

# Camp Pollock Rental FAQ's

Thank you for your interest in renting Camp Pollock. Please read through the information available on our website and the various topics below. If you still have unanswered questions afterward, please email [info@sacramentovalleyconservancy.org](mailto:info@sacramentovalleyconservancy.org). We can usually respond quickly. Please **do not call** unless absolutely necessary. Our resources are limited and we can respond to multiple emails in the time it takes to return one phone call. Also, because reservations are contracts, we prefer to communicate in writing to ensure all information given is clear, consistent and accurate. Thank you for understanding.

## FREQUENTLY ASKED QUESTION TOPICS

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## [Payments/Insurance/Cleaning](#)

### How do I get a rental price quote?

All reservation booking information is available [online](#). Rates are charged per person rather than per hour. Select up to 12 hours per day between 8am and 10pm, and be sure to account for set up and cleanup in this timeframe. Our website will reflect the most up to date pricing, but at the time of compiling this FAQ, our current rates are:

- \$8 per person per day Friday-Sunday and \$4 per person per day Monday-Thursday (including all guests, vendors, caterers, photographers, and anyone else associated with your event who will be on the property. Babies in arms (under 1 years old) can be omitted)
- \$100 nonrefundable booking fee
- \$75 fee for a compliance review from the County (includes amplified sound, alcohol, camping, open to the public, charge to attend or sale of goods), our staff will obtain this permit for you
- \$600 wedding fee, if applicable, charged to all wedding or reception related reservations
- \$200 maintenance fee for the lodge (\$100 per day for additional consecutive days booked)
- \$100 maintenance fee for the courtyard (\$50 per additional consecutive day booked)
- \$250-\$1,500 optional lawn addon, depending on how many acres and exclusivity
- \$8 per camper per night (youth and outdoor educational group camping only)
- \$400 cleaning deposit held per space, charged 2 weeks prior to event, which will be refunded within 2 weeks after the event if the property is left clean and undamaged

To get a more accurate quote, we recommend going through the process of booking a reservation. Add all items and days to your cart, select yes/no to the supplementary questions, and then stop when you get to the point of entering a credit card until you are ready to book. If reserving multiple areas, split your total headcount between the lodge and courtyard portions of the reservation. Lodge reservation has a 50 person minimum payment and the courtyard 25 people. Please be aware our rental prices may change, especially from year to year. You are subject to the prices listed on the website at the time of booking the reservation. Historically, our prices have increased slightly each new calendar year.

### **Can I book now and pay later?**

[Web Reserv](#) will not hold the date of an event until the reservation payment has been made. The minimum to book is 50 people in the lodge and 25 in the courtyard. The headcount and fees can be adjusted after the initial reservation is made. Email us for assistance. The cleaning deposit is not due at the time of booking, and will be charged 2 weeks before your event to the card on file. Or, you can make payments at your convenience through the [customer portal](#). We cannot accept checks, cash, or other forms of payment off line. No payment of any kind is collected on site. All payments must be made with a credit card online. We will not honor a reservation if the full cost of the rental and deposit are not paid by 2 weeks prior to the event date. Reservation should be marked “confirmed” by SVC before you begin promoting, inviting, or selling tickets for your event.

### **Can I rent without insurance?**

No. Insurance is an important part of your event because it covers you, your guests and the venue. We are required by the property owner, California State Lands Commission, and the parking lot owner, Sacramento County Regional Parks, to collect the listed insurance. In the case of a natural disaster, sickness, injury, accident, or any other unfortunate situation which would cause for the cancelation of your event or expensive medical or repair bills, you want to be covered. The exact language that must be included in the insurance documents is listed in the [Terms & Conditions](#). Please copy, paste, and forward it to your provider.

You may book your reservation first to secure the date, and then obtain insurance coverage. Please submit your insurance within two weeks of booking, and at least two weeks before your event.

### **Where can I get insurance?**

If you have homeowner’s insurance, you may be able to obtain an extension of coverage to meet the rental requirements. All renters must submit insurance in the form of an Acord and Endorsement. Some online companies renters have used in the past include [The Event Helper](#), Eventsured.com, WedSure.com or WedSafe.com. You may use any company you like as long as the coverage meets our minimum requirements. Insurance documents must be received and approved by SVC staff 2 weeks prior to your event. Please submit as early as possible to ensure plenty of time to resolve any issues.

### **What if I only want a few hours, not the whole day?**

You'll select your start and end time when booking. Be sure you have enough time for all set up and clean up in that timeline. Since it's more work for our staff to host multiple events per day, we aren't able to offer a discount for booking shorter events or charge an hourly rate. If you book multiple days in a row, the fees are discounted for the extra days.

### **Do you offer discounts?**

Yes, we offer a 50% off rate for all 501c3 nonprofit organizations. A 990 may be required to verify eligibility before receiving the discount code. Please confirm your group's nonprofit status by sending an email to: [info@sacramentovalleyconservancy.org](mailto:info@sacramentovalleyconservancy.org)

If your reservation is youth or outdoor educational-focused, SVC may sponsor the cost of your Compliance Review from the County (\$75). Include event information in the comments section of your reservation to have our staff review for consideration. You may also email us for more info. For-profit companies and private rentals may be eligible for discounts if booking multiple days or a series of events (such as monthly potlucks or quarterly meetings). All days must be booked in the same transaction and the insurance documents must cover all dates reserved. Essentially, if you are able to save time and effort for our staff, we will try to pass along the savings to you.

### **Can we pay to have the lodge cleaned for us?**

It is the renter's responsibility to ensure the lodge is cleaned and free of all trash and articles of the event when the reservation ends. If you wish to bring in a cleaning company, remember they must be done cleaning by the time your reservation has ended. We recommend you double check they have completed the [check-out list](#) since anything they overlook will come out of your deposit. Please try to leave the space cleaner than you found it since we are a nonprofit with limited resources.

There is no dumpster service at Camp Pollock. Be sure you have space in your vehicles to take your trash with you when you leave. Bringing heavy duty trash bags can be helpful to prevent leaks.

### **What if I need to cancel or postpone?**

Cancelations are accepted up to 30 days prior to check-in to receive a partial refund, (less \$100 booking fee and 25% rental fee) otherwise refunds will not be offered. If flooding or other extenuating circumstances should close Camp Pollock, you will be notified and a full refund will be made. Your insurance may be able to refund you for other out of pocket costs. Refunds will be processed to the credit card used when reserving. Refunds will be credited within 2 weeks of cancelation. If you need to postpone rather than cancel, contact us as soon as possible. In many cases we can transfer your reservation to a different date for free.

## Tours, Setup, Arrival/Departure Times

### **I'm interested in renting, how do I set up a time to tour the property?**

SVC manages this rustic and natural 11-acre property with no public funding. It is one of more than fifty properties (and 18,000 acres) SVC manages. As such, Camp Pollock is a no-host venue and we do not provide an event coordinator. We pass along the savings to our renters and appreciate your reading through the information on our website before emailing us with questions.

The first thing we recommend is to stop by and get a feel for the space. Camp Pollock is open to the public every day of the week from sunrise to sunset with free parking. If there is a private reservation (see [reservation calendar online](#)) booked on that day, we ask that you please be discrete and give the group their privacy. Otherwise, you are welcome to wander and peek through the windows. The rest of the property does remain open to the public during most reservations. The Myrtle Johnston Lodge at Camp Pollock is only open during select days and times. Lodge open house takes place once or twice per month, and dates are posted on the [Events Calendar](#). This is the best time to walk through the lodge, take photos, and ask questions. If certain days/times work well for you, you may email our staff to see if the next open house could be scheduled to meet your needs. Please remember reservations can only be booked online, and must be reserved a minimum of two weeks in advance.

We do not have the capacity to give individual site visits. If you require access to the lodge to plan for an event, with enough notice we can sometimes accommodate, and charge \$50 per hour to have a staff member on site to open and re-secure the lodge for you. For larger events that need to test sound, lighting and other equipment beforehand, we recommend adding an extra day to your reservation for planning and setup.

### **Will you have the site set-up for us?**

We are able to keep our rental fees low because we rent the space as a “no host” site and pass on the savings to you. We do not provide set-up, break down or assistance with your vendors. We will mow the lawn for camp reservations, as well as water and fill in holes for weddings that rent lawn space. Outdoor areas are regularly blown to remove leaves and debris.

### **How do I check in for our reservation?**

You will be emailed access instructions the week before your reservation. It will include a lockbox combination to retrieve keys the day of your event, important reminders, emergency contacts, and gate codes (if applicable). Upon arrival, if you have reserved the lodge, be sure to review the renter binder in the kitchen. We may have staff on the property, but they are not paid to assist rentals and we do not provide a host or event coordinator. Staff assistance may be available for \$50 per hour, but should be coordinated in advance.

### **Can we come in a day early to set up or a day after to clean up?**

Yes. Renters will need to book the day before and/or after to ensure another group does not rent the space. You will only have access during the times you reserve. The property must be clean and all items removed by the end of your reservation. The Special Event Insurance documents MUST cover all days included in the reservation.

### **Can we check-in early or pay extra to check-out late?**

As the renter you choose the time you want to arrive and depart when you book your reservation online. No day-of extensions are allowed. For the lodge, deck and courtyard the earliest check-in is 8:00am. Latest check-out is 10:00pm. All guests MUST be off of the property and the building MUST be clean and locked by 10pm. Camp check-in is 3:00pm and check-out is noon. Leaving after the designated rental time may result in the loss of renter's deposit and additional charges for staff time. We do our best to work with your group, but all arrival/departure times MUST be arranged a minimum of 2 weeks in advance. Violating the 10pm noise ordinance and complaints from our neighbors can jeopardize our ability to allow renters to use Camp Pollock in the future. Thank you for being considerate and leaving the property on time.

### **Will you clean the access road before my event?**

The properties along the access road from Northgate Blvd to the Camp Pollock front gate are managed by Sacramento County Regional Parks. SVC does not have any jurisdiction on those properties or the road. Please photograph any illegal dumping, law enforcement concerns, or maintenance requests and report them through the County 311 app. You can also "up vote" other people's reports. The more votes, the higher priority for the County to allocate resources to resolve. Thanks for your help!

## **Amenities, Decorating, Site Logistics**

### **Are tables and chairs available?**

There are 10 rectangular six-foot-long folding tables in the lodge. They are plastic Lifetime brand. We also have approximately 70 folding chairs that can also be used inside the lodge. Please do NOT take the tables and chairs into the courtyard. If used, they must be restacked at the end of your reservation. The deck has 10 benches and there are 10 picnic tables in the courtyard for use in those areas.

You are welcome to bring in additional tables and chairs. Be sure they don't get mixed up with ours. Many previous renters have used RentRite and Aba Daba. If they are dropping off and picking up, be sure their delivery and retrieval times fall within your reservation and you are on site to give them access. Some vendors will not deliver and pick up the same day; others won't pick up on Sundays. Plan accordingly and rent extra days in the lodge if you need to.

### **Is there Wifi or AV equipment available?**

The lodge has wifi and renters will be given the login information. It works in areas of the deck and courtyard, but is better the closer you are to the fireplace-side of the lodge. Unfortunately, we do not have any AV equipment (speakers, microphones, projector, screens, etc.) available for rent. Renters hosting presentations will need to supply their own AV equipment. Bring extension cords, too.

### **What about heaters and air conditioning?**

The Lodge has central heat and air. Keep the doors closed for maximum climate control. The Deck has multiple ceiling fans, and two propane space heaters can be added on to a reservation for \$75 each.

### **Can we have alcohol?**

Yes. Renters must disclose the presence of alcohol at time of booking, whether you are allowing guests to BYO, serving or selling alcohol. ALL rentals with alcohol MUST also have "Liquor Liability" in their insurance. If selling alcohol, or serving to the general public, additional permits are required. Renter is solely responsible for obtaining those necessary permits. Contact your local ABC office for more information. Security is HIGHLY recommended for all events with the presence of alcohol. Alcohol is not allowed on the rear camp lawn.

### **Can we bring our own food and cook in the kitchen?**

The kitchen is a prep space only and is not permitted as a commercial cooking space. The kitchen has a refrigerator with freezer, counter space, microwave, coffeemaker and sink. There is no stove, oven, dishwasher or disposal on site. Renters are allowed to bring in their own food. Most caterers can accommodate with warming trays if they are aware it is a "prep space" only. Food trucks are welcome. The property owner does not allow styrofoam/polystyrene foam containers. BBQs are allowed on the decomposed granite in the courtyard and in the parking lot. Permits are required for all open flame. No open flame or cooktops in the lodge or on the deck or near anything made of wood.

### **Can we decorate the space?**

Yes, however you may not use any nails, tacks, screws, staples or any other device that would damage or alter the space. The lodge was built in the 1920's and MUCH of the woodwork is original. We ask that you do your best to leave ZERO impact on the space. Please do not hang items from trees. If you hang lights or decorations from the rafters, please use a material that will leave no trace. Typically rope, string, and twine are non-issues. DO NOT use clear tape or duct tape. Painter's tape can be used if pre-approved with Camp Pollock staff. DO NOT hang signage over any SVC, Camp Pollock, or neighboring signs. If you put up directional signs, you must remove them. Any remaining signage left after your event reservation concludes will result in a loss of the deposit.

### **Is there electricity outside?**

There is an outlet on the deck and another on the backside of the lodge. There is no electricity in the courtyard or on the camp lawn. If you rent the lodge, you can run an extension cord from the building to wherever you need it outside. Bring cord covers or throw rugs to prevent tripping hazards.

### **Can we move the picnic tables out of the courtyard?**

No, we ask renters to NOT move tables OUT of the courtyard. Please keep all picnic tables on the decomposed granite area. If your group moves the tables within the courtyard for your event, please be careful because they are heavy, and move them back before checking out. Renter will be charged for any tables that have to be moved back to the center of the courtyard.

### **Can we have a fire in the courtyard?**

Yes, we have a raised fire pit available as an add-on to courtyard reservations. Extra wood is available on site near the camper restroom building on the lawn. You will need to bring your own source of fire starter, and kindling or a starter log is recommended. S'mores are encouraged, with adult supervision.

### **Can we have candles, sparklers, rice, glitter or confetti?**

No, we ask that you please not use candles in or around the lodge. Battery powered candles are recommended for use on the grounds. No rice, confetti or glitter is allowed inside or outside the facility. NO sparklers. NO fireworks.

### **Piñatas, bounce houses, mechanical bulls, and any other event or activity allowed?**

Renter must inform SVC of activities prior to booking and must provide proof of insurance for such activity rentals/uses, no less than 2 weeks prior to arrival. Piñatas are NOT to be hung from trees. There is usually a \$25 permit fee for these items. Water inflatables are not allowed.

### **Is the property lit before sunrise or after sunset?**

No. In an effort to keep Camp Pollock as nature-friendly as possible, the property has very limited unnatural light. The lights around the lodge on the deck are on a sensor. If your party plans to be on site before sunrise or after sunset, please arrange your own lighting and carry headlamps/flashlights.

### **Are Drones, photography or commercial filming allowed?**

Flying/drone type cameras and objects are prohibited within the American River Parkway. All model plane, model helicopters, arrows, javelins, throwing of rocks or sticks are also prohibited, unless with

written approval from the Director of Sacramento County Regional Parks, who oversees the implementation of the American River Parkway Plan. A filming permit may be required when filming on the American River Parkway. In addition to the permit, all productions filmed in unincorporated Sacramento County must obtain a Film Permit from the County. For more information, visit the county Filming Opportunities page.

## Lawn/Camping

### Can we rent the grass field behind the lodge?

Yes. The first lawn loop (~1 acre) directly behind the lodge can be added on for day events. For more space and privacy, you can rent out the entire camp lawn. This will prevent any camping groups from being on the property. To add the Lawn to a Lodge or Courtyard reservation, email us and include a description of the type of activity that will take place on the lawn. A staff member will confirm costs and can add on the Lawn to your existing reservation.

### Can we camp overnight?

SVC manages Camp Pollock in accordance with the American River Parkway Plan. Only primitive overnight camping (tents on the lawn) is allowed, and it **is limited to organized educational groups and youth groups**, who have an educational or interpretive interest in the parkway and its resources. [Application REQUIRED](#) for all overnight uses. RV and vehicular camping is not allowed in our area of the parkway. Individual camping is also prohibited. Qualifying youth/outdoor educational groups must have at least 12 participants. You may be asked to submit a copy of your curriculum before your reservation can be approved. Liability insurance is required. No camping in the lodge, on the deck, or in the parking lot.

## Shared Spaces / Exclusive Use

### How do we ensure our group is the only group parking in the parking lot?

Camp Pollock is open to the public every day of the week from sunrise to sunset. If your group is renting a space (lodge, deck, courtyard, lawn) you have exclusive use of that space for the time that you book, however the rest of the property, including the parking lot, remains open to the public. The restrooms attached to the lodge are also shared by lodge and courtyard renters. The only way to have exclusive use of the entire property—closing the park to the public—is to rent each space at its max capacity (about \$5,000). If you choose to go this route, SVC will post signage that the property is closed to the public for the day. It is recommended that the renter hire security to communicate this to day-users who may try to access the space. Our goal is to keep this special place accessible and open to the public. We will allow a maximum of 5 “closed to the public” events per year.

**If I only rent the lodge, how can I keep other people out of the courtyard?**

Camp Pollock is open to the public every day from sunrise to sunset. Only the specific areas you rent will be reserved for your use. If you want to prevent day-users or another renter from occupying a space, you will need to reserve it and pay the minimum rental fee. Lodge, deck and courtyard renters all have access to the indoor restrooms. Those not part of a lodge rental will access the restrooms through the exterior doors on the backside of the lodge. Camping groups have a separate restroom & shower building.