

REPORT OF GENERAL MANAGER

APPROVED

NO. 10-180

DATE July 14, 2010

JUL 14 2010

C.D. Various

BOARD OF RECREATION
and PARK COMMISSIONERS

BOARD OF RECREATION AND PARK COMMISSIONERS

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

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



General Manager

Approved

Disapproved _____

Withdrawn _____

RECOMMENDATIONS:

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 immediately 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 has become 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.

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Anderson Memorial Senior Citizen Center	Establish Non-refundable clean-up fee and increase fee for public address system set up.
Aquatics	Increase fees to recover costs for staffing, maintenance, and overall management of aquatic facilities.
Averill Park – Weddings	Increase fees to recover costs for staffing, maintenance, and overall management of the facilities' wedding services.
BandShells and Amphitheatres	Increase fees to recover costs for staffing, maintenance and managing these facilities.
Banning Residence Museum	Increase fees to recover costs for use of all outside areas of the facility.
Cabrillo Beach Bathhouse	Increase fees to recover costs for staffing, maintenance, and overall management of the facility.
Cabrillo Beach Filming and Photography	Increase utility fees to recover costs for staffing, maintenance, and overall management of the facility.
Cabrillo Beach Park and Inner/Outer Beach Rates and Fees	Increase fees to recover costs for staffing, maintenance, and overall management of the facility.
Cabrillo Marine Aquarium	Increase fees to recover costs for staffing, maintenance, and overall management of the facility.
Carnivals	Increase fees to recover costs for all carnivals.
Car Shows	Increase fees to recover costs for Department operated car shows.
Carwash Fundraisers	Increase fees to recover costs for operating carwash fundraisers.
Community Garden Plots	Establish fees for staffing, maintenance, and overall management of community garden plots.

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Community Recreation Centers	Increase fees to recover costs for staffing, maintenance, and overall management of these facilities.
Daniels Field	Increase fees to recover costs for staffing, maintenance, and overall management of the facility.
Day Camp	Increase fees to recover costs for staffing, maintenance, and overall management of day camps.
Dog Obedience Classes and Dog Shows	Increase fees to recover costs for staffing, maintenance and managing these activities.
Drum Barracks Civil War Museum	Increase fees to recover costs for staffing, maintenance, and overall management of the facility.
Elysian Park – Montecillo de Politi Lodge (Old Lodge)	Increase fees to recover costs for staffing, maintenance, and overall management of the facility.
Elysian Park – Section #9 and Bishop Canyon Picnic Areas	Increase fees to recover costs for staffing, maintenance, and overall management of these facilities.
Equestrian Rings Rental (Stetson Ranch, Gabrieleno Park)	Increase fees to recover costs for staffing, maintenance, and overall management of the facility.
Felicia Mahood Senior Citizen Center	Increase fees to recover costs for staffing, maintenance, and overall management of the facility.
Fort MacArthur Military Museum	Increase fees to recover costs for staffing, maintenance, and overall management of the facility.
Griffith Park Foot Race Events	Increase fees to recover costs for staffing, maintenance, and management of these events.
Hansen Dam Park/Sports Center	Increase fees to recover costs for staffing, maintenance, and managing the facility.
Korean Bell – Weddings	Increase fees to recover costs for staffing, maintenance, and overall management of the facility.

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Lake Balboa/Woodley Park	Increase fees to recover costs for staffing, maintenance, and overall management of the facility.
Los Angeles Maritime Museum	Increase fees to recover costs for staffing, maintenance, and overall management of the facility.
Mar Vista Roller Hockey	Increase fees to recover costs for staffing, maintenance, and overall management of the facility.
Municipal Sports	Increase fees to recover costs for staffing, maintenance, and overall management of sports facilities.
Photography Sales	Increase fee to recover the vendor use fee for photography sales.
Picnics	Increase fees to recover costs for maintenance, staffing, and management of picnic facilities.
Pote Field	Increase fees to recover costs for maintenance, staffing, and management of the facility.
Racing Events	Increase fees to recover costs for maintenance, staffing, and management of all types of racing events.
Ramona Hall Community Center – Banquet Hall	Increase fees to recover costs for maintenance, staffing, and management of the facility.
Sepulveda Basin Off-Leash Dog Park	Increase fees to recover costs for staffing, maintenance, and overall management of the facility and activities.
Skate Parks	Increase fees to recover costs for staffing, maintenance, and overall management of skate parks.
Special Events/Fundraisers	Increase fees to recover costs for staffing, maintenance, and overall management of these activities.

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Utility Hook Up	Increase fees to recover the cost of the electrical hook-up fee.
Warner Park Ranch Pavilion	Increase fees to recover costs for staffing, maintenance, and overall management of the facility.
Watts Senior Citizen Center	Increase fees to recover costs for staffing, maintenance, and overall management of the facility.
Westchester Senior Citizen Center	Increase fees to recover costs for staffing, maintenance, and overall management of the facility.
Wilkinson Senior Citizen Center	Increase fees to recover costs for staffing, maintenance, and overall management of the facility.
Youth Sports Groups	Increase fees to recover costs for staffing, maintenance, and overall management of the facility.

FISCAL IMPACT STATEMENT:

Many of these fees have not been increased in several years and we are recommending modest increases. We project these increases could generate additional revenue of approximately \$2 million. This revenue will be deposited into the Department of Recreation and Parks General Fund, Municipal Recreation Fund and special accounts and will be used to fund staff and maintenance needs.

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

ANDERSON MEMORIAL SENIOR CITIZEN CENTER
(Revised 07/04 07/10)

Availability: Saturday and Sunday only, 9 a.m. to 10 p.m.

FACILITY USE FEES

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

	<u>Basic</u>		<u>Fee Generating*</u>	
	<u>First 4 hrs</u>	<u>Each add'l hr</u>	<u>First 4 hrs</u>	<u>Each add'l hr</u>
Auditorium (220 persons Maximum)	\$250	\$50	\$750	\$150
Lunch Room (90 persons Maximum)	\$150	\$25	\$450	\$75
Auditorium & Lunch Room	\$350	\$75	\$1,050	\$225
East Room (50 persons maximum)	\$75	\$15	\$225	\$45

*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 this fee.

ADDITIONAL CHARGES – 100% of fees to be deposited into the MRP Fund Account

Non-Refundable Clean-up ~~deposit fee~~ ~~\$50.00~~ **\$100.00**

Public Address System Set Up (Auditorium only) ~~\$25.00~~ **\$50.00**

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.

ADDITIONAL REQUIREMENTS

See Weddings and Social Gatherings – Additional Requirements

AQUATICS
(Revised ~~05/08~~ 07/10)

PUBLIC USE

(Pool Normally Scheduled to be Open)

Facility use fees only. No additional staff charges included.

POOL ADMISSIONS (All Pools)

Adult without Library Card	\$2.50 (\$0.15 to be deposited into MRP Fund Account)
Adult with Library Card	\$2.00 (\$0.15 to be deposited into MRP Fund Account)
Youth	No Charge
Senior Citizens and persons with disabilities	No Charge

* MRP funds the pool's normal replacement program.

LAP SWIMMING PREPAID PASSES

Adult	\$55.00 for 30 admissions \$4.00 to be deposited into MRP Fund Account)
Youth	No Charge
Senior Citizens and persons with disabilities	No Charge

PROGRAM CHARGES

Group Swimming Lessons:

Non-Urban Impact Centers:

Adult

\$50.00/series (\$1.00 of each series to be deposited into Pool MRP Fund Account)

Youth (Ages 4-6 must be accompanied by an adult)

\$40.00/series (\$1.00 of each series to be deposited into Pool MRP Fund Account)

AQUATICS - (continued)

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AQUATICS

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Urban Impact Centers:

Adult

\$40.00/series (**\$1.00** of each series to be deposited into Pool MRP **Fund Account**)

Youth

\$20.00/series (**\$1.00** of each series to be deposited in Pool MRP **Fund Account**);

Day Camp - L.A. City

\$0.50/person/lesson (**\$0.15** to MRP **Fund Account**)

~~Effective October 2005~~

Junior Lifeguard Program, L.A. City Competitive Team Sports, and Lifeguard Training Classes

Participation fees based on actual cost of program materials (100% deposited to pool MRP for cost of materials associated with the program/class).

Water Safety Presentations for Recreation Center

No Charge

DAY CAMP/GROUP USE

Any organized group affiliated with any agency, business or non-profit.

L.A. City Recreation Center Day Camp

No Charge

Non-Profit Day Camp

\$1.00/person

Private Day Camps

\$2.00/person

PRIVATE USE (Pool closed to the public)

In addition to **permit charges** for use of the facility when the pools are closed to the public, staff fees for required lifeguard ratio apply. The required number of lifeguards mandated by Title 24 is outlined below. Educational groups may utilize their Title 24 certified instructors to partially meet the lifeguard requirement, provided the instructor is on deck at all times, with the approval of the Aquatics Director.

1 - 50 persons	2 lifeguards
51 - 100 persons	3 lifeguards
101 - 200 persons	4 lifeguards
201 - 300 persons	6 lifeguards

AQUATICS - (continued)

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AQUATICS

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Other Staff Fees

At the discretion of the Aquatics Director, some events or activities 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. Full-time staff fees will be charged at the current overtime rate. A fee for maintenance materials and usage of facility equipment may be assessed based on permit group attendance and facility usage. **A rescue vehicle fee may be assessed.**

EDUCATIONAL INSTITUTION/DAY CAMP USE

L.A. City Recreation Center Day Camps

1 – 50 persons	\$12.50/hour
51 – 100 persons	\$24.00/hour
101 – 200 persons	\$48.00/hour
201 – 300 persons	\$72.00/hour

Additional Fees:

Day Camp usage by groups of 175 or more during a pool normally scheduled open hours, which restrict public usage and require the pool manager to extend the pool open hours to the public, will include an additional fee of **\$75.00/hour** (*to be deposited into MRP account*) to pay for additional pool staff (i.e. Pool Manager, Pool Clerk, Locker Attendant) required for **private** use of a pool facility when closed to the public.

Private Day Camp Use

See Private ~~Exclusive~~ Use Rates under PERMIT CHARGES.

(~~General~~ Pool Admission fees shall be charged when pool is open to the public.)

Board of Education/Community College Facility Use Fee

Classes/Team practices (2 hour minimum)	
Parties (1 hour minimum)	
1 - 50 persons	\$20.00/hour
51 – 100 persons	\$40.00/hour
Swim Meets	
(including setup and cleanup time 3 hour minimum)	\$55.00/hour

Private Educational Institution Facility Use Fee

Classes/Team Practices (2 hour minimum)	
1 - 50 persons	\$30.00/hour
51 – 100 persons	\$50.00/hour
Swim Meets (3 hour minimum)	\$55.00/hour

AQUATICS - (continued)

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AQUATICS

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PERMIT CHARGES

Closed to Public

	<u>Urban Impact</u>	<u>Non-Urban Impact</u>
1 - 50 persons	\$40.00/hour	\$50.00/hour
51 - 100 persons	\$85.00/hour	\$95.00/hour
101 - 200 persons	\$170.00/hour	\$180.00/hour
201 - 300 persons	\$250.00/hour	\$260.00/hour

Training Group Pool Use (long and short courses)

Maximum use per lane: 7 adults or 9 youths

Prices apply to all long and short course training permit groups.

No group or groups shall be issued a permit to utilize more than 50% of the total lap lanes available during normal operating hours.

Pool Open

Youth (7-17 years)

\$1.00/person/day (*\$0.15 to MRP Fund Account*) plus \$0.50/hour/lane

Adult (18 & older)

\$2.00/person/day (*\$0.15 to MRP Fund Account*) plus \$1.25/hour/lane

Minimum fee of \$20.00/hour

20% discount group rate on 25 admissions (\$2.00 to MRP)

Pool Closed (7 years or older)

\$30.00/hour

Swim Meets (includes set-up and take-down)

\$55.00/hour

Timing System

Rental

\$50.00 to be deposited to facility MRP **Fund Account**

Official (Minimum of 2 hours)

Current Part-Time rate per GENERAL INFORMATION PAGE

Scuba Group Pool Use

(Minimum 15 persons/group)

3 Hour Session

\$20.00/hour

Current Part-Time rate per GENERAL INFORMATION PAGE (3 hour minimum)

AQUATICS - (continued)

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AQUATICS

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More than 15 cars or any number of vehicles if catering trucks, semi-pulled trailers, or oversized vehicles are included \$50.00/hour

POOL USE PRIORITY SCHEDULE POLICY:

To maximize the use of each pool, the following is a list of prioritized potential users (subject to nondiscrimination certification):

1. Recreation and Parks sponsored organized activities (i.e. swim lessons, lifeguard training programs, novice sports program) and Recreation and Parks sponsored open program activities (i.e. recreation swimming and lap swimming)
2. Government Agencies (i.e. Los Angeles Unified School District, Community Colleges, Adaptive Schools)
3. Non-profit community groups
4. Private group use (i.e. youth and adult sport teams)

NOTE: Anyone engaging in instructing or coaching on pool deck or in water must comply with State of California, Administrative Code, and Health and Safety Code Sections 24100.0 to 24100.4.

No group or groups shall be issued a permit to utilize more than 50 percent of the total pool lap lanes available at any one time during normal business operating hours. The schedule of hours of operation is established by the Aquatics staff with the approval of the Assistant General Manager.

To implement this policy, staff will refer to the priority listing and negotiate with interested permit groups requesting available time.

Permits will be issued for a maximum of six months beginning with January 1 and July 1 of each year and be reviewed in May and November respectively. No permit group shall automatically assume that their permit will be renewed. During each permit review period, new groups may apply that take precedence over existing permit groups or the Aquatics staff may have a program that is desired by the community. The Recreation and Aquatics staff will make a concerted effort to program the swimming pool and issue permits to outside groups to best serve the community.

AVERILL PARK – WEDDINGS
(Revised 07/10)

FACILITY USE FEES (2 hour maximum reservation)

50% to be deposited in MRP Fund Account

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

1-50 persons	\$125.00	\$250.00
51-150 persons maximum	\$250.00	\$350.00

ADDITIONAL CHARGES

100% of fees deposited in MRP Fund Account

Folding Chair (when available)	\$1.00 per chair
Still photography and video permit	\$25.00 per request (1 hour maximum in park)

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.

Deposit **10% of the Rental Fee or \$50.00, whichever is greater**

CANCELLATION FEES

All reservations include a \$15.00 non-refundable processing fee.

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

CABRILLO BEACH BATHHOUSE
(Revised 12/06 07/10)

FACILITY USE FEES

100% of retained fees are to be deposited in the Facility MRP Fund Account

1st Floor/Outdoor Patio Arcade Area

	<u>Basic</u>		<u>Fee Generating*</u>			
	<u>1st 3 hrs</u>	<u>Each add'l hr</u>	<u>1st 3 hrs</u>	<u>Each add'l hr</u>		
Monday – Thursday	\$80 \$100	\$26 \$30	\$240 \$300	\$78 \$90		
Fridays, Sundays	\$200	\$30	\$600	\$90		
Saturdays, Holidays, Day prior to Holiday	\$280	\$30	\$840	\$90		
 <u>Upstairs/Ballroom</u>						
Monday – Thursday	\$160 \$180	\$52 \$60	\$480 \$540	\$156 \$180		
Fridays, Sundays	\$400 \$450	\$60 \$80	\$1,200 \$1,350	\$180 \$240		
Saturdays, Holidays, Day prior to Holiday	\$560 \$600	\$60 \$80	\$1,680 \$1,800	\$180 \$240		

*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 this fee.

ADDITIONAL CHARGES

Outdoor Activity Fee \$150

Whenever an event has a portion of its activities occurring both indoors and outdoors, this fee applies.

Pre-event and post-event charges \$40/hour

A fee will be charged for any use of the facility before or after the event for activities including food handling, decorating, set-up, deliveries, extra clean-up, pick-up, etc.

Rehearsal Fee \$100

Rehearsals may be scheduled within 60 days of ~~your~~ event.
Two (2) hour block of time.

Refundable Building Deposit \$300

Minimum payment to guarantee reservation. Payable within ten (10) days of the initial reservation
\$300

DEPARTMENT USE

Requests for use of these facilities must be submitted in writing and signed by an Assistant General Manager and approved by the General Manager or an appointed designee.

PARKING

100% of parking fees to be deposited to Cabrillo Parking Lot MRP 606 Fund Account.

Parking Pass Fee for Bathhouse Class Participants \$1 per class session
(Parking privileges will be limited to the date and time of the class, not to exceed 1.5 hours)

Participant Parking for Bathhouse Programs \$1 per hour
(For participants attending community programs conducted by Bathhouse staff)

The parking lot is a separate operation and each vehicle entering the parking lot will be charged a parking fee, when applicable. (See Pay Parking Lot Section for Cabrillo Beach Parking Lot rates and season/daily fee information.). The reservation fee does not exempt permittee, guests, or service providers from paying applicable parking fees.

Exemptions:

1. Cabrillo Bathhouse Volunteers
2. Organization or group whose primary interest is the support of the Cabrillo Beach Bathhouse.
3. Polar Bears – A Cabrillo Beach Booster Club.

OTHER INFORMATION

This Historic Building has many restrictions relating to alterations, decorations, and other improvements. Insurance may be required. See insurance requirement.

CABRILLO BEACH FILMING AND PHOTOGRAPHY
(Adopted 12/06 Revised 07/10)

FACILITY USE FEES

50% to be deposited in the facility's MRP **Fund Account**

50% to be deposited in the Cabrillo Special ~~Maintenance~~ **Fund Account**

PREP, CONSTRUCTION, STRIKE FEE: \$100 PER DAY

UTILITY FEE: ~~\$25~~ **\$50** per day per hook-up (per utility)

FILM DAYS: Filming \$400 per 24-hour period ~~in~~ **for each** of the following general areas:

1. INNER BEACH NORTH: City Lifeguard Headquarters Tower to Swim Tower
2. INNER BEACH SOUTH: Swim Tower to Pier Tower
3. PIER
4. OUTER BEACH TIDE POOL AREA
5. BONFIRE AREA: Fire pits
6. OUTER BEACH SURF AREA: County Lifeguard Headquarters Tower to Surf Tower
7. OUTER BEACH BREAKWATER AREA: Surf Tower to Breakwater Tower

COMMERCIAL STILL PHOTOGRAPHY:

	Per Day Rate:	Or 1 st 3 hours:	Each additional hour:
1-15 persons*	\$150	\$75	\$30
15 + persons *	\$300	\$150	\$75

“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.

CANCELLATION FEES

40% of all fees or \$125 (whichever is greater)

PAYMENT OF FEES

There will be no refund(s) of fees for any used portion of time or requested days.

MONITOR/STAFF FEES:

Monitor/Staff: Hourly rate charged per GENERAL INFORMATION page

Full-time Staff/Ranger: Hourly rate charged per current over-time staffing rate.

Lifeguard Fee: (when filming involves water usage). Hourly rate charged per current overtime staffing rate

Aquarium Educator Fee: (when filming involves tide pool area). Hourly rate charged per current overtime staffing rate

At the discretion of the Facility Director, 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.

CABRILLO BEACH FILMING AND PHOTOGRAPHY – (continued)

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PARKING FEES:

The parking lot is a separate operation and each vehicle entering the parking lot will be charged a parking fee, when applicable. The reservation fee does not exempt permittee, guests, or service providers from paying applicable parking fees.

GENERAL RULES:

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

- Filming and photography 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.

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 are required to hold reservations with the Department film office for filming days and locations.

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

Must follow the rules and guidelines of the temporary event section from the Coastal Commission Permit Requirements.

See FILM PERMIT FEES page for GENERAL FILM PERMIT POLICIES AND REGULATIONS for additional REQUIREMENTS FOR PERMIT and FEE EXEMPTIONS

PAY PARKING LOTS FEES, SPECIAL FACILITY FEES, SERVICE FEES, AND MONITOR FEES CANNOT BE REDUCED OR WAIVED.

CABRILLO BEACH PARK AND INNER/OUTER BEACH – RATES AND FEES
 (Adopted ~~12/06~~ Revised 07/10)

FACILITY USE FEES

50% to be deposited in the facility's MRP Fund Account (~~301/88/031M~~)

50% to be deposited in the Cabrillo Special Maintenance-Fund Account (~~302/89/816M~~)

No alcohol allowed on the premises.

Must follow the rules and guidelines of the temporary event section from the Coastal Commission Permit Requirements.

OPEN SPACE EXCLUSIVE DAILY USE FEES FOR EACH OF THE FOLLOWING AREAS:

Note: Exclusive use requires additional Lifeguard Fee as well, not included in the below.

1. INNER BEACH NORTH: City Lifeguard Headquarters Tower to Swim Tower.
2. INNER BEACH SOUTH: Swim Tower to Pier Tower
3. PIER
4. OUTER BEACH TIDE POOL AREA
5. BONFIRE AREA: Fire pits
6. OUTER BEACH SURF AREA: County Lifeguard Headquarters Tower to Surf Tower
7. OUTER BEACH BREAKWATER AREA: Surf Tower to Breakwater Tower

<u>Number of Persons</u>	<u>Free Admission</u>	<u>Fee Charged</u>
1-250	\$75 \$100	\$225 \$300
251-500	\$200 \$250	\$600 \$750
501-1000	\$400 \$500	\$1200 \$1,500
1001+	\$750 minimum	Negotiable by Region Superintendent

BONFIRE AREA: (Individual Fire Pits**)

\$25 per pit Monday – Thursday

\$50 per pit Fridays, Weekends and Holidays*

**Holidays as defined in the Department Schedule of Rates Fees*

***Individual pits are rented, as with all areas, on a first come first serve basis*

PAYMENT OF FEES

The total amount of all rental fees and deposits due for exclusive open space use shall be paid in full at least 60 days prior to the scheduled date of use. In the event that total fees are not paid as designated, the reservation will be canceled. There will be no refund.

Note: Bonfire pit reservations ~~which~~ should be paid at least 72 hours in advance.

OTHER FEES

Security Guard Services Quoted on request, based on actual cost
 (including 30 minutes prior to event and 30 minutes after)

Monitor/Staff: Hourly rate charged per current overtime staffing rate

Cabrillo Beach Park and Inner/Outer Beach - (continued)

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Full-time Staff/Ranger: Hourly rate charged per current overtime staffing rate

Lifeguard Fee: (when filming involves water usage) Hourly rate charged per current overtime staffing rate

Aquarium Educator Fee: (when filming involves tide pool area) Hourly rate charged per current overtime staffing rate.

Minimum Payment to Guarantee Reservation

Payment required within ten (10 days) of the initial reservation.

Monday – Thursday \$200

Friday - Sunday, Holiday \$400

CANCELLATION FEES

Bonfire Cancellation Fee: non-refundable

All other areas: 40% of all fees or \$75.00 (whichever is greater)

PHOTOGRAPHY

Photography/video without an event booking	<u>1st Hour</u>	<u>Added hrs</u>
	\$50	\$30/hr

SPECIAL USE

Special use is available on weekdays, Monday through Friday, between 8:00 AM to 9:00 PM only for other City agencies and Department sponsored groups. Non-city government agencies may qualify for the Special Use rate subject to availability and the purpose of the event. The purpose of such usage should involve training, work meetings, and other government business activities authorized by the General Manager or designee. Non-profit organizations and/or student groups may also qualify for Special Use fees.

The following conditions apply to all special usages:

- Authorization for Special Use – Requests for use of these facilities must be submitted in writing and approved by the General Manager or designee.
- Scheduling of Special Use Events – Use of the facility is subject to its availability determined by the following guidelines:
 - Special Use Events may be scheduled only 60 days in advance of the event dates. The Recreation and Parks Department of the City of Los Angeles is exempted from this guideline.
 - Any one group may not exceed two separate days per week.
 - None of the above guidelines preclude a Special Use party from maintaining or procuring additional dates or hours under the regular rate provisions.
 - Permitting of Special Use may require additional hourly staffing fees.

Cabrillo Beach Park and Inner/Outer Beach - (continued)

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SPECIAL USE FEES

Use Fee

Cancellation Fee

Cancellation within 48 hours

Government

50% of fees

No Charge

No Charge

Other

50% of fees

\$50

\$75

PROHIBITED SPECIAL USE EVENTS

Revenue producing events, subletting or assignment of a Special Use Permit is prohibited.

SPECIAL EVENTS/FUNDRAISERS

Refer to SPECIAL EVENTS/FUNDRAISERS rates.

PICNICS

Refer to PICNICS rate.

CABRILLO MARINE AQUARIUM – (continued)

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Refundable Clean-up Fee	\$150.00
Cancellation Fee	\$25.00
Furniture Rental	
‡ To be deposited into Cabrillo Marine Aquarium's MRP Fund Account	
Rental of Tables	\$5.00 each
Less than 5	\$15.00
10 or more	\$25.00
Rental of Chairs	\$1.00 each
Less than 100	\$25.00
100 or more	\$50.00
Canopies	\$40.00 \$50.00 each
Easels	\$10.00 each

USE OF FACILITY FOR BENEFIT AFFAIRS

Organizations other than the Cabrillo Marine Aquarium Volunteers or other groups raising funds for the Aquarium, that are primarily oriented to community activities, must pay in addition to the fees outlined above, 5% of gross receipts.

All other organizations or individuals, commercial or otherwise, are subject to a negotiated percentage of the gross receipts from the event, commencing with a minimum base of 20% of gross receipts, plus the fees outlined above.

GROUPS EXEMPTED FROM PAYMENT OF FEES

The following groups or agencies may be issued permits for the use of the Cabrillo Marine Aquarium without charge:

1. Cabrillo Marine Volunteers
2. Organizations or groups whose primary interest is the support of the Cabrillo Marine Aquarium
3. American Cetacean Society
4. Southern California Association of Marine Invertebrate Taxonomists

CABRILLO MARINE AQUARIUM RULES AND REGULATIONS

- A. The following shall apply to all individuals, groups, organizations and agencies permitted to rent the Cabrillo Marine Aquarium facilities.
1. The event generating a rental must have a specific, stated purpose, and that purpose must be compatible with the Cabrillo Marine Aquarium's purpose, identity, reputation, and location.
 2. Admission fees and sale of refreshments and/or merchandise at any rental event must have prior approval of the Director. Any proceeds are subject to a 5% or 20% fee to the Department of Recreation and Parks.
 3. Activities and events connected with the rental event, such as promotion, advertising, programs, and invitations, must be reviewed and approved in advance by the Director.
 4. No structures may be erected or assembled on the premises, nor may any electrical, mechanical, or other equipment be brought thereon for use in an event, unless special approval has been obtained in writing from the Cabrillo Marine Aquarium Director.
 5. Any decorations, special effects or lighting planned in connection with the rental event must be reviewed and approved in advance.
 6. Beginning and ending times for all rental events are subject to negotiation with the following restrictions:
 - a. No event at the Aquarium shall run later than 11:00 p.m. (beach closes at midnight).
 - b. Alcoholic beverages (including beer and wine) may not be served or sold without special permission.
 7. Cabrillo Marine Aquarium facilities, grounds, area and equipment are to be left in the same order, condition, and degree of cleanliness as existed at the time of the rental. A charge may be assessed for the violation of this rule.
 8. Permission and approval of a rental event is exclusive to the permittee and is not transferable.
 9. Security, catering, and cleanup are the responsibility of the permittee.

B. Violation of Rules

In the event of infraction of any rule or regulation, the Director(s), or their representative, shall advise the permittee of the infraction and give notice of action to correct the infraction so as to prevent the cancellation. In cases of a serious violation or infraction the permit may be canceled without prior notice. In such a case, a penalty of 10% of the rental or \$25, whichever is greater, fee shall be assessed.

CAR SHOWS
(Revised ~~07/03~~ Revised 07/10)

Park Use Fee

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

<u>Number of Cars</u>	<u>Fee*</u>	
1-25	\$110	\$150
26-50	\$170	\$200
51-75	\$230	\$250
76-100	\$290	\$325
101-125	\$350	\$375
126-150	\$410	\$450
151-175	\$470	\$500
176-200	\$530	\$575
201-225	\$590	\$625
226-250	\$650	\$700
251-275	\$710	\$800
276-300	\$770	\$850

*This fee applies to car shows that do not charge patrons an admission fee. If an admission fee is charged, see SPECIAL EVENTS/FUNDRAISERS page, Use fee.

ADDITIONAL CHARGES

~~Refundable~~ Clean-up/damage bond ~~\$100~~ **\$200** - \$1,000 based on anticipated attendance
100% to be deposited into 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.

For Booth or Sales Activities

See SPECIAL EVENTS/FUNDRAISERS page, under Vendor Fee

Parking location approval for any car show cars must be approved by Region Superintendent prior to the event.

CARNIVALS
(Revised ~~09/02~~ 07/10)

NOTE: CARNIVALS ARE PERMITTED BETWEEN APRIL 1 AND OCTOBER 31 OF EACH YEAR. EXCEPTIONS MUST BE APPROVED BY THE REGION SUPERINTENDENT.

Refer to the Carnival Policy and Procedures (Instruction No. 321) for detailed information

TYPE A – DEPARTMENT-SPONSORED CARNIVAL

A Type “A” carnival is a carnival initiated and administered by the Department of Recreation & Parks. All proceeds received are retained by the Department. The Director-in-Charge shall receive payment from the Carnival Operator for the following:

1. Sale of Rides – ~~25%~~ **30%** of all gross receipts
2. Sale of Food – ~~20%~~ **25%** of all gross receipts

A ten percent (10%) penalty fee is charged the Carnival Operator if payment is not received before one p.m. the following day of each day’s event.

Game Booths – Refer to the Carnival Policies & Procedures for rates and instructions.

TYPE B – DEPARTMENT-COMMUNITY CO-SPONSORED CARNIVAL

A Type “B” carnival is a carnival mutually and cooperatively planned and administered by the Department and a qualified community organization. All proceeds and expenses from the carnival are equally divided between the Department and the co-sponsor. The Director-in-Charge and Co-sponsor shall receive payment from the carnival operator for the following:

1. Sale of Rides – 25% of all gross receipts
2. Sale of Food – 20% of all gross receipts

Game Booths – Refer to the Carnival Policies & Procedures for rates and instructions.

Any vendor or other community group that sells food at a Type “B” carnival must pay the Department and the Co-Sponsor ~~\$100.00~~ **\$300.00** or 10% of all gross receipts from the food sales, whichever is greater. The ~~\$100.00~~ **\$300.00** shall be remitted to the City prior to operation of the booth.

All revenues received from a Type “B” carnival shall be divided equally between the Department and the Co-Sponsor.

TYPE C – COMMUNITY-SPONSORED CARNIVAL

A Type “C” carnival is a carnival where a community group independently negotiates, conducts and maintains the carnival with an approved carnival operator and/or food vendors. The sponsoring organization shall pay to the **Department of Recreation and Parks General Fund Account** a NON-REFUNDABLE FACILITY use fee of \$1,000.00 for each day.

Maintenance Deposit - All carnivals require a refundable maintenance deposit of ~~\$500~~ **\$750.00**. Refer to the carnival Policy & Procedures for instructions and information.

COMMUNITY RECREATION CENTERS

(Revised 07/04 07/10)

FACILITY USE FEES - INDOOR AREAS

100% of Facility Use fees to be deposited into the Department of Recreation and Parks General Fund Account.

Reservations require an advance deposit of 50% of the total fees.

Room Rentals

	<u>Basic*</u>		<u>Fee Generating**</u>			
	<u>1st 3 hours</u>	<u>Each add'l hour</u>	<u>3 hrs Consecutive</u>		<u>Each add'l hr</u>	
50 person maximum	\$50.00 \$75.00	\$15.00 \$25.00	\$150.00 \$200.00	\$45.00 \$50.00		
100 person maximum	\$75.00 \$100.00	\$20.00 \$40.00	\$225.00 \$275.00	\$60.00 \$75.00		
Over 100 persons	\$150.00 \$200.00	\$40.00 \$60.00	\$450.00 \$500.00	\$120.00 \$150.00		

Urban Impact Centers (Use either room or group size to determine fee):

50 person maximum	\$25.00 \$50.00	\$10.00 \$25.00	\$75.00 \$100.00	\$30.00 \$50.00
100 person maximum	\$30.00 \$50.00	\$12.00 \$25.00	\$90.00 \$125.00	\$36.00 \$50.00
Over 100 persons	\$60.00 \$100.00	\$20.00 \$40.00	\$180.00 \$225.00	\$60.00 \$100.00

An additional \$10.00 per permit will be charged for Social Gatherings with Refreshments and it shall be deposited into the MRP **Fund Account.*

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

Kitchen Rental ~~\$25.00~~ **\$50.00**

Recreational Dancing (If participation fee is charged, use Fee Generating Activity rate above)

	<u>1st 3 hours</u>	<u>Each additional hour</u>
50 person maximum	\$20.00 \$40.00	\$5.00 \$10.00
100 person maximum	\$30.00 \$60.00	\$6.00 \$10.00
Over 100 persons	\$60.00 \$100.00	\$10.00 \$15.00

Use of Gymnasium – Sports Practice Groups (If participation fee is charged, use Fee Generating Activity rate above)

~~\$3.00~~ **\$5.00** per hour to be deposited into ~~regional-1750~~ **Special Fund Account** (for sports facility refurbishment)

Non-Urban Impact Centers: ~~\$30.00~~ **\$50.00** per hour

COMMUNITY RECREATION CENTERS – (continued)

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Urban Impact Centers:	\$20.00	\$40.00 per hour
Use of scoreboard and operator	\$10.00	\$20.00 per hour plus staff fees

FACILITY USE FEES – OUTDOOR AREAS

Exclusive use of outdoor sports facility, i.e. basketball court, athletic fields, etc.

(Fees pertain to practice and organized game usage)

~~(\$3.00~~ **\$5.00 per hour to be deposited into regional-1750 Special Fund Account (for sports facility refurbishment)**

	<u>No Fee Charged to Participate</u>	<u>Fee Generating Activities or Businesses</u>
Daylight Play:	-\$16.00 \$25.00/hour	\$48.00 \$60.00/hour
When Lights are Used:	\$20.00 \$35.00/hour	\$60.00 \$75.00/hour
Boot Camps/Private Workshops		\$48.00 \$60.00/hour
Casting Session 50% to be deposited into the Facility MRP Fund Account		\$48.00 \$75.00/hour
Tennis Fee (Non-reservation court)	\$6/hour per court	

ADDITIONAL CHARGES

Cancellation Fee (if less than 2 weeks notice) ~~\$25.00~~ **\$50.00**

Clean-up/Breakage Refundable Deposit (minimum) ~~\$50.00~~ **\$100.00**

*To be deposited into Center's MRP **Fund Account**. Should only be refunded if Permittee performed basic clean-up and litter pick-up. If not, amount shall be transferred to ~~Region's maintenance~~ MRP **Fund Account**.*

Furniture Rental

To be deposited into the Center's MRP **Fund Account**

Rental of Tables

Less than 10	\$25.00	\$75.00
10 or more	\$50.00	\$100.00

Rental of Chairs

Less than 100	\$25.00	\$50.00
100 or more	\$50.00	\$100.00

CENTER ORGANIZED LEAGUES

The Director at a recreation center may organize an Adult Community Sports League (house league) if the league is not in conflict with or in lieu of a Municipal Sports Program. House league shall be defined as one in which the director is responsible for collection of fees and disbursements, printing of schedules,

COMMUNITY RECREATION CENTERS - (continued)

Page 3

assigning of officials, purchasing of trophies and other administrative functions necessary to establish a well organized league.

Team Fees

Administrative Fee	\$100.00 \$150.00
Sports Facility Refurbishment Fee	\$25.00 \$50.00 (to be deposited into regional 1750 MRP Fund Account)
Plus Expenses (Trophies, officials fees, forfeit bond and other league expenses)	<i>To be deposited into facility MRP Fund Account</i>

NOTE: SEE MUNICIPAL SPORTS

GROUPS EXEMPTED FROM PAYMENT OF FEES

The following groups or agencies may be issued permits for non-sports use of community recreation center buildings without charge, (subject to non-discrimination certification) except for the refundable clean-up/breakage deposit. If the building is normally closed, the agency must pay for the cost of the Department employee(s) required to be on duty as indicated on the preceding page. If the facility is used for fee generating activities, whether collect on or off-site, the Fee Generating Activities or Businesses ** Facility Use Fee applies. Groups must clean-up the facility when done or they will be required to pay hourly staff fees.

1. Civic and Service Clubs, Chambers of Commerce
2. Youth groups sponsored by the United Way Agencies.
3. Character-building agencies
4. Recognized Self-Help/Anonymous Groups, (e.g. Alcoholics Anonymous)
5. Governmental/Educational agencies (L.A.U.S.D., Health Department, etc.) Educational groups must be sponsored by official educational agencies or accredited schools. All other school districts subject to fees.
6. Groups sponsored by governmental agencies (coordinating councils, 4-H, etc.). Must provide 501-C3 documentation (or equivalent).
7. Non-profit public and private agencies with recreation as their prime objective.
8. Private, Parochial, and public schools outside the L.A.U.S.D. system are only exempted from fees if there is a written reciprocal agreement between the center and the school by which the Department receives an equivalent value in facility use, materials and/or other in-kind as determined by the Principal Recreation Supervisor.

DOG OBEDIENCE CLASSES AND DOG SHOWS
(Revised ~~09/02~~ 07/10)

50% of fees to be deposited into the Department of Recreation and Parks General Fund Account
50% of fees to be deposited into the Municipal Fund Account

DOG OBEDIENCE CLASSES

1 Hour Use	\$25.00	\$50.00
1-1/2 Hours Use	\$40.00	\$80.00
2 Hours Use	\$50.00	\$100.00
3 Hours Use	\$75.00	\$125.00

DOG SHOWS

Show Fee	\$100 \$200 Flat rate
Staff Monitor	See GENERAL INFORMATION page for current staff rates

ADDITIONAL CHARGES

Refundable security/clean up deposit	\$50.00 minimum
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VENDOR FEES

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

DRUM BARRACKS CIVIL WAR MUSEUM

(Revised 09/03 07/10)

FACILITY USE FEE

50% to be deposited into the MRP Fund Account

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

	<u>First 4 hours*</u>	<u>Each Add'l Hr</u>
Outside Patio	\$300.00 \$400.00	\$100.00

*Does not include tour donation, if applicable.

FACILITY RENTAL CRITERIA

Drum Barracks Civil War Museum is a special facility, and as such, use of Museum facilities is subject to availability based on the demands of regular public programming and museum staff monitors. The only area of the Drum Barracks Civil War Museum which is deemed appropriate for extracurricular use by the Museum Director and which may be rented is our outside patio area. All rental requests for use of the facility must be submitted in writing and approved by the Museum Director.

ADDITIONAL CHARGES

Reservation Deposit	\$150.00 (Credit toward total charge. Non-refundable two weeks prior to event).
Security Deposit	\$100.00

DRUM BARRACKS CIVIL WAR MUSEUM FILMING REQUIREMENTS

Use of the Museum facilities for the purpose of filming is subject to availability based on the demands of regular public programming and museum staff monitors. All requests for filming will be considered on a case by case basis for approval by the Museum Director. Each request is evaluated on its merits taking into consideration the negative impact suffered by the museum building (exterior/interior) and the collections used to interpret the museum interiors. Requests from non-union and student productions will not be considered.

FEE EXEMPT GROUPS

The following groups or agencies may be issued permits for the use of Drum Barracks Civil War Museum facilities without charge for meetings only and must demonstrate to the satisfaction of the Director of the Museum, that the Department received an equivalent value in facility use, materials, and/or other in-kind services:

- .. Civil War Round Tables
- .. Historical Societies

DRUM BARRACKS CIVIL WAR MUSEUM RULES AND REGULATIONS

(Revised 07/98)

The following shall apply to all individuals, groups, organizations and agencies permitted to rent the Drum Barracks Civil War Museum facilities.

1. The event generating a rental must have a specific, stated purpose, and that purpose must be compatible with the Drum Barracks Civil War Museum's purpose, identity, reputation, and location.
2. Admission fees and sale of refreshments and/or merchandise at any rental event must have prior approval of the Director.
3. Activities and events connected with the rental event, such as promotion, advertising, programs, and invitations must be reviewed and approved in advance by the Director.
4. No structures may be erected or assembled on the premises, nor may any electrical, mechanical or other equipment be brought thereon for use in any event, unless special approval has been obtained in writing from the Director.
5. Any decorations, special effects or lighting planned in connection with the rental event must be reviewed and approved in advance.
6. If the event incorporates museum tours it is with the express understanding that at no time may food or beverage be taken into the Museum.
7. The facilities, grounds, area and equipment are to be left in the same order, condition, and degree of cleanliness as existed at the time of the rental.
8. Permission/approval of a rental event is exclusive to the permittee and not transferable.
9. Security, catering and clean up are the responsibility of the permittee.
10. Events with groups in excess of twenty-five persons attending are required to supply one portable sanitary facility meeting Health Department standards for each twenty-five persons in attendance.
11. Insurance may be required. Refer to Insurance Requirements in the Schedule of Rates and Fees.
12. In the event of any infraction of any rule or regulation, the Director or their representative, shall advise the permittee of the infraction and give notice of action to correct so as to prevent the cancellation. The permit may be canceled without prior notice for any infraction or refusal to correct. In such a case, the deposit penalty applies.

DANIELS FIELD
(Revised 10/04 07/10)

FACILITY USE FEES

50% to be deposited into the MRP Fund Account

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

NON-YOUTH PROGRAMMING

	<u>1ST 5 hours</u>	<u>Each additional hour</u>
No admission charged/ No Fund-raising	\$300 \$400	\$60 \$80
Admission charged and/or Fund-raising	\$900 \$1,000	\$180 \$200

PRIVATE YOUTH OR SCHOOL TEAMS

Event Use involving admission, sales, per event, sales, fee-generating activity, amplified sound, or where instruction is not the primary purpose of the activity (i.e., graduation, sporting events, etc.) ~~\$300.00~~ **\$350.00** per event

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

Field use only	\$16.00 \$20.00 per hour
Field and bleacher use	\$26.00 \$30.00 per hour

“Hours” include move-in/move-out times.
“Fee-generating” refers to any money making activity including donations.

ADDITIONAL CHARGES

Stadium Light Fees \$20.00 per hour
*(\$12 to be deposited to General Services Department Utility account 100-62, \$8 to the MRP **Fund Account** to pay for light bulb replacement and repairs)*

Scoreboard and P.A. \$10.00/hour plus staff fees

Refundable clean-up fee \$300.00

Soccer or Football lining (**when available**) ~~\$25.00~~ **\$50.00**

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 most** 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.

SEPULVEDA GARDEN CENTER GARDEN PLOTS COMMUNITY GARDEN PLOTS

(Revised 7/00 07/10)

GENERAL FEES

~~The Sepulveda Garden Center is a community garden operated by the City of Los Angeles Department of Recreation and Parks. The center occupies approximately 20 acres and contains approximately 750 garden plots, about ten feet by twenty feet in size.~~ **Community Garden Plots that are operated by the City of Los Angeles Department of Recreation and Parks are listed below and subject to the stated fees:**

**Rose Hills at Rose Hills Park
Solano Canyon at Elysian Park
Eastside Community Garden at Boyle Heights R.C.
El Sereno
Orcutt Ranch
Sepulveda
Roger Jessup
Ocean View Farms (Cheviot Hills)
Wattles Farm**

FEES

Annual Rental	\$25.00
Enrollment Fee	\$15.00
Retotilling	\$10.00 per plot
Monthly Rental Fee	\$10.00 (\$120 annually)
Start Up Fee	\$10.00

PAYMENT OF FEES

~~Fees are due January 1st and are delinquent if not paid by January 31st.~~ **Fees are \$10 per month paid at the beginning of each month or \$120 paid annually at the beginning of each year which is always January 1st.** Year-end is always 12/31. Checks should be made payable to the City of L.A. Recreation and Parks.

Fees are to be deposited in the Department of Recreation and Parks General Fund.

DAY CAMP
(Revised ~~06/08~~ 07/10)

A "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	\$150.00 \$200.00	\$30.00 \$50.00

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

Each 100 persons or fraction thereof	\$90.00 \$100.00	\$20.00 \$25.00
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ADDITIONAL CHARGES

~~Refundable~~ clean-up deposit ~~\$200.00 min.~~ **\$250.00 min.**

One-time permit fee (in addition to the use fee) ~~\$25.00~~ **\$50.00**

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 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.

\$15.00 per day per camp/workshop shall be deposited into the region's Special Fund Account.

\$15.00 per day per camp/workshop shall be deposited in 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.

ELYSIAN PARK – MONTECILLO DE LEO POLITI LODGE (OLD LODGE)

(Revised ~~06/08~~ 07/10)

FACILITY USE FEES

75% to be deposited in the Department of Recreation and Parks General Fund Account

25% to be deposited in the Special Fund Account for Elysian Park.

	<u>First 4 hours</u>	<u>Each additional hour</u>
Weekdays	\$100.00 \$150.00	\$30.00 \$50.00/hour
Fridays, Weekends, and Holidays	\$200.00 \$250.00	\$60.00 \$100.00/hour

ALCOHOL USE FEE

\$200.00

(Beer and Wine only)

1 Security guard in addition to a monitor must be present.

FULL PAYMENT DUE WITHIN 10 DAYS OF RESERVATION

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

100% of fees to be deposited in the Elysian Park Special Fund Account.

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
61+ days prior to event	50% of collected fees
60 or less days prior to event	100% of collected fees

SPECIAL USE FEE

~~\$110.00~~ \$150.00

Special use of Montecillo De Politi Lodge is available for other City agencies and Department-sponsored groups. Non-city government agencies may qualify for the Special Use Rate subject to availability and the purpose of the event. The purpose of such usage should involve training, work meetings, and other government business activities authorized by the General Manager or his/her designee.

ELYSIAN PARK – SECTION #9 AND BISHOP CANYON PICNIC AREAS

(Revised ~~06/08~~ 07/10)

FACILITY USE FEES

75% to be deposited in the Department of Recreation and Parks General Fund Account

25% to be deposited in the Elysian Park Special Fund Account.

Groups of	1 – 50 persons	\$ 75.00	\$100.00
Groups of	51 – 100 persons	\$150.00	\$175.00
Groups of	101 – 300 persons	\$325.00	\$400.00
Groups of	301 – 500 persons	\$450.00	\$500.00
Groups of more than	500 persons	Negotiated	

ADDITIONAL CHARGES

Reservations over 100 persons - add \$ 50.00 non-refundable maintenance fee to the Special Fund Account.

Moonbounce Permitting Fee \$20.00 per day (*100% to the Special Fund Account*)

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

Full payment due within 10 days of reservation.

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

100% of fees deposited into the Elysian Park Special Fund Account.

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
61 + days prior to event	50% of collected fees
60 days or less prior to event	100% of collected fees

EQUESTRIAN RINGS RENTAL (STETSON RANCH, GABRIELENO PARK)

(Revised ~~09/02~~ 07/10)

FACILITY USE FEE

Stetson Ranch	\$125.00 \$150.00/day
Rate includes the use of booth rings, the comfort station, and water	
Gabrieleno Park	\$150.00 \$175.00/day
Trail trials	\$75 \$100.00/day plus \$100 \$200.00 Clean-up deposit

ADDITIONAL CHARGES

Security/Clean-up Deposit	\$200.00 \$300.00 to \$500.00 based on attendance
Facility must be left free of litter and debris	
For booth or sales activities	See SPECIAL EVENTS / FUNDRAISER, Vendor Fee Section
Overnight Reservations	
Campsites (campers, trailers and tents)	\$12.00 \$20.00 per night
Campsites with electrical hook-up	\$17.00 \$30.00 per night

FELICIA MAHOOD SENIOR CITIZEN CENTER
(Revised 07/04 07/10)

Availability: Saturday and Sunday only - 9 a.m. to 10 p.m.

FACILITY USE FEES

25% to be deposited into the MRP Fund Account

75% to be deposited into the Department of Recreation and Parks General Fund Account

	<u>1st 4</u> <u>Hours</u>	<u>Basic</u> <u>Each add'l hour</u>	<u>1st 4</u> <u>Hours</u>	<u>Fee Generating*</u> <u>Each add'l Hour</u>
Auditorium	\$250 \$350	\$50 \$75	\$750 \$1,050	\$150 \$225
Lunch Room	\$150 \$250	\$25 \$50	\$450 \$750	\$75 \$150
Auditorium & Lunch Rm.	\$350	\$75	\$1050	\$225

*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 this fee.

ADDITIONAL CHARGES

100% to be deposited into MRP Fund Account

Non-Refundable clean-up deposit fee	\$50.00
Public Address System set-up fee (Auditorium only)	\$25.00 \$50.00

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.

ADDITIONAL REQUIREMENTS

See Weddings and Social Gatherings – Additional Requirements

FORT MACARTHUR MILITARY MUSEUM

(Revised ~~7/97~~ 07/10)

FACILITY USE FEE

50% to be deposited into the MRP Fund Account

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

~~\$500.00~~ \$600.00 per day

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.

Note: Use of this facility will continue to be restricted to events that respect and preserve the tradition and history of the site.

GRIFFITH PARK FOOT RACE EVENTS
 (Adopted 01/09 Revised 07/10)

Park Use Fee

40% to the Department of Recreation and Parks General Fund Account
 45% to Griffith Park Events MRP Fund Account
 15% to Griffith Park Special Fund Account

	<u>First 3 hours*</u>	<u>First 5 hours*</u>	<u>Each additional hour</u>
Youth Cross Country Meets (all schools)	\$195.00 \$200.00		\$30.00 \$50.00
Non-profit organizations (all races)		\$600.00 \$750.00	\$90.00 \$100.00
For-profit and commercial entities (all races)		\$1,875.00 \$2,000.00	\$270.00

*Additional hour charges for set-up and clean-up time to be determined by Park Services Event Planner

Cancellation Fee

100% to Griffith Park Events MRP Fund Account

61+ days prior to event - 50% of fees
 60 or less days prior to event - 100% of fees

Refundable Damage/Cleanup Deposit

Minimum flat rate refundable deposit of \$500.00

Principal Grounds Maintenance Supervisor or Appointed Designee may increase this amount depending on size or scope of event.

Payment of Fees

The total amount of all fees and deposits due shall be paid in full at least 60 days prior to the scheduled date of use; otherwise, the reservation may be cancelled.

Staffing

Racing events will require a Park Event Monitor(s) and Traffic Control. Park Maintenance and Security staff may be required depending on size and scope. See Griffith Park Service Fees.

HANSEN DAM PARK/ SPORTS CENTER

(Revised 07/04 07/10)

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

Open Space Exclusive Use Daily Fee

~~40%~~ **50%** to be deposited into Facility MRP Fund Account ~~10% to MRP Account for Park Ranger Services~~

50% to be deposited to Department of Recreation and Parks General Fund Account

Anticipated Attendance	<u>Use Fee</u> <u>Free Admission</u>	<u>Use Fee</u> <u>Admission Charged</u>
1 - 250	\$75.00 \$100.00	\$325.00 \$400.00
251 - 500	\$200.00 \$250.00	\$700.00 \$750.00
501 - 1000	\$400.00 \$450.00	\$1,400.00 \$1,500.00
1001 - over	\$750.00 \$800.00 min	Negotiable by Region Superintendent

AMPHITHEATER USE ~~\$300.00~~ **\$500.00**(in addition to open space fees above)

50% to be deposited in MRP **Fund** Account

50% to be deposited in 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 \$100.00 up to \$1,000.00
Deposit may be increased according to the size and type of event.	

STAFF FEES – See GENERAL INFORMATION section

PERMIT PROCEDURES – See Special Events.

WATER TRUCK FEE

100% to be deposited into the maintenance MRP **Fund** Account.

Truck Fee (four hour minimum)	\$25 \$50 per hour
Water Truck Operator (four hour minimum)	CURRENT OVERTIME RATE

KOREAN BELL – WEDDINGS
(Revised 07/10)

FACILITY USE FEES (2 hour maximum reservation)

50% to be deposited in MRP **Fund** Account

50% to be deposited in Department of Recreation and Parks General Fund

1-50 persons	\$125.00	\$150.00
51-150 persons maximum	\$250.00	\$300.00

LAKE BALBOA/WOODLEY PARK
(Revised 06/08 07/10)

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

Open Space Exclusive Use Daily Fee

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 (Free Admission)	Use Fee (Admission Charged)
251 - 500	\$200.00	\$700.00
1-50	\$75.00	N/A
51-100	\$100.00	N/A
101-500	\$200.00	\$700.00
501 - 1000	\$400.00 \$500.00	\$1,400.00
1001 - over	\$1,000.00 min	Negotiable by Region Superintendent

AMPHITHEATRE USE

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

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

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

100% of **collected fees** to be deposited into the Special Fund Account.

STAFF FEES - See GENERAL INFORMATION Section

PERMIT PROCEDURES - See Special Events.

WATER TRUCK FEE

100% of fee to be deposited into the Special Fund Account.

Flat Rate, operator included	\$400.00
Truck Fee (four hour minimum)	\$25.00 \$50.00 per hour
Water Truck Operator (four hour minimum)	CURRENT OVERTIME RATE

LOS ANGELES MARITIME MUSEUM
(Revised ~~07/05~~ 07/10)

All charges will be levied on the basis of the area of the Museum to be used and the hours of use. Facilities will not be available for use during the public hours Tuesday through Sunday, 10:00 A.M. to 5:00 P.M.

FACILITY USE FEES (When facility is normally closed)
*100% to be deposited to MRP **Fund Account** in compliance with Port MOU.*

	Free Admission, No Fundraising <u>1st 4 hours</u>	Each additional <u>hour</u>	Admission Charged or Fundraising Event <u>1st 4 hours</u>	Each additional <u>hour</u>
Entire Facility	\$1,500	\$200 \$100	\$3,000	\$400 \$300
Rental of individual Decks or Meeting Rooms:				
1-50 persons	\$100	\$25	\$300	\$75
51-99 persons	\$150	\$25	\$450	\$75
100 or more persons	\$200	\$50	\$600	\$150
Exterior Decks	\$250	\$50	\$750	\$150

ADDITIONAL CHARGES

Fee at time of application (credit toward total charge)	\$100.00
Clean-up fee (if required)	\$75.00

CLASSROOM USE

Daytime before 5:00 P.M.	\$25.00 per hour
Evening use after 5:00 P.M.	\$50.00 per hour

Classroom Use Fee may be waived for use by accredited public educational institutions or approved public service organizations if subject matter benefits Museum programs.

~~RECREATION VEHICLES OVERNIGHT PARKING \$5.00/vehicle per night~~

GROUPS EXEMPTED FROM PAYMENT OF FEES

The following groups or agencies may be issued permits for the use of the Los Angeles Maritime Museum without charge. Groups 2-5 may have use of the facility for meetings only and must demonstrate to the satisfaction of the director of the Museum, that the Department received an equivalent value in facility use, materials, and/or other in-kind services.

LOS ANGELES MARITIME MUSEUM

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1. Los Angeles Maritime Museum Foundation
2. The San Pedro Bay Historical Society
3. United Radio Amateur Club of San Pedro
4. U.S. Coast Guard Integrated Support Command and Auxiliary, Terminal Island, California
5. Co-Mar WAVES
6. USS LOS Angeles CA – 135 Association

MAR VISTA ROLLER HOCKEY
(Revised ~~06/08~~ 07/10)

FACILITY USE FEES

100% of Facility Use fees to be deposited into the Department of Recreation and Parks General Fund Account.

Adult (18 years 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 \$30.00 per hour
Private Youth or School Teams	\$90.00 per hour
Use of Scoreboard and Operator	\$15.00 per hour plus staff fees
Facility Refurbishment Fee	\$5.00

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.

MUNICIPAL SPORTS
(Revised 06/08 07/10)

MUNICIPAL SPORTS FACILITY JURISDICTION

The Municipal Sports Section will have sole jurisdiction over the use of all facility sports fields, (ball fields, soccer and multi-purpose fields) Monday through Friday from 6:00 p.m. to 10:30 p.m., and all day Sunday from 8:00 a.m. to 5:00 p.m. The Municipal Sports Section will have sole jurisdiction over the use of all facility gymnasiums a minimum of one night per week (Monday through Thursday) from 7:00 p.m. to 10:30 p.m. The night/s per week will be selected by the Facility's Directors-in-Charge and approved by the Region's Principal Recreation Supervisor II.

PERMITTING

Any member of the public can apply for a permit or make a reservation for any facility under the jurisdiction of the Municipal Sports Section provided the time period requested is available.

The Municipal Sports Section may issue permits to a recreation center by request of the Director-in-Charge, at such times when the facility is under Municipal Sports jurisdiction but is not being utilized.

Note:

Although jurisdiction is scheduled to continue until 10:30 p.m. Monday- Friday, the Municipal Sports Section makes every attempt to foster good communication with facility directors to adjust game times to the needs of that community. If a facility has received special authority from their immediate supervisor to close earlier than 10:30 p.m., it is important that either the supervisor or the Center Director inform the Municipal Sports Office, so that the schedule may be adjusted for abbreviated hours.

INDEPENDENT GROUPS

Municipal Sports office will receive all applications and approve and issue permits for use of outdoor sports facilities by independent sports leagues. Municipal Sports will determine length of permit.

All permits issued for outdoor sports facilities will be assessed a \$10.00 permit application fee.

Exclusive Use of Outdoor Sports Facilities

~~\$3.00~~ **\$5.00** per hour to be deposited into the Special Fund Account (for sports facility refurbishment)

Ball Diamonds, Outdoor Basketball Courts,
Multi Purpose Fields (except for Soccer use)

	<u>Not for profit groups</u>	<u>Private Groups/Businesses</u>
Daylight Play	\$21.00/hour \$25.00/hour	\$52.00/hour \$60.00/hour
When lights are used	\$25.00/hour \$35.00/hour	\$65.00/hour \$75.00/hour

Soccer Fields / Multi-Purpose Fields for Soccer Use

\$5.00 per hour to be deposited into the Municipal Sports MRP Fund Account
(Ranger/OPS/Monitor)

\$5.00 per hour to be deposited into the Special Fund Account (for sports facility refurbishment)

	<u>Not for profit groups</u>	<u>Private Groups/Businesses</u>
Daylight Play	\$31.00 \$35.00/hour	\$83.00 \$90.00/hour
When lights are used	\$35.00 \$45.00/hour	\$95.00 \$105.00/hour

Staff Fee When Facility is Closed See GENERAL INFORMATION Page for current hourly rate

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

GENERAL

An appropriate performance bond will be added to the above fees (refundable if all conditions met).

Expenditures from the Municipal Sports refurbishment (Special Fund) Account must have the prior authorization of a committee consisting of regional management including Superintendent, Principal Recreation Supervisor, and the Recreation Supervisor in charge of the Citywide Municipal Sports Division.

Saturday and Sunday night sports facility use:

In addition to any of the above standard fees, the current hourly rate (see General Information page), with a 3-hour minimum, shall be charged to cover the cost of a Recreation Assistant. This fee shall be deposited in center's MRP **Fund** Account.

BENEFIT OR FUND RAISING AFFAIRS

Refer to SPECIAL EVENTS/FUND RAISERS page, Vendor Fee section

Insurance coverage may be required. See Insurance Requirements. All applications received by the Municipal Sports Section requesting Youth and Adult League permits and/or special events will be evaluated by staff to determine the level of risk associated with the level of use requested.

ADULT SPORTS LEAGUES

The Municipal Sports Section is engaged in directing a variety of citywide recreational activities, with an emphasis on Adult League competition, tournament and league administration and implementation.

DEFINITION OF FEES

- | | |
|--------------------|--|
| Administration Fee | This fee includes the following services: League administration, League organization, scheduling, facility assignments, officials' assignments, standings, and awards. Funds will be deposited into MRP Fund Account. |
| Award Fee | All monies returned to teams in form of awards. Funds will be deposited into MRP Fund Account. |
| Bond | This is predicated upon two times the officials' fee for any given sport. If a team does not appear for a game, the officials are paid from their bond. The bonds are refundable, if not used, at the end of the season. After 3 years of inactivity, a bond may revert to respective associations. Funds will be deposited into MRP Fund Account. |
| Dues | This money is used for program promotion, purchasing of equipment and incidentals. Funds will be deposited into MRP Fund Account. |
| Officials' Fees | Fees dependent upon sport. Funds will be deposited into MRP Fund Account. |

MUNI SPORTS – (continued)

Page 3 of 4

YSEP Youth Sports Enhancement Programs

Baseball

Administration (RAP General Fund)	\$150.00	
Administration (MRP)	\$ 45.00	\$60.00
YSEP (MRP X60)	\$ 10.00	
Bond (2 Officials)	\$240.00	\$260.00
Trophies/Awards	\$50.00	
Officials' Fees	TBA	

Basketball

Administration (RAP General Fund)	\$115.00	
Administration (MRP)	\$ 45.00	\$60.00
YSEP (MRP X60)	\$ 10.00	
Bond	\$104.00	
Trophies/Awards	\$50.00	\$80.00
Officials' Fees	TBA	

Softball – Fast Pitch and Modified Pitch

Administration (RAP General Fund)	\$150.00	
Administration (MRP)	\$ 45.00	
YSEP (MRP X60)	\$ 10.00	
Bond (2 Officials)	\$52.00	\$80.00
Bond	\$88.00	
Trophies/Awards	\$ 40.00	\$45.00
Officials' Fees	TBA	

Softball – Slow Pitch

Administration (RAP General Fund)	\$150.00	
Administration (MRP)	\$ 45.00	\$60.00
YSEP (MRP X60)	\$ 10.00	
Bond (2 Officials)	\$80.00	
Trophies/Awards	\$ 40.00	\$50.00
Officials' Fees	TBA	

Tennis – Winter League

Administration (Account 302) (RAP General Fund)	\$150.00	
Administration (Court refurb)	\$ 45.00	YSEP (MRP X60)
Trophies/Awards	\$ 30.00	\$45.00

Soccer

Administration (RAP General Fund)	\$150.00	
Administration (MRP)	\$ 55.00	\$60.00
YSEP (MRP X60)	\$ 10.00	
Bond (New team)	\$344.00	
Bond (Returning team)	\$176.00	\$240.00
Trophies/Awards	\$60.00	
Officials' Fees	TBA	

MUNI SPORTS – (continued)

Page 4 of 4

Volleyball

Administration (RAP General Fund)	\$50.00	
Administration (MRP)	\$45.00	\$60.00
YSEP (MRP X60)	\$10.00	
Trophies/Awards	\$50.00	
Bonds	\$30.00	
Officials' Fees	TBA	

OFFICIALS' INSTRUCTION FEES

Basketball/Baseball/Softball

Bond (New Officials)	\$25.00
Yearly Dues	\$35.00
TOTAL	\$60.00

TENNIS FEES (Non-Reservation Courts only)

LOS ANGELES MUNICIPAL TENNIS ASSOCIATION CLUB LADDER MATCHES

	<u>1 court/4 hours per week</u>	<u>1 court/hour</u>
Six (6) month permit	\$75.00	
Additional time		\$ 2.00
Tournament Play		\$ 2.00

OUTSIDE OR COMMERCIAL GROUPS \$10.00

CENTER ORGANIZED LEAGUES

~~The Director at a recreation center may organize an Adult Community Sports League (house league) if the league is not in conflict with or in lieu of a Municipal Sports Program. "House league" shall be defined as one in which the Director is responsible for collection of fees and disbursements, printing of schedules, assigning of officials, purchasing of trophies and other administrative functions necessary to establish a well organized league.~~

Team Fees – Refer to Community Recreation Centers

Administrative Fee	\$100.00	\$115.00 Basketball
		\$150.00 Softball
Sports Facility Refurbishment Fee	\$25.00	(to be deposited into regional Special Fund Account 301.2410-1750)
Plus Expenses (Trophies, officials' fees, forfeit bond and other league expenses)		To be deposited into facility MRP Fund Account

PHOTOGRAPHY SALES
(Adopted 10/6/2005 Revised 07/10)

100% of the fees will be deposited in the facilities' MRP **Fund Account**

COMMERCIAL SALES

Department shall receive the following percentage of total sales generated by permittee:

Program size by registered participants	Percentage to Dept of TOTAL Sales to Patrons
Up to 50	3%
51-200	7%
201-400	8%
401-600	9%
Over 600	10%

VENDOR USE FEE

Commercial Entities	Per Day Per 20x20 activity area
By request of Facility Director	\$0
All others	\$200.00 \$300.00

ADDITIONAL FEES

DEPOSIT \$0.50 cents per registered team participant

Guidelines For Photography Sales Permits

1. Vendor must complete an application for a Photography Sales Permit. Permits will be issued to one photographer per day per facility as arranged by the Facility Director.
2. Permittee must adhere to all conditions of the permit. Permit shall require permittee to provide a complete summary of sales with each group of photographs to be distributed to park patrons. Department reserves the right to refuse issuance of permits to any permittee who fails to provide accurate sales summaries.
3. Permittee is solely responsible for adherence to all Federal, State, and Local tax requirements.
4. Recreation and Parks makes no guarantee of any minimum business volume.

PICNICS – (continued)

Page 2 of 2

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

POTE FIELD
(Revised-~~06/08~~ 07/10)

All permits issued for Pote Field will be assessed a ~~\$10.00~~ \$20.00 permit application fee.

50% of all permit user fees to be deposited into the Crystal Springs Ball Diamond MRP Fund Account.

50% of all permit user fees to be deposited into the Department of Recreation and Parks General Fund Account.

Use granted through revocable permit for practice or games	\$31.00 \$45.00 per hour Includes Field Preparation
Tournaments, Special Events	\$115.00 \$135.00 first 3 hours \$45.00 each additional hour
Refundable Security Deposit	\$200.00 \$400.00 each tournament or special event

SEPULVEDA BASIN OFF-LEASH DOG PARK
(Revised ~~07/03~~ 07/10)

GENERAL

50% deposited to MRP Fund Account

50% deposited to Department of Recreation and Parks General Fund Account

The Friskies Petcare Company is allowed four free events (12 days maximum) per year, including filming.

Except for Friskies Petcare Company events, no more than 50% of the five-acre off-leash dog park will be available for use at a time.

Department will determine amount of park needed to conduct dog obedience classes, dog shows, or any other dog related events.

DOG OBEDIENCE CLASSES

1 Hour Use	\$25.00	\$50.00
1-1/2 Hours Use	\$40.00	\$80.00
2 Hours Use	\$50.00	\$100.00
3 Hours Use	\$75.00	\$125.00

DOG SHOWS

Show fee ~~\$100.00~~ Flat Rate **\$200.00**

Staff Monitor See GENERAL INFORMATION page for current staff rates.

ADDITIONAL CHARGES

~~Refundable~~ Security/Clean-up deposit ~~\$50.00 minimum~~ **\$300.00** minimum

VENDOR FEE

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

SKATE PARKS
(Established ~~06/02~~ Revised 07/10)

FACILITY USE FEES

*100% of fees to be deposited into MRP **Fund** Account*

Membership Cards

Adults ~~\$5.00~~ **\$10.00** per month (Initial and 1st replacement)

Youth ~~\$1.00~~ **\$2.00** per month (Initial and 1st replacement)

Replacement Cards ~~\$10.00~~ **\$20.00** (2nd and subsequent cards)

OTHER FEES

Equipment Rental ~~\$1.00~~ **\$2.00** (helmet, elbow pads, and knee pads)

SPECIAL EVENTS/FUND RAISERS
(Revised ~~06/08~~ 07/10)

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	\$100.00	\$350.00
251 – 500	\$250.00	\$750.00
501 - 1,000	\$500.00	\$1,500.00
1,001 – over	\$750.00 \$850.00 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

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)

Page 2 of 3

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~~ \$50.00 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 1,000 persons.
- b) Large amounts of cash (\$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. **80% of clean-up deposit is refundable. 20% of clean-up deposit is non-refundable.**

If the 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) for every 200 (or fraction 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 is not charged for staff that is already scheduled at the facility. The rates below are to be charged only if

SPECIAL EVENTS/FUND RAISERS – (continued)

Page 3 of 3

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, "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
*Refundable Deposit	MRP Fund Account and/or Special Fund Account
Trash Receptacle Fee (if any)	Special Fund Account
Part-time Staff Fee	MRP Fund Account and/or Special Fund Account
Full-time Staff Fee	MRP Fund Account and/or Special Fund Account
Ranger (on-duty) Fee	
Event Monitor	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) Park Ranger Office
- 6) 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.
- **Water Truck Fee is a Flat Rate and includes the operator.**

UTILITY HOOKUP
(Revised 07/10)

The basic electrical hook-up fee is for minimum usage and will be applied when PA systems or individual musical instruments are used.

100% of all fees and charges to be deposited into the Department of Recreation and Parks General Fund Account.

BASIC FEE

~~\$25.00~~—**\$50.00**

Staff will determine additional costs for special events or unusual situations when it is determined that additional utilities are needed.

ADDITIONAL CHARGES

Daily electrical rate per food booth	\$25.00 \$50.00
220 Volt Connection	Negotiable
Gas Connection	\$25.00 \$50.00
Water (per event)	\$25.00 \$50.00

WATTS SENIOR CITIZEN CENTER
(Revised ~~09/02~~ 07/10)

Alcohol is prohibited at this facility.

All events must end no later than 10:30 p.m.

FACILITY USE FEES*

50% to be deposited into the MRP Fund Account.

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

	<u>First 4 hours</u>	<u>Each additional hour</u>
Outdoor events & Rose Garden Weddings	\$200.00	\$50.00
Auditorium & Kitchen	\$350.00	\$50.00
Dining Room & Kitchen	\$200.00	\$40.00
Auditorium, Dining Room & Kitchen	\$375.00	\$60.00
Lounge	\$175.00	\$40.00
Atrium	\$125.00	\$35.00
Craft Room	\$125.00	\$35.00
Kitchen	\$25.00 \$50.00	None

ADDITIONAL CHARGES

Public Address System (Set up fee)	\$25.00 \$50.00
Refundable Clean-up Deposit	\$100.00

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.

PAYMENT OF FEES

The total amount of all fees and deposits shall be paid in full at least 30 days prior to the scheduled date of use. Otherwise, the reservation may be canceled.

SPECIAL RATES FOR MEMBERS OF THE WATTS SENIOR CITIZEN CENTER

Members of the Watts Senior Citizen Center shall pay fees in accordance with the rates set for "Community Recreation Centers" (see appropriate pages in this manual for fee information).

- **Rental fees do not include staff charges. A minimum of \$20.00 per hour will be charged for each hour of usage.**

WESTCHESTER SENIOR CITIZEN CENTER

(Revised 07/04 07/10)

Availability: Saturday and Sunday, 9 a.m. to 10 p.m.

FACILITY USE FEES

50% of Facility Use fees to be deposited into the Department of Recreation and Parks General Fund.

50% of Facility Use fees to be deposited into the Department of Recreation and Parks Special Fund.

	<u>Basic</u>		<u>Fee Generating*</u>	
	<u>1st 4 hours</u>	<u>Each add'l hour</u>	<u>1st 4 hours</u>	<u>Each add'l hour</u>
Building	\$300 \$500.00	\$50 \$100.00	\$900 \$1,000.00	\$150 \$200.00
Kitchen	\$35/ \$50 event			
Lounge	\$25- \$50 /event			

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 this fee.

ADDITIONAL CHARGES

~~Refundable~~ Clean-up Deposit \$100.00 minimum

Public Address System set up fee ~~\$25.00~~ **\$50.00**

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.

WILKINSON SENIOR CITIZEN CENTER
(Revised ~~07/04~~ 07/10)

FACILITY USE FEES

75% to be deposited into the Department of Recreation and Parks General Fund Account

25% to be deposited into the MRP Fund Account

	<u>Basic</u>		<u>Fee Generating*</u>				
	<u>First 4 hours</u>		<u>Each add'l hour</u>		<u>First 4 hours</u>	<u>Each add'l hour</u>	
Auditorium	\$250 \$350		\$50 \$75		\$750 \$1,050	\$150 \$225	
Lunch Room	\$150 \$250		\$25 \$50		\$450 \$750	\$75 \$150	
Auditorium & Lunch Room	\$350 \$350		\$75 \$75		\$1,050 \$1,050	\$225 \$225	

* 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 this fee.

ADDITIONAL CHARGES

100% of fees to be deposited into the MRP Fund Account

Non-Refundable clean-up deposit fee	\$50.00
Public Address System set-up fee (Auditorium only)	\$25.00 \$50.00

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.

YOUTH SPORTS GROUPS

(Revised ~~06/08~~ 07/10)

All permits issued for outdoor sports facilities will be assessed a \$10.00 permit application fee.

YOUTH SPORTS ORGANIZATIONS AND ASSOCIATIONS (e.g. Y.M.C.A., C.Y.S.O., A.Y.S.O., LAUSD)

Field Use Fee

	<u>Non-Urban Impacts Centers</u>	<u>Urban Impact Centers</u>
Daylight Play	\$10.00 per hour per field	\$ 8.00 per hour per field
When Lights are Used	\$12.00 per hour per field	\$10.00 per hour per field

From the above fees, \$5.00 per hour per field for baseball, softball, soccer, flag football or any other multi-purpose athletic field use is to be deposited into the specific regional ~~municipal sports account representing the Region where the permitted facility is located~~ **MRP Fund Account.** (~~Metropolitan Pacific Municipal Sports account X50; Valley Municipal Sports account X65~~).

Note: The additional \$2 for lighted use is to be deposited to the ~~General Services Department utility account 100-62.~~ **Department of Recreation and Parks General Fund Account.**

Private, nonprofit youth sports leagues providing maintenance and repair of sports fields shall not be required to pay the ~~\$3.00~~ **\$5.00** per hour, per field maintenance fee. (**i.e. Little Leagues**)

Tournament Fee A fee of ~~\$21.00~~ **\$25.00** per hour will be charged during the day and ~~\$25.00~~ **\$35.00** per hour at night for baseball, softball, flag football, and soccer or any multi-purpose field. (~~\$3.00~~ **\$5.00 per hour** to be deposited into regional Municipal Sports MRP Fund Account (for sports facility refurbishment).

Additional Fees

Refundable maintenance fee \$100.00 per permit.

Fund Raising Events See SPECIAL EVENTS/FUNDRAISER page.

Admission If an admission is charged for an event, the standard building or field fee will apply.

PRIVATE YOUTH OR SCHOOL TEAMS

\$5.00 per hour to be deposited into regional Municipal Sports account (for sports facility refurbishment)

	<u>Day</u>	<u>Night</u>
Use of flag football, baseball, softball, and soccer fields.	\$21.00 \$25.00/hour	\$25.00 \$35.00/hour

Urban Impact Facilities

All Other Facilities

YOUTH SPORTS GROUPS

Page 2

Use of gymnasiums*

~~\$25.00~~ **\$40.00/hour**

~~\$35.00~~ **\$50.00/hour**

Private, Parochial, LAUSD and non-L.A.U.S.D. school teams are only exempted from fees if there is a reciprocal agreement between the center and the school by which the Department receives an equivalent value in facility use, materials and/or other in-kind services, as determined by the Principal Recreation Supervisor.

It is acceptable for Youth Groups to make donations to facilities. *Monetary donations shall be placed in the MRP Fund Account.*