



**Arcade Creek Recreation and Park District  
Facility Use Application**  
4855 Hamilton St. Sacramento, CA 95841  
Phone 916-482-8377 FAX 916-483-1320

**Please complete the following and return to the Arcade Recreation and Park District. Completion of this form does not guarantee that your request will be granted. If the facility is available, the complete deposit must be submitted to reserve the date.**

Organization Name if applicable:

Contact Person [ <i>MUST be on site at opening and closing times</i> ]		Alternate Contact Person	
Address	Day Phone	Address	Day Phone
City, Zip	Evening Phone	City, Zip	Evening Phone
Cell Phone		Cell Phone	
Email		Email	

**GENERAL INFORMATION**

1. Facility Requested:	8. Will alcohol be served?                    Y                    N
2. Date(s) Requested:	If yes, what type of alcohol and amount. [ <i>Note: Kegs are not allowed</i> ]
3. Purpose of Activity:	
4. Event Hours (include set up and clean up): _____ up) _____ to _____	
5. Time Guests Arrive:	9. Will the event be catered?
6. Estimated Attendance:	10. Will you have live music or DJ?
7. Specific Equipment to be brought on site:	11. Is the event open to the public?
	12. Will Admission fees be charged?
	13. Will contributions be solicited?
	14. Will items be offered for sale?
	15. Will food be sold?
	For questions 11-15, describe purpose for proceeds

Description	Non Profit - Must show identification	Private Party
<b>Facility Deposit [Subject to review]</b>		
Hamilton Community Center	\$250.00	\$250.00
Oakdale Gym	\$1,000.00	\$1,000.00
<b>Facility Rental Fee</b>		
Hamilton Community Center		
Oak Room	\$50.00 per hr	\$60.00 per hr.
Maple Room	\$65.00 per hr.	\$75.00 per hr.
Oakdale Gym	\$90.00 per hr.	\$130.00 per hr.

**Please complete the second page of this application**

User agrees to be solely responsible for any and all liability, claims, loss, damages, costs and expenses, including attorneys' fees, arising out of or resulting from any injury to persons or damage to property which arise out of its use of the District's facilities. User agrees to defend, indemnify and hold harmless the District, its officers, agents, employees and volunteers against any and all such claims, demands, causes of action, suits and expenses, arising out of or resulting from its use of the District's facilities.

Lessee shall indemnify and save harmless Lessor, its officers, agents and employees from and against any claims, demands, liabilities, or loss of any kind from and against any claims, demands, liabilities or loss of any kind of nature which may be imposed upon it for injury or death or persons as the result of the occupancy and use of the Premises by Lessee, its officers, agents, employees, subtenants, patrons or visitors. Lessee will further pay any and all costs and expenses, including but not limited to court costs and reasonable attorney's fees, incurred by Lessor on account of any such claims, demands or liabilities.

I have read and fully understand the Arcade Creek Recreation and Park District Facility Guidelines and agree that my event will follow these guidelines. I further understand that failure to follow these guidelines can result in loss of my deposit or complete shut down of my event. In the event of a complete shut down, I will be responsible for any costs associated and my fees and deposit are forfeited.

Initial \_\_\_\_\_

Responsible Person \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Day Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

**For office use only**

Deposit Paid		Date		Non-profit	Y N	Insurance	Y N
Rental Fees Paid		Date		Standing Agrmnt	Y N	Security	Y N
Bank Deposit		Date		Deposit Amt Kept			
Deposit Processed for Return to Renter		Date		Reason			

Notes:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approved By \_\_\_\_\_

Date of Approval \_\_\_\_\_