



FACILITY RENTAL GUIDELINES & INFORMATION

INTRODUCTION

Thank you for selecting a Southgate Recreation & Park District (“District”) facility for your upcoming event. The information contained in this packet will help you better prepare for your event while providing important information regarding your Facility Use Agreement and does become a part of your signed Facility Use Agreement. The information contained herein applies to the use of the *Pat O’Brien Community Center* 8025 Waterman Road, *Jose P. Rizal Community Center* 7320 Florin Mall Drive, *Fruitridge Community Center* 4000 Fruitridge Road, *Florin Creek Recreation Center* 7460 Persimmon Avenue, *Fletcher Farm Community Center* 7245 Fletcher Farm Drive, all located in South Sacramento.

RENTAL OFFICE INFORMATION

***PLEASE SEND ALL QUESTIONS & RENTAL REQUESTS TO RENTALINFO@SOUTHGATERECANDPARK.GOV**

Reservation Locations:

Jose P. Rizal Community Center
7320 Florin Mall Drive Sacramento,
CA 95823
(916) 395-0601

Facility Reservation Hours: Tuesday – Thursday 9:00 a.m. – 4:00 p.m., by appointment only

Pat O’ Brien Community Center
8025 Waterman Road
Sacramento, CA 95829
(916) 526-0234

Facility Reservation Hours: Wednesday & Friday 9:00 a.m. – 4:00 p.m., by appointment only

To speak with Marge McCuan, Assistant Recreation Manager in charge of district facilities please contact 916-395-0601 ext. 13

Facility Rental Hours

Monday – Friday: Availability is limited, call for more information
Saturday: 8:00 a.m. – 12:00 a.m.
Sunday: 8:00 a.m. – 12:00 a.m.

FACILITY USE AGREEMENT CONTRACT

- **CONTRACT SIGNING REQUIREMENTS**

Facility Use Agreement Contracts and all related paperwork that is required as a stipulation of the agreement shall only be signed by an adult at least 21 years of age. All persons completing a Facility Use Agreement Contract will be required to submit a photo ID, a copy of which will be kept on file at the rental office. Permittees or their designee who sign the Facility Use Agreement must stay for the duration of the agreed rental times unless otherwise approved in advance with the Rental Supervisor. Failure of the Permittee or their designee to stay for the duration of the rental will automatically forfeit the entire security deposit.

- **BILINGUAL INTERPRETER REQUIREMENTS**

Non-English-speaking clients are required to provide a bilingual interpreter who has the ability to read and translate English. Interpreters shall be at least 21 years of age and be present during the initial signing of the Facility Use Agreement Contract, as well as being present during the rental functions. Interpreters must be willing to assist Southgate Recreation & Park District staff in communicating problems or concerns to the client during the rental function.

- **SECURITY & DAMAGE DEPOSIT**

The full deposit is due at the time of signing the facility rental agreement. Deposits are not held by staff and are immediately submitted to a banking institution. The security deposit secures your date and binds you to the rental policies contained in the Facility Rental Guidelines & Information and the Security Intensive Event Endorsement (if applicable). When your event is completed, your deposit may be refunded to you. Deposits may be reduced based on any damages or additional fees. Deposits are returned approximately 4 weeks after the conclusion of your event via check to the address listed on your account.

- **FEES**

Fees are due 30 days prior to your event. Facility Use Agreements which have not been paid on time, shall be considered void. Therefore, the date and time of the scheduled event would be removed from the center's activity schedule and the applicant's security deposit would be forfeited according to the deposit forfeiture schedule. If a facility is reserved within 30 days of the event, 100% of the fees will be due in addition to the Security Deposit at the time of signing the facility rental agreement and payment will be required to be cash or credit card.

- **SECURITY FEES**

If your event has been deemed as a Security Intensive Event, fees for one or more armed security officers will be included in your hourly rental fee at a rate of \$45.00 per hour, per officer.

- **CANCELLATION POLICY**

All event cancellations must be submitted to the rental supervisor in writing. Verbal cancellation of contracts is not permitted. If you experience a conflict with your event and decide to cancel it for any reason, a portion of your security deposit shall be forfeited. The following schedule is used to determine the amount that would be forfeited and will be calculated from the date of the receipt of written cancellation:

CANCELLATION PERIOD	AMOUNT OF FORFEIT
Date of signing of contract to 31 days before the event date	8% of contract(s) total (Both event & decoration)
30 days or less before the event date	100% of deposit

The rental supervisor reserves the right to cancel or amend any agreement based upon additional information which could substantially affect the risk or circumstances of any/all Southgate Recreation & Park District property. If an event must be cancelled in advance by Southgate Recreation & Park District (for internal reasons) all fees will be refunded. However, if an event is cancelled prior to or an event is shut down due to non-compliance/violations of District rules and regulations, all fees will be relinquished by the client.

- **CHANGES TO FACILITY USE AGREEMENT CONTRACT**

Any and all changes to the contract must be submitted to the Rental Supervisor no less than three (3) weeks prior to your event date. Verbal amendments to the contract will not be honored. Changes may include: attendance numbers, date of event, the addition of alcohol, etc. Any amendments or revisions to the Facility Use Agreement may result in an increase of the rental fees, additional stipulations/requirements, and denial of amendment request or revocation of the Facility Use Agreement.

HOURS OF USAGE

- **DECORATING & SET-UP TIME**

Decorating & Set-up time is available to all rental groups to prepare for their event. All caterers, DJ's, musicians, entertainers, and decorators should be advised of the scheduled decoration and set-up time. The facility will not be opened prior to the decorating and set-up time on the contract, regardless of any early arrivals by vendors or decorators. Advance decorating time will be granted only on the same day of use. All hours between decorating and actual event time will be charged at the Decoration & Set-up rate. Guests will not be allowed inside the facility during designated Decoration & Set-up time.

- **GUEST ENTRANCE TIME**

Guests will not be permitted to enter the facility until the time indicated on the Facility Use Agreement. To maintain the highest level of security for you and your guests, events that have been deemed as Security Intensive must have all guests arrive no later than 10:00 p.m.

- **EVENT TIME MANAGEMENT**

Live music, entertainment, food and beverages must be shut down no later than 11:00 p.m. All rental groups are required to be cleaned up and to vacate the facility no later than 12:00 a.m. or as specified in the Facility Use Agreement. Failure to complete cleaning responsibilities and exit the facility by the specified end time in the Facility Use Agreement will result in forfeiture of the entire security deposit. Exceptions to this time frame must be made in advance with the approval of the Rental Supervisor. Time extension requests on the day of the event will not be honored.

DECORATION GUIDELINES

- **FLOOR PLAN**

Floor plans are due to the Rental Supervisor and Facilities and Operations Supervisor at least two weeks prior to **your event**. Southgate Recreation & Park District staff will set up tables and chairs according to the floor plan that is approved by the Facility and Operations Supervisor and Rental Supervisor. Changes to the floor plan must be made no later than 48 hours prior to the event beginning. A change to any floor plan is at the discretion of the Facilities and Operations Supervisor and Rental Supervisor. Seating will only be provided for the number of guests indicated on the Facility Use Agreement.

- **RESTRICTED DECORATIONS**

The following decoration items are not allowed in any DISTRICT Facility: nails, push pins, staples, glitter, confetti, sand, flower petals, decorative rocks, birdseed, sunflower seeds, rice, hay, gum, duct tape, packing tape, lit candles, incense, fog machines, dry ice or cold sparklers. The only tape allowed for decoration is masking tape or blue painter's tape. Removable wall hooks may be used if approved by the Rental Supervisor. If you have considered using any of the restricted items, speak to the Rental Supervisor for suggestions on other forms of approved decorating materials that may be used as a substitute.

- **HELIUM BALLOONS**

When using helium balloons, please ensure they are tied down or affixed to tables. If helium balloons escape to the ceiling, you are responsible for the removal of the balloons from the facility ceiling. **A charge of \$10.00 per balloon left on the ceiling will be deducted from the Security Deposit**. Helium balloons interfere with the motion-alarm system in the facility and must be removed the same day they escape. Please dispose of all broken balloon pieces in a garbage receptacle. Please do not release balloons outside. **Balloon shine is not allowed to be applied to balloons inside the facility. Balloon shine may be used outside in a designed area with proper covering on the floor, walls, furniture and equipment.**

- **SOUND EQUIPMENT**

DJ's, bands, and entertainers will be limited to 4 large speakers for sound amplification during your event. All equipment must have a barrier between it and the facility floor, such as carpet pieces. When loading in and out of the facility, items must be carried and not dragged across the floors. If dollies are used to move equipment, care must be taken to ensure that the dolly is not scraped against any floor surfaces.

- **OUTSIDE/RENTAL EQUIPMENT**

The use of rented tables and/or chairs is not permitted in any Southgate Recreation & Park District facility without prior approval by the Rental Supervisor. Other outside equipment/furniture must be approved in advance by the Rental Supervisor. Various equipment include soft play areas must be rented from a vendor and follow additional insurance requirements as set forth by Southgate Recreation & Park District. All items brought into the center must be carried. Do not drag any items across the floor. Items placed on the facility floor must have a barrier between the item and the floor such as a carpet or felt. This includes but is not limited to: ice chests, beverage buckets, beer kegs, podiums, speakers, flower arrangements, lighting equipment, or furniture.

RESPONSIBILITIES

- **BUILDING MONITORS**

A Building Monitor(s) will be at your service during your event. Their primary responsibilities include event

set up, security, handling spills, keeping restrooms clean, and providing assistance during the event (i.e. moving tables and chairs, adjusting thermostat). In addition, the Building Monitors will manage the clean-up at the conclusion of the rental. (See Rental Policies & Procedures under Event Day Procedures for details on the applicant/organization's responsibilities.) The Building Monitors act as the authorized agent for the District during your event. During special conditions, emergencies, or other situations not specifically covered by the Facility Rental Guidelines and Information, the interpretation and judgment of the Building Monitor(s) at the event shall prevail.

- **SECURITY**

Certain events are deemed Security-Intensive. These events include but are not limited to: events where alcohol will be served, birthday parties, events involving minors, high profile events, baptisms, dances, graduations, bachelor/bachelorette parties, events including the sale of merchandise,, or any other event deemed "Security Intensive" by Southgate Recreation & Park District. Security-Intensive rentals are required to sign the SECURITY INTENSIVE EVENT ENDORSEMENT which becomes a binding portion of the facility use agreement. Security-Intensive events are required to have armed security officers on site during the event. Event security is limited to the contracted agency of the District's choice. Applicants/Organizations will not be allowed to provide their own security for the event. The cost of security is the sole responsibility of the Applicant/Organization. If security is needed for a non-Security- Intensive event, the Applicant/Organization will be charged the full amount for use of the security services. If additional security is required to help control an event, the Applicant/Organization will be responsible for all associated fees.

- **INSURANCE**

The District does not require the Applicant/Organization to purchase insurance however the District strongly encourages rental groups to purchase insurance for their event(s) since coverage is not provided under the District's Insurance policy. This rule is subject to change at any time.

To inquire about purchasing insurance for your event, you may contact one of the following insurance providers or you may use an insurance provider of your choice (Southgate Recreation & Park District does not work in conjunction with any of the following agencies and does not endorse their services):

Municipality Insurance Services
1-800-420-0555
www.2sparta.com

WedSafe
1-877-723-3933
www.wedsafe.com

Cliff Cottam Insurance Services
(916) 708-9180

R.V. Nuccio & Associates
1-800-364-2433
www.rvnuccio.com

Alliant Insurance Services, Inc.
916-643-2700
[Insurance, Risk Management, Employee Benefits, Consulting](#)

RENTAL POLICIES & PROCEDURES

- **CONDUCT CODE**

All guests will adhere to all District, County, State, and Federal laws/rules/ordinances while on District property. Violation(s) could result in guest expulsion, or event shut down. Fighting and disorderly conduct will not be tolerated and will result in event shut down. Use or sale of illegal substances will not be tolerated and will result in event shut down and/or local authority notification. Bringing in and/or consumption of hard alcohol will result in event shut down.

- **DRESS CODE**

Guests with inappropriate attire will not be granted entry to the event. The following dress code will be enforced for events:

- Pants must be worn around the waist
- Shoes and shirts are required

- **DISTRICT PROPERTY**

Equipment that has not been requested and approved in advance by the Rental Supervisor will not be issued for use. This includes but is not limited to stage equipment, podiums, microphones, A/V equipment, ladders, scissors, or tape.

Equipment that has been approved for use must be returned to the facility in the same condition as it was issued at the end of the event. Damaged or missing equipment will be charged against the Security Deposit.

Tables must only be moved by Southgate Recreation & Park District staff. Please do not allow guests or vendors to move the tables on their own.

- **GUESTS**

Invited guests are the responsibility of the applicant/organization. Open parties are not permitted at any Southgate Recreation & Park District facility; therefore, all guests must be pre-invited to your event. **Tickets to your event may not be sold at the door.** All tickets must be sold in a pre-sale manner prior to your event date. Once guest capacity limits are reached, additional guests will not be permitted to enter the facility.

- **SMOKING**

Smoking is not permitted inside any Southgate Recreation & Park District facility. Smoking is allowed only 20 feet or more from any entrance to any facility. Please dispose of cigarette butts in the proper receptacles.

- **PARKING**

Drivers of all vehicles must abide by proper parking procedures in the parking lot and surrounding streets. **Do not leave any valuables in vehicles and always lock your car.** The District assumes no liability for vehicles parked during events. Loitering is not permitted in the parking lot or adjoining property of any Southgate Recreation & Park District facility. Any person(s) identified as loitering shall be asked to leave by staff and/or security.

- **ALCOHOL**

Hard liquor and Kava are not permitted at any Southgate Recreation & Park District facilities without prior authorization from the District's General Manager. Beer, wine, and champagne are the only authorized alcoholic beverages and must be approved on the Facility Use Agreement to be permitted during your event. This includes alcoholic beverages brought into the facility by invited guests.

Alcohol may not be served at your event until the Security Officer(s) is/are present.

Alcoholic beverages shall not be served to persons under the age of 21. It is the responsibility of the applicant/organization to provide a designated representative(s)/family member(s) for the duration of the event to ensure that alcohol is not served to guests less than 21 years of age. The designated person may not consume alcohol while monitoring. **Note: If minors are found in possession of alcohol, your event will be immediately shut down and your security deposit forfeited.**

Guests are expected to remain in control while using alcohol. Overly intoxicated guests may be asked to leave the event or result in the shutdown of the event.

If alcohol is being sold during your event, you will be required to obtain a valid permit from the State of California, Alcoholic Beverage Control. A copy of the permit must be submitted to the Rental Supervisor at least 30 days prior to your event date. The original copy of the permit must be posted during the event. The sale of alcohol is strictly forbidden without a valid permit. Payment for alcoholic beverages may not be accepted at the beverage station. Sale of tickets in another location to be used at the beverage station is acceptable.

Alcohol must be kept and consumed inside of the facility event area. Alcohol may not be consumed or distributed in any lobby or outside area. All Southgate Recreation & Park District facilities are located within parks; alcohol is not permitted in any Southgate Recreation & Park District's park(s) at any time.

Alcohol is not permitted after 11:00 p.m., please refrain from the sale or distribution of alcoholic beverages after this time.

- **SUPERVISION OF MINORS**

The applicant/organization must provide at least one (1) responsible adult supervisor/chaperone who is over the age of 21 for every 15 juveniles present at the event. During your rental, children should always remain in the company of an adult, including but not limited to bathroom use. After dark, all juveniles must remain inside the facility and refrain from playing in the park(s) or outside the facility.

- **SALE OF MERCHANDISE**

If the sale of merchandise will take place during your event, a valid business permit will be required of each vendor. The Rental Supervisor must be notified in advance of the sale of any merchandise in any Southgate Recreation & Park District Facility. Security will also be required at your event.

- **RAFFLES**

Raffles must be conducted according to all local, state, and federal codes and procedures. If a raffle will be conducted at your event, the Rental Facility Supervisor must be informed. Southgate Recreation & Park District assumes no responsibility or liability on behalf of any organization or individual that conducts a raffle on District property.

- **SPORTS COURT RENTALS**

- Sports court rentals are available at the gyms in Pat O'Brien Community Center and Jose P. Rizal Community Center for private sports rentals and tournaments. Permittees are responsible for their guests and must follow all Southgate Recreation & Park District guidelines.
- Tournaments and leagues are approved on a case-by-case basis. Proposed tournaments and leagues must be reviewed with the Rental Supervisor to confirm appropriate staffing for the expected number of players and spectators. Spectators may use only the carpeted bleachers at Jose P. Rizal Community Center and the green bleachers at Pat O'Brien Community Center. Spectators may not sit along the baseline or block emergency exits. The court rental fee for tournaments and leagues once approved is \$100 per hour. The permittee must remain present during the entire rental.
- No food or drinks, except water if approved, are allowed on the court surface.
- Teams, coaches, players, and spectators must remain within approved capacity limits and stay only in designated areas.
- Games and event activities must begin and end within the approved rental time. Additional time must be approved in advance.
- Organizers are responsible for cleanup and for removing all equipment, personal items, and trash at the end of the rental.

- **ADDITIONAL FACILITY RULES**

- No eating or drinking is allowed in the following areas, except for water:
 - Jose P. Rizal Community Center – Gymnasium bleachers & Deacon Room
- Fruitridge Swim Center is off limits, unless rented in combination with the Fruitridge Community Center. The pool operates from May through the first weekend of September and may be in use during rental times. For the safety of event participants, rental guests are not allowed in the pool area at any time. The doors leading out to the pool area are for emergency use only; please ensure that children are supervised when playing near the emergency doors. Any violation of this rule can result in the immediate closure of your event in addition to the full loss of security deposit.
- Glass containers must be kept in the kitchen/bar area. Glass containers are not permitted on the main floor. Beverages in glass containers must be transferred into a shatter proof container.
- Table coverings are required.
- Garbage disposals are not in use at any Southgate Recreation & Park District facility. Please do not allow anything but liquids to go down the drain. Please inform all caterers or kitchen helpers of this item of information.

EVENT DAY PROCEDURES

- **ADDITIONAL PAPERWORK**

When you arrive for your event, District staff will go over the Facility Rental Expectations. This paperwork must be signed at the beginning of your event, and again at the conclusion of the event. Signing this paperwork is required to complete the Facility Use Agreement and to receive a refund of the deposit.

- **WRISTBANDS**

Wristbands will be used for guest admittance to events that have been deemed security intensive. The issuance of wristbands aid staff in keeping in compliance with guest limits. Staff will issue only the number of wristbands for the number of guests indicated on the Facility Rental Agreement. After all wristbands are given out, no more guests will be admitted to the event.

- **JANITORIAL ISSUES**

Please inform staff of all spills during your event. When spills are addressed early, damage is minimized and clean-up at the end of the event is easier. If the restrooms need attending to, please inform staff immediately. If garbage receptacles are in need of emptying, please inform staff.

- **AUDIO VISUAL SYSTEMS**

Please ask staff for assistance when using any of the equipment at the facilities for audio/visual use. This equipment will only be allowed for events that were authorized in advance, or in the event of an emergency.

- **EMERGENCY EXITS**

A ten (10) foot clearance is required at all exit doors. Guests may not physically block any exit door. Emergency exits may be alarmed. In the event that an emergency door is opened, staff must be notified to turn off the alarm.

- **CLEANING RESPONSIBILITIES**

- All trash and recycling must be placed into proper receptacles.
- Clear all tables of decorations and coverings.
- Remove all tape used for decoration.
- Remove all food and beverage items from the kitchen.
- Remove all equipment, and decorations used for the event.
- Help to wipe up any major food or beverage spills.
- Remove any helium balloons from the facility. Please pop them over a garbage can.

FACILITY AMENITIES

- **Pat O'Brien Community Center**

- **Capacity**

- Main Room
 - Assembly 350
 - Banquet: 300
 - Classroom style: 150
 - Multi-purpose Room
 - Assembly: 80
 - Banquet: 60

- **Amenities**

- (55) 6 ft. long tables (can seat 6 people comfortably)
 - (3) round tables (can seat 4-6 people comfortably)
 - (1) card table (can seat 4 people comfortably)
 - 350 chairs
 - Sound system available, includes microphone, CD player, and auxiliary connections.

- **Kitchen**

- Kitchen fee is separate (\$55 flat rate)
 - Includes oven, stove, food warmer, double door fridge, freezer, three compartment sink, and ice machine

- **Jose P. Rizal Community Center**

- 7320 Florin Mall Drive**

- **Capacity**

- Assembly: 350
 - Banquet: 300
 - Classroom Style: 150

- **Amenities**

- (30) 10 ft. long/rectangular tables (can seat 10 people comfortably)
 - (6) 6 ft. long tables (can seat 6 people comfortably) – *at times have 1-2 additional tables*
 - (2) round tables (can seat 6 people comfortably)
 - (1) card table (can seat 4 people comfortably)
 - 359 chairs
 - Sound system available, includes microphone, CD player, and auxiliary for iPod.

- **Kitchen**

- Kitchen fee is separate (\$35 flat rate)
 - Includes oven, stove, food warmers, double door fridge, freezer, 2 sinks, and ice machine

- **Fruitridge Community Center**

- 4000 Fruitridge Road**

- **Capacity**

- Assembly: 250
 - Banquet: 200
 - Classroom Style: 100

- **Amenities**

- (22) 10 ft. long/rectangular tables
 - (7) 6ft round tables
 - Sound system available (microphone, microphone stand, Sonos playlists available for streaming as well as Bluetooth connections
 - Projector Screen

- Kitchen
 - Kitchen fee is separate (\$35 flat rate)
 - Includes oven, stove, food warmers, fridge, freezer, 1 sink, NO ice machine.
- **Florin Creek Recreation Center**
7460 Persimmon Avenue
 - Capacity
 - Assembly: 150*
 - Banquet: 120**
 - *120 capacity assembly if no chairs in “side” rooms
 - **100 capacity banquet if dance floor & buffet / 120 if just dance floor
 - Classroom Style: 60
 - Amenities
 - Small meeting room which can be used as a changing room
 - (19) 5 ft. round tables
 - (10) 6 ft. long tables
 - Sound system available (microphone, microphone stand, CD player, auxiliary outputs for iPod)
 - Kitchen
 - Kitchen fee is separate (\$35)
 - Includes oven, stove, microwave, fridge, freezer, and sink
- **Fletcher Farm Community Center**
7245 Fletcher Farm Drive
 - Capacity
 - Assembly: 90
 - Banquet: 70
 - Classroom Style: 45
 - Amenities
 - (20) 6 ft. long table
 - (1) 5ft round
 - No sound system available
 - Kitchen
 - Only a fridge, freezer, microwave and sink

Thank you for choosing a Southgate Recreation & Park District facility for your event! We will strive to provide you with outstanding service to go along with the facility you have chosen.