



CLUB HANDBOOK

Sacramento Garden and Arts Center
3330 McKinley Blvd.
Sacramento, CA 95816

Website: www.SGAAC.org
Email: ShepardCenter@gmail.com

Updated August 2026

Table of Contents

Welcome.....	1
ALL ABOUT THE SG&AC.....	1
History.....	1
Use of the Center.....	2
Directions.....	2
MEMBERSHIP.....	3
Membership.....	3
Membership Dues and Fees	3
Membership Application	4
Member Benefits	4
Spring and Fall Sales.....	4
CLUB MEMBERS.....	5
FACILITY RENTAL INFORMATION.....	6
Capacity/Floor Plan.....	6
Rental Details	7
Rental Reservations	8
Meeting or Show Set-Up/Floor plan Layouts.....	8
Example: Generic East (small) Room Layout	9
Example: Generic Main (large) Room Layout	10
Club Responsibility Agreement.....	11
Security Alarm Keypad Instructions.....	11
Access and Closing Procedure	11
FREQUENTLY ASKED QUESTIONS (FAQs).....	13
CONTACTS.....	13
SG&AC CLUBS	13
Problems or Concerns at the Center.....	13
Board of Directors 2025-2026.....	14
Board Meetings.....	15
Club Representatives	15
THANK YOU FOR YOUR SUPPORT	16
Attachment 1: Club Responsibility Agreement.....	17
Attachment 2: Security Alarm Keypad Instructions.....	20

Welcome



The Sacramento Garden and Arts Center's (SG&AC) mission is to coordinate the efforts and resources of its member clubs and promote an interest in gardening, horticulture, flower arranging, conservation, history, antiques and the arts, including painting, photography, ceramics, metal work, color and design, woodcarving, metal work, mosaics, and other home crafts and the collecting of artifacts.

ALL ABOUT THE SG&AC

Located adjacent to the beautiful rose gardens of McKinley Park, the Shepard Garden & Arts Center (the Center) provides a meeting place for clubs whose main focus is in horticulture, flower arranging, conservation, history, antiques and the arts, including painting, photography, ceramics, metal work, weaving, and other related arts and crafts. The facility, owned by the City of Sacramento Recreation and Parks Department, is operated under the guidance of Sacramento Garden and Arts Center Board of Directors.

History

Built in 1958 by the City of Sacramento and designed by Raymond R. Franceschi, the SG&AC, originally named the Sacramento Garden and Arts Center, is an outstanding example of mid-twentieth century architecture. The Center, nestled in the McKinley Park Annex, was later re-named in honor of Iva Gard Shepard, a leader in the garden community and a Sacramento Bee columnist who served as the Center's Board president for many years.

Most notable of its exterior features is the dramatic roof line that combines an A-line form with that of a "butterfly" style appendage that extends over the patio. This is in dramatic contrast to its surrounding neighbors which are noted for the popular styles of architecture from the 1920s, 30s and 40s. The Center, as was common in the last 1950s, utilizes stone and wood with flair and exuberance. One of its more notable features on the interior is the massive two-sided fireplace made of flagstone and terrazzo, with a glass mosaic on one side and a huge copper vent on the other. The broad hearth serves as seating, making this feature the heart of the building.

Over the years, the Center has been home to a large number of flower, gardening, and creative art groups, some of which have met there since the Center was opened. For more than 50 years, the Center has opened its doors to any and all that have as their goal the advancement of all things related to gardening and creative endeavors.

Use of the Center

The Center is available to its member clubs who have priority in reserving meeting dates. The facility (with an outdoor patio garden) can also be rented for private meetings and events.

For information and details about facility availability and rates, this can be found on the Facility Rental page, or contact SG&AC at ShepardCenter@gmail.com.

Directions

From Capitol City Freeway/Business 80 East, take the H Street exit; turn right at H Street, then left at 33rd Street, and right at McKinley Blvd. Parking lot is in the rear and can be accessed from Park Way.

Note: For deliveries and paratransit pick-up/drop-off, the address is 3331 Park Way, Sacramento, CA 95816.



MEMBERSHIP

To be a member of the Sacramento Garden and Arts Center, your group must be associated with gardening, horticulture, flower arranging, conservation, antiques, or arts such as painting, ceramics, woodcarving, metal work, or other types of arts and crafts.



As a Member Club, your organization has priority over outside rentals in use of the facility on an on-going basis. General liability insurance is provided for all meetings and club-sponsored events held at the Center, and use of the Center for shows and sales at a greatly reduced rate. Included in membership is free publicity for any club event through the Center's "CHAT" newsletter and club listings on the Center's website Calendar www.sgaac.org/calendar and the Center's Annual Events Schedule. To subscribe to "CHAT" send an email to ShepardCenter@gmail.com

Membership

Each Member club is required, whether your Club chooses to participate in the event, to support the Board-sponsored Spring and Fall Sales. The fee is set by the Board of Directors. The clubs may use the tables as they wish to sell items and the proceeds from the sales benefit the club or its individual members, as the club chooses.

Membership Dues and Fees

The SG&AC operates on a fiscal year of July 1 through June 30. Member clubs are billed in July for their annual dues. Payment is due by August 15th.

Any additional charges incurred during the fiscal year, including special services, Clubs Actions/Inactions that cause additional expense, your Club will be invoiced. Payment is due within 30 days.

There are three different levels of membership.

- 1) \$275 per year – Clubs holding less than 6 meetings per year and no show at the Center.
- 2) \$325 per year – Clubs holding 6 to 12 meetings per year
- 3) \$375 per year – Clubs holding more than 12 meetings per year.

All clubs are required to maintain liability insurance coverage. Clubs can either participate in the SG&AC's group policy, or maintain their own liability insurance policy and provide proof of coverage annually. Clubs that maintain own insurance are eligible for a \$50 credit on the annual membership dues.

Membership Application

Any club having an interest in becoming a member of the Sacramento Garden & Arts Center can submit an application for review. A copy of the club Bylaws, approximate number of members, and a general description of the club's goals will need to accompany the application. Applications for Club Membership can be found at <https://sgaac.org/news/>. Any questions email shepardcenter@gmail.com.

Member Benefits

Custodial and room set up services are provided.

A small locker in the kitchen for storage is available for supplies. No food storage is allowed in the Center.

Clubs can reserve ZOOM Video Conferencing via email. Contact shepardcenter@gmail.com

Chat Newsletter is published every two months.

Spring and Fall Sales

The Sacramento Garden & Arts Center hosts two annual Sales each year:

- Spring Sale - typically held the 3rd full weekend of March
- Fall Sale - typically held the 1st full weekend of October

Member Clubs are encouraged to participate by staffing a table to promote their club, recruit new members, and showcase their activities. The Center also rents table space to outside vendors during these weekends.

Apply for Table Space

Applications are submitted online at www.sgaac.org/news. To apply, click “**Apply Here**” beneath the event postcard, fill out the application form, and click Submit. Applications periods generally open:

- After January 1 for the Spring Sale
- After July 1 for the Fall Sale

Please refer to the SG&AC Chat newsletter for specific application opening dates, deadline dates, event details, and additional information.

The Spring and Fall Sales are important community events that help support the Sacramento Garden & Arts Center and provide valuable opportunities for member clubs to increase their visibility and outreach within the community.

CLUB MEMBERS

To find out information about a particular member club, go to the “Find a Club” page on the Center’s website (<http://www.sgaac.org/clubs>). Each club is briefly described along with its regular meeting dates and times. Current club members are:

Plant & Garden Clubs

Plant:

- American Begonia Society, Joan Coulat—Sacramento Branch
- American Bonsai Association
- Capital City Bonsai Association
- California Native Plant Society
- Capital City African Violet Society
- Delta Gesneriad & African Violet Society
- Sacramento Bromeliad & Carnivorous Plant Society
- Sacramento Cactus and Succulent Society
- Sacramento Chrysanthemum Society
- Sacramento Iris Society Inc.
- Sacramento Perennial Plant Club
- Sacramento Rose Society
- Sacramento Valley Cymbidium Society

Garden:

- California Garden Clubs Inc., Sacramento River Valley District
- River Park Garden Club

Arts, Floral Design & Other Clubs

Arts:

- Camellia City Porcelain Artists
- Northern California Art by Fire
- Sacramento Collective for the Textile Arts
- Sacramento Weavers’ and Spinners’ Guild

Floral Design:

- Ikebana International, Sacramento Chapter #26
- Sacramento Floral Design Guild
- Sogetsu Ikebana of Sacramento

Other:

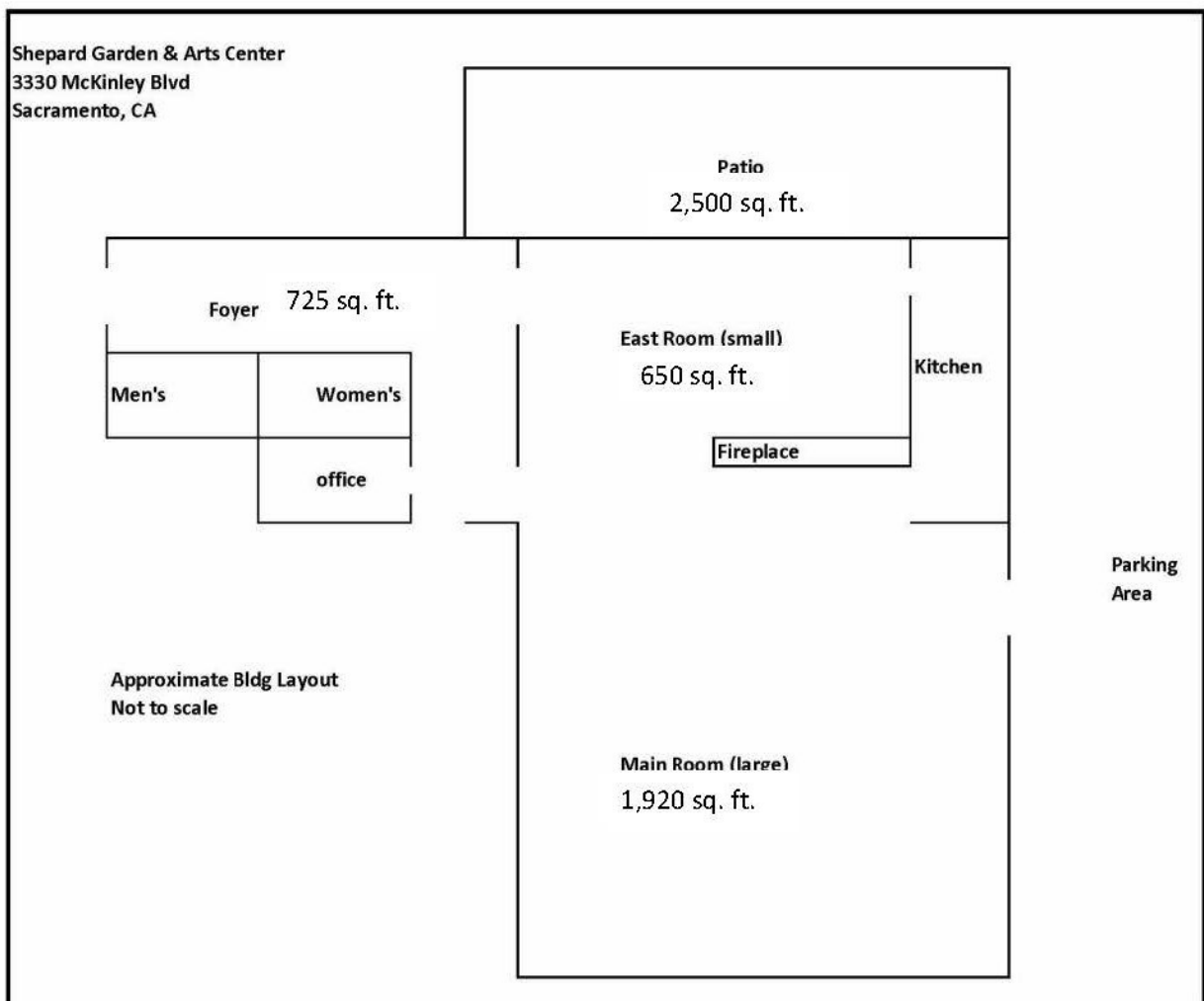
- Gypsy Traders Antique Club
- National Association of Watch & Clock Collectors
- Sierra Camera Club

TOTAL CLUB MEMBERS: 25

FACILITY RENTAL INFORMATION

Capacity/Floor Plan

	Sq Ft	
Main/Large Room	1,920	
East Room and Foyer	<u>1,375</u>	(East Room is 650 sq. ft. + Foyer is 725 sq. ft.)
Entire Building	3,295	
Patio	2,500	
Full Facility with Patio	5,795	



Rental Details

Site Uses:	Meetings, classes, workshops, luncheons, birthday parties, anniversary celebrations, retirement parties, baby showers, memorial services, business “off-sites”. Please note, we do not rent the facility for weddings or wedding receptions.
Services/ Amenities:	Pre-event set-up of tables and chairs; full kitchen; adjacent to McKinley Park in East Sacramento; outdoor patio.
Catering:	Available from local vendors.
Parking:	Limited to 20 cars, additional on-street parking is available in the surrounding neighborhood.
Kitchen:	Full kitchen is available.
Tables & Chairs:	6-foot folding tables and folding chairs can be arranged.
Dancing:	In large room only, amplified music OK with limitations.
Outdoor Lighting:	Limited
Restrooms:	ADA Accessible
Meeting Equipment:	Voice amplification system, projection screen
Smoking:	No smoking is allowed in or around any buildings.
Insurance:	Insurance required for venue.
Storage Cabinet:	Available until filled. Club members can have more than one cupboard only if space is available.
Wi-Fi:	For Internet access, Clubs are asked to set up Personal Hotspot on your mobile device (cell phone).
Laptops:	The Center has various cables available to connect laptops to the projector for presentations. It is the responsibility of the Club to make sure the connections work. The Center is not responsible to troubleshoot IT problems.

Rental Reservations

Rental of the Center is available year-round depending on availability. We recommend that you book your reservations as far in advance as possible. You will not be charged for your booking until 30 days before your event.

To book or edit your event, use the SKEDDA reservation system:

<https://sgaac.skedda.com/>

Establish a Club email. Best practice is to have one email so that any member of your Club, who has access, can add or edit your bookings.

Your Club must have a credit or debit card on file within SKEDDA in order to create a booking.

Your Club may choose to pay via credit card or debit card or pay 30 days in advance via check. Contact ShepardCenter@gmail.com to get further details for payment by check.

For guidance in getting set up with SKEDDA and learning the system, contact ShepardCenter@gmail.com to schedule an appointment with the scheduling manager.

Any changes or edits to your bookings need to be submitted 60 days in advance.

Please contact: ShepardCenter@gmail.com with any questions.

It may be possible that another club has a booking in the same room and on the same day as yours. If when making your bookings you encounter the 10-hour buffering rule, but you notice that the time slot you desire is available, don't worry! Contact ShepardCenter@gmail.com Attn: Scheduling Manager. We will find a solution that will enable you to have your event.

Meeting or Show Set-Up/Floor plan Layouts

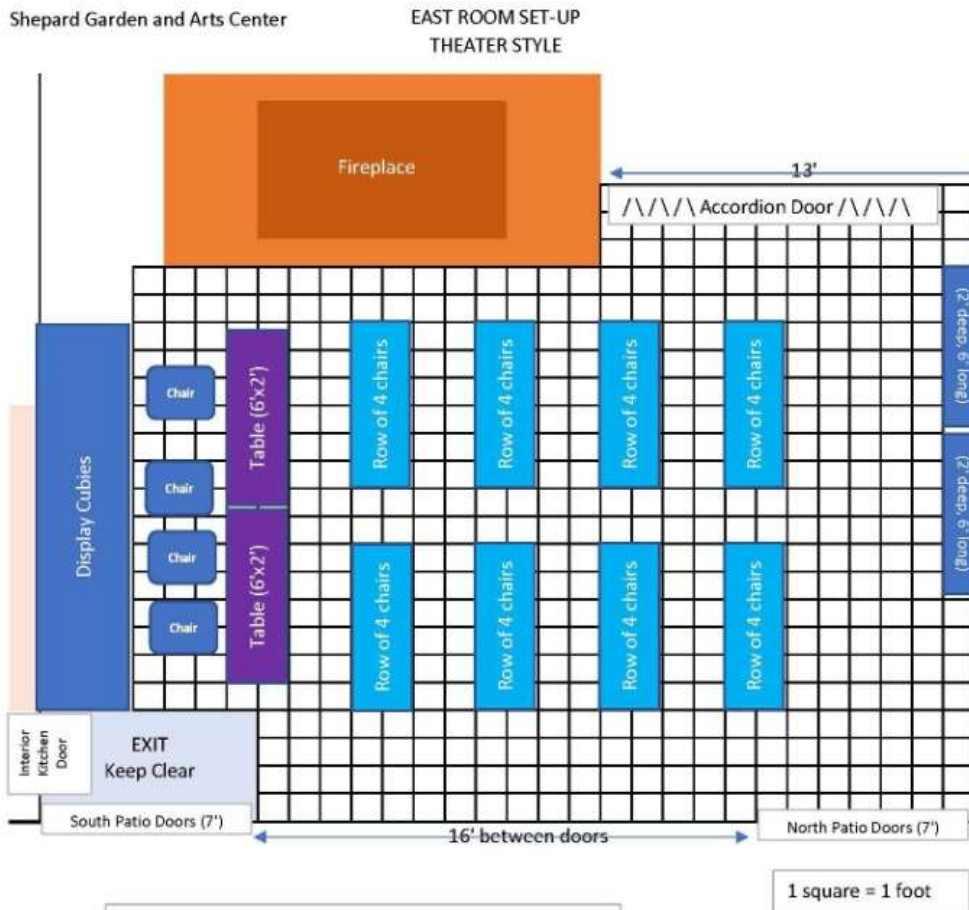
A Custodial/Set up SERVICE will set up your Tables and Chairs according to the ID# you have indicated in your SKEDDA reservation. Access to your Clubs floor plans can be found in the Binder within the office. Floor plans are identified by the ID# shown in the upper right corner of the Floor plans.

To submit or make any changes to your Clubs Floor plans please send an email to the attention of the scheduling manager ShepardCenter@gmail.com

Example: Generic East (small) Room Layout

Generic East Room

G-1

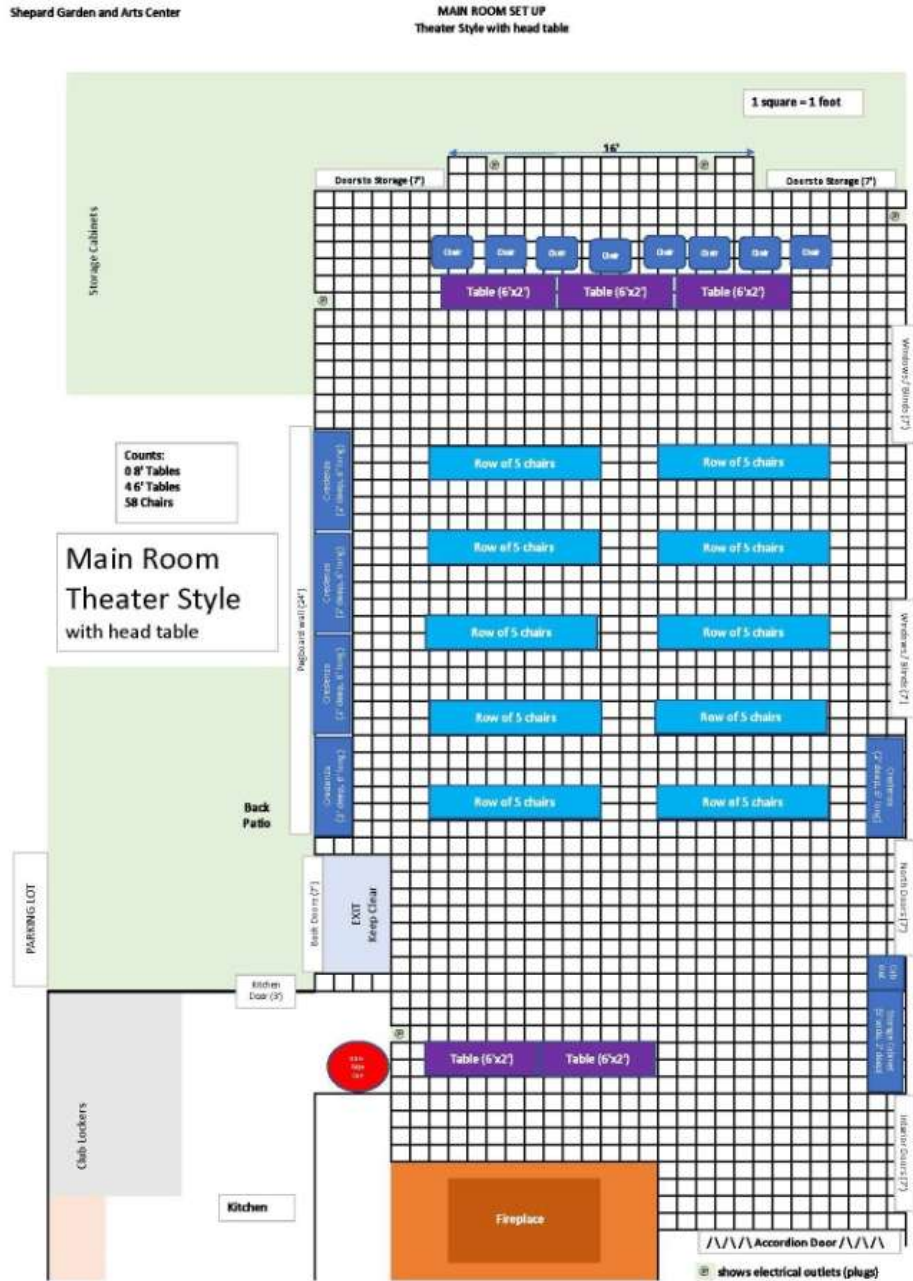


East Room
Theater Style Layout

Example: Generic Main (large) Room Layout

Generic Main Room

G-2



Club Responsibility Agreement

REQUIRED OF ALL CLUBS

As part of membership, the Clubs are required to sign the Club Responsibility Agreement see attachment 1. Orientation will be provided to Clubs periodically or upon request.

Any questions email shepardcenter@gmail.com.

Security Alarm Keypad Instructions

Keypad instructions are posted on the wall above the Keypad located within the Security closet in the Kitchen. See attachment 2

Access and Closing Procedure

REQUIRED OF ALL CLUBS

There will **not** be a City of Sacramento provided Building Monitor. Each club is responsible to assign a Club Monitor. The Club Monitor uses the access code to enter the building and is responsible for completing the Opening and Closing procedures shown in the “**MUST DO BEFORE YOU LEAVE**”- CHECKLIST. Compliance with these procedures is **mandatory** and helps maintain the safety and security of the Center for all member clubs.

Access Codes

Each Club will be issued a unique 4 digit code for entry to the Center and into the Security Closet. Access codes are intended solely for authorized club members and must not be shared outside the organization.

Access Times

Club Monitors may enter the facility up to 30 minutes before their scheduled reservation time and must vacate the building within 30 minutes after their reservation ends. This additional time is provided to allow for setup, cleanup, and completion of the required Opening and Closing procedures.

SGAC "Must Do's" BEFORE YOU LEAVE

DATE:	YOUR NAME:
CLUB NAME:	YOUR PH #

- 1) CLEAN UP AFTER YOURSELVES (no plant debris on floors, tables or cabinets) ☐
- 2) KITCHEN: ☐
 - *CLEAN, DRY & PUT AWAY DISHES (no dishes in rack)
 - *MAKE SURE SINKS & DRAIN SCREENS ARE 100% CLEAN OF DEBRIS
 - *WIPE DOWN MICROWAVE & CLEAN COFFEE POT IF YOU USED IT!
 - * WIPE DOWN COUNTERS
- 3) RETURN A/V EQUIPMENT TO A/V CABINET ☐
- 4) TURN OFF A/V POWER BOX IN OFFICE ☐
- 5) HVAC - AUTOMATICALLY PROGRAMMED, DO NOT ADJUST! ☐
- 6) ENSURE ALL EXTERIOR DOORS ARE LOCKED, INCL. PATIO GATE(S) ☐
- 7) RETURN WHISK KEYS TO SECURITY CLOSET HOOK ☐
 - * Locker Keys back in the Key Cabinet (Security Room)
- 8) TURN OFF ALL INTERIOR LIGHTS (Exterior lights are automatic) ☐
- 9) PUT "MUST DO" CHECKLIST & CLIPBOARD BACK ON HOOK (in Security Closet) ☐
 - * Take COMPLETED checklist with you, as your receipt
- 10) TAKE A PHOTO OF THIS SHEET & EMAIL TO shepardcenter@gmail.com ☐
- 11) SET THE ALARM! LEAVE within 1 Minute (You will see the RED timer begin) : ☐
 - * See instructions below the alarm control panel

SEE OTHER SIDE FOR COMMENTS and FEEDBACK

Thank you for your CONSIDERATION
to ALL OF US by leaving the Center better than you found it!

FREQUENTLY ASKED QUESTIONS (FAQs)

Within the Security Closet you will find attached on a hook, answers to Frequently Asked Questions. If you need further assistance, send an email to ShepardCenter@gmail.com.



CONTACTS

SG&AC Clubs

Visit our club website for contact information

www.sgaac.org

Problems or Concerns at the Shepard Garden & Arts Center

Questions, problems or concerns about the Center should be directed to ShepardCenter@gmail.com.

In Case of Emergency, call 911

For Safety Concerns at the Center or the Park, call 311

Board of Directors 2025-2026

The Sacramento Garden and Arts Center Board of Directors is an all-volunteer non-profit group which manages the use of the building. The current Board of Directors is (also shown on the website: www.sgaac.org/contact).



President	Jan Goehring	(530) 301-7514 JGoehring5329@yahoo.com
Past President	Ken Rothaus	(916) 396-8796 KRothaus@pacbell.net
Vice President	Gage Marchini	(916) 717-6506 Gage.Marchini@gmail.com
Secretary	Therese Ruth	(916) 457-0822 TGRcom@aol.com
Treasurer	Wendy Corby	(916) 601-4010 WendyCorby@comcast.net
Director	Kathryn Tobias	(916) 447-8002 Tobiaskj@comcast.net
Director	Irene Camerino	(415) 244-8653 IreneCamerino69@gmail.com
Director	Joann Sprogis	(916) 589-7888 sigorpsij@reagan.com
Director	Pamela Bliss	(916) 276-1817 PamBliss4re@gmail.com

Board Meetings

Board Meeting is comprised of Officers, Directors and Club Representatives. These meetings are held the first Monday¹ of each month (except July) at the Center or via ZOOM at 7:00 PM.

Officers and Directors meetings are held one week prior to the Board meeting.

The Board holds its annual meeting on the second Saturday of July at 10 AM at the Center. The annual meeting is to elect officers and directors.

At least once a year (usually at the annual Board meeting in July, or when your club holds its annual elections), each club is required to complete a Club Update Form indicating the current President, Treasurer, and designated Club Representative and email information to ShepardCenter@gmail.com.

Club Representatives

A representative from each member club is expected to attend and participate at the Board meetings to keep the facility running.

The job of the Club Representative is to listen, take notes, and chime in their thoughts and feedback from various topics passed along from their club during the meeting.

The Club Representative will then will report back any news they feel is pertinent from that Month's meeting to their Club.

Notices and other important information my periodically be sent out to Club Representatives. It is the Club Representative's responsibility to forward those notices to their Club Members or to whoever is assigned to distribute information to the Club.

¹ If the first Monday is a holiday, then the Board meeting will be held on the following Monday (second Monday of the month).

THANK YOU FOR YOUR SUPPORT

The Shepard Garden and Arts Center Facility is owned by the City of Sacramento and operated by The Sacramento Garden & Arts Center, Inc.(SG&AC) The furnishings and equipment within the building—including chairs, tables, kitchenware, podiums, and similar items—are provided and maintained by the Sacramento Garden and Arts Center (SG&AC) for the use and benefit of its member clubs. SG&AC also owns and is responsible for the new audio-visual system, sound system, and microphones.



The beautiful garden surrounding the Center, including the Patio Garden, are voluntarily maintained by several member clubs whose time and dedication help preserve the welcoming character of our shared home.

Each member club is responsible for paying the applicable fees established by SG&AC for the use of the facility.

The Sacramento Garden & Arts Center is a qualified 501(c)(3) nonprofit organization (IRS FEIN 94-6075719). The organization exists to support and sustain the many garden and arts clubs that call the Center home.

Your support of this incredible community resource is greatly appreciated. Donations help offset operating expenses, maintain building furnishings and equipment, and keep club rental fees as affordable as possible. As operating and rental costs continue to rise, community support plays an important role in ensuring that the Sacramento Garden & Arts Center remain a vibrant gathering place for member clubs and the public.

Donations to the Sacramento Garden & Arts Center are tax-exempt deductible to the full extent permitted by law. Donations may be made via PayPal to ShepardCenter@gmail.com.

Attachment 1: Club Responsibility Agreement



Club Responsibility Agreement

This Agreement is entered into on this ____ day of _____, **2026**, by and between:

Facility: Iva Gard Shepard Garden and Arts Center
3330 McKinley Blvd., Sacramento, CA 95816

Operated by the Sacramento Garden & Arts Center, Inc. (a California nonprofit corporation)
(hereinafter referred to as the “Board”)

and

Club: _____

Authorized Representative: _____

Email: _____ **Phone:** _____

(hereinafter referred to as “Club”)

1. Purpose

The Board grants the Club temporary access to the building during its reserved event(s) or meeting(s). The Club accepts full responsibility for **opening, monitoring, and securing the facility** during the reservation period and agrees to comply with all Board policies and City of Sacramento requirements.

2. Dates and Hours of Access

Reservations must be made in the Skedda system. The Club may enter no more than 30 minutes before the reserved time and must exit the building no more than 30 minutes after the reserved time, unless prior approval is granted by the Board. This 30-minute grace period is to allow the Club to comply with the opening and closing procedures (see Section 4).

3. Keyless Entry System

1. The Board utilizes a **keyless electronic access system** (keypad application).
2. The Board will issue each Club a **unique access code** (or digital key) for use during the reservation period only.
3. The Club shall **not share** the access code or digital key with any individual other than the authorized representative(s) for the Club.

Club Responsibility Agreement

4. Any unauthorized use or disclosure of access codes is grounds for suspension of future use and may incur financial penalties or damages.

4. Responsibilities of the Club

The Club (or their designated representative) agrees to:

Opening Procedures: Enter the facility using the assigned access method, inspect the premises upon entry for any damage, safety hazards, or unclean conditions, and report any issues to the Board.

During Use: Ensure that all attendees remain in approved areas; Supervise participants to prevent damage or misuse of the facility; Keep noise to reasonable levels and comply with City noise ordinances.

Closing Procedures: Verify all attendees have exited the building; return furniture/equipment to its original position; Ensure restrooms and storage rooms are unoccupied; Close and secure all doors and windows; Arm the alarm system; Confirm that the facility is vacated no later than the designated end time; Conduct a final walkthrough and complete the “Must Do Before You Leave” Checklist and email the completed Checklist to ShepardCenter@gmail.com.

5. Facility Condition and Damages

The Club assumes responsibility for all areas used and will be charged for any damage, cleaning costs, or failure to secure the premises. The Board may invoice the Club for repair or janitorial services. Invoice must be paid within 30 days. Repeated violations may result in loss of facility privileges.

6. Fees

Clubs Actions/Inactions cause additional expense to be incurred by SGAAC, your Club will be invoiced. Payment is due within 30 days.

7. Insurance and Indemnification

The Club agrees to hold harmless and indemnify the Sacramento Garden & Arts Center and the City of Sacramento, their officers, agents, and employees from any liability, claims, or damages arising out of the Club’s use of the premises. A **Certificate of Insurance** is required, naming both the

Sacramento Garden & Arts Center
3330 McKinley Blvd.
Sacramento, CA 95816

ShepardCenter@gmail.com

City of Sacramento
c/o EXIGIS LLC
P. O. Box 947
Murrieta, CA 92564
inbox@cos.complianz.com

as additional insureds.

Club Responsibility Agreement

Coverage: General Liability to \$1,000,000 per occurrence, \$2,000,000 aggregate. Rated A-XII or better.

8. Revocation of Privileges

The Board reserves the right to revoke access privileges for failure to comply with any term of this Agreement, for disruptive conduct, or for security violations.

9. Acknowledgment and Agreement

By signing below, the Club acknowledges and accepts full responsibility for building access and agrees to comply with all requirements of this Agreement.

SG&AC Board Representative	Club Representative
Name: _____	Name: _____
Title: _____	Title/Role: _____
Signature: _____	Signature: _____
Date: _____	Date: _____

Building Access Record (for internal use)

Date Issued	Access Code	Issued By	Date Revoked	Notes

Attachment 2: Security Alarm Keypad Instructions

Shepard Garden & Arts Center

HOW TO ARM AND DISARM THE BAY ALARM SYSTEM

Go to the Security Closet in the Kitchen
(It says AUTHORIZED PERSONNEL ONLY on the door.)

The screen on the control box rotates among displaying

- DAY and TIME
- SYSTEM READY
- Temperature

TO TURN OFF the system after entering the building,

Enter the security code on the keypad.
Indicator light will turn GREEN by "POWER".

TO TURN ON THE ALARM SYSTEM just before exiting,

Push the Command (CMD) button (usually 3 times) until
PERIM ALL (whole perimeter) is on the display screen.
Enter the security code and push the upper, right button under "ALL".
Indicator light will turn RED by "ARMED".
You have 1 minute to exit the building.

IF THE ALARM SOUNDS unexpectedly,
Enter the security code on the keypad.
**Then call City Supervisor Erin at 916-307-8726
to avoid emergency response.**



For Help, call:	
Pam Bliss	916-276-1817
Jan Goehring	530-301-7514
Wendy Corby	916-601-4010
Therese Ruth	916-248-1552

