



Cosumnes Community Services District
 Enriching Community • Saving Lives
 www.yourcsd.com

Athletic Facility Rental Application

RATES

<p><u>Grass Field</u> \$35– Hourly \$240 – Daily <u>Extra Fees</u> \$26/hour – Lights \$30 – Bases \$25 – Admin Fee</p>	<p><u>Synthetic Turf Field</u> <i>Peak Hours</i> \$100 – Hourly (Full Field) <i>Non-peak hours</i> (Mon – Fri, 8am-4pm) \$75 – Hourly</p>	<p><u>Gym</u> \$125 – Hourly (Full Gym) \$65 – Hourly (½ Gym)</p>	<p><u>Tennis Courts</u> <u>\$12 – Hourly</u> <u>Sand Volleyball Courts</u> \$20 - Hourly</p>
---	---	--	---

Application Conditions

1. The Cosumnes CSD (District) accepts applications for specific dates up to one year in advance on a first come, first serve basis. **Applications must be submitted a minimum of one week prior to the date of event.** District staff will contact applicants within three business days.
2. Field availability will not be verified until a completed application is submitted.
3. Rentals may begin as early as 8am, and must end no later than 10pm.
4. District athletic fields and facilities may only be reserved for athletic events; tennis courts may only be reserved for racquet sports.
5. District staff reserves the right to deny applications based on maintenance needs and/or field conditions.
6. Providing false information on an application will result in a cancelled reservation and forfeiture of all fees and deposits.
7. This application does not constitute a permit.
8. Rental fees are approved by the CSD Board of Directors and are subject to change at any time.
9. District Staff and/or Security may be required for events held at District facilities, this cost will be added to the rental rate.

Non-Profit Requirements

If the applicant is seeking a non-profit discount they must comply with the following:

1. The organization must submit documentation showing that they operate, conduct regular meetings or have an office within District boundaries.
2. The organization must present a Letter of Determination or Letter of Affirmation from the IRS that indicates non-profit status.

Cancellation Policy

The District reserves the right to cancel any activity due to weather, unsafe playing conditions or any other reason that might endanger the health, safety or welfare of the renter and/or public.

1. All rental fees will be refunded for events cancelled by the District before the start date.
2. Rental fees minus direct costs will be refunded for events cancelled by the District once they are in progress.
3. Rental fees will **NOT** be refunded for events cancelled by the District due to the actions of the renter or their participants.
4. No rental fees will be refunded for unused reservations.
5. All paid rental fees will be refunded for events cancelled by the renter **at least 60 days prior** to the event. Any paid rental fees will be forfeited for events cancelled by the renter **less than 60 days prior** to the event.
7. Providing false information on an application will result in cancellation of the event and forfeiture of all fees and deposits.
8. If the renter pays by check or cash a check refund will be processed within 4-6 weeks to the signee. If the renter pays by credit card a refund will be processed to the to the credit card holder.

Permit Change Policy

Any dates or time changes to an approved permit, will be subject to an additional administrative fee.

1. All permit dates and times MUST be changed **60 days prior** to the event to avoid added fees.
2. Any permit changes to dates or times **within 0-60 days** of the event date is subject to availability and will be processed with an additional \$25 administrative fee per request.

Payment Policy

1. Any athletic facility rented for less than three months must be paid for in full at the time of reservation.
2. Athletic facility rentals that are greater than or equal to three months qualify for a payment plan. Any qualified payment plans will require an initial deposit at the time of the reservation.
3. Reservations will be tentatively held until a payment has been collected. This **DOES NOT** constitute an approved permit.
4. Once the payment has been made in full an official District permit will be approved and issued.
5. Approved payment plan reservations with any unpaid months will be reserved on-hold until payment is collected.

CONTACT INFORMATION

Application on behalf of: Individual Organization

Primary Contact: _____ DOB: _____

Name of Organization (If applicable)

Address: _____
Street City State Zip

Phone: _____
Primary Phone Alternate Phone

Email Address: _____

RENTAL INFORMATION

Facility Requested: _____ Time: _____ to _____

Rental Date(s): _____ Day(s) of Week: _____

Type of Sport: Baseball Basketball Cricket Field Hockey Football Lacrosse
 Rugby Soccer Softball Tennis Volleyball Other _____

Event Type: Practice Game Tournament Attendance: 0-50 50-100 100-200 200+

Selling food? Yes No Require lights? Yes No Time: _____ to _____

Selling merchandise? Yes No List any additional equipment on site:

Requesting non-profit rate? Yes No _____

Charging admission? Yes No _____

Require bases? Yes No _____

Amplified sound? Yes No _____

APPLICANT SIGNATURE

This Agreement may be executed in two or more counterparts, each of which will be deemed an original but all of which together will constitute one and the same instrument. This Agreement shall be effective and binding on all parties upon the delivery by both parties of a sign copy to the other party, which may be done by facsimile transmission or portable document format (PDF).

I attest that all the information provided in this application is true and correct.

Applicant Signature: _____ Date: _____

OFFICE USE ONLY

Date Received: _____ Received By: _____