

APPROVED

JUN 18 2008

BOARD OF RECREATION
and PARK COMMISSIONERS

REPORT OF GENERAL MANAGER

NO. 08-186

DATE June 18, 2008

C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: PROPOSED CHANGES TO VARIOUS SECTIONS OF THE DEPARTMENT'S SCHEDULE OF RATES AND FEES

R. Adams _____	J. Kolb _____
V. Israel _____	*F. Mok <u>F.M.</u>
H. Fujita _____	K. Regan _____
S. Huntley _____	M. Shull _____


General Manager

Approved Disapproved _____ Withdrawn _____

RECOMMENDATION:

That the Board:

1. Approve the changes to various sections of the Schedule of Rates and Fees as outlined in the body of this report and the attached schedules, effective upon approval of the Board; and,
2. Authorize staff to amend the Schedule of Rates and Fees to incorporate these changes.

SUMMARY:

Each year, Department staff reviews the Schedule of Rates and Fees and recommends changes in order to clarify policy issues that have been raised in the previous year, to revise fees to more accurately recover Department costs, and to generate new revenues. As the cost of providing services to the public continues to rise, the Department remains committed to providing quality and affordable recreational opportunities to the City's residents and visitors. However, it will be necessary to increase rates and fees to enable the Department to fulfill this commitment.

A summary of the proposed changes is included below while specific changes are identified in the attachments. Only those sections of the Rates and Fees Manual proposed for revision are included in the attachments with new items identified by bold text, and items proposed for deletion indicated by ~~strikeout~~ text.

REPORT OF GENERAL MANAGER

PG. 2

NO. 08-186

Bandshells and Amphitheaters –
General

Establish non-refundable reservation fees and additional charges for fee-generating events, vendor fees, staff fees, and cancellation fees, and other conditions for use of bandshells and amphitheaters.

Carwash Fundraisers

Establish new guidelines and fees in securing permits for carwash events.

Child Care Fee Schedule

Increase child care fees based on the number of hours per week.

Day Camp

Increase the facility use fees for both private and non-profit day camps, the refundable clean-up deposit, and the one-time permit fee. Establish requirements for other staff fees.

Insurance Requirements

Establish the role of Risk Manager as consultant to the Director-in-Charge in determining insurance requirements for City or permittee-sponsored activities. Recommend that Insurance Coordinators obtain an Insurance Industry Certificate of Insurance naming the City of Los Angeles as additional insured to protect the City from liability. Establish additional rules for obtaining and providing evidence of required insurance coverage.

Jackie Robinson Stadium

Increase the required non-refundable reservation deposit.

Lake Balboa/Woodley Park

Increase the minimum use fee for expected attendance of more than 1,000 people at events offering free admission. Increase the water truck fee, the fees for amphitheatre use and utility hood-up, and the refundable clean-up/damage deposit.

Mar Vista Roller Hockey

Establish fees for specific groups, as adults (fee and non-fee generating), youth sports organizations and associations, and private youth or school teams. Increase the fee for the use of scoreboard and operator.

Mar Vista Recreation Center
Synthetic Turf Field

Increase facility use fees for the different groups and establish clean-up fees and refundable deposits.

REPORT OF GENERAL MANAGER

PG. 3

NO. 08-186

Mobile Stage Rental	Specify that all fees must be paid prior to event. Increase fees for one-day use and for each additional day in the same location.
Picnics	Classify picnic groups into smaller units and apply increased reservation fees. Establish standard cancellation fees for picnic area reservations in the City.
Special Events/Fund Raisers	Increase facility use fees. Revise insurance requirements based on attendance and currency brought onto park property. Specify the account to which fees will be deposited. Include General Services Department's Office of Public Safety and the Park Ranger Office in the list to send copies of permits and plot plans to. Add 8% administration fee to current overtime rate of full-time recreation/maintenance/Ranger staff that may be charged a permittee.
Venice Beach Filming and Photography	Increase the filming fee, the rate for commercial still photography, prep, construction, strike fee, and the utility fee. Establish cancellation fees.
Westwood Recreation Complex	Specify the allocation of facility use fees to the Municipal Recreation Program (MRP).
Woodley Cricket Fields	Increase facility use fees for exclusive use of the cricket field as well as the seasonal rate for sports organizations and associations.

FISCAL IMPACT STATEMENT:

A modest increase in revenue will be created with the proposed increase in rates and fees, which is unlikely to impact the Department of Recreation and Parks General Fund significantly. There will also be a minimal increase in fees deposited to facility MRP accounts that will be used to fund staff and maintenance needs.

This report was prepared by Noel Williams, Chief Management Analyst, Finance Division - Budget Section.

BANDSHELLS AND AMPHITHEATERS - GENERAL
(Revised ~~09/02~~ 06/08)

FACILITY USE FEES

50% to be deposited into MRP Fund Account; 50% into the Department of Recreation and Parks General Fund Account

Rate	<u>First 2 hours</u>	<u>Each additional hour</u>
	\$300.00	\$50.00

ADDITIONAL CHARGES

Electrical Hook-up Fee	\$25.00
Refundable Clean-Up Deposit	\$500.00
Amount of deposit to be refunded shall be determined by the Regions' Grounds Maintenance Division.	
Non-refundable reservation fee	\$75.00
Fee-Generating Events	\$100.00 per hour

VENDOR FEES

See SPECIAL EVENTS/FUNDRAISERS page, under Vendor Fee.

STAFF FEES

At the discretion of the Region Superintendent, some events or activities may require additional maintenance, security, traffic control, and/or event monitor staffing, due to size, location, scope of activities, or other factors. Part-time staff fees are established in the GENERAL INFORMATION section. Full-time staff fees will be charged at the current overtime rate.

CANCELLATION FEE

31 days or more prior to event	\$50.00
30 days or less prior to event	\$300.00

OTHER CONDITIONS

- All performances must be free to the public and no charge to Department.
- Permittee must provide adequate off-site parking for the public.
- Permittee must adhere to all applicable sound restrictions.
- Additional portable restrooms may be required by Department at the expense of the permittee.
- No performance is permitted beyond dusk.
- Permittee is responsible for litter pick-up and all other clean-up.
- Insurance may be required as needed by the Department.

CARWASH FUNDRAISERS
(New 06/08)

Carwash events can only be held for non-profit groups conducting a fundraiser.
Carwashes are limited to parking lots areas with sufficient water run-off drainage.
Carwashes may not interfere with normal and ongoing facility operations.

NON-PROFIT GROUPS

Limited to Saturday & Sunday from 9:00 a.m. to 1:00 p.m. \$ 75.00* PER DAY

ADDITIONAL CHARGES

Refundable clean-up deposit	\$100.00 min.
One-time permit fee (in addition to the use fee)	\$10.00

Other Staff Fees:

At the discretion of the Facility Director, some groups may require additional maintenance, security, and/or event monitoring staff, depending on the size of the groups, scope of activities, or other factors. *Part-time staff fees are established in the General Information section, and are to be deposited to the facility MRP Fund Account. Full-time staff fees will be charged at the current overtime rate.*

PROCEDURE FOR THE ISSUANCE OF A PERMIT:

1. Facility Use application is obtained from the responsible Department employee.
2. Facility Use application is completed, signed and returned to the responsible Department employee with the required fees, applicable proof of insurance, and proof of non-profit status.
3. Insurance is required for these activities, see **INSURANCE REQUIREMENTS.**
4. The requestor is then issued a receipt and mailed a permit.

**\$10.00 per day per carwash shall be deposited into the region's Special Fund Account.*

**\$25.00 per carwash shall be deposited into the center's MRP Fund Account for the administrative costs of auditing the event attendance and set-up.*

**Remaining monies shall be deposited into the Department of Recreation and Parks General Fund Account.*

CHILD CARE FEE SCHEDULE
(Revised ~~07/05~~ 06/08)

LATCHKEY CHILD CARE PROGRAM

(Baldwin Hills, Eagle Rock, Echo Park, Evergreen, Hubert Humphrey, Jim Gilliam, Loren Miller, and South Park Child Care Centers)

Fees are allocated 100% to MRP Fund Account.

<u>HOURS PER WEEK</u>	<u>FEE</u>
10	\$34.00 \$39.00
15	\$39.00 \$44.00
20	\$44.00 \$49.00
25	\$49.00 \$54.00
30	\$54.00 \$59.00
35	\$59.00 \$64.00
40	\$64.00 \$69.00
45	\$69.00 \$74.00
50+	\$74.00 \$79.00

CHILD CARE FEE SCHEDULE
(Revised 07/05 06/08)

LATCHKEY CHILD CARE PROGRAM

(Baldwin Hills, Eagle Rock, Echo Park, Evergreen, Hubert Humphrey, Jim Gilliam, Loren Miller, and South Park Child Care Centers)

Fees are allocated 100% to MRP Fund Account.

<u>HOURS PER WEEK</u>	<u>FEE</u>
10	\$34.00 \$39.00
15	\$39.00 \$44.00
20	\$44.00 \$49.00
25	\$49.00 \$54.00
30	\$54.00 \$59.00
35	\$59.00 \$64.00
40	\$64.00 \$69.00
45	\$69.00 \$74.00
50+	\$74.00 \$79.00

DAY CAMP
(Revised ~~07/04~~ 06/08)

A use “**Facility Use**” permit must be issued and fees charged for any group using any open space or children’s play area exclusively, where other established rates do not apply. (i.e. Established rates for picnic areas, sports fields, outdoor courts, building use, and all specific rates supersede application of this fee.)

Fees for day camps may be adjusted weekly due to an increase or decrease in attendance.

PRIVATE DAY/ CAMPS

	<u>First 5 hours</u>	<u>Each additional hour</u>
Each 100 persons or fraction thereof	\$100.00 \$150.00	\$20.00 \$30.00

NON-PROFIT DAY CAMPS (Y's, ~~Scouts~~, etc.)

Each 100 persons or fraction thereof	\$60.00 \$90.00	\$15.00 \$20.00
--------------------------------------	-----------------------------------	-----------------------------------

ADDITIONAL CHARGES

Refundable clean-up deposit	\$100.00 min.	\$200.00 min.
One-time permit fee (in addition to the use fee)	\$10.00	\$25.00

Other Staff Fees:

At the discretion of the Facility Director, some groups may require additional maintenance, security, and/or event monitoring staff, depending on the size of the groups, scope of activities, or other factors. Part-time staff fees are established in the General Information section, and are to be deposited to the facility MRP Fund Account. Full-time staff fees will be charged at the current overtime rate.

PROCEDURE FOR THE ISSUANCE OF A PERMIT:

1. **Facility Use** application is obtained from the responsible Department employee.
2. **Facility Use** application is completed, signed and returned to the employee with one-half of the required fees.
3. Insurance is required for these activities; see INSURANCE REQUIREMENTS.
4. The requestor is then issued a receipt and mailed a permit.
5. The second half of the payment is due halfway into the session.

~~\$10.00~~ **\$15.00** per day per camp/workshop shall be deposited into the region's **Special Fund Account**.
~~\$12.50~~ **\$15.00** per day per camp/workshop shall be deposited into the center's **MRP Fund Account** for the administrative costs of auditing day camp attendance and set-up for recreation programs.
Remaining monies shall be deposited into the Department of Recreation and Parks General Fund Account.

INSURANCE REQUIREMENTS
(Revised 06/08)

1. PURPOSE

The purpose of this Instruction is to set forth the policy of the Department of Recreation and Parks regarding insurance requirements for facility use permits. For the purposes of this Instruction, "facility use permits" denotes permits issued to outside **private and public entities**, groups or individuals for the use of Department buildings, facilities or property for activities or events which are primarily recreational, commercial or of a community service nature.

2. PERMIT REQUIREMENTS

- o A written permit must be issued for any use of a Department facility by outside **private and public entities**, groups or individuals, except unreserved picnics and unrestricted use of grounds.
- o In instances where insurance is required, permits shall not be issued until satisfactory proof of insurance has been established.
- o The standard permit application form shown on Attachment 1 is usually used to process requests for use of Department facilities. Please note that the permit application form contains a hold harmless clause and that the application is attached to and becomes a part of the permit issued to the **private or public entity**, group or individual using Department property.
- o Certain permits issued by some Department offices do not involve the completion of the standard permit application form. In these cases, a hold harmless clause similar to the one on the standard permit application form must be included on the permit itself.

3. INSURANCE REQUIREMENTS

o Background

The City's day-to-day operations are self-insured, meaning that the City generally assumes responsibility for liability arising from the Department's **negligent acts, errors or omissions during** normal operations. However, there are specific situations when it is in the City's best interest to transfer risk, via **hold harmless clause** and insurance **requirements**, for various **activities** conducted on Department property.

- Insurance Coverage for Department Sponsored Programs

It is possible for the Department to purchase insurance coverage for special or unique City-sponsored activities. This coverage should be considered if a Department sponsored event is to be conducted which poses unusually high risk in terms of potential for property damage or injury. **The Director-in-Charge with consultation from the Risk Manager is authorized to make this determination.**

For example, for events where an exceptionally high concentration of people will congregate compared to normal usage, separate insurance coverage may be advisable.

INSURANCE REQUIREMENTS - (continued)

- Insurance Coverage for Permittee Sponsored Events

Attachments 2 and 3 list various types of permittee sponsored events, categorized according to whether insurance coverage is 1) mandatory; 2) optional, depending upon management discretion; or 3) not usually required. Discussion follows on the optional categories.

Events for Which Insurance is Optional, at Management's Discretion

Attachment 3 lists permittee conducted events for which insurance may be required, at management's discretion.

a) Responsibility for Determination

The responsibility for determining whether insurance is to be required for the permittee sponsored activities shown on Attachment 3 rests with region supervisory personnel at the level of Director-in-Charge **with consultation from the Risk Manager**. Separate determinations shall be made on a permit-by-permit basis in processing individual permit application forms.

The Director-in-Charge is to continue the current procedure of forwarding permit application forms to District Supervisors for review and approval. District Supervisors shall be responsible for ensuring consistency among Directors-in-Charge in interpreting and applying insurance guidelines.

Any questions regarding the application of insurance guidelines should be referred to the ~~Region Insurance Coordinator~~ **Risk Manager**.

b) Guidelines

These guidelines are to be applied when evaluating insurance requirements in individual cases. **The determination will be made by the Director-in-Charge with consultation from the Risk Manager.**

o Number of people expected to be in attendance

Larger numbers generally pose greater risk in terms of potential for liability ~~problems~~.

o Transferability of risk

Whenever possible, risk is to be transferred to protect the City from liability. Therefore, even if an event does not require insurance, it is advisable for Insurance Coordinators to ~~process endorsement forms~~ **obtain an Insurance Industry Certificate of Insurance** naming the City as ~~co-insured~~ **an additional insured** if the permittee already carries applicable coverage.

INSURANCE REQUIREMENTS - (continued)

- Nature of event

This will involve judgment of the potential for accident or injury to **permittee, City personnel, volunteers, spectators, participants or other third party or any potential damage to property.**

- Risk use vs. normal use

If a permittee's proposed activity is within what is deemed as the normal and usual use of the facility, then insurance coverage ~~is generally~~ requirements **may be reduced or waived.** ~~This is in keeping with the City's policy of requiring insurance for activities that are considered as "risk" uses, compared to normal uses, of our facilities.~~

- Supervision during use

The availability of full-time supervision provided by Department personnel during permitted use of facilities is a favorable condition which is taken into account and may reduce or waive insurance coverage requirements.

- Favorable Experience

Favorable history and experience with a particular permittee may result in a reduction or waiver of insurance coverage requirements.

4. OBTAINING AND PROVIDING EVIDENCE OF REQUIRED COVERAGE

For events or activities where insurance is required, permittees **can show proof of existing coverage** or obtain coverage acceptable to the City. ~~in two ways. First, if the permittee already carries appropriate insurance endorsement forms, naming the City as an additional insured, can be given to the permittee for execution and submittal to the Department. Permittees can submit to the Department an Insurance Industry Certificate of Insurance with the required coverage naming the City as an additional insured. The Region Insurance Coordinator will assist permittees and ensure that evidence of insurance is submitted to the Office of the City Administrative Officer, Risk Management, for approval. with the required paperwork.~~ This process takes a minimum of two weeks to complete.

If the Permittee does not already have the required insurance coverage, The second method by which acceptable insurance may be obtained is to have by having the permittee contact the City's Special Events Insurance Broker, Municipalities Insurance Services, Prompt Cover Program a Retail Agent at 1-800-420-0555 or by contacting another retail agent for a quote. The permittee (Event Holder) will be instructed to mail a cashiers check or money order to the Agency address at that time. Once the Agent receives the monies, a Certificate of Insurance will be issued and faxed or mailed to the permittee (Event Holder).

Once the Director-in-Charge **with consultation from the Risk Manager** determines that insurance is to be required for a particular event, he or she is to indicate ~~so~~ **that coverage is required** on the facility use application **form** which is forwarded to the District Supervisor. Upon approval of the District Supervisor, the application is then given to the Region Insurance Coordinator. The Region Insurance Coordinator will then take the necessary action to ~~either~~ **arrange for the permittee to obtain, complete and return the proper endorsement forms to provide an Insurance Industry**

INSURANCE REQUIREMENTS - (continued)

Certificate of Insurance with the required coverage naming the City as an additional insured or ~~to~~ coordinate with permittee to obtain required coverage through the City's Special Events Liability Insurance Program (Municipalities Insurance Services, Prompt Cover) or another provider. Finally, the Region Insurance Coordinator must ensure that evidence of insurance is submitted to the Office of the City Administrative Officer, Risk Management, for approval prior to permittees' use of City property.

DEPARTMENT OF RECREATION AND PARKS
CITY OF LOS ANGELES
APPLICATION FOR USE OF FACILITIES

THIS IS
NOT A PERMIT

1. Name of Organization _____
2. Name of co-Sponsor _____
3. Name of representative _____
4. Telephone: Business _____ Residence _____
5. Street Address: _____ City _____ Zip _____
6. Recreation center: _____ Area/Room requested _____
7. Date(s): From _____ To _____ Time: From _____ a.m./p.m. to _____ a.m./p.m.
8. Kitchen: Yes _____ No _____ Alcohol: Yes ___ No ___ Alcohol: Served _____ Sold _____
9. Catered food: Yes ___ No _____ Name of caterer: _____
10. Address of caterer: _____ Phone No. _____
11. No. of spectators expected _____ No. of participants expected _____
12. Type of event (describe in detail, using other side, if necessary): _____

13. Will event involve amplified sound?—Mechanical amusement rides? _____
14. Will event involve animals? _____ If yes, describe: _____

15. Will electrical set-ups or erecting/assembling of structures be required? _____
Describe: _____
16. Are you collecting or charging a fee? _____ Amount per person: _____
17. Do you anticipate a profit? _____
18. Is your organization insured? YES ___ NO ___
NAME OF INSURED: _____
19. Organizations that qualify for fee exemption, waiver or reduction must certify non-discrimination compliance:

Applicant certifies that it does not discriminate in employment policies and criteria for program participation on the basis of race, religion, national origin, ancestry, sex, sexual orientation, age, physical handicap, marital status, or medical condition.

Signature

Date

HOLD HARMLESS CLAUSE

In consideration of the City granting the permission requested herein, Permittee agrees to indemnify and hold CITY and its officers, agents and employees harmless from any and all claims, demands, lawsuits, actions of any kind, damages, judgments, amounts paid in settlement, costs and expenses (including attorney's fees) which may be incurred or arise out of Permittee's exercise of the permission granted or from any of Permittee's activities related thereto.

Permittee acknowledges that it will use City facilities at its own risk and expressly waives any right to make or prosecute claims or demands against the City for any loss, injury or damage which Permittee may sustain by virtue of the exercise of the permission granted or by reason of any defect, deficiency or impairment which may occur from time to time from any cause of the water supply system, drainage system, heating system, gas mains, electrical apparatus or cable furnished for the event or for any loss resulting from fire, water, tornado, civil commotion, riot, landslide, windstorm, earthquake or other acts of God.

I certify that all statements on this application are complete and correct.

Signature of Applicant/Permittee

Date

.....
TO BE COMPLETED BY DIRECTOR-IN-CHARGE

20. Facility is normally: Open__ Closed_____ Class of Permit: A B C
21. Staff coverage required: Yes_____ No_____ Hours – From ___ a.m./p.m. To ___ a.m./p.m.
22. New permit: Yes___ No___ If renewal, previous permit number _____
23. Is insurance required (refer to Dept. Instructions No. 399): Yes___ No___
24. Fees:
- | | | | |
|---|-----------|---|-------|
| First 3 hours = | | = | |
| Additional hours _____ hours x \$ _____ | | = | |
| Kitchen | | | _____ |
| Additional rooms | | | _____ |
| Clean-up (refundable) | | | _____ |
| Staff coverage _____ hours x \$ _____ | | = | _____ |
| Other charges _____ | | = | _____ |
| | (explain) | | |
| TOTAL CHARGES | | = | _____ |
| Deposit | | = | _____ |
25. Date balance due _____ Amount due _____
26. Receipt No. _____
27. Approval of Director-in-Charge _____ Date _____
28. Approval of District Supervisor _____ Date _____
29. Approval of Region Insurance Coordinator _____ Date _____

PERMITTEE CONDUCTED EVENTS REQUIRING INSURANCE

- o Aerobics/~~jazzercise~~ Exercise Classes
- o Aircraft involvement (helicopters, planes, gliders, etc.)
- o Alcohol sold
- o Animal racing, and rides
- o Benefit or fund raising affairs involving large amounts of cash (\$1,000+) substantial quantities of merchandise brought onto park property.
- o Boot Camps / Day Camps/Private Workshops
- o Carnivals
- o Child Care operations. Parent co-operatives and limited use day camp permittees. ~~(those using a facility eight hours or less per week and/or four hours or less in one day) do not require insurance.~~ See Department Instruction No. 222 for a complete discussion of child care.
- o Concession operations
- o Equestrian Events
- o Events with an estimated attendance in excess of 500 persons
- o Fireworks exhibitions
- o Food involvement where:
 - Large quantities of food will be prepared on the premises and sold to the general public.
 - A large scale catering operation will be a part of the event.
- o Racing events such as marathons, 10K runs, etc.
- o Rock concerts
- o SCUBA class
- o Vehicle racing

PERMITTEE CONDUCTED EVENTS WHICH MAY REQUIRE INSURANCE

- < Auto shows
- < Overnight campouts
- < Parades
- < Political rallies*
- < Sports clinics
- < Wedding/receptions

- See Department Political Rally Policy (adopted Nov. 19, 1981). Please note that permittees conducting political rallies or demonstrations have certain constitutional guarantees which affect the City's ability to regulate these activities.

PERMITTEE CONDUCTED EVENTS FOR WHICH INSURANCE IS TYPICALLY NOT REQUIRED

EVENTS:

- < Concerts (unless rock concerts, which must be insured)
- < Dances
- < Educational exhibitions
- < Meetings
- < Parties
- < Recreation classes (**depending on activity**)
- < Seminars
- < Social Gatherings
- < Speaking engagements
- < Theatrical performances

GROUPS:

~~The following groups are exempt from insurance, unless conducting events listed on Attachment 3.~~

~~X Civic and service clubs (Kiwanis, Chamber of Commerce, Optimist)~~

~~X Youth groups sponsored by the United Way agencies~~

~~X Character building agencies (Girl Scouts, etc.)~~

~~X Governmental agencies (Board of Education, Health Department, or other City Departments, etc.)~~

~~X Groups sponsored by governmental agencies (coordinating councils, 4 H, etc.)~~

~~X Recreation center program groups~~

JACKIE ROBINSON STADIUM
 (Revised 10/04 06/08)

FACILITY USE FEES

NON-YOUTH PROGRAMMING

	<u>1st 5 hours</u>	<u>Each additional hour</u>
No admission charged/No Fund-raising	\$300.00	\$60.00
Admission charged and/or Fund-raising	\$900.00	\$180.00

PRIVATE YOUTH OR SCHOOL TEAMS

Event Use involving admission, sales, fee-generating activity, amplified sound, or where instruction is not the primary purpose of the activity (i.e. graduations, sporting events, etc.) \$300.00 per event

Instructional Use (i.e. practice and games providing instruction for youth athletes, no admission fees allowed)

Field Use only	\$16.00 per hour
Field and bleacher use	\$26.00 per hour

"Hours" include move-in/move-out times.

"Fund-raising" refers to any money making activity including donations.

ADDITIONAL CHARGES

Incidental Fees

Soccer or Football Lining	\$25.00
Other fees to be determined by event.	.

Scoreboard and P.A. \$10.00 per hour plus staff fee

Stadium Lights \$20.00/hour

*(\$12.00 to be deposited into General Services Department Utility Account 100-62, \$8.00 into the **MRP Special Fund Account** for maintenance)*

Refundable clean-up fee	\$300.00
Non-refundable reservation deposit required	\$50.00 \$75.00

VENDOR FEES

For Booth or Sales Activities, see SPECIAL EVENTS/FUNDRAISERS page, under Vendor Fee.

STAFF FEES

At the discretion of the Region Superintendent, some events or activities may require additional maintenance, security, traffic control, and/or event monitor staffing, due to size, location, scope of activities, or other factors. Part-time staff fees are established in the GENERAL INFORMATION section. Full-time staff fees will be charged at the current overtime rate.

LAKE BALBOA/WOODLEY PARK

(Established 07/04)

(Revised 06/08)

FACILITY USE FEES (For Areas #1, #2, #3, #4)

Open Space Exclusive Use Daily Fee

~~40% to be deposited into the facility MRP Account, 10% to MRP Account for Park Ranger Services~~

50% to be deposited into the facility MRP Fund Account and 50% into the Department of Recreation and Parks General Fund Account

Anticipated Attendance	Use Fee (if Free Admission)	Use Fee (if Admission Charged)
1 - 250	\$75.00	\$325.00
251 - 500	\$200.00	\$700.00
501 - 1000	\$400.00	\$1,400.00
1001 - over	\$750.00 min \$1,000.00 min	Negotiable by Region Superintendent

AMPHITHEATRE USE

~~\$300.00~~ \$400.00 (in addition to open space fees above)

~~50% to be deposited in MRP Account~~

50% to be deposited into the facility MRP Fund Account and 50% into the Department of Recreation and Parks General Fund Account

VENDOR FEES

For Booth or Sales Activities

See SPECIAL EVENTS/FUNDRAISERS page,
under Vendor Fee

ADDITIONAL CHARGES

Utility Hook-Up ~~\$25.00~~ \$50.00

Refundable clean-up/damage deposit (minimum) \$50.00 up to ~~\$1,000.00~~ \$1,500.00

Deposit may increase according to the size and type of event.

100% to be deposited into the Special Fund Account.

STAFF FEES - See GENERAL INFORMATION Section

LAKE BALBOA/WOODLEY PARK - (continued)

PERMIT PROCEDURES - See Special Events.

WATER TRUCK FEE

100% to be deposited into the Special Fund Account.

Truck Fee (four hour minimum)

~~\$25.00~~ **\$50.00** per hour

Water Truck Operator (four hour minimum)

CURRENT OVERTIME RATE

•

MAR VISTA ROLLER HOCKEY
(Adopted 09/03 Revised 06/08)

FACILITY USE FEES

Use of Rink – Sports Practice Groups: ~~\$25.00~~ per hour

Adult (18 yrs and older) Rental Groups – Fee Generating **\$40.00 per hour**

Adult (18 years and older) Rental (Clubs) – Non-Fee Generating **\$35.00 per hour**

Youth Sports Organizations and Associations **\$25.00 per hour**

Private Youth or School Teams **\$90.00 per hour**

Use of Scoreboard and Operator ~~\$10~~ **\$15.00** per hour plus staff fees

STAFF FEES

At the discretion of the Region Superintendent, some events or activities may require additional maintenance, security, traffic control, and/or event monitor staffing, due to size, location, scope of activities, or other factors. Part-time staff fees are established in the GENERAL INFORMATION section. Full-time staff fees will be charged at the current overtime rate.

MAR VISTA ROLLER HOCKEY
(Adopted 09/03 Revised 06/08)

FACILITY USE FEES

~~Use of Rink – Sports Practice Groups: \$25.00 per hour.~~

Adult (18 yrs and older) Rental Groups – Fee Generating **\$40.00 per hour**

Adult (18 years and older) Rental (Clubs) – Non-Fee Generating **\$35.00 per hour**

Youth Sports Organizations and Associations **\$25.00 per hour**

Private Youth or School Teams **\$90.00 per hour**

Use of Scoreboard and Operator ~~\$10~~ **\$15.00** per hour plus staff fees

STAFF FEES

At the discretion of the Region Superintendent, some events or activities may require additional maintenance, security, traffic control, and/or event monitor staffing, due to size, location, scope of activities, or other factors. Part-time staff fees are established in the GENERAL INFORMATION section. Full-time staff fees will be charged at the current overtime rate.

MAR VISTA RECREATION CENTER
Synthetic Turf Field
(~~06/05~~ Revised 06/08)

FACILITY USE FEES

*(50% to be deposited into **the MRP Fund Account 2410** and 50% into **the Department of Recreation and Parks General Fund Account 2790**)*

Exclusive use of Synthetic Turf Field

Adult (18 yrs and older) Rental Groups – Fee Generating	\$75.00 \$85.00 per hour
Adult (18 years and older) Rental (Clubs) – Non–Fee Generating	\$25.00 \$35.00 per hour
Youth Sports Organizations and Associations (e.g. YMCA, AYSO, etc.)	\$20.00 \$25.00 per hour
Private Youth or School Teams	\$70.00 \$90.00 per hour

ADDITIONAL CHARGES

Clean-Up Fee (100% to the MRP Fund Account 2410)	\$200.00
Deposit (refundable)	\$100.00

STAFF FEES

At the discretion of the Region Superintendent, some events or activities (e.g. tournaments) may require additional fees for maintenance, security, traffic control and/or event monitor staffing due to size, location, scope of activities or other factors. Part-time staff fees are established in the General Information section. Full-time staff fees will be charged at the current overtime rate.

MOBILE STAGE RENTAL
~~Adopted 09/03~~ (Revised 06/08)

The Mobile Stage may be rented no earlier than 60 days prior to event, by any group or organization with a planned special event at a Recreation and Parks facility or other location approved in advance by the General Manager. **All fees must be paid prior to the event.**

*100% of use fees shall be deposited into the Equipment Division MRP **Fund** Account for cleaning and repair costs of the stage and stage extensions, and replacement parts as needed. Staff fees are to be deposited to the account from which they are paid.*

USE FEES

One-day use	\$300.00 \$500.00
Each additional day (in same location)	\$100.00 \$150.00
Maintenance/clean up	\$ 40.00 per event
First time site inspection	\$ 35.00
Stage Extension	\$ 6.00 each unit
Sound system	\$ 25.00 per day
Refundable damage deposit	\$500.00
Cancellation Fees	
30 days prior to event:	40% of all fees are forfeit
29 days prior or later:	all fees forfeit

STAFF FEES

At the discretion of the General Manager or designee, additional security, set up, traffic control, and/or event monitor staffing may be required. Part-time fees are established in the GENERAL INFORMATION section; full-time staff fees will be charged at the current overtime rate. Additional staff needs include, but are not limited to:

Set-up and Delivery staff:	4 hours minimum, Monday-Friday 4 hours minimum each way on Saturday /Sunday/Holidays
Stage Operation:	1 employee for basic stage 3 additional employees for stage extensions

INSURANCE (Non-City Events)

Shall be provided on all events in the amount of \$2,000,000 General Liability. Lessee must provide proof of insurance when making reservation.

MOBILE STAGE RENTAL
~~Adopted 09/03~~ (Revised 06/08)

The Mobile Stage may be rented no earlier than 60 days prior to event, by any group or organization with a planned special event at a Recreation and Parks facility or other location approved in advance by the General Manager. **All fees must be paid prior to the event.**

*100% of use fees shall be deposited into the Equipment Division MRP **Fund** Account for cleaning and repair costs of the stage and stage extensions, and replacement parts as needed. Staff fees are to be deposited to the account from which they are paid.*

USE FEES

One-day use	\$300.00 \$500.00
Each additional day (in same location)	\$100.00 \$150.00
Maintenance/clean up	\$ 40.00 per event
First time site inspection	\$ 35.00
Stage Extension	\$ 6.00 each unit
Sound system	\$ 25.00 per day
Refundable damage deposit	\$500.00
Cancellation Fees	
30 days prior to event:	40% of all fees are forfeit
29 days prior or later:	all fees forfeit

STAFF FEES

At the discretion of the General Manager or designee, additional security, set up, traffic control, and/or event monitor staffing may be required. Part-time fees are established in the GENERAL INFORMATION section; full-time staff fees will be charged at the current overtime rate. Additional staff needs include, but are not limited to:

Set-up and Delivery staff: 4 hours minimum, Monday-Friday
4 hours minimum each way on Saturday /Sunday/Holidays

Stage Operation: 1 employee for basic stage
3 additional employees for stage extensions

INSURANCE (Non-City Events)

Shall be provided on all events in the amount of \$2,000,000 General Liability. Lessee must provide proof of insurance when making reservation.

PICNICS
(Revised ~~07/03~~ 06/08)

Reservations for use of designated picnic areas may be made for groups of any size which the facility can accommodate.

FACILITY USE FEES

\$15.00 of the fee shall be deposited into the Region's Special Fund Account for maintenance costs and replacement of barbecues (\$10.00 for maintenance, \$5.00 for replacement of barbecues). Remaining monies will be deposited into the Department of Recreation and Parks General Fund Account.

Groups of 1 - 100	\$ 60.00
Groups of 101 - 250	\$100.00
Groups of 251 - 500	\$175.00
Groups of 1 - 50	\$ 60.00
Groups of 51 - 100	\$ 85.00
Groups of 101 - 200	\$120.00
Groups of 201 - 400	\$200.00
Groups of more than 400	\$280.00

RESERVATION FEE

All reservations include a \$15 non-refundable permit fee to be deposited into the Region's MRP Fund Account for processing fees.

ADDITIONAL CHARGES

Utility Hook-up Fee	\$ 25.00 (100% to the Department of Recreation and Parks General Fund Account)
---------------------	---

STAFF FEES

At the discretion of the Region Superintendent, some events or activities may require additional maintenance, security, traffic control, and/or event monitor staffing, due to size, location, scope of activities or other factors. Part-time staff fees are established in the GENERAL INFORMATION section. Full-time staff fees will be charged at the current overtime rate.

Moonbounce Permitting Fee	\$20.00 per day (100% to facility MRP Special Fund Account)
---------------------------	---

Moonbounce companies must have current insurance endorsement forms on file with the Department Insurance Coordinators.

PICNICS – (continued)

CANCELLATION FEE

91 days or more prior to event	10% of rental fees
61 – 90 days prior to event	20% of rental fees
31 – 60 days prior to event	30% of rental fees
30 days or less prior to event	40% of rental fees

SPECIAL EVENTS/FUND RAISERS

(Revised ~~09/03~~ 06/08)

Including but not limited to public service activities, arts and crafts, baseball card shows, ethnic fairs, white elephant sales, festivals and fiestas. Fees are to be charged for each area used and for each activity as applicable.

FACILITY USE FEES:

Open Space Exclusive Use Daily Fee

100% to be deposited into the Department of Recreation and Parks General Fund Account

<u>Anticipated Attendance</u>	<u>Use Fee - Free Admission</u>		<u>Use Fee - Admission Charged</u>	
1 – 250	\$75.00	\$100.00	\$325.00	\$350.00
251 – 500	\$200.00	\$250.00	\$700.00	\$750.00
501 - 1,000	\$400.00	\$500.00	\$1,400	\$1,500.00
1,001 – over	\$750.00 min*		Negotiable by the Region Superintendent **	

* The minimum negotiated fee for each additional 1,000 attendees is \$100.

** The minimum negotiated fee for each additional 1,000 attendees is \$250.

VENDOR FEE

100% to be deposited to Facility MRP Fund Account.

	<u>Per Day Per Booth/ 10x10 equivalent activity area</u>
Public Agency/Education booths (no sales of any kind)	No Fee
Non-Profit Organizations (may have sales)	\$ 50.00
For-Profit Organizations (may have sales)	\$100.00
Commercial Entities (purpose is display of company logo/product/name and/or commercial sales are conducted)	\$200.00

ALCOHOL SALES

100% 75% of alcohol sales surcharge to be deposited to the Facility MRP Fund Account; 25% to the Department of Recreation and Parks General Fund

20% of gross alcohol sales is required per Department Policy - Refer to ALCOHOLIC BEVERAGES.

SPECIAL EVENTS/FUND RAISERS – (continued)

OUTDOOR FIELDS

Refer to COMMUNITY RECREATION CENTER rates.

Athletic usage only. Use of outdoor fields for other than athletic usage shall be charged to Open Space Exclusive Use Fee.

INDOOR AREAS

Refer to COMMUNITY RECREATION CENTER rates.

PARKING LOT FEE

\$2.00/parking space per calendar day.

(50% of fee to be deposited into Region Special Fund Account)

(For special event purposes. Parking not available on a continuing or long-term basis)

UTILITY HOOK-UP FEE

\$25 per day **(plus cost of staff as necessary)**

INSURANCE

Some events require insurance. Examples include, but are not limited to, events where:

- a) The estimated attendance is in excess of ~~500~~ **1,000** persons.
- b) Large amounts of cash (~~\$1,000+~~ **\$5,000+**) or quantities of merchandise will be brought onto park property.
- c) Large quantities of food will be prepared on the premises or catered and sold to the general public.

See the INSURANCE REQUIREMENTS section for further details.

REFUNDABLE DAMAGE/CLEAN-UP DEPOSIT:

Minimum flat rate refundable deposit of \$500. Region Superintendent may charge more depending on size of event.

If the ~~DIC~~ **Director-in-Charge (DIC)** and/or Maintenance Supervisor believe that the above amount will not be sufficient to fully cover clean-up costs, a higher refundable deposit may be charged.

It is the responsibility of the Permittee to keep the event area clean and free of litter during the entire event. Sufficient trash receptacles (quantity and size to be approved by the Maintenance District Supervisor) must be provided. If the Department does not have the required number of receptacles available, the Permittee must provide a sufficient quantity to the satisfaction of the Maintenance District Supervisor.

If, in the opinion of the Maintenance District Supervisor, a dumpster is required to accommodate the anticipated trash, the Permittee is responsible for providing a dumpster and insuring that trash receptacles are regularly emptied into the dumpster during the event.

PORTABLE SANITARY FACILITIES - Requirement meets Health Department Standards

One (1) per each for every 200 (or fraction of ~~portion of~~) expected attendance

The total number of portable units required may be reduced by the number of available facilities on the permitted premises. Director-in-Charge will determine the number of available facilities that can be used by the Permittee.

STAFF FEES

Upon receiving application and preliminary plot plan for fair, Director-in-Charge will arrange and attend a planning meeting at the facility site with Permittee, Maintenance District Supervisor and Senior Ranger. After review, each Department representative will determine the minimum staffing need. The Permittee

SPECIAL EVENTS/FUND RAISERS – (continued)

is not charged for staff that is already scheduled at the facility. The rates below are to be charged only if it is determined that additional staff is required for the protection of Department property, crowd and traffic control, and to provide for exigencies during the event.

Part-time recreation/maintenance staff	See rate established in GENERAL INFORMATION section
Full-time recreation/maintenance/Ranger staff	Current overtime rate + 8% Admin. fee

CARNIVAL (Rides and Game Booths)

If a Permittee requests to add rides and/or game booths to a fair, that portion of the event is classified as a "carnival". If the Permittee's request for carnival activities is approved, only one permit for both the fair and carnival is issued. However, all carnival activities must be conducted by a Department approved carnival operator and such activities shall be subject to the Department's carnival policies, procedures and fees. (Refer to Department Instruction No. 321 and the Schedule of Rates and Fees, on "Carnivals".)

PERMIT PROCEDURES

It is the responsibility of the Director-in-Charge to collect fees and deposit collected fees into the appropriate accounts.

Booth/Vendor Rental Fee	MRP Fund Account and/or Special Fund Account
Facility Use Fee	RAP General Fund #2790
*Refundable Deposit	MRP Fund Account and/or Special Fund Account
Trash Receptacle Fee (if any)	Special Fund Account Maintenance MRP Account
Part-time Staff Fee	Rec./Maint. MRP
	MRP Fund Account and/or Special Fund Account
Full-time Staff Fee	General Fund #2790
	MRP Fund Account and/or Special Fund Account
Ranger (on duty) Fee	General Fund #2790
	MRP Fund Account and/or Special Fund Account

The completed application for the fair and the plot plan are forwarded to the Recreation District Supervisor for approval, and then to the Region Insurance Coordinator.

Upon receiving evidence of acceptable insurance from the Permittee, the Insurance Coordinator prepares the permit and sends copies of the permit and plot plan to the following:

- 1) Permittee
- 2) Director-in-Charge
- 3) Recreation District Supervisor
- 4) Maintenance District Supervisor
- 5) ~~Senior~~ Park Ranger Office
- 6) ~~Chief Park Ranger~~ Office of Public Safety - GSD
- 7) County Health Department
- 8) Fire Department
- 9) Police Department

* Upon the conclusion of the Fair, the recreation and maintenance staff determines if any damage/clean-up charges need to be assessed and the amount which should be refunded to the Permittee. The Director-in-Charge distributes the refundable deposit accordingly.

VENICE BEACH FILMING AND PHOTOGRAPHY
(Revised ~~07/03~~ 06/08)

Filming fees on Ocean Front Walk:

40% to be deposited into **the Department of Recreation and Parks General Fund Account #2790**
60% to be deposited into **the ~~Special Venice Beach Maintenance MRP fund~~ Special Fund Account**

Filming fees at Recreation Center Facilities and Premises:

40% to be deposited into **the Department of Recreation and Parks General Fund Account #2790**
30% to be deposited into **Recreation Center MRP fund**
30% to be deposited into **the ~~Special Venice Beach Maintenance MRP fund~~ Special Fund Account**

OCEAN FRONT WALK and ENVIRONS:

Filming **fee is \$350.00** per 24-hour period in the following general areas:

- Ocean Front Walk and/or adjacent grass/sand areas from Anchorage to Venice
- Ocean Front Walk and/or adjacent areas at Windward Plaza, except recreation center premises and facilities
- Ocean Front Walk and/or adjacent areas at Rose Avenue and vicinity
- Venice Pier (weight and use restrictions exist)

RECREATION CENTER FACILITIES AND PREMISES (areas and facilities at which Center conducts programming)

Filming **fee is ~~\$700.00~~ \$800.00** per 24-hour period in the following **areas:**

- Skate Dance area
- Children's Play area
- Graffiti Art Walls
- Muscle Pit (exclusive use is not available)
- Sports Courts
- Gymnastics area

COMMERCIAL STILL PHOTOGRAPHY:

	<u>Per Day Rate</u>	<u>Or 1st 3 hours</u>	<u>Each additional hour</u>
1 - 15 persons*	\$150.00 \$350.00	\$75.00 \$200.00	\$30.00 \$50.00
15 + persons*	\$300.00 \$500.00	\$150.00 \$300.00	\$75.00 \$125.00

* "Persons" includes those who are present at the shoot to observe or facilitate the project both in front of and behind the camera, such as: parents of children involved, animal trainers, clients, models, and any crew member.

VENICE BEACH FILMING AND PHOTOGRAPHY - (continued)

MONITOR/STAFF FEE:

Monitor/Staff: Hourly rate charged per GENERAL INFORMATION page
Full-time Staff/ Ranger: \$33.00 per hour/staff person

Depending on size and type of activity more than one monitor, Ranger, or other staff member may be required. Other security arrangements may also be required.

PREP, CONSTRUCTION, STRIKE FEE: ~~\$100.00~~ **\$200.00** per day

UTILITY FEE: ~~\$25.00~~ **\$50.00** per day per hook-up (per utility)

CANCELLATION FEES:

72 hours or more prior to film date	Full Refund
48 hours prior to film date	\$ 50.00
24 hours or less prior to film date	\$100.00

GENERAL RULES:

Use of Venice Beach areas for filming or photography is subject to the availability based on the demands of regular public activity and programming.

- Filming and photography ~~is~~ **are** usually allowed on Mondays through Fridays from 7:00 a.m. to 10:00 p.m.
- Holiday and weekend filming is generally not permitted due to the volume of people and activities in the area
- No on-site crew parking

Requests for permission for filming or photography should be received no less than 48 hours in advance. Although we will make every effort to accommodate requests that are received less than 48 hours prior to filming, we cannot ensure that they will be approved.

Requesters may be required to pay for their film permits with EIDC to hold reservations for filming days and locations, or lose first priority.

Permission/approval of filming or photography is exclusive to the permittee and is not transferable (no subletting).

WESTWOOD RECREATION COMPLEX
(Revised ~~07/05~~ 06/08)

All fees payable 60 days in advance or reservation will be cancelled.

FACILITY USE FEES

Racquetball Courts	Yearly reservation card fee (Jan 1 – Dec 31) <i>100% deposited to MRP Fund Account</i>	\$40.00
	Reservation card purchases after July 1 <i>100% deposited to MRP Fund Account</i>	\$20.00
Court Fees		<u>Hourly Rate</u>
	Weekdays 6:00 a.m.– 4:00 p.m.	\$11.00
	Weekdays 4:00 p.m.– 11:00 p.m.	\$13.00 (\$1.00 per hour to Recreation Center MRP Fund Account)
	All day Saturday, Sunday & Holidays	\$13.00

Gymnasium Rental Fee	<u>Basic</u>		<u>Fee Generating*</u>	
	<u>1st 3 Hours</u>	<u>Each add'l Hour</u>	<u>1st 3 Hours</u>	<u>Each add'l Hour</u>
Single Gym	\$100.00	\$40.00	\$300.00	\$120.00
Double Gym	\$300.00	\$100.00	\$900.00	\$300.00
Deposits			<u>Single Gym</u>	<u>Double Gym</u>
	Reservation Deposit (minimum)		\$75.00	\$150.00
Refundable Security Deposit:				
	Groups of 100 or less		\$100.00	\$200.00
	Groups of more than 100		\$200.00	\$300.00

CANCELLATION FEES

More than 90 days prior to event	\$25.00	\$50.00
61 through 90 days prior to event	\$50.00	\$100.00
Within 60 days prior to event	\$75.00	\$150.00

WESTWOOD RECREATION COMPLEX - (continued)

Use of Stage Sound and Lighting System \$35.00/hour
(includes required technician)

*Any use (class, meeting, activity, etc.) where fees/admission are being charged or donations are collected, either on or off-site by any entity (for-profit, non-profit, or individual) must pay fee.

STAFF FEES

At the discretion of the Region Superintendent, some events or activities may require additional maintenance, security, traffic control and/or event monitoring staff, due to size, location, scope of activities, or other factors. Part-time staff fees are established in the GENERAL INFORMATION section.. Full-time staff fees will be charged at the current overtime rate.

