



Georgetown Divide

Recreation District

FACILITY USE PACKET

Please review the enclosed information carefully, You may contact the GDRD at 823-9090 if you have any questions.

Enclosed you will find the Facility Information and Rental Guidelines and a Facility Use Application and Agreement Form. This form is designed to obtain information about many types of events. If sections of the form do not relate to your event, simply indicate the question does not apply (N/A).

Specific information about the facility you are renting may be obtained from GDRD web site www.gdrd.org. You can also download this packet from our web site.

Return your completed application to the Georgetown Divide Recreation District.

You can mail it to:

**GDRD
4401 Highway 193
Greenwood, CA 955635**

Your completed application will be reviewed and considered for approval. You may be contacted for clarification or additional information regarding your event.

Your facility reservation is not considered complete until all necessary information has been turned in. This includes:

- **Facility Use Application & Agreement Form,**
- **All applicable fees paid**
- **Certificate of Insurance received**
- **Permits from other agencies received** (if required).

If one of these items has not been turned in by the established deadline, your activity will be cancelled.

Georgetown Divide Recreation District

Facility Use Information and Guidelines Rules and Regulations

General Rental Information

- A. It is the policy of the GDRD to create and maintain a system that provides community organizations and members the opportunity to rent and use District facilities for specific purposes that do not unnecessarily restrict the general public use and the intent of the facilities designed usage. Any individuals, lodge, society, social organization, social club or other organization of persons having a group of twenty or more people desiring to use or reserve any park and recreation facility for a meeting, ceremony, celebration, picnic or other organized activity must obtain a Facility Use Agreement. The purpose of this packet is to establish general guidelines for the use of the facility and collection of usage fees (**non-refundable**) and security fees (**refundable**) from organizations that request use of a GDRD park or other facility.
- B. **ALL FACILITY USE REQUESTS ARE SUBJECT TO REVIEW AND APPROVAL.**
- C. Reservations will be taken at the GDRD office. Applicant must be at least 18 years of age. Applications are accepted on a first come, first served basis up to one year in advance. Rental needed within two weeks of request will be considered on a case by case basis. Inquiries can be made in person or by telephone. Inquiries are **not** to be considered confirmed reservations.
- D. Applications for Facility Use Agreements must be received at least fourteen (14) days prior to the event date, but no more than, one year in advance. No facility reservations applications will be accepted for Christmas Eve/Day, New Years Eve/Day, or Thanksgiving Day.
- E. Groups seeking to use GDRD facilities on an on-going basis may submit a proposal to the GDRD Board to obtain a long-term Facility Use Agreement or enter into a Community Partner Agreement. Contact the office for information on the Community Partner Program
- F. Rental Times are from 8:00 AM to dusk for most outdoor areas or 10:00 PM if the area is lighted. Park buildings may be reserved from 8:00 AM to 12 midnight; however all activities must end by 11:00 PM.
- G. Facilities may be previewed before making a reservation. To schedule a facility tour call GDRD at 823-9090, or 333-4000.

Scheduling and Fees

- A. The rental fee and Security Deposit must be paid in full at time of application. Rental fees and deposits are established by the GDRD Board of Directors. Additional fees may be charged for additional GDRD services.
- B. Payments may be made in the form of cash, or check or credit card.
- C. Fees are not refunded for reserved time that is not used.
- D. Cancellations must be made at least 7 days in advance, and are subject to the current cancellation fee. Cancellations less than 7 days in advance are non-refundable. Allow two to four weeks to receive a refund.

Security Deposit

- A. All facility use applicants will be required to pay a refundable Security Deposit in an amount that promotes the use of GDRD facilities in a responsible manner. A Security Deposit is required for all facility reservations. The deposit serves to:
 - 1. Reserve the date and time of use
 - 2. Safeguard against any damages that may occur during the reservation
 - 3. As a cleaning deposit.The Security Deposit is a separate payment and will not be credited toward the rental fee.
- B. The deposit is due at the time of application.
- C. The amount of the deposit shall be set depending on the facility reserved and the type of event.
- D. The funds collected are deposited and will be returned by check, two to four weeks after the event date (if the facility is cleaned, vacated on time, and no damage or inappropriate use occurs).
- E. All or part of the deposit may be forfeited if an event causes a need for:
 - 1) Unanticipated staffing due to a failure to clean and/or vacate on time.
 - 2) Cleaning beyond the normal facility maintenance is required
 - 3) Repairs or replacement due to facility or equipment damage.
- F. If charges for staffing, cleaning and/or repairs exceed the amount of the deposit, the applicant will be required to pay the additional amount.

Insurance Requirements

- A. All Facility Use Agreements for GDRD facilities require the applicant to provide and maintain general liability insurance and the coverage in the amount of \$1 million for bodily injury, personal injury and property damage.

Any person or group that is unable to obtain the necessary insurance coverage on their own may obtain special event insurance through Diversified Risk HUB International. Forms are available at GDRD.
- B. **Host Liquor Liability** - If alcoholic beverages are provided by or sold by the applicant or their caterer, then host liquor liability coverage in the amount of \$1 million per each occurrence for bodily injury and property damage will be required.
- D. **Endorsements** - General liability and host liquor liability shall be endorsed naming the GDRD, its officers, agents, employees and volunteers as additional insured's. Each policy required by this clause shall be endorsed to state that coverage shall not be cancelled or changed except after thirty (30) days written notice has been given to the GDRD. Facility Use Agreements will be revoked if satisfactory proof of the required insurances is not received at least seven days (7) prior to the event.
- E. Any specialized items such as a bounce house or dunk tank that is not supplied by the GDRD must be approved, in writing by the GDRD, and will require evidence of additional insurance.
- F. **Safety and Security.** The safety of facility users and security of facilities is a major concern of GDRD. A general Security Deposit will be charged for all facility uses. In addition, for all events serving alcoholic beverages and/or over 100 persons shall require a **Safety Plan** to be submitted and approved by the District's General Manager, prior to the finalization of the Use of Facilities agreement.

In general, for events serving alcoholic beverages, security staff (not consuming alcoholic beverages) will be required to monitor consumption and behavioral issues that can be reported to authorities for assistance thus providing a safe environment for participants.

Permits and Licenses. The facility user shall be required to obtain, and provide copies to the GDRD, all required permits and licenses (required by other agencies) to conduct their event on GDRD facilities prior to the finalization of the Use of Facilities agreement with the GDRD.

- A. Liquor License - **Required** by the Alcohol Beverage Control Board when alcoholic beverages are sold/served to the public and must be posted on-site during the event. (A.B.C. via El Dorado County, Placerville)
- B. Amplified Sound - A Special Use Permit is required when amplified sound equipment is used outdoors. (as per El Dorado County)
- C. Business License - May be required for individuals or organizations when food, beverage, services, and/or merchandise is sold to the public. (as per El Dorado County)
- D. Food Handling Permits – May be required for event serving food / beverage to the public.
- E. Limited Term Permit – May be required when non-profit organizations solicit funds on an ongoing basis. (as per El Dorado County)

Decorating and Cleaning

- A. GDRD staff will conduct a pre-inspection of the facility. At the post inspection, GDRD staff will make note of the condition of the facility, conduct an inventory of the facility inventory, and collect the keys (if appropriate).
- C. Setup and Decorating must take place within the allotted time as indicated on the Agreement. All decorations should be free standing. Push pins may be used but must be removed. Tape or staples are **not** permitted under any circumstances. Rice, confetti, hay, straw, sand, candles and glitter are **not** permitted, unless specifically approved on the permit
- D. Equipment/Tables/Chairs – Each facility has unique amenities. All equipment provided with the facility must remain in the facility.
- E. To receive a Security Deposit refund, a renter must do the following:
 - Leave the park area or building in the same condition it was found or better.
 - Nothing can be left on the premises over night. The renter may not come in early the next morning for clean-up unless the facility has been reserved for this purpose in advance.
 - Pick-up trash, both inside and outside the facility, and empty the trash cans in the nearest dumpster.
 - Clean and store all tables and chairs in the proper location.
 - Sweep and mop the floor of indoor facilities.
 - Empty the refrigerator and thoroughly wipe down the counter tops, sink, and stove/oven.
 - Inspect the restrooms to be sure that all toilets are flushed, sinks are wiped out, mirrors cleaned, floors swept and mopped.
- G. The applicant must supply their own cleaning supplies (i.e., sponges, cleaning solutions, trash bags, window cleaner, paper towels, etc.)

General Rules, Regulations and Conditions

- A. Rental facilities must be used for the purpose stated on the Application & Facility Use Agreement. The applicant assumes all responsibility for the conduct of the group using the facility and shall be held liable for any and all damages incurred during the use period.
- B. Any gathering which violates the conditions of the Agreement, violates any provisions of the law, or which causes a disturbance of public peace, threatens public safety, is considered unreasonably dangerous, or which endangers public or private property is subject to closure.
- C. The GDRD reserves the right to cancel outdoor events due to weather or facility conditions.
- D. Alcohol is prohibited in the Georgetown Park, except with approval by the GDRD Board.
- E. If provided for in the reservation, the serving and consumption of alcoholic beverages are with-in the area as designated in the Agreement.
- F. The applicant will be solely responsible for:
 - 1. Damage, loss, accidents, or injuries to persons or property resulting from use of the facility.
 - 2. Supervision and control of people in attendance of the event. The GDRD may require renter to provide security personnel based upon the type of event.
 - 3. Damage to furniture, fixtures, or any part of the facility used. In case of damage in excess of the Security Deposit, additional financial reimbursement for repair or replacement will be assessed.
- G. Parking availability is not guaranteed and may be limited.

Georgetown Divide Recreation District

4401 Highway 193, Greenwood, CA 95635
(530) 823-9090 • (530) 333-4000 • FAX (530) 823-9030
Web: www.gdrd.org

Policy Title: Rental and Use of Facilities

Policy Number: 3005

3005.1 It is the policy of GDRD to create and maintain a system that provides community organizations and members the opportunity to rent and use District Facilities for specific purposes that do not unnecessarily restrict the general public use and the intent of the facility's designed usage.

3005.2 Purpose. The purpose of this policy is to establish general guidelines for the use of the facility and collection of usage fees (**nonrefundable**) and security fees (**refundable**) from organizations that request priority use of a District park or other facility.

3005.3 Intent of Fees. The primary intent of the Board of Directors in establishing a usage fee schedule is to recover a portion of the direct costs of providing additional services to organizations and individuals who chose to rent District facilities for individual or organizational use.

3005.4 Application to Use Facilities. Any person or organization shall apply for Use of Facilities on the currently approved Application for Use of Facilities that can be obtained from the District Office.

3005.5 Community Partnership Agreements for usage of District facilities.

Understanding of the Program: In developing the Community Partners Program, GDRD acknowledged, that with plans developed for more than doubling GDRD's developed park acreage. GDRD also needed to establish a solid infrastructure of community support to give GDRD the best chance to maintain and operate the facilities being developed and provide the programs at the level the community will expect.

Community Partners Program Goal: The program's overall goal is to solidify relationships with community groups to assist them in successful community activities thus improving life on the Divide and for future efforts the District will make to ensure adequate resources for operation of the parks, facilities, and programs the District is developing in the next 5–10 years. The program seeks to enhance existing community groups' efforts, to utilize existing volunteers in the groups, to improve and coordinate efforts to meet the community's highest priorities and needs and provide facilities for groups at discounted rental rates.

Limit of Partnership: The Community Partnership Agreement is made with the sole intent of establishing an informal relationship between the two parties that will benefit both of the parties in the achievement of their individual and collective goals and is not intended to establish any corporate or legal partnership.

Purpose of Agreements: The purpose of this CPA is to define and establish the various roles, responsibilities, duties and obligations of each partner in relation to joint activities and/or use of GDRD facilities.

3005.6 Risk Transference. It is the intention and policy of the Georgetown Divide Recreation District, as a member of the California Association for Park and Recreation Insurance (**CAPRI**), to develop, implement and administer a comprehensive loss prevention and control program. The District recognizes and encourages the use of its parks and facilities by residents and organizations without additional indemnification; however there are times, due to the size and nature of events, when risk transference is in the best interests of the District. To that end, the following has been established as the minimum criteria for providing additional insurance for an event or activity at a District facility.

General liability insurance shall be provided at a minimum of \$1,000,000 per “each occurrence”, and shall name the GDRD as an additional insured.

A Certificate of Insurance naming the GDRD as additional insured shall be required in accordance with the following:

- a. Organized sports leagues utilizing a park or facility on a reoccurring basis (CAPRI required).
- b. Organizations or organized sports leagues where insurance has been previously acquired due to the nature of their activity.
- c. Community organizations offering large scale events to the general public.
- d. Any organization offering food or alcoholic beverages to the general public.
- e. Black Oak Mine Unified School District as part of a reciprocal facilities use agreement.
- f. Any other organization sponsoring an event wherein the nature of the event or activity or other circumstances warrants additional insurance.

3005.7 Safety and Security. The safety of facility users and security of facilities is a major concern of GDRD. A general facility security fee will be charged for all facility uses. In addition, for all events serving alcoholic beverages and/or over 100 persons shall require a **Safety Plan** to be submitted and approved by the District’s General Manager, prior to the finalization of the Use of Facilities agreement.

In general, for events serving alcoholic beverages, security staff (not consuming alcoholic beverages) will be required to monitor consumption and behavioral issues that can be reported to authorities for assistance thus providing a safe environment for participants.

This requirement applies to events and activities under GDRD Community Partnership Agreements unless specifically approved in the Community Partnership Agreement or the Use of Facilities agreement.

3005.8 Permits and Licenses. The facility user shall be required to obtain and provide copies to the District of all required permits and licenses to conduct their event on District facilities prior to the finalization of the Use of Facilities agreement with the District. This requirement applies to events and activities under GDRD Community Partnership Agreements unless specifically approved in the Community Partnership Agreement or the Use of Facilities agreement.



**Georgetown Divide
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Facility Use Application & Agreement

Section 1: Applicant to Complete

Non-profit: Yes No

Organization Name: (If applicable) _____ Title: _____

Applicant's Name: _____ Home Phone: _____

Address: _____ Cell Phone: _____

City, State, Zip: _____ E-Mail: _____

Alternate Contact: _____ Phone: _____

(Person Authorized to represent applicant for Pre/Post Inspections)

Facility Requested: _____ **Reservation DATE(s):** _____

Pre-Inspection Time: _____ Event Start: _____ Event End: _____ Post-Inspection: _____

Estimated Attendance: _____ **Approx. Age of Attendees:** Under 18 _____% 18-20 _____% 21 & over _____%

Section II: Any Yes Response must be described below.

- Is this event open to the public? Yes No
- Is there an admission fee/ticket? Yes No
- Will food be sold? Yes No
- Will Alcohol be sold (inc. in meal ticket)? Yes No
- Will sound be amplified outdoors? Yes No
- Special equipment (bounce house, etc.)? Yes No

Description of Event:

GDRD Staff to Complete

Rental Fees

Security Deposit: _____ **Date Pd** _____ **Rec't #** _____

Rental Fee: _____

Other (GDRD Services) _____

Insurance Requirements

- General Liability
- Host Liquor Liability

Other Conditions & Requirements

Event Plan **Date Rec'd** _____

Special Use Permit **Date Issued** _____

ABC License **Date Rec'd** _____

GDRD Staff Approval & Permit # _____

Name: _____

Signature: _____

Approved Conditionally Approved Denied

AGREEMENT

I have read, understand and agree to comply with the rules, regulations and conditions for rental of said facilities. **I hereby state that I am 18 years of age or older and I assume** responsibility for the conduct of the group using reserved facility and shall be held liable for any and all damages incurred during the use period. The undersigned hereby agrees to indemnify, defend and hold harmless the GDRD, its officers, agents, employees and volunteers from any and all liabilities, claims, losses and expense, including attorney's fees and court costs and interest, in any manner caused by, of whatsoever kind of nature, arising out of, or in connection with, use or occupancy of GDRD property. The user agrees to furnish such liability or other insurance for protection of the public and the GDRD may require.

Signature of Applicant

Printed Name

Date