



Park Rental Guidelines

www.southgaterecandpark.gov

916-395-0601

INTRODUCTION

Thank you for selecting a Southgate Recreation & Park District (S.R.P.D) facility for your upcoming event. The information contained in this packet will help you better prepare for your event while also providing important information regarding your facility use agreement. S.R.P.D park facilities and athletic fields are open to the public from sunrise to sunset. If artificial lighting is available, park usage hours may be extended by prior approval from the General Manager. To ensure that your event has exclusive use of a particular area or athletic field for the time period you desire, you will need to complete a facility reservation and pay in person at one of the S.R.P.D. facilities listed below.

For additional information or questions regarding large rentals, ongoing field rentals, bounce houses or fields with lights please contact Kate Miller, (916) 422-7610 ext. 17, or by email at kmiller@southgaterecandpark.gov.

Rental Office Locations:

**All facilities are open Monday – Friday & closed on National Holidays*

Fruitridge Community Center: 9 a.m. – 2 p.m.
4000 Fruitridge Road, Sacramento CA 95820
(916) 422-7610

Jose P. Rizal Community Center: 9 a.m. – 5 p.m.
7320 Florin Mall Drive, Sacramento CA 95823
(916) 395-0601

Pat O'Brien Community Center: 9 a.m. – 5 p.m.
8025 Waterman Road, Sacramento CA 95829
(916) 526-0234

PARK RENTAL FEES

Deposit and payment are due in full at time of reservation to reserve space.

Dog Park - Celebrations	\$100 per hour
Dog Park - Dog Training	\$100 per hour
Dog Park - Rescue Meet & Greet	\$25 per hour
Basketball Court	\$20 per hour
Gazebo Area / Picnic Area Small (1-2 tables)	\$20 per hour
Gazebo Area / Picnic Area Medium (3-4 tables)	\$30 per hour
Gazebo Area / Picnic Area Large (5 + tables)	\$40 per hour
Power Access with Gazebo Rental	\$25 flat rate
Lights (Sports fields & courts)	\$30 per hour
Sports Field Diamonds / Soccer Fields - Practice Rate	\$35 Per day per field
Sports Field Diamonds / Soccer Fields—Game Day Rate	\$60 per day per field
Sports Field Diamonds / Soccer Fields—Tournament Rate	\$70 per day per field
Tennis & Pickleball Courts Tournament Rate	\$20 per hour per court

*Standard deposit for all rentals: \$100.00

*Please include set-up and clean up as part of your rental time

FEES

Park rental fees & deposit are due at the time of booking. For community events with over 100 people or requests for use of the entire park (exception of playground equipment), costs will vary depending on the type of event and approval of the General Manager.

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.

CANCELLATIONS / REFUNDS

All rental cancellations must be submitted to the park rental supervisor in writing via email.

Verbal cancellations of rentals 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 7 days before the rental date	8% of contract(s) total (includes event & decoration/clean up time)
7 days or less before the rental date	100% of deposit

The park 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. Refunds will not be issued because of inclement weather. Athletic fields that are deemed too wet or saturated by S.R.P.D will be closed and off limits until cleared for use by S.R.P.D. Permittees will be notified of field closures via email. If you experience a conflict and are unable to resolve it yourself, you may call California Patrol Operations at (916) 995-6493.

BOUNCE HOUSES & OTHER INFLATABLES

There are no additional fees to have a bounce house at an S.R.P.D facility, but liability insurance is required. The customer and / or vendor for the inflatable equipment shall carry general liability insurance with an additional insured endorsement. Both the certificate of Insurance and additional insured endorsement shall name **SOUTHGATE RECREATION & PARK DISTRICT, 6000 ORANGE AVENUE, SACRAMENTO, CA 95823**. Insurance carriers must be admitted in California with an A.M Best Rating of at least A-VII. Certified policies shall be provided to S.R.P.D prior to the issuance of the permit.

AMPLIFIED SOUND

DJ's, sound amplification, live bands, etc. are prohibited at any S.R.P.D park unless approved prior to your event by the General Manager. Sound amplification must be approved prior to receiving the permit. Once approved by the General Manager for sound amplification, all customers must follow Sacramento County sound ordinance and requirements.

RESTROOMS

Some parks have restrooms on site and are open to the public from sunrise to sunset. If the customer books a park with no restroom on site, they are welcome to rent a portable toilet. All portable toilets must be picked up no later than one business day after your event. All portable toilets must be placed on a flat concrete surface and not on the grass. S.R.P.D is NOT responsible for any damage that may occur to the portable toilet. It is the customer's responsibility to make sure it gets picked up as soon as possible after the event to avoid any damages and/or additional charges.

TRASH

S.R.P.D asks that all trash is picked up after your event is complete. Failure to do so will result in the loss of future rental opportunities and the security deposit. For larger events with 100 guests or more expected in attendance, a dumpster will be required for your rental. Please refer to page 8 for more information regarding the security deposit & cleanliness expectations.

ALCOHOL / SMOKING

Alcohol and smoking at any S.R.P.D park is strictly prohibited. A violation of this policy will result in the immediate cancellation of the event and loss of all fees associated with the rental.

VEHICLE ACCESS

Motorized vehicles are prohibited on park property, lawns, restricted roadways, bicycle/pedestrian pathways or athletic fields. Driving beyond designated boundaries to load and unload equipment is not allowed. All parking lots will be locked after sunset daily: no overnight parking is allowed. Vehicles will be ticketed and towed at the owner's expense.

VENDING / SALES

The sale of any items is prohibited without the written consent of S.R.P.D and will be subject to state and local laws and regulations. If you are preparing or serving food to a known group of people, additional permits are not required. However, if you plan to sell or serve food to the general public, a SERV Safe Permit, business license and Seller's Permit are required and must be on file prior to issuance of park permit.

For additional information or questions regarding Southgate Recreation & Park District park facilities, please contact Kate Miller, (916) 422-7610 ext. 17 or by email at kmiller@southgaterecandpark.gov.

PARK PERMIT

Here is an example of a park permit that renters need to keep on them **throughout** the duration of their rental. Please refrain from arriving prior to or staying after the times listed on your permit & completed contract for your event. Any set-up/clean-up time must be incorporated into the hours of your reservation. If any issues arise during a rental, weekend staff and California Patrol Operations needs to be called. All contact numbers are listed on the permit for reference.


SOUTHGATE RECREATION & PARK DISTRICT
Your Recreation Is Our Business!

Complex: _____	SINGLE DATE/ONE-TIME RENTAL
Facility(ies): _____	Single Date: _____
Client Name: _____	Time From: _____
Function: _____	Time To: _____
Est. Attendance: _____	MULTIPLE DATE/LONG-TERM RENTAL
Rental #: _____	Date From: _____
	Date To: _____
	Time From: _____
	Time To: _____

Permittees must leave space clean, removing all trash & decorations.
****Deposit will be withheld if requirement is not met.***

Unless otherwise noted above, the following items/activities are **prohibited** in all Southgate Recreation & Park District Park facilities:

- Alcohol
- Motor vehicles on any area other than parking lot (i.e. sidewalks, walkways, athletic fields)
- Bounce/Jump Houses
- Vending/Sales Activities
- Sound Amplification
- Arriving prior to or ending past the reservation times (listed above & on contract)
- Inappropriate or inconsiderate behavior toward other park goers (i.e. intimidation, harassment)

This is a partial list of conditions/restrictions. For a complete listing please refer to the Facility Rental Guidelines or call (916) 395-0601 for more information.

Park Maintenance (916) 997-3460
Park Reservations (916) 573-0608*
**Please send proof of cleanliness photos here before & after your rental*
CPO Security (916) 995-6493
Non-Emergency Sheriff (916) 874-5115

If field conditions are suspect due to inclement weather, permittee must contact Southgate Recreation & Park District for clearance to play/practice. Permittee **MUST** contact SRPD before using any fields during wet and rainy conditions. If client does not receive authorization from SRPD during the aforementioned weather conditions and proceeds to use wet fields, client will be subject to forfeiture of permit, as well as potential fines/charges for damages to SRPD park fields/facilities.

AREA RESERVED

R.E.C Van

R.E.C. Van stands for Recreation Engaging Children. It is a mobile entertainment adventure. The staff provide games, arts & crafts, music, water play, and more. We offer all kinds of fun for your next school, church, friends, or family outing. We have all sorts of magic inside the van. Cornhole, bats, balls, crayons, markers, beads, puzzles, and you can also purchase items for your specific event.

R.E.C. Van Rental Rates

All R.E.C. Van rentals require a 2-hour minimum rental time

30 or Less People	\$95 per hour
31-50 People	\$110 per hour
51-100 People	\$125 per hour



DEPOSIT & NONCOMPLIANCE

A \$100 refundable security deposit may be required for certain park or facility rentals. When applicable, the deposit is due at the time of booking along with all rental fees. The deposit is held to ensure compliance with District policies, responsible use of the reserved area, and completion of all cleanup requirements. For gazebo/picnic area rentals, a photo confirming the gazebo area has been fully cleaned is required at the end of the reservation for the deposit to be refunded.

Failure to follow S.R.P.D. guidelines may result in partial or full forfeiture of the deposit. Noncompliance includes, but is not limited to:

- Leaving trash or debris in the reserved area
- Damage to park property, structures, turf, restrooms, or equipment
- Unauthorized use of prohibited items or activities such as alcohol, smoking, motorized vehicles on non-authorized areas, unapproved sound amplification, vending without written approval, or bounce houses without required insurance
- Exceeding approved rental times, including early arrival or late departure
- Using athletic fields during wet or unsafe conditions without District authorization
- Behavior that is disruptive, unsafe, or inconsiderate toward other park users, staff, or neighboring residents

All renters and their guests are expected to conduct themselves in a respectful and considerate manner. This includes maintaining appropriate noise levels, supervising children, using facilities as intended, and ensuring that activities do not interfere with the enjoyment of the park by others.

If damages or violations exceed the deposit amount, the renter may be billed for additional costs. Continued noncompliance may also result in loss of future rental privileges.

Please send photo proof of cleaned up gazebo areas to **(916) 573—0608** before and after your rental.

Southgate staff will confirm receipt of photo proof & refund of deposit within 48 hours.

For more information, please visit southgaterecandpark.gov or call (916) 395-0601.

Thank you for choosing a S.R.P.D facility for your event.