) responsible for any rental and/or cleaning fees associated with use of non-rented spaces.
- Barbecuing requires pre-approval and is restricted to specific areas of the facility.
- The CPCSD 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 or near buildings. Smoking must be at a minimum of twenty feet from any building entrance, exit, or window.
- The CPCSD staff may, at any time, instruct renter(s) to turn music down or discontinue music due to violation of the noise permit rules and regulations.
- 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 refunded two to four weeks after the event via check if no damage or violations have occurred. Security deposits will be used to cover the cost of the following:
    - Cleaning beyond the normal CPCSD daily maintenance.
    - Repair or replacement due to structural damage, equipment damage, or theft.
    - Exceeding the time agreed upon in the Facility Reservation Application.
    - Fire Department response due to false alarm or exceeding building capacity per the Fire Code.
    - 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 delinquent payments/fees due.**
- Applicant acknowledges the facility may be rendered unusable or otherwise unavailable due to circumstances beyond CPCSD 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, CPCSD will refund all fees paid by renter(s). CPCSD is not liable for consequential damages the renter(s) may experience, including but not limited to lost profits, lost opportunity and any costs incurred in connection to the renter's event.

IV. Cancellations

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

V. Parking Restrictions and Guidelines

- Event parking at the CPCSD Parks and Fields shall be confined to the CPCSD parking lot. Please be respectful of our neighbors.
  - Any street parking is at the owner's risk for citation and/or towing.
- CPCSD is not responsible for any damages to, or theft of property in it's facility parking lot.
- Parking is not allowed on any entry or exit (Fire Access) road within the CPCSD property. Emergency services must have clear access to all facilities within the CPCSD 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 wording below). It is suggested that the renter(s) research the costs, if any, before signing this agreement, to obtain this coverage either through their homeowners insurance, or any other insurance agency.

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

- Renter is responsible for securing all required permits and needs to present a copy to CPCSD 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

- **If alcohol will be served or sold, it MUST be listed on the application.**
- Renter accepts responsibility for the use of alcohol in the facility and agrees to prohibit use of alcohol by minors. Alcohol may only be consumed in the room(s) rented and nowhere else on the CPCSD campus.
- When Renters plan to serve or sell any type of alcohol at their event CPCSD requires a fee for uniformed security guards. Security will be secured by the CPCSD. Your fee will be based on the time of your event and attendance. For more info, see the 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

- 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. CPCSD may cancel any event for violations of disturbing the peace laws.
- Renter assumes full responsibility for communication between the renter and attendees for events held. The CPCSD should not be listed as a contact for your event.

IX. 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 hanging decoration on the 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.
- Balloons must be weighted and secured and be removed at the end of the event.

X. Cleaning

Cameron Park Community Services District Cleaning Responsibilities

- Removal of all trash/recycling receptacles.
- CPCSD staff will set up and take down tables and chairs belonging to the CPCSD.

Renter Cleaning Responsibilities

Facility

- Allow at least one hour for clean-up and vacating facility.
- All decorations must be removed from the facility or placed in trash receptacles. Any decoration left requires additional clean-up time for the CPCSD staff and will impact your deposit.
- Tables should be cleared of all items, including tablecloths, and cleaned to their pre-rental state.
- Facility should be free of debris/spills. If cleaning beyond routine cleaning is required, your deposit or a portion of your deposit may be held to cover the additional cleaning time.

Failure to follow these guidelines may result in forfeiture of rental deposit.

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2026 Cameron Park Facility Rental Rates and Information

Community Center Rental Rates	Hourly Rate	Hourly Rate Resident Discount	Hourly Rate Non-Profit Discount	Security Deposit	Add'l Security Deposit (Food/ Alcohol)	Hourly Minimum	Square Footage	Assembly Seating	Banquet Seating
Full Assembly Hall	$ 285.00	$ 275.00	$ 213.75	$ 600.00	$ 100.00	4	3759	537	252
East ½ Assembly (stage side)	$ 160.00	$ 150.00	$ 120.00	$ 300.00	$ 100.00	2	2478	269	102
West ½ Assembly	$ 135.00	$ 125.00	$ 101.25	$ 200.00	$ 100.00	2	1787	269	102
¼ Assembly	$ 110.00	$ 100.00	$ 82.50	$ 200.00	$ 100.00	2	882	134	54
Kitchen with Assembly Hall Rental	$ 75.00	$ 75.00	$ 56.25	n/a	n/a	n/a			
Kitchen Only	$ 135.00	$ 125.00	$ 101.25	$ 300.00	n/a	2			
Dance Room	$ 115.00	$ 110.00	$ 86.25	$ 300.00	n/a	2	804	115	54
Social Room	$ 120.00	$ 110.00	$ 90.00	$ 300.00	n/a	2	784	112	53
Gym- Sports	$ 210.00	$ 200.00	$ 157.50	$ 300.00	n/a	3	6363	210	
Gym- Assembly/Banquet	$ 260.00	$ 250.00	$ 195.00	$ 600.00	$ 100.00	3	6363	909	425
Classroom A	$ 70.00	$ 60.00	$ 52.50	$ 200.00	$ 200.00	2	648	93	43
Classroom B	$ 70.00	$ 60.00	$ 52.50	$ 200.00	$ 200.00	2	648	93	43
Audio/Visual System	$ 50.00								
Security Guards (under 200 attendees)	$ 100.00								
Security Guards (over 200 attendees)	$ 150.00								

Pool Rental Rates	Hourly Rate	Hourly Rate Resident Discount	Hourly Rate Non-Profit Discount	Security Deposit	Hourly Minimum	Attendees	Allowable Days
Pool Rental	$ 325.00	$ 325.00	$ 243.75	$ 250.00	3	Up to 100	
Pool Rental	$ 375.00	$ 375.00	$ 281.25	$ 250.00	3	Over 100	
Recreation Swim Party	$ 160.00	$ 145.00	$ 120.00	$ 250.00	3		Fri
Recreation Swim Party	$ 160.00	$ 145.00	$ 120.00	$ 250.00	3		Sat-Sun
Private Pool Party	$ 350.00	$ 335.00	$ 262.50	$ 250.00	3	Up to 50	Fri-Sun
Private Pool Party	$ 560.00	$ 535.00	$ 420.00	$ 250.00	3	Over 50	Fri-Sun

Parks & Fields Rental Rates	Hourly Rate	Hourly Rate Resident Discount	Hourly Rate Non-Profit Discount
Christa McAuliffe Park	$ 80.00	$ 75.00	$ 60.00
Christa McAuliffe Park - T-ball	$ 45.00	$ 40.00	$ 33.75
Dave West Park	$ 65.00	$ 60.00	$ 48.75
Dave West Park - Small Soccer Field	$ 45.00	$ 40.00	$ 33.75
Northview Park - Picnic Area	$ 30.00	$ 25.00	$ 22.50
Rasmussen Park - East Field	$ 65.00	$ 60.00	$ 48.75
Rasmussen Park - West Field	$ 65.00	$ 60.00	$ 48.75
Rasmussen Park - Both Fields	$ 130.00	$ 120.00	$ 97.50

Cameron Park Lake Rental Rates	Daily Rate	Daily Rate Resident Discount	Daily Rate Non-Profit Discount
Cameron Park Lake - Gazebo	$ 350.00	$ 300.00	$ 262.50
Cameron Park Lake - Picnic Area A	$ 85.00	$ 75.00	$ 63.75
Cameron Park Lake - Picnic Area B	$ 85.00	$ 75.00	$ 63.75
	Hourly Rate	**Hourly Rate Resident Discount**	**Hourly Rate Non-Profit Discount**
Cameron Park Lake - Tennis Court	$ 16.00	$ 15.00	$ 12.00