



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](mailto:info@tdrpd.org)  
or  
**Drop it at our front office, located at:**  
**10981 Truckee Way, Truckee, CA 96161**  
**Please allow 2 weeks for processing.**

## INDOOR FACILITY 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 #: \_\_\_\_\_

Organization Name: \_\_\_\_\_ Business/Org. Phone #: \_\_\_\_\_

Physical Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ DOB of Applicant: \_\_\_\_\_

### Event Details

Type/Title of Event: \_\_\_\_\_ Number of People: \_\_\_\_\_

Customer Type:  Resident (proof required)  Non Profit (Tax ID # req.) \_\_\_\_\_  Non-Resident or Commercial

Date(s) requested: \_\_\_\_\_

Facility Access/Set Up Time: \_\_\_\_\_ Actual Event Times: \_\_\_\_\_ — \_\_\_\_\_ Exit Facility Time: \_\_\_\_\_

## Facility:

### Community Recreation Center:

- Entire Gym    Half-Gym:  North  South     Kitchen     Dance Room     Conference Room  
 Meeting Rooms(s):     #1     #2     #3     #4     Climbing Wall  
Parking Lot:  North  South

### Community Arts Center:

- Auditorium/Theater     Kitchen     Wet Bar     Castle Peak Room  
 Prosser Room     Sagehen Studio     Truckee Room

### Veterans Hall:

- Gym (Upstairs)     Downstairs – Entire Space     Meeting Room     Kitchen

**Community Swimming Pool:**  Party Room (for meeting or training)     Lane( #2-10) \_\_\_\_\_

## Event Details: *Please check all that apply*

**Admission:**     Open to Public     Admission Charged     Donations Accepted

**Food:**     Served     Sold     Catered     Food Truck     Cook On-Site

**Alcohol:**     YES\*     Sold     BYO     No

**Utilities** (*limited facility access – not guaranteed*):  YES     No

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

**Tables:** # \_\_\_\_\_    **Chairs:** # \_\_\_\_\_    **Padded Chairs** (Art Center Aud. only) # \_\_\_\_\_ @ \$.50 each

*Plastic folding chairs and table included with rental for indoor sites.*

**Audio Visual Needs:** *Additional fees may apply*

**Community Recreation Center:** Audio (plug-in mic & audio input only – no projector available)

Planned use: \_\_\_\_\_

**Community Art Center Auditorium:** (subject to staff availability)

Basic A/V: (\$25)     wireless mic (1)     pre-set lighting     projector (HDMI)

Expanded A/V (\$75): All the above, plus option for  stage mics (circle 1, 2 or 3)     alternate mixed location.  
Includes 1 hour of AV staff time prior/during event.

**Please specify A/V use/needs:**

\_\_\_\_\_

**Vendors:** # \_\_\_\_\_ Please use back of form or attach another sheet for additional vendors.

Name of Rental Company \_\_\_\_\_ Contact: \_\_\_\_\_

Name of Rental Company \_\_\_\_\_ Contact: \_\_\_\_\_

**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.