



# Priority Registration Form

## Sacramento County Department of Regional Parks

Please return all applications to Department of Regional Parks –  
Leisure Services Division, 10361 Rockingham Drive, Suite 100, Sacramento CA 95827,  
email [parkevents@saccounty.net](mailto:parkevents@saccounty.net) or fax to (916) 875-6632.

Organization Name: \_\_\_\_\_ Date: \_\_\_\_\_

Event Name: \_\_\_\_\_ Proposed Event Date: \_\_\_\_\_

### ***Application Process & Deadlines***

- Applications may be submitted beginning September 1<sup>st</sup> for events taking place in the coming year. All priority groups will be assigned on September 16<sup>th</sup>; any application received after 5:00pm on September 15<sup>th</sup> will be reviewed on a first come first served basis. Please note **emailed applications will NOT be accepted until after September 15<sup>th</sup>, 2018.**
- Applications received after the filing dates in September shall be submitted by the applicant at least sixty (60) days prior to the proposed date of the event.

### **Priority System**

Regional Parks Staff will assign priority groups using the following Priority Group definitions for all applications received before 5:00 pm on September 15th. The Priority system will be used for circumstances where there are conflicts with date requests for group activities or special events. The Department will make every effort to accommodate requests that are consistent with the American River Parkway Plan, however group priority does not guarantee an event or activity.

Priority Group 1: Benefits or is sponsored by Sacramento County Regional Parks

Priority Group 2: Benefits American River Parkway partner or project

-or-

Event is organized for the exclusive use of a Sacramento County resident. Activities in this category generally include weddings, birthday parties and other activities that are closed to the public.

Priority Group 3: Benefits a Non-Profit who supports programs in Sacramento County

Priority Group 4: All other groups, Non-Profits, organizations.

Department of Regional Parks · Leisure Services  
· 10361 Rockingham Drive, Suite 100 · Sacramento · CA · 95827 ·  
(916) 875-6336 · [parkevents@saccounty.net](mailto:parkevents@saccounty.net)

Requested Priority Group: \_\_\_\_\_

Please attach additional sheets as necessary to address the following required questions:

- 1) Based on the categories provided why do you believe your activity or organization meets the required criteria for your requested Priority Group?
  
- 2) How much net revenue does your organization expect to raise from the proposed event?
  
- 3) How will the net revenue be allocated? Include project specific details if the revenue is earmarked or limited in any way.
  
- 4) Please provide a certification letter from the event beneficiary. The letter should include the anticipated donation amount, project or improvements to be made with the donation and a point of contact for post-race follow up. If no certification letter is included with your application packet, you will be assigned to Priority Group 4.

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### **Regional Parks Department Staff Review**

Staff Name: \_\_\_\_\_

Assigned Priority Group number: \_\_\_\_\_

Justification for assignment:

Project or Partner description: \_\_\_\_\_

Post-race Donation:

Staff Name: \_\_\_\_\_

Verified Donation  Yes

Name of Contact: \_\_\_\_\_

Final Donation Amount: \_\_\_\_\_