



## OUTDOOR PICNIC FACILITY PERMIT APPLICATION

### Renter Information

Contact Person: First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone (Best) \_\_\_\_\_ Phone (Other) \_\_\_\_\_ Email \_\_\_\_\_

### Reservation Information

Shuffleboard Gazebo  
 Playground Gazebo  
 Depot Park Gazebo  
 Westside Park Picnic Area

Event Date \_\_\_\_\_

Hourly Rental		Type of Gathering		
Start Time _____	End Time _____	<input type="checkbox"/> Birthday Party	<input type="checkbox"/> Service Group	<input type="checkbox"/> Carnival
		<input type="checkbox"/> Family Gathering	<input type="checkbox"/> Reunion	<input type="checkbox"/> Concert
		<input type="checkbox"/> Company Picnic	<input type="checkbox"/> Assembly	<input type="checkbox"/> Wedding
Rental time includes set-up & clean up		<input type="checkbox"/> Other <b>**Some requests may require a special event application &amp; permit.</b>		

Items needed (if accessible)

Picnic Benches Needed 1 or 2 (please circle)       BBQ       Trash Receptacles

### Park Reservation Policies & Procedures

#### General Rules

- Parks are cleaned daily. The District parks are public places and cannot guarantee the reserved park will be clean upon arrival.
- Park must be returned to its original condition before leaving. Representative/Organization will be held responsible for all damage and/or additional custodial services required, and deposit may be subject to forfeiture.
- All users must comply with federal, state and local laws and regulations including Sacramento County Health Department requirements for serving food.
- Electricity may or may not be operational at the facility. No refunds will be given if power is not working.
- Enforcement of these rules and rules concerning alcohol and amplification are the responsibility of the authorized representative/organization and he/she must be present for the duration of the permit.
- Permits must be acquired at least 14 days prior to event.

\_\_\_\_\_ Renter's Initials

#### Reservation Changes, Moves, or Cancellations

- Fees for picnic areas must be paid at the time of the reservation. There are no refunds or cancellations. Reschedules are allowed in the event of rain or inclement weather.

\_\_\_\_\_ Renter's Initials

#### Not Permitted During Park Reservations

- Driving into the park or onto the lawn
- Devices that will destroy park lawn or grounds (slip-n-slides, water slides, water balloons, trampolines, stage platforms, etc.)
- Alcohol
- Fires outside the barbecue grills provided.
- Bounce houses

\_\_\_\_\_ Renter's Initials

**I agree to accept and abide by the rules and regulations of the Rio Linda Elverta Recreation and Park District**

Renter's Signature \_\_\_\_\_ Date \_\_\_\_\_

#### FOR OFFICIAL USE ONLY

Received By: \_\_\_\_\_ Date: \_\_\_\_\_

Rental Fee: \$ \_\_\_\_\_

Refundable Deposit: \$ \_\_\_\_\_  
(Westside Only)

Deposit Returned \_\_\_ Yes \_\_\_ No