

Mission Oaks Recreation & Park District Picnic Area Reservation Application

Staff Initials \_\_\_\_\_ Receipt # \_\_\_\_\_ Date: \_\_\_\_\_

Ashton Park	Gibbons	Mission-North Park	Swanston Park	Eastern Oak Park
<p><input type="checkbox"/> <b>Alder/Area 1</b> Shade structure near the parking lot with a large barbeque; 4 tables will seat up to 32-40 people; the site will allow up to 75 people.</p>	<p><input type="checkbox"/> <b>Liquidambar/Area 1</b> Shade shelter next to the restroom; 5 tables will seat up to 40 people; the site will allow up to 75 people.</p>	<p><input type="checkbox"/> <b>Oak/Area 1</b> North of the playground; 3 small tables will seat up to 18 people; the site will allow up to 75 people.</p>	<p><input type="checkbox"/> <b>Walnut/Area 1</b> Shade shelter south of the playground with a barbeque; 2 tables will seat up to 16 people; the site will allow up to 50 people.</p>	<p><input type="checkbox"/> <b>Maple/Area 1</b> Shade structure closest to the parking lot with a barbeque; 3 tables will seat up to 24-30 people; the site will allow up to 75 people.</p>
<p><input type="checkbox"/> <b>Redwood/Area 2</b> Turf area south of the soccer field; 3 tables (not clustered) will seat up to 24 people; the site will allow up to 75 people.</p>	<p><input type="checkbox"/> <b>Sycamore/Area 2</b> Decomposed granite area with large barbeque and buffet table; 6 tables will seat up to 48 people; the site will allow up to 100 people.</p>	<p><input type="checkbox"/> <b>Camphor/Area 2</b> Shade shelter next to playground; 2 adult and 2 children's tables will seat up to 20 people; the site will allow up to 75 people.</p>	<p><input type="checkbox"/> <b>Holly Oak/Area 2</b> Shade shelter west of play area near tennis courts; 2 tables will seat up to 16 people; the site will allow up to 50 people.</p>	<p><input type="checkbox"/> <b>Magnolia/Area 2</b> Shade structure farthest from the parking lot with a barbeque; 3 tables will seat up to 24-30 people; the site will allow up to 75 people.</p>
<p><input type="checkbox"/> <b>Hackberry/Area 3</b> Shade shelter between restrooms and soccer field; 4 tables will seat up to 32 people; the site will allow up to 75 people.</p>			<p><input type="checkbox"/> <b>Aristocrat/Area 3</b> Shade shelter north of basketball courts with a barbeque; 4 tables will seat up to 32 people; the site will accommodate up to 75 people. ***** <b>Spray Park water may be shut off due to mechanical issues. Unable to reserve spray ground area.</b></p>	

Name of Applicant/Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact name: \_\_\_\_\_ Phone: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Reservation sign to read: \_\_\_\_\_

Day and Date of Activity: \_\_\_\_\_ Event time: **(No earlier than 10 am)** \_\_\_\_\_ to: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ (Adults/Kids) Will this event be open to the public? Yes No

Email address: \_\_\_\_\_

**Application Agreement Waiver & Release**

In consideration for being permitted by Mission Oaks Recreation & Park District to participate in the above activity, I hereby waive, release and discharge any and all claims for damages for personal injury, death, or property damage which may hereafter accrue to me, as a result of participation in said activity. This release is intended to discharge in advance the above district (its officers, officials, employees, and agents) from any and all liability arising out of or connected in any way with my participation in said activity, even though that liability may arise out of negligence or carelessness on the part of the persons or entities mentioned above. It is understood that this activity involves an element of risk and danger of accidents and knowing those risks I hereby assume those risks. It is further agreed that this waiver, release and assumption of risk is to be binding on my heirs and assigns. I agree to indemnify and to hold the above persons or entities free and harmless from any loss, liability, damage, cost, or expense, which they may incur as a result of my death or injury or property damage that I may sustain while participating in said activity.

I HAVE CAREFULLY READ THIS AGREEMENT, WAIVER AND RELEASE AND FULLY UNDERSTAND ITS CONTENT. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN MYSELF AND MISSION OAKS RECREATION & PARK DISTRICT AND I SIGN IT OF MY FREE WILL.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Reservation Information

Reservations are available March 1 through October 31. A fee of \$95 per site is required to reserve an area. Picnic site reservation fees are not to be considered a deposit and are not refundable. Reservation requests are to be submitted a minimum of seven (7) business days prior to the date requested. Weekend reservations are strongly suggested for groups over 50 people. Any groups over the maximum capacity will be encouraged to find facilities better equipped to handle the desired numbers. A list of the reservation sites is available at the district office or on our website at [morpd.com](http://morpd.com). A completed application may be 1) emailed to [districtoffice2@morpd.com](mailto:districtoffice2@morpd.com), and we will call you for your payment information; 2) completed at the District Office or 3) mailed to MORPD, 3344 Mission Ave., Carmichael, CA 95608. If you have questions, please call 916-488-2890.

- A. **Refunds** \_\_\_\_\_ (initial-I have received a copy of the following rules stated below A-D AND A-H )
1. If you are unable to hold the event or decide not to use the reserved picnic area on the reserved date, you must advise the District office by calling (916) 488-2810 no later than 3pm seven (7) business days in advance of the reservation in order to be considered for a refund or credit.
  2. Refunds are subject to a \$5 or 10% administrative fee. All refunds will be returned to the requester of the refund in the form of a check in the mail from the County of Sacramento, once the completed refund request has been received.
  3. The District reserves the right to cancel any scheduled event without liability. Refunds will be made of all fees if the District deems the cancellation is necessary.
  4. A request for refund will not be considered for "no shows" (groups that do not notify the District office in time nor use the reserved area without a reasonable justification as determined by the District staff).
- B. **A Reservation Provides:**
1. **The reservation does not entitle you to staff presence or law enforcement services during the event. If you encounter difficulties, please call the sheriff's department at (916) 874-5115, or in an emergency, call 9-1-1.**
  2. Picnic areas clean of debris and graffiti at the beginning of the event. Empty trash containers and clean restrooms.
  3. A sign posted in the area on the day of reservation.
  4. When these areas are not reserved, they will be open for use by the public on a first-come, first-served basis.
  5. Fund-raising events or activities are not allowed unless co-sponsored with the District.
  6. A reservation is secure only when the District has received a completed "Picnic Area Reservation Application", the appropriate fee has been received, and when staff deems it appropriate, an insurance document listing the District as additionally insured.
  7. Picnic areas may be reserved up to one year in advance for public or private use.
- C. **You are responsible for communicating the following information to those in your group:**
1. Vehicles must always remain in designated parking area.
  2. Park so that you do not block driveways or fire lanes.
  3. Park with car tires off the sidewalk.
  4. Obey all traffic and parking laws.
  5. Parking lots are closed and locked from sunset to sunrise.
  6. You must comply with all Sacramento County Park Ordinances, posted in the park. A copy is available from the District office upon request or on our website.
- D. **Insurance for Picnic Area Reservation:**  
Applicant shall provide the Mission Oaks Recreation and Park District with a Certificate of Endorsement, naming the District as additionally insured, and meets the following minimum requirement of **\$1,000,000 (one million dollars) for Bodily/Property Liability, Combined Single Limit is necessary.** The following are examples of groups needing this; wedding reception, group party of 75 or more, use of jump houses, dunk tanks, caterers preparing food, non-profits, schools, public agencies, and private business/company picnics.

**Special Note: It is your responsibility to bring your FACILITY/PARK RESERVATION RECEIPT with you to your picnic site.** If any problems or conflicts arise, please contact the sheriff's department at (916) 874-5115.

### General Rules:

- A. You may use masking tape on picnic tables. However, you may not use staples, tacks, nails, or screws. Before leaving, you are required to remove all decorations and throw all trash away in the garbage cans provided on site.
- B. Rock climbing walls and animal or pony rides shall not be brought onto the site for events.
- C. Vehicles are allowed only in designated parking areas and are not allowed on park grounds.
- D. Amplified sound, including public address system, disc jockeys, or music is not permitted without the written permission of the district.
- E. Groups planning to hire a caterer that will require a large group portable barbecue or cooker will be advised to rent a picnic area at Gibbons Park. The equipment must be set up in an area of the parking lot, with attention paid to protecting the asphalt from the heat and debris.
- F. Alcoholic beverages are not allowed.
- G. The District does not provide water or electricity.
- H. Visitors can bring in picnic blankets, tables, and chairs; they must be removed at time of departure.