



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

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 (if applicable):** \_\_\_\_\_

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<br>(if needed) | Media and Equipment Needs              | Quantity |
|----------------------|--|----------|
|                      | Chairs                                 |          |
|                      | 4' Round Tables                        |          |
|                      | 6' Long Tables                         |          |
|                      | PA System (Hall only)                  |          |
|                      | Podium                                 |          |
|                      | DVD/ Audio/ Visual System (Hall only)  |          |
|                      | Automatic Screen (Hall only)           |          |
|                      | Wireless Microphones (Hall only)       |          |
|                      | Refrigeration/Kitchen Use* (Hall only) |          |

\*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 or Fire Station Meeting Room.
- User group of Classroom 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 **<br>Reduced fees available during non-prime times | \$300   | \$60        | \$120        | \$480                     |
| Classroom   | \$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            | 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 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