

Arcade Creek

Recreation and Park District

Arcade Creek Recreation and Park District Current Field Rental Information

District Contact Information:

Mailing address: PO Box 418114, Sacramento, CA 95841

Physical address: 4855 Hamilton Street, Sacramento, CA 95841

Phone: 916-482-8377 email: acrpd@acrpd.com

General Information and Rules

- All field rental applications must be submitted in person to the District Office located at 4855 Hamilton Street, Sacramento, CA 95841
- Submitting a Rental Application does not guarantee your reservation. Reservations are only booked after the following steps are complete:
 - Application is received and dates of availability are confirmed
 - Organization is in good standing with the District
 - Payment(s) of deposit and rental fees and insurance are submitted
 - Permit is issued to renter
- Rental requests must be made a minimum of 2 (two) weeks in advance.
- Rental requests can be made for a maximum of 6 months in length, depending on availability of fields.
- Rental requests are limited to the calendar year.
- Arcade Creek RPD fields are rentable throughout the year; however, some fields close during the winter months for repair, maintenance. We will not rent fields during the closure periods. ACRPD soccer fields are closed from **November 1 thru February 28**.
- Most fields are rentable 7 (seven) days per week from Dawn to Dusk. Please be aware that none of our fields have any form of evening lighting.
- Renters are responsible for all clean up and waste removal.
- Regardless of rental dates approved by the District, fields can never be used 24 hours after rainy/wet conditions to protect the quality.
- The District will **not refund** any renters for fields closed due to weather.
- No maintenance shall be done to fields/facilities without permission from the District
- Renter is responsible for all guests' behavior. Alcohol of any kind is prohibited. Violence, loud behavior, and unsupervised children are not permitted and will not be tolerated. Guests must adhere to all District policies and procedures. The Arcade Creek RPD may cancel any rental for violations of disturbing the peace laws.

Eligible Programs

The Park District follows a priority system for reserving fields as follows:

Priority: District Programs, Classes and Events

Second Priority: Previous year's renters in good standing with the District

Third Priority: New group renters (Competitive, Recreational, and non-profit leagues or clubs)

- If applicable, all local/state/federal regulations (in place for Covid-19 or other health and human safety concerns) must be always followed by the rental group. Failure to comply will result in the immediate cancellation of rental permits with no refund.
- Storing equipment, supplies, storage lockers, porta potties are not allowed without written permission from staff. Unauthorized supplies or equipment will be removed and disposed of without warning.
- Any special requests that require staff permission should be noted in the rental application. And approved by the District.

Cancellation Policy

Once fields are officially reserved (application received, payment(s) received and dates reserved) and approved, there will be no refunds for dates cancelled

Insurance Requirements

1. General liability insurance: The **(USER/RENTER)** shall procure and maintain, for the duration of the use period contemplated herein, commercial general liability insurance with coverage at least as broad as Insurance Services Office Form CG 00 01, in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO “insured contract” language will not be accepted.
 - a. Such insurance shall name ARCADE CREEK RECREATION AND PARK DISTRICT, its officers, employees, agents, and volunteers as additional insureds prior to the use of the facility. The **(USER/RENTER)** shall file certificates of such insurance with the ARCADE CREEK RECREATION AND PARK DISTRICT, which shall be endorsed to provide thirty (30) days’ notice to the ARCADE CREEK RECREATION AND PARK DISTRICT of cancellation or any change of coverage or limits. If a copy of the insurance certificate is not on file prior to the event, the ARCADE CREEK RECREATION AND PARK DISTRICT may deny access to the facility.
 - b. All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance or is on the List of Approved Surplus Line Insurers in the State of California, with an assigned policyholders’ Rating of A- (or higher) and Financial Size Category Class VII (or larger) in accordance with the latest edition of Best’s Key Rating Guide, unless otherwise approved by the ARCADE CREEK RECREATION AND PARK DISTRICT’s self-insurance pool.
 - c. Requirements of specific coverage features, or limits contained in this Section are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If the **(USER/RENTER)** maintains higher limits than the minimums shown above, the ARCADE CREEK RECREATION AND PARK DISTRICT requires and shall be entitled to coverage for the higher limits maintained by the **(USER/RENTER)**. Any available insurance proceeds more than the specified minimum limits of insurance and coverage shall be available to ARCADE CREEK RECREATION AND PARK DISTRICT.
 - d. Concurrent with the execution of this Athletic Field Reservation Application, the applicant shall provide Arcade Creek Recreation and Park District with a *Certificate of Insurance* with an endorsement naming the District as “additionally insured.”

I have read and agree to the requirements stated in this current Field Rental Information document.

(Signature of Applicant)

(Date)