



Professional Instruction Application Form

Sacramento County Department of Regional Parks

Please return all applications to Department of Regional Parks –
 Recreation Services Division, 10361 Rockingham Drive, Suite 100, Sacramento CA
 95827 or email to ParkEvents@SacCounty.net.

To apply for a professional instruction permit you must complete this application fully. **This application and all other required materials must be returned with a non-refundable \$100 filing fee.** Applications must be submitted in advance of any proposed professional instruction.

Organization:
Name:
Address, City, State, Zip code:
Daytime Phone:
Email Address:
Name of contact for day of Instruction:
Cell phone number of contact:
Organizations website address:
Tax Exempt # (if non-profit group; please be prepared to show documentation):

Activity Dates & Times (Start & End) <small>use additional sheets if needed</small>		
Trail Locations	Start	Finish
Staggered Start Times (5min intervals)		
Park Locations (include picnic areas)		
Activity Set-up	Time:	
Activity Breakdown	Time:	

Anticipated Number of Participants - 200 max on American River Parkway 250 max for other Regional Parks	
<input type="checkbox"/> 1-10 participants	<input type="checkbox"/> 11-20 participants
<input type="checkbox"/> 76-100 participants	<input type="checkbox"/> 101-150 participants
<input type="checkbox"/> 151-200 participants (max American River Parkway)	<input type="checkbox"/> 21-40 participants
<input type="checkbox"/> 151-250 participants (max Regional Parks)	<input type="checkbox"/> 41-75 participants
Overall Activity Description	
Description of activity and specific locations requested (please use attachments when necessary):	
Is this Professional Instruction private or open to the public? <input type="checkbox"/> Private <input type="checkbox"/> Open to Public	
Will you be charging fees to participants? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, How much?	
How are the fees charged to participants? Check all that apply. <input type="checkbox"/> Per Class <input type="checkbox"/> Per Season <input type="checkbox"/> Annual	

<p>Post Payment Parking Needed if an event holder would like to pay for their guest's park entry fee. There is a \$30 processing / set up fee paid prior to event, plus a charge of \$6 per guest vehicle. A special code will be set up and instructions will be shared with the event holder, guests will need to enter the code at the pay station as they enter into the park and receive a pass to be displayed on their dash. After the event, the event holder will be billed for the total number of codes used, still \$6 per vehicle. A reservation for a park site is not required to have a <i>post payment permit</i>, but two-week advance notice is required.</p> <p><input type="checkbox"/> YES (I agree to pay the \$30 set up fee to receive a special code and pay for my guests parking at \$6 per car after my event)</p> <p><input type="checkbox"/> NO (My guests will pay the \$6 per car fee as they enter the park on their own)</p>

Professional Instruction Application Requirements:

A course/site map of your Professional Instruction activity is required to be submitted with this application. Please include the following locations on the map (as applicable):

- Start and Finish Activity Locations
- Activity Course Route – include multiple maps if multiple routes & locations
- Anticipated parking locations

Organizations must allow up to three weeks for application to be reviewed

I, the undersigned representative, am duly authorized by the organization to submit this application on its behalf and understand that, with the exception of credit card information, the information contained in this application will be available as a public record. The information contained herein is complete and accurate.

Applicant Name (printed): _____

Signature: _____ Date: _____

✂ ✂ After processing application payment information is destroyed by the Department ✂

Payment Information		
Amount Due: \$100.00	Payment Method (check all that apply)	
<input type="checkbox"/> Cash	<input type="checkbox"/> Check/Money Order # _____	<input type="checkbox"/> MasterCard <input type="checkbox"/> Visa
Card #:	Expiration Date:	
Verification code (Last 3 digits on signature strip):		
Authorized Signature:	Date:	