

# RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

## POLICY & PROCEDURE MANUAL

**POLICY TITLE: FEE SCHEDULE FOR OUTDOOR FACILITIES**  
**POLICY NUMBER: 6060**

### 6060.1

Baseball/softball field	All Residents	\$30.00 / per hour
	All Non-Resident	\$40.00 / per hour
Lights	All Groups	\$15/hr. 1 hr. min
Field Preparation	All Groups	\$80.00
	(dragging, water, lined, bases)	
Bases	All Groups	\$20.00
Tournaments full day 9am-10pm		\$750.00

Number of field preparations are at the discretion of the Park Supervisor. However, there shall be no more than four (4) slow pitch games or two (2) fast pitch games in a row without field preparations. Field preparations included in the tournament fee.

Non-refundable tournament reservation fee (applied to fee)	\$200.00
Tournament Security Deposit (Credit Card)	\$300.00

All resident groups are to have 80% of its participants living within the RLEPRD boundaries.

All non-resident groups have 50% or less of its participants living within RLEPRD boundaries.

Adopted: 2/14/2014  
 Amended: 7/20/2016 (6060.4)  
 Amended: 9/28/2016 (6060.1)  
 Amended: 06/19/2019 (6060.2.1)  
 Amended: 04/23/2021 (6060.3.1,3.2,3.3,6060.4&5)  
 Amended: 12/15/2021  
 Amended: 9/21/2022  
 Amended: 10/19/2022  
 Amended: 9/12/2023

**6060.2** Area #1 Community Center Park (Shuffle Board Gazebo)  
 810 Oak Lane  
 Capacity 24-30 people  
 Includes: tables, BBQ, trash receptacle \$35.00/day

Area #2 Community Center Park (Playground Gazebo)

810 Oak Lane  
 Capacity 40 people  
 Includes: tables, BBQ, trash receptacle \$40.00/day

Area #3 Depot Park

6730 Front Street  
 Capacity 24 people  
 Includes; tables, BBQ, trash receptacle \$35.00/day

Area #4 Westside Park (Picnic Area)

6601 W 2nd Street  
 Capacity 80 people \$50.00/day  
 Includes; tables, BBQ, trash receptacle \$50.00- Refundable Deposit

**6060.2.1** Usage of Electrical Outlets in any Rio Linda Park \$5.00/day

**6060.3** Central Park Arena Fees are as follows:

**6060.3.1** Non-Resident \$800.00 per day  
 \$300.00 cleaning deposit.  
 \$150.00 due at time of reservation which is applied to rental fee.  
 Lights \$15.00/hour with one hour minimum.  
**\*\*\*Fee includes one arena preparation.**

Applicants will be responsible for purchase of all appropriate insurance and liability coverage for their event. Such insurance will need to be purchased through the District's recommended third-party insurance company to provide accurate and exact coverage

**6060.3.2** Resident \$575 per day  
 \$300.00 cleaning deposit  
 \$150.00 due at time of reservation which is applied to rental fee.

Lights \$15.00/hour with one hour minimum  
**\*\*\*Fee includes one arena Preparation.**

Applicants will be responsible for purchase of all appropriate insurance and liability coverage for their event. Such insurance will need to be purchased through the District's recommended third-party insurance company to provide accurate and exact coverage

**6060.3.3** Resident Groups scheduling more than ten (10) one day events per year. Deposits for all ten (10) events must be received at the time of the first event booking. This will secure all dates and guarantee the facility.

\$500.00 per event  
\$100 cleaning deposit;  
\$150 due at time of reservation which is applied to rental fee.  
Lights \$15.00/hour with one hour minimum.  
**\*\*\*Fee includes one arena preparation.**

**6060.3.4 - Non-Profit and Charitable Organizations (Staff recommends)**

\$450.00 per event—all other fees to remain the same as 6060.3.3  
Applicant will be responsible for purchase of all appropriate insurance and liability coverage for their event. Such insurance will need to be purchased through the District's recommended third-party insurance company to provide accurate and exact coverage. There will be a \$25.00 per vendor fee for all concessions, including food trucks, food/beverage sales, souvenir/t-shirt sales, etc. The sale and consumption of Alcoholic Beverages will be prohibited from the premises during non-profit and Charitable Organization events.

**6060.4** A special event is defined as any event that charges a parking fee, entrance fee and offers any additional services including but not limited to food and beverage. If alcohol is served, an Alcoholic Beverage Control (ABC) License, additional insurance, and security is required. Security can only be employed from retired Sacramento County Sheriff's or Fulton El Camino Park Police.

**Horse Arena**

A flat fee of \$2,500 per day;  
\$1,000 damage deposit and  
\$500.00 due at time of reservation applied to rental fee.  
**\*\*Fee includes one arena preparation.**

**Community Center Park- (Park Only- No Building Use)**

8 Hours: \$500  
4 Hours: \$250  
Additional Hours: \$70/hr.

\$250 damage deposit and  
\$100.00 due at time of reservation applied to rental fee.  
\*Park must remain open for public use

**Depot Park- (Park Only- No Building Use)**

8 Hours: \$500  
4 Hours: \$250  
Additional Hours: \$70/hr.  
\$250 damage deposit and  
\$100.00 due at time of reservation applied to rental fee.

\*Park must remain open for public use

Applicant will be responsible for providing the type of event and confirming that with the District. A Special Event application including a map of where activities will be staged will be required. Should the event change then the District will need to be made aware. Misrepresentation of any special event will result in being shut down immediately with no refunds.

Applicant will also be responsible for the payment of the following:

\*Four (4) Officers from the FECPD for a minimum of six hours on site

\*Based on the type of event, RLERPD Staff may amend the number of officers needed or waive this requirement all together. This will be discussed on a case-by-case basis. If a change is recommended, it will be reflected on the special event permit.

Applicant will be responsible for purchase of all appropriate insurance and liability coverage for their event. Such insurance will need to be purchased through the District's third-party insurance company to provide accurate and exact coverage.

Applicant is also responsible for procuring an ABC permit and the required security for that permit listing the event with a minimum of 1,000 attendees.

All requirements stated in this section must be completed and proof of compliance submitted to the District's main office two (2) weeks prior to event date or reservation may be cancelled.

**6060.5** Resident Status – is defined as groups or organizations comprised of at least 80% Rio Linda Elverta Recreation and Park District residents. Team rosters and/or individual participant utility bills/photo ID may be required by District Staff to verify residency status.

The suggested rates were derived from conversation with the Parks Division Staff as well as outreach to other equestrian facilities in Placer and Yolo counties.

**6060.6** District reserves the right to deny any event request

**6060.7**      Rental of Equipment & Games for All Groups

Snow cone machine	\$50.00/day
Cotton candy machine	\$50.00/day
Popcorn machine	\$50.00/day
Balloon/dart game	\$50.00/day
Ring toss game	\$50.00/day
Down the Clown game	\$50.00/day
Ski roll game	\$50.00/day
Fish Bowl Game	\$50.00/day
Slots of Fun Game	\$50.00/day
Horse Shoe Equipment	\$50.00/day
Shuffle Board Equipment	\$50.00/day