



Truckee Donner Recreation & Park District
10981 Truckee Way, Truckee, CA 96161
Phone: 530-582-7720 Website: www.tdrpd.org
Fax: 530-582-7724 Email: info@tdrpd.org

When completed please email it to:
info@tdrpd.org
or
Drop it at our front office, located at:
10981 Truckee Way, Truckee, CA 96161
Please allow 2 weeks for processing.

FIELD AND SPORT RENTAL APPLICATION
This application does not confirm your reservation.
Request is not confirmed until permit sent from the main office
Applications must be submitted 2 weeks in advance of event.

Application must be completed in entirety. Incomplete applications will not be accepted.
\$25 Booking Fee required with all applications – additional fees given with permit.

Access to the facility will begin at your Set-Up time.
Early arrival or later departure will result in additional charge. _____ (initials required)
Any rented equipment must be picked up and dropped off within stated event times.
Any overlap may result in a storage fee. _____ (initials required)
Smoking is not permitted at any of the Truckee-Donner Recreation & Park District Buildings, Facilities, and all Parks.
The applicant (signee) is responsible for informing all participants of the smoking policy. _____ (initials required)

Renter Details

Name of Applicant (signee): _____ Cell #: _____
Secondary Contact: _____ Cell #: _____
Organization/Team Name: _____ Business/Org. Phone #: _____
Mailing Address (if different): _____ City: _____ State: _____ Zip: _____
Email: _____ DOB of Applicant: _____
Customer Type: Resident (proof required) Non Profit (Tax ID # req.) _____ Non-Resident or Commercial

Facility Request:

West End Beach: Volleyball Court Lawn

Truckee River Regional Park: Chief Truckee Lawn Small Ballfield Large Ballfield

River View Sports Park: Pavilion/Picnic Shelter Bocce Courts Parking Lot

Fields: Field #1 Field #2 Field #3 #3A #3B Baseball Field Joan Kelly

Bike Park: Entire Track Picnic Area Individual Element(s): _____

Meadow Park: Upper Field Upper Baseball Lower Field Lower Baseball T-Ball Field

Glenshire Elementary: Field #1 Field #2 Baseball Field

Community Swimming Pool:

Party Room Entire Facility (2 hr. minimum, includes admission) Lap Pool # of Lanes: _____
 Rec Pool Individual Elements: _____

Community Recreation Center:

Gymnasium Half Gymnasium: N: _____ S: _____ Climbing/ Bouldering Wall

Veterans Hall: Gymnasium (Upstairs)

Event Details

Admission: Open to Public Admission Charged/Tickets Sold Donations Accepted

Food: Served Sold Catered Food Truck Cook On-Site

Alcohol: YES* Sold BYO No

***Additional staff and insurance may be required when alcohol is present. See page 4.**

Other: Tent (tent must be set up/removed same day) Amplified Music (times from _____ to _____)

Sanitation items** 6 Yard Dumpster Port-A-Potty Wash Basin

****These items may be added to your permit as deemed necessary. See page 4.**

Event Name: _____

Type of Event: Practice Games Tournament Other: _____ Number of Attendees: _____

Date(s) requested: _____ M T W TH F SA SU

Single Use: Access/Set Up Time: _____ Actual Event Times: _____ — _____ Exit Facility Time: _____

Multi-use (practice, tournament, or game) schedule request:

*****For Baseball and Softball events:** Please list base distances and mound requests next to the facility requested***

Day(s) of Week	Facility Requested***	Date Duration	Start Time	End Time
<i>Example: M, W+F</i>	<i>RVSP Field #1</i>	<i>4/15-8/31</i>	<i>4:00 pm</i>	<i>7:30 pm</i>

****If more rows needed, please attach to back of application****

Field lining/Field Prep: No Yes *Details:* _____

Lighting (Regional Park Only): No Yes *Time requested:* _____

Utilities Access: ** Water Power ****Certain facilities only and subject to approval**

Please complete the information below:

I _____ authorize Truckee-Donner Recreation and Park District to charge my
(Signee's Full Name)
credit card the \$25.00 booking fee to create a permit for my event. _____ (initial required)

Permits will not be created without capturing the \$25.00 fee up front.

Payment for Facility Rental:

- I agree to charge the full balance to my credit card after 2 weeks of permit issuance.
- If facility rental is within 60 days, I agree payment must be paid in full after 2 weeks of permit issuance or before event date (whatever comes first). I agree to charge the remaining balance to my credit card.

***** If payment is not made prior to the above guidelines, the facility rental/permit will be cancelled. *****

Signee Name or Organization: _____

Billing Address: _____ Phone# _____

City, State, Zip: _____ Email: _____

SIGNATURE: _____ **DATE:** _____

I authorize Truckee Donner Recreation and Park District to charge the credit card indicated in this authorization form according to the terms outlined above. This payment authorization is for the goods/services described above, for the amount indicated above and is valid for auto-renewal based on the details agreed upon above. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company, so long as the transaction corresponds to the terms indicated in this form.

Cardholder Name: _____
Organization Name (if business account): _____
Credit Card Account Number: _____
Expiration Date: _____ CVV: _____

District Facility Rental Requirements

ALCOHOL * INSURANCE * STAFFING * SANITATION

The Truckee Donner Recreation and Park District has the following requirements regarding general liability insurance, liquor liability insurance and staffing loads for renters using our parks or facilities for their events.

GENERAL LIABILITY INSURANCE is required in the following circumstances:

1. Any indoor/outdoor rental where alcohol is *sold*.
2. Any indoor rental with attendance over 100 people (regardless of alcohol).
3. Any outdoor rental with attendance over 250 people (regardless of alcohol).
4. Any rental with bounce houses.
5. Organized athletic use.

LIQUOR LIABILITY INSURANCE is required in the following circumstances:

1. Any indoor/outdoor rental where alcohol is *sold*.
2. Any indoor rental with attendance over 50 people & alcohol is *present*.
3. Any outdoor rental with attendance over 250 people & alcohol is *present*.
4. Any rental deemed *high risk* per TDRPD staff.

ABC PERMIT is required for any event selling alcohol.

An ABC permit can be obtained from the [California Department of Alcoholic Beverage Control](#) (linked). Return the completed form to the TDRPD office for signature, then submit the signed form to the Truckee Police Department. TDRPD will not serve/sell alcohol at co-sponsored events. If there is alcohol at these events, TDRPD will require the co-sponsor to obtain the insurance.

KITCHEN USE

Per Nevada County Health requirements, any non-profit group serving food to the public must complete a [Permit Application](#) (linked)

STAFFING

TDRPD event staff will serve as a host for the rental. They will monitor the facility, provide pre-determined equipment to renter (ex. tables, chairs, A/V), give direction, answer questions, and determine if renter will receive full deposit back.

We require **TDRPD staff** at an additional **\$30/ hour** in the following circumstances:

1. Indoor rentals with alcohol.
 - a. Performances & memorials have a 1:250 staff ratio.
 - b. Special Events & parties have a 1:100 staff ratio. Not to exceed 2 staff per event.
 - c. Renters will be charged for 1 staff person during setup and additional staff will be added when event begins and through cleanup.
2. Rentals that are outside normal operating hours.
3. Any indoor rental requiring A/V service (screening, performance, etc.).
4. Multi-day sport tournaments will require additional staff.
5. Any rental deemed *high risk* per TDRPD staff.

DUMPSTERS

We require a **dumpster** in the following circumstances:

1. Any outdoor tournament or event that has 300 people or more.
2. Indoor event that is 150+ people and serving food.

DÉCOR

All decorations must be cleaned up after event, we do not allow for confetti/glitter to be used in our facilities.

Any hanging decorations may be scotch-taped. We do not allow duct-tape, pins, staples, nails, etc to be used that could cause damage to walls, screens, ceilings, structures, etc.

CLEANING FEE/ DEPOSIT RETURN

For deposit return, the renter must clean the facility after the event, including sweeping, mopping, and trash removal to dumpster by renter. Staff will determine if any additional cleaning is needed. A cleaning fee will be determined after administration calculates cost and damage, if any.

PORT-A-POTS are required for any event where attendance exceeds permanent bathroom facilities.

For multi-day sport tournaments At Riverview Sports Park, pots will be added at the ratio of 1 per 100 people, for attendance over 400.

Pots, flushable pots, and washbasins can be added to any permit at request for an additional fee.