

REPORT OF GENERAL MANAGER

APPROVED
JUN 20 2007

NO. 07-144

DATE June 20, 2007

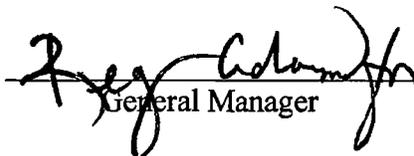
**BOARD OF RECREATION
and PARK COMMISSIONERS**

C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: PROPOSED CHANGES TO THE DEPARTMENT SCHEDULE OF RATES
AND FEES

J. Combs _____	J. Kolb _____
H. Fujita _____	K. Regan _____
S. Huntley _____	*F. Mok _____
R. Adams _____	M. Shull _____



General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

That the Board:

1. Approve the changes to the Schedule of Rates and Fees as attached and summarized below; effective July 1, 2007; 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, revise fees to more accurately recover Department costs, and 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. This commitment is reflected in this year's proposed changes in that there are few actual increases in an effort to keep necessary fee increases to a minimum.

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

REPORT OF GENERAL MANAGER

PG. 2 **NO. 07-144**

General Information

- Section 1.5 (LAUSD)** **Revise the wording of the reciprocal agreement between Department of Recreation and Parks (RAP) and the Los Angeles Unified School District (LAUSD) to specifically exclude physical education classes from the use of outdoor and indoor facilities for school-related youth sports activities covered by the agreement.**

- Section 5.2 (Holidays)** **Add Cesar Chavez Day and Columbus Day to the list of holidays.**

- Section 6.1 (Part-Time Fees)** **Change part-time staff coverage fees from \$18.00 to \$20.00 per hour.**

- Pershing Square** **Revise the fees based on the actual costs of security required for an event as determined by the Griffith Region Office. Security rates and fees were last revised in September 2002.**

- Sherman Oaks Castle Park** **(a) Change the number for the purpose of group rates, for miniature golf, from 20 to 15;**
(b) Make the Pavilion, Gazebo, Boathouse, and Flower Garden available for non-party use Monday through Friday from 10:00 a.m. to 4:00 p.m. at \$40 an hour; from 4:00 p.m. to closing at \$60 an hour; and on weekends and holidays at \$80 an hour. This will accommodate requests from patrons and film companies and generate more revenue. The suggested rates are slightly lower than those for the area; and,
(c) Increase the Royal Package from \$10.50 to \$10.95.

- Film Permit Fees** **(a) Change the name of Entertainment Industry Development Corporation (EIDC) to Film LA;**
(b) Add Cabrillo Beach and Bathhouse to the Film Permit Schedule of Rates and Fees list of Special Use Facilities; and
(c) Increase the fees for motion picture filming at all park locations except those specified as Special Use Facilities or Pay Parking Lots to make the rates comparable with those of surrounding communities and to recover operation costs. The original Schedule of Rates and Fees was established in February 1999; the last increase was in June 2004.

REPORT OF GENERAL MANAGER

PG. 3

NO. 07-144

Friendship Auditorium, Grace Simons Lodge, Orcutt Ranch	Revise cancellation and postponement fees to cover rising administrative and clerical costs in processing cancellation refunds; minimum payment to guarantee reservation (Friendship); and refundable building deposit (Simons).
Pan Pacific Recreation Center	Revise the Facility Use fees and Use of Stage Sound and Lighting System
Pay Parking Lots	Offer a \$3.50 flat fee to private parties renting the Cabrillo Beach Bath House and Cabrillo Marine Aquarium with a qualifying minimum bulk purchase of 50 parking stalls.
Ramona Hall Community Center Banquet Hall	Separate Ramona Hall Community Center Banquet Hall from Ramona Hall Recreation Center operations as an independent source of income and establish fees and charges for its use.
Exposition Park Intergenerational Community Center (EPICC)	(a) Eliminate the \$25.00 non-refundable deposit required at the time of submission of Facility Use Application; (b) Make the Ralph M. Parson Pre-School available for special events on Saturdays and Sundays and establish fees and charges; and (c) Establish and/or revise current special events fees to more accurately recover Department costs.
Encino Woman's Club, Rio de Los Angeles State Park, Seoul International Park	Establish the rates and fees for these three new facilities.

FISCAL IMPACT STATEMENT:

A modest increase in revenue will be created to be allocated to the MRP Fund, Special Fund, and General Fund. Fees deposited to facility MRP accounts will be used to fund staff and maintenance needs.

This report was prepared by Evelyn Castillo, Senior Management Analyst I, Finance Division-Budget Section.

GENERAL INSTRUCTIONS AND POLICIES REGARDING RATES AND FEES

(Revised 07/05- 07/07)

1.0 DEVIATIONS FROM ESTABLISHED FEES

The following rates and fees have been approved by the Recreation and Parks Board of Commissioners, under the legal authority of the City of Los Angeles City Charter. No deviation, reduction, or waiver of rates and fees charges shall be allowed without approval of the Board. Further, it is the policy of the Board that no deviation, reduction, or waiver of rates and fees charges or other priority use or privileges will be afforded to any group or organization that discriminates or is found to discriminate on the basis of race, religion, national origin, ancestry, sex, sexual orientation, age, physical handicap, marital status or medical condition.

1.1 NO-FEE WAIVER POLICY

It is the policy of the Board of Recreation and Parks to deny all requests for waiver of fees. The Department may underwrite facility use fees if the sponsorship criteria stated in the No-Fee Waiver policy (Board Report No. 01-207, dated 6/18/03) is met. Appropriate staff, and the General Manager, must approve the request. Salaries and expenses associated with the event will not be underwritten. Also, City Council declaration of a Special event does not waive Recreation and Parks Department fees. Full description of the No-Fee-Waiver Policy follows the General Information pages.

1.2 DISCOUNTED FEES FOR URBAN IMPACT CENTERS

Facilities designated as *Urban Impact*, on the list which follows, qualify for discounted rates only as specified within the Rates and Fees pages.

1.3 CITY / GOVERNMENT USE

City agencies and government entities, for conduct of training, work meetings, and other government business activities authorized by the General Manager or an appointed designee, are exempt from facility use fees, subject to availability. Staff fees apply outside of normal facility hours. This exemption does not apply to facilities where a specific fee for Department, City, or other government use has been addressed.

1.4 GROUPS EXEMPTED FROM PAYMENT OF FEES

This policy, found in the *Community Recreation Center* page, shall apply to all recreation centers, community centers, sports centers, and senior citizen centers, unless a specific list of exempted groups has been approved for the respective facility.

1.5 LOS ANGELES UNIFIED SCHOOL DISTRICT RECIPROCAL USE

Subject to availability, LAUSD is permitted reciprocal use of outdoor and indoor facilities for youth sports activities, practices, and games of school-related sports activities ~~when school is in session~~ (California Interscholastic Federation (CIF) programs, not physical education classes). **The use must match the school calendar when the particular school is in session (traditional vs year-round).** All other activities are subject to appropriate fees. This privilege is extended to ~~charter~~ schools chartered through of the LAUSD system all; all others must pay established fees.

2.0 INSURANCE REQUIREMENTS

Insurance may be required for certain types of events or programs. Please refer to the Insurance Requirements section of this manual. Insurance is required for all activities except meetings,

GENERAL INFORMATION – (continued)

classes, educational exhibits, and other low risk activities as outlined in the Department's Insurance Requirements Policy. Permitted activities may not begin until Proof of Insurance is accepted by the City Risk Manager. Allow 30 days for this approval. The standard General Liability requirement is \$1,000,000 but may be higher depending on the risk level of the activities undertaken. Directors must provide the Department's Insurance Coordinators with copies of the permit application and Proof of Insurance. There are two acceptable forms of Proof of Insurance: 1) a Certificate of Insurance issued through the Municipal Insurance Service, Inc. (1-800-420-0555); or 2) City Endorsement forms completed by the permittee's insurance company, naming the City of Los Angeles as an additional insured.

3.0 ALCOHOL POLICY

The selling, serving, and consumption of alcoholic beverages on Department property must comply with the Department's Alcoholic Beverage policy. Please refer to the Alcoholic Beverage Policy section in this manual.

4.0 ALLOCATION OF FEE DEPOSITS

Unless otherwise stated, all monies collected are to be deposited into the General Fund #2790. Instructions for depositing monies into an account other than the General Fund are written in *italics*.

4.1 DEPOSITS TO ACCOUNT 1750

Monies deposited into account 1750 are only to be used for sports facility repairs/refurbishment and gym floors/equipment. Expenditures must be approved by the District Recreation Supervisor and the Principal Recreation Supervisor.

4.2 UTILITY USE FEE

Unless otherwise specified, the standard utility use fee is \$25 per day. *The fee is to be deposited to General Services Department utility account 100-62.*

5.0 DEFINITIONS

5.1 ADULTS, YOUTH, SENIOR CITIZENS AGE GROUPS

When separate fees are charged for Adults, Youth, and Senior Citizens, and the age range for each is not specified, the following criteria shall be used:

Adults -- ages 18-64

Youth -- 17 years and younger

Senior Citizens -- 65 years and older

5.2 HOLIDAYS

Holidays are; are: New Years Day, Martin Luther King Jr. Day, President's Day, Cesar Chavez Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Day. When any of these holidays fall on a Sunday, the holiday will be observed on the following Monday. If the holiday falls on a Saturday, the holiday will be observed on the preceding Friday. Holiday rates will be in effect on the days the holidays are observed.

GENERAL INFORMATION – (continued)

5.3 FEEES

Fees stated in terms of “First X number of hours” are to be applied for consecutive use in the same day. Fees are not to be prorated. The fee stated shall apply to any portion of use within that time period.

6.0 STAFF FEES

6.1 PART-TIME FEES

Unless otherwise stated, part-time staff coverage fees are ~~\$18.00~~ \$20.00 per hour and are to be deposited into the facility MRP Account.

6.2 FULL-TIME FEES

Full-time staff coverage fees will be charged at the current overtime rate and are to be deposited into the General Fund.

6.3 PARK RANGER FEES

Refer to the Park Rangers page for staff rates for security, traffic control, or related duties in support of permitted uses.

6.4 ADDITIONAL STAFFING NEEDS

At the discretion of the Region Superintendent, or equivalent level manager, 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.

CITY OF LOS ANGELES
DEPARTMENT OF RECREATION AND PARKS

NO-FEE-WAIVER POLICY
June 2003

◆ Adoption by Board

At their meeting of June 18, 2003, the Board of Recreation and Park Commissioners adopted General Manager's Report 03-207, establishing as the Policy of the Department that no waivers be considered or approved of any fees, costs, or expenses, as established in the Manual of Rates and Fees, for use of Department facilities and property. The action further established ~~criteria~~ **criteria** by which certain use fees specified in the Manual of Rates and Fees for Special Events may be underwritten by Department special accounts in lieu of being charged to City Departments, other Government agencies, or non-profit organizations.

◆ Jurisdiction of Board of Commissioners and Policy Considerations

The Charter of the City of Los Angeles gives to the Board of Recreation and Park Commissioners sole authority to set fees for use of Department facilities and property. The method by which these fees are set and published is the Department's Manual of Rates and Fees, which covers all admission costs, rates, fees, reimbursements, and usage requirements for all Department business activities and other uses, and is approved by the Board. With public service as our principal goal, the Department's fees and charges are set very competitively in comparison with market value for similar facilities and programs offered by smaller jurisdictions or private entities. For this reason, a long-standing tradition of the Board of Commissioners has been to decline considering any waiver or reduction of published fees. This position is predicated on the reasonableness of Department fees and the impracticality of distinguishing the relative worthiness of various organizations or individuals wishing waivers because of charitable intentions. The policy further recognizes that the Department's annual budget for operations integrates a certain annual revenue stream, and a continuation of that revenue level is a vital part of our ability to maintain facilities and sustain operations for all users.

◆ Special Events and Use Fee Sponsorship Criteria

From time to time, other City Departments or non-profit organizations apply for use of Department facilities for Special Events which might have business benefits to the Department, or might so clearly accomplish a Department goal that they would be considered like events that Recreation and Parks would produce. In order to facilitate such events, without loss to Department revenue or non-compliance with the No Fee Waiver Policy, sponsorship of Use Fees (only) may be considered under the following criteria and procedure.

Events produced by other City Departments or Non-Profit Agencies must pay all costs of salaries and expenses in connection with the event, as stipulated in the Manual of Rates and Fees, and are liable for all use fees and vendor fees as well. These fees and reimbursement charges may be paid directly or may be transferred to an appropriate Recreation and Parks account(s) from the producing Department. However, event producers may apply for Recreation and Parks underwriting of the Use Fees (only), under specific sponsorship criteria, each one of which must be met.

- ◆ Event must be open to the public at no charge.
- ◆ Producer must be a City Department, non-profit entity, or other government agency.
- ◆ All appropriate vendor fees shall be paid by the event producer and all other costs and expenses must be fully reimbursed.
- ◆ No commercially sponsored sales will be made.
- ◆ The event is reasonably expected to attract Department patrons and civic, community, or business leaders, and will provide recognition to the Department.
- ◆ The event is designed to encourage business and government support for recreation facilities and programs.
- ◆ The event supports one or more of the Department goals below:
 - ▶ Providing quality recreational opportunities to all neighborhoods in Los Angeles
 - ▶ Strengthening neighborhoods by encouraging community involvement
 - ▶ Establishing examples of environmentally sensitive landscapes and land use

Such sponsorship would be first considered and approved at the facility director or district supervisor level, then must be recommended by the Assistant General Manager and approved by the General Manager. If approved, then the Use Fee will be transferred to the Department's General Revenue from an identified Municipal Recreation Program account, or other identified special fund account. The Use Fees for special events without admission range from \$75 for under 250 people to \$750 for 1000 people, and \$100 for each increment of 1000 after the first 1000.

PERSHING SQUARE (continued)

Event Monitor Fee

If full-time staff is required for the event/activity, permittees will be charged at the current overtime rate@ for that individual. This generic statement will allow for complete reimbursement of actual costs. This amount is to be deposited to the Department=s General Fund from which full-time salaries are paid.

Vendor Fee

Non Profit Organizations	\$100.00 per vendor
For Profit Organizations	\$200.00 per vendor

In addition to the vendor fee, a deposit and cancellation fee will be charged.

Arts & Crafts Vendors

Non-profit organizations	\$ 50.00
For-profit organizations	\$100.00
Catering fee:	\$250.00
Student films:	\$50.00 flat fee up to 4 hours
Still photo:	\$100.00 up to 2 hours (1 camera)
Equipment rental:	
Round tables with four (4) chairs and umbrella:	\$25.00 per set
Refundable deposit/replacement deposit:	\$100.00
Canopies:	\$100.00 per canopy (includes set-up)
Refundable deposit/replacement deposit:	\$100.00

Security Fee

~~Minimum of two Park Rangers at \$35 an hour for a minimum of four hours. The Park Rangers will determine if additional security personnel will be required, depending on the event and number of people.~~

Minimum of two Contract Security/Department of General Services (GSD) Security/GSD Police personnel for a minimum of four hours. Contract Security personnel, GSD Security Personnel or GSD Police personnel may be assigned. The Griffith Region Office will determine what additional security personnel will be required, based on the event and the number of people. Permittee will pay for actual charges to RAP for the security coverage level required.

Clean Up Fee

If clean-up is not completed by designated time, additional rental costs will be charged.

PERSHING SQUARE (continued)

Fee to Hold Reservations

50% of Total Rental Costs

(The remaining 50% due 10 days prior to the event)

CANCELLATION FEES

91 or more days prior to event

25% of Reservation Payment

61 to 90 days prior to event

50% of Reservation Payment

60 days or less prior to event

100% of Reservation Payment

Insurance: copy of insurance rider/proof of insurance required prior to event.

SHERMAN OAKS CASTLE PARK
(Revised 12/04 07/07)

MINIATURE GOLF PRICES

(50% to be allocated to *MRP Special Account 808M-CC*)

(50% to be allocated to General Fund)

Individual Rates:

Adults (13-64)	\$6.50
Children (under 12)	\$5.50
Senior Citizens (65+)	\$5.50
Early Bird	\$3.00
Every Saturday and Sunday 9:00 – 10:30 a.m.	
Replays	\$3.00
Discount coupons	\$2.00 off regular price round of golf

Group Rates (groups of 20 15 or more)

- Requires advance reservation and must be paid with one payment

Golf Only

Adults	\$4.50
Children	\$3.50
Senior Citizens	\$3.50

Group Golf and Game Rates (groups of 20 15 or more)

Includes 10 game tokens per participant. Requires advance reservation and must be paid with one payment.

(~~\$2.00 per person to MRP 1704 for concessionaire costs concessionaire~~; 50% of balance to *MRP Special Account and 50% to General Fund*)

Adults	\$6.50
Children	\$5.50

Gift Certificates

\$10.50

(~~\$5.95 to MRP account 1704 for concessionaire costs concessionaire~~; 50% of balance to *MRP Special Account and 50% to General Fund*)

Includes:

- One round of golf
- 10 game tokens
- Large Slice of Pizza
- Ice Cream
- Soft drink

BIRTHDAY PARTY PACKAGES – 10 Guest Minimum

Imperial Package \$13.95 each

(~~\$8.50 to MRP account 1704 for concessionaire costs concessionaire~~; 50% of balance to *MRP for City operation Special Account and 50% to General Fund*)

Includes:

- Unlimited golf
- 20 game tokens
- Large Slice of Pizza or Hot Dog
- Ice Cream
- Soft drink
- Gift for the birthday child
- Use of party area for 2 hours
- Party Hostess for 2 hours
- Decorations and Paper goods
- Clean up of party area

SHERMAN OAKS CASTLE PARK – (continued)

Royal Package ~~\$10.50~~ **\$10.95** each

(\$5.95 to MRP account 1704 for concessionaire costs concessionaire; 50% of balance to MRP for City operation-Special Account and 50% to General Fund)

Includes:

- One round of golf
- 10 game tokens
- Large Slice of Pizza
- Ice Cream
- Soft drink
- Use of party area for 2 hours
- Party Hostess for 2 hours
- Decorations and Paper goods
- Clean up of party area

Private Area Premium (Gazebo/Boathouse/Flower Garden only) **\$25.00** per party
(50% to Special Account and 50% to General Fund)

\$25.00 deposit required for reservation, to be credited toward final bill.

Pavilion, Gazebo, or Boathouse and Flower Garden Rental

(Non-party Use Only)

10:00 am – 4:00 pm (Monday – Friday, excluding holidays) **\$40.00** per hour

4:00 pm – Closing (Monday – Friday) **\$60.00** per hour

Weekends and Holidays **\$80.00** per hour

Must be paid in full to reserve.

Cancellation Fee for parties, Pavilion, Gazebo, and Boathouse and Flower Garden
(if cancelled, 100% to MRP Special Account)

Prior to 14 days	N/C
14 days or less	\$25.00

GOLF COURSE EXCLUSIVE USE FEE ** (Does not include per person charges)

Course rentals will be considered on a case-by-case basis depending on general public need. At no time will all three courses be rented for exclusive use. Exclusive Use fee must be paid in full to reserve.

Weekdays 10 am – 4 pm	\$200.00 Per Hour/Per Course
Monday – Friday	
Evenings	\$300.00 Per Hour/Per Course
Monday – Thursday 4 pm – close	
Prime	\$500.00 Per Hour/Per Course
Friday 4 pm – close	
Saturday & Sunday 9 am – close	
And Holidays	

** These rates replace the earlier page in Rates and Fees Sherman Oaks Castle Park Golf Course in which rates were broken down by the hour and day of the week.

SHERMAN OAKS CASTLE PARK – (continued)

FILMING USE

During non-operational hours

Use of facility (including Parking Lot)	\$150.00 per hour
Parking Lot Only	\$50.00 per hour

During operational hours

Normal rates apply

Cancellation policy for exclusive use of golf courses and filming:

Cancellations with 24 hour notice prior to 24 hours	No Charge
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Cancellation within 24 hours	\$200.00
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Complimentary Golf Passes - A maximum of 1,500 per calendar year to be issued.

FILM PERMIT FEES
(Revised 07/04- 07/07)

GENERAL DEPARTMENT FEES:

60% to Film Coordination Surcharge Account 913

40% to General Fund 302 Department 88

<	Motion picture filming at all Park locations except those specified as below	\$350/day	\$450/day (includes holding location prepped and ready to film)
<	Prep	\$100/day	\$150/day
<	Strike	\$100/day	\$150/day
<	Base Camp Only	\$350	\$450
<	Student or Non-Profit Filming	No charge	
<	News	No charge	
<	Crew Parking (1-15 vehicles)	\$50/day	\$100/day
<	Crew Parking (16 + vehicles)	\$150/day	\$300/day
<	Special Facility Administration Fee	\$100-	\$150/production (100% to Account 913)

Camera test or testing of equipment/props on park property as it relates to filming will be considered on a case by case basis with still photography fees applying respectively.

Revenues to be spread per published percentage rates

Pay Parking Lots and Special Use Facilities with published rates and percentage rate distribution plus Park Film Office administration fee

Pay Parking Lots

~~Published Rates, plus administration fee~~

Pay Parking Lots are located at:

- *LA Swim Stadium*
- *Cabrillo Beach*
- *Harbor*
- *Westwood Park*

Special Use Facilities

~~Published Rates, plus administration fee~~

- *Banning Residence Museum*
- *Cabrillo Beach and Bathhouse*
- *Cabrillo Marine Aquarium*
- *Camps*
- *Devonshire House*
- *Drum Barracks Civil War Museum*
- *Friendship Auditorium*
- *Fort MacArthur Military Museum*
- *Grace E. Simons Lodge*
- *Greek Theatre*
- *Griffith Observatory*
- *Los Angeles Maritime Museum*
- *Los Angeles Youth Athletic Club (Lincoln Heights Jail)*
- *Orcutt Ranch*
- *Park Ranger Auditorium*
- *Pershing Square*
- *Point Fermin Lighthouse*
- *Sherman Oaks Castle Park*

FILM PERMIT FEES - (continued)

- *Travel Town Museum*
- *Tregnan Golf Academy*
- *Venice Beach Recreation Center*

Copies of all deposit transactions for these rentals shall be forwarded to the Park Film Office for verification. Special Facilities are eligible for this list only if they appear in the published Manual of Rates and Fees with regular rental or special use fees.

Commercial Still Photo (1-14 persons)	\$50/day	\$75/day
Commercial Still Photo (15 + persons)	\$100/day	\$150/day

(Persons includes all those present, behind, or in front of the camera)

SPECIAL SERVICE FEES

Catering for 1-74 people	\$150/day	\$225/day
Catering for 75+ people	\$300/day	\$450/day

Department Film Monitor	\$38/hour (2-hour minimum if call-out needed)*	
Spot Check	\$100 \$150/24-hour period needed*	
Supplemental Film Monitor	\$15-\$16/hour (2-hour minimum if call-out needed)*	
Equipment charges	Fee schedule on request, based on actual cost	
Staff time to operate equipment	Quoted on request, based on actual salary	
Pool filling or operation	Quoted on request, based on actual cost	
Utility (each for electricity, gas, or water)	\$25/day	\$75/day, per utility

*100% to Surcharge Account 913

NOTES:

All applicable fees paid to ~~Entertainment Industry Development Corporation~~ **Film LA** except as expressly noted. Any donations intended for any Department facility will be accepted by the Park Film Office only and credited to the appropriate facility.

All scouts and monitors to be on-duty employees of the Department of Recreation and Parks. Monitor fees and all other applicable fees will be estimated in advance of filming and collected with all other film permit fees collected by ~~EIDC~~ **Film LA**. Monitoring or other charges beyond estimates will be billed by ~~EIDC~~ **Film LA**. ~~Monies for monitor fees will be transferred to Recreation and Parks with other park filming charges. Scouting is no charge unless unusual circumstances require dedication of a single employee for a significant period of time or across multiple locations, for which service the Monitor or Gate Monitor fee may be used to reimburse the Department.~~ **Scouting is no charge if the scouting is scheduled during normal business hours of the Park Film Office. After hour scouting may be scheduled with a Department Film Monitor or someone designated by the Park Film Office, for which service the Monitor fee may be used to reimburse the Department.**

All special facilities listed above may be subject to assignment of a technically competent or specially trained person from the facilities= staff, rather than a monitor from the general Department monitor pool. For the purpose of special monitor assignments only, certain other facilities may require special staff as monitor, e.g., lifeguards must be assigned to any filming in or near a filled Department pool or other body of water.

FILM PERMIT FEES - (continued)

All fees and charges at any facility or property in the Department must be expressly specified in the Rates and Fees manual. No exceptions. At the discretion of the General Manager, ~~EIDC Film LA~~ may approach the Department about a percentage reduction of prep and strike fees on extremely long location situations.

The overnight inspection spot check fee may, at the discretion of the Park Film Office, be used in conjunction with private security personnel guarding sets not under prep, strike, or active filming, or for low impact productions, but only where no conflict about use of the area exists.

Special facilities fees are set by the facility and typically are split so that the facility benefits. At these facilities only, monitors will come exclusively from the pool of facility employees and are included as needed in the facility base charge. If additional security or monitoring services are needed because of the scope of the activity, they will be charged through ~~EIDC Film LA~~ as are other monitors. The Park Film Office administration fee for special facilities reimburses the cost of facilitating their use as filming locations

GENERAL FILM PERMIT POLICIES AND REGULATIONS

A. REQUIREMENTS FOR PERMIT:

1. A film permit is required to make any commercial still photograph, commercial motion picture, television program, commercial or similar production at a City park or recreational facility.
2. The film permit requirement is not intended to apply to news departments routinely engaged in the preparation of stories for news programs.
3. Public affairs and quasi-news programs may be exempted from the permit requirement upon request and referral of ~~EIDC Film LA~~.
4. Commercial still photography is defined as photography for advertising purposes or any paid publication or use.
5. Permits are required for educational, public service, non-profit, and student projects (must ~~how~~ show proof of enrollment), however, these projects may be eligible for fee exemptions (see Section B).
6. No filming permit is required for screen tests or casting sessions, but a Department special use permit may be required if special privileges or exclusive use is requested.
7. Use of Department property leased to concessionaires or other outside entities may require separate arrangements and additional fees determined by the leasing entity.
8. The Department asks that credit is ~~be~~ given to Department facilities and locations in motion picture or photography credits.

FILM PERMIT FEES - (continued)

B. FEE EXEMPTIONS

1. Students may receive an exemption on daily charges for filming, prepping, striking, and parking. Students must submit a letter, written on letterhead of a recognized United States educational institution, and signed by a school administrator or instructor, stating that the applicant is currently enrolled in that institution and that the film is not for commercial purposes. Student Films are not eligible for waiving or reduction of monitoring requirements and fees if any one or more of the following elements are present:
 - Filming longer than five days
 - Any construction will take place
 - Catering trucks are required to service cast and/or crew
 - Unusual activity such as helicopter use or road closures
2. Non-profit organizations are eligible for the exemption on daily charges for filming, prepping, striking, and crew parking.
 - a. Organizations must provide proof that they have tax exempt status in accordance with Section 501 c (3) (1) of the Internal Revenue Code or Section 23701 (d) of the California Revenue and Taxation Code to qualify.
 - b. Production companies producing projects for bona fide non-profit organizations may qualify for the fee reduction if the non-profit organization involved provides proof of tax exempt status as required by Section B. 2. a. above, and if the non-profit organization states in writing that the production company involved has been retained by them to produce the project and any fees reduced by the City will result in a direct equivalent reduction in costs to the non-profit organization.
 - c. Local television stations producing public service announcements shall be considered non-profit for the purpose of obtaining fee reductions. The request must be made in writing and be signed by an official of the station. This applies only to those filming permits requested for the public service announcements.
3. Government agencies – Agencies of the federal government or any state, county, city, district or other political subdivision are eligible for fee exemptions. Government agencies must apply for this in writing on agency letterhead and have the form signed by an official of the agency.
4. Entities producing programming for broadcast over public access channels of cable television systems franchised within the City of Los Angeles may also be eligible for fee reductions. Producers of this type of programming must submit a request in writing and agree to pay the City all fees if the production is used for commercial purposes. Such requests must be verified in writing by an official of the cable system which will broadcast the production.
5. PAY PARKING LOTS, SPECIAL FACILITY FEES, SERVICE FEES, AND MONITOR FEES CANNOT BE REDUCED OR WAIVED.

FRIENDSHIP AUDITORIUM
(Revised ~~07/06~~ 07/07)

FACILITY USE FEES

50% of retained fees are to be deposited in the respective Facility MRP account.

	<u>1st 3 hours</u>	<u>1st 4 hours</u>	<u>Each additional hour</u>
Monday – Thursday	\$260		\$75
Fridays, Sundays		\$600	\$125
Saturday, Holidays and the day prior to a Holiday		\$900	\$175

ADDITIONAL CHARGES

Refundable building deposit \$400 \$500

Minimum payment to guarantee reservation.

Payable within ten (10) days of the initial reservation.

Monday - Thursday	\$300
Friday - Sunday	\$400
Monday - Sunday	\$600

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

Parking Only Fee - Patron must supply own security, additional insurance may be required.

The parking only fee is for use of the lot as parking for ten or more vehicles for any off-site activity. If the parking lot is used for any activity beyond parking, the Facility Use Fee will apply.

15 cars or less \$10/car

More than 15 cars, or any number of vehicles if catering trucks, semi-pulled trailers, or oversized vehicles are included \$50/hour

CANCELLATION FEES

Cancellation or Postponement within 60 days of event	40% of all fees or \$150, whichever is greater 50% of all fees
Cancellation prior to 60 days	\$100 50% of refundable deposit
Postponement prior to 60 days	\$50 \$125, two times maximum; Cancellation fee thereafter.

FRIENDSHIP AUDITORIUM - (continued)

INSURANCE

Insurance may be required. See Insurance Requirements. Patrons will be subject to yearly rate increase, unless payment is made in full by the close of the fiscal year.

PAYMENT OF FEES

The total amount of all rental 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 canceled.

SPECIAL USE

Special use of Friendship Auditorium is available on weekdays, Monday through Friday, between 8:00 AM – 4:00 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 an appointed designee.

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 an appointed designee.

Scheduling of special use event

Use of the facility is subject to its availability determined by the following guidelines:

- a) Special Use events may be scheduled only 60 days in advance of the event date. Recreation and Parks Department, City of Los Angeles, is exempted from this guideline.
- b) Any one group may not exceed two separate days per week.
- c) None of the above guidelines precludes a Special Use party from maintaining or procuring additional dates or hours under the regular rate provisions.

SPECIAL USE FEES

Use Fee	50% of fee
Kitchen Fee	N/A
Cancellation Fee	\$50
Cancellation Fee if within 48 hours of event	\$75

PROHIBITED SPECIAL USE EVENTS

Revenue producing events, subletting or assignments of Special Uses are not permitted.

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.

GRACE E. SIMONS LODGE
(Revised 07/06 07/07)

FACILITY USE FEES

50% of retained fees are to be deposited in the respective Facility MRP account

	<u>1st 3 hours</u>	<u>1st 4 hours</u>	<u>Each additional hour</u>
Monday-Thursday	\$240		\$80
Fridays, Sundays		\$550	\$100
Saturdays, Holidays, Day prior to Holiday		\$800	\$150

ADDITIONAL CHARGES

Barbeque/Outdoor Activity Fee \$150.00
Whenever an event has a portion of its activities occurring both indoors and outdoors, this fee applies.

Rehearsal Fee \$150
Outdoor wedding rehearsals may be scheduled within 60 days of your event on Monday through Thursday 4:00 p.m. – 8:00 p.m.

Refundable Building Deposit \$400 \$500

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

Monday-Thursday	\$200
Friday-Sunday, Holidays	\$400
Monday - Sunday	\$600

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

Parking only fee - Patron must supply own security, additional insurance may be required.

The parking only fee is for use of the lot as parking for ten or more vehicles for any off-site activity. If the parking lot is used for any activity beyond parking, the Facility Use Fee will apply.

15 cars or less \$10/car

More than 15 cars, or any number of vehicles if catering trucks, semi-pulled trailers, or oversized vehicles are included \$50/hour

CANCELLATION FEES

Cancellation or Postponement within 60 days of the event	40% of all fees or \$125 whichever is greater. 50% of all fees
Cancellation prior to 60 Days	\$100 50% of refundable deposit
Postponement prior to 60 Days	\$50 \$125, two times maximum; Cancellation fee thereafter.

PAYMENT OF FEES

The total amount of all rental 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 canceled.

GRACE E. SIMONS LODGE – (continued)

SPECIAL USE

Special use of Grace Simons Lodge is available on weekdays, Monday through Friday, between 8:00 AM – 4:00 P.M. 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 an appointed designee.

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 an appointed designee.

Scheduling of special use events

Use of the facility is subject to its availability determined by the following guidelines:

- a) Special Use events may be scheduled only 60 days in advance of the event date. Recreation and Parks Department, City of Los Angeles, is exempted from this guideline.
- b) Any one group may not exceed two separate days per week.
- c) None of the above guidelines precludes a Special Use party from maintaining or procuring additional dates or hours under the regular rate provisions.

SPECIAL USE FEES

Use Fee	50% of fee
Kitchen Fee	N/A
Cancellation Fee	\$50
Cancellation within 48 hours	\$75

PROHIBITED SPECIAL USE EVENTS

Revenue producing events, subletting or assignments of Special Uses are not permitted.

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.

ORCUTT RANCH
(Revised 07/06 07/07)

FACILITY USE FEES

50% to be deposited in the facility MRP account

	<u>1st 6 hours</u>	<u>Each additional hour</u>
Prime Time (Fri – Sun & Holidays)	\$1200	\$150
Non-Prime Time (Mon-Thurs)	\$ 560	\$ 80

"Holidays" shall include all City Holidays and the day prior to a holiday.

ADDITIONAL CHARGES

Refundable Deposit \$500

Security Service fee required for all social events Quoted on request, based on actual cost
Must begin 30 minutes prior to event and remain 30 minutes after event.

Rehearsal Fee \$150
Outdoor wedding rehearsals may be scheduled within 60 days of your event on Monday through Thursday, 4 p.m. – 8 p.m.

CANCELLATION FEES

Cancellation or Postponement within 60 days of event 40% of all fees or \$125 whichever is greater
50% of all fees

Cancellation prior to 60 days \$100 50% of refundable deposit

Postponement prior to 60 days \$50 \$125, two times maximum;
Cancellation fee thereafter.

PAYMENT OF FEES

The total amount of all rental 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 canceled.

	<u>1st hour</u>	<u>Each additional hour</u>
Wedding Photos (or others) with no event bookings	\$50.00	\$30.00

ORCUTT RANCH – (continued)

SPECIAL USE

Special use of Orcutt Ranch is available on weekdays, Monday through Friday, between 8:00 AM – 4:00 P.M. 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 an appointed designee.

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 an appointed designee.

Scheduling of special use events

Use of the facility is subject to its availability determined by the following guidelines:

- a) Special Use events may be scheduled only 60 days in advance of the event date. Recreation and Parks Department, City of Los Angeles, is exempted from this guideline.
- b) Any one group may not exceed two separate days per week.
- c) None of the above guidelines precludes a Special Use party from maintaining or procuring additional dates or hours under the regular rate provisions.

SPECIAL USE FEES

Use Fee	50% of fee
Kitchen Fee	N/A
Cancellation Fee	\$50
Cancellation within 48 hours	\$75

PROHIBITED SPECIAL USE EVENTS

Revenue producing events, subletting or assignments of Special Uses are not permitted.

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.

GROUPS EXEMPTED FROM FEES

- West Valley Garden Group – 2nd and 3rd Tuesdays of each month except July and August
- Woodland Hills Floral Arrangers – 4th Tuesday of each month except July, August and September

PAN PACIFIC RECREATION CENTER
(Adopted 7/1/2004 7/1/05) (Revised 07/07)

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

FACILITY USE FEES

Gymnasium Rental Fee	<u>Basic</u>		<u>Fee Generating*</u>	
	<u>1st 3 hours</u>	<u>Each add'l hour</u>	<u>1st 3 hours</u>	<u>Each add'l hour</u>
Single Gym	\$90 \$100	-\$30 \$40	\$270 \$300	\$90 \$120
Double Gym	\$270 \$300	\$90 \$100	\$810 \$900	\$270 \$300

~~\$3 of each hour fee collected will be deposited into the proper MRP account for refurbishment and salaries; e.g. \$27 to 2790 and \$3 to 2710~~

\$13 of each hour fee collected will be deposited into the Special Fund for refurbishment, \$19 to MRP and \$68 to the General Fund.

Deposits	<u>Single Gym</u>	<u>Double Gym</u>
Reservation Deposit (Minimum)	\$75.00	\$150.00
Refundable Security Deposit:		
Groups of 100 or less	\$100.00	\$200.00
Groups of more than 100	\$200.00	\$300.00

CANCELLATION FEES

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

ADDITIONAL CHARGES FEES

Use of scoreboard and operator	\$10.00 per hour plus staff fees
Use of Stage Sound and Lighting System (includes required technician)	\$35.00 \$45.00/hour

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

Permittee must provide off-site parking and shuttle service for all events with expected attendance of 200 or more.

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.

PAY PARKING LOTS
(Revised 08/06 07/07)

All Parking Fees include the City of Los Angeles 10% parking tax. Parking fees are in addition to any film permit fees collected by the Film LA office.

65% of parking fees (after excluding the 10% tax) from EPICC lot to be deposited in facility MRP account. 100% of parking fees (after excluding the 10% tax) from Cabrillo Beach Parking lots to be deposited in facility MRP Special 817M account. 35% of parking fees (after excluding the 10% tax) from Harbor Parking lot to be deposited in facility MRP Special 817M account. 85% of parking fees (after excluding the 10% tax) from Westwood Park facility to be deposited in facility MRP Special 817M account. 60% of parking fees (after excluding the 10% tax) from Pacific Overlook Parking lot will be deposited in the Pacific Overlook Parking lot MRP.

SWIM STADIUM PARKING LOT

Regular Vehicle entry fees to be set will be the same as fees charged by State and County for events. Maximum entrance fee not to exceed \$15.00. No ~~oversize~~-oversized motor homes allowed.

CABRILLO BEACH PARKING LOT

Open seven days a week from June 1st until September 30th (Summer Season). Open Fridays, Saturdays, Sundays and Holidays from October 1st until May 31st (Winter Season).

Parking fees shall be based on "Pay by Exit," with the following rates:

	Summer	Winter
Vehicles	\$1.00 per hour (\$9.00 Max)	\$1.00 per hour (\$7.00 Max)
Bus/motor homes/oversized		
Vehicles w/boat		
(Park and Launch-open 3:00AM-10:30PM)	\$2.00 per hour (\$15.00 Max)	\$2.00 per hour (\$15.00 Max)

A \$3.50 flat fee will be offered to private parties renting the Cabrillo Beach Bath House and Cabrillo Marine Aquarium with a minimum bulk purchase of 50 parking stalls.

**School buses with students K-12 attending a Museum Aquarium Tour are admitted free Monday through Friday. All other buses must pay oversized rate.

A grace period will be made available for those entering and exiting the facility within twenty minutes.

HARBOR PARKING LOT

Monday through Friday	\$3.00/Vehicle per entry
Saturday through Sunday	\$4.00/Vehicle per entry

WESTWOOD PARK

Monday through Friday only 6:00 a.m. to 4:00 p.m.	\$125.00/month per space
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PACIFIC OVERLOOK PARKING LOT

Overnight parking rates apply from 6:00 PM to 6:00 AM	
One night a week	\$12.00 per month
Nightly	\$50.00 per month

PAY PARKING LOTS (continued)

PARKING FEE EXEMPTION POLICY

CABRILLO GENERAL PARKING LOT

The following groups will be exempt from parking fees provided they display the exemption pass properly in their parked vehicle.

1. Polar Bears – A Cabrillo Beach Booster Club that was established in 1936
2. School buses transporting groups which have booked guided or self-guided tours with CMA
3. Visitors with business appointments with Cabrillo Bathhouse Staff, arranged in advance
4. Attendees of Aquarium or Department-sponsored or co-sponsored events, with the approval of the Assistant General Manager

CABRILLO MARINE AQUARIUM PARKING LOT

General public will not be allowed to park in the Aquarium section of the parking lot. The following groups/individuals will be admitted free to the Cabrillo Marine Aquarium Parking Lot, if parking spaces are available upon entry:

1. Cabrillo Marine Aquarium (CMA) staff or Cabrillo Beach Bathhouse staff, with parking pass displayed properly
2. Friends of the CMA, or volunteers, at the discretion of the Aquarium Director
3. Groups or individuals who pay for classes or tours given by Aquarium staff (e.g. “sea Search” and “science at the Seashore”), at the discretion of the Aquarium Director
4. Visitors who have business appointments with Aquarium
5. Attendees of special Aquarium programs, functions or events. (This exemption does not include the annual Sea Faire or Whale Fiesta events.) Private events, whereby the Aquarium or Cabrillo Beach Bathhouse facilities are rented, are NOT exempt and must pay all applicable parking fees. (A \$3.50 flat fee will be offered to private parties renting the Cabrillo Beach Bath House and Cabrillo Marine Aquarium with a minimum bulk purchase of 50 parking stalls.)

RAMONA HALL COMMUNITY CENTER – BANQUET HALL

(Revised 07/07)

Ramona Hall Community Center Banquet Hall may be utilized for special events, based on availability, under the following guidelines and fee structure.

FACILITY USE FEES

50% of retained fees are to be deposited in the respective facility MRP account.

	<u>1st 3 Hours</u>	<u>1st 4 Hours</u>	<u>Each Additional Hour</u>
Monday – Thursday	\$200.00		\$65.00
Friday or Sunday		\$500.00	\$75.00
Saturday, Holiday or day prior to holiday		\$700.00	\$75.00

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 cleanup, pick-up, etc.

ALCOHOL USAGE

The Department has contracted with a bar service that allows the user to serve hard liquor, beer, wine and champagne. The bar service carries their own insurance. (See facility manager for current bar service contractors).

REHEARSAL FEES 50% of facility use fee

Rehearsals may be scheduled within 60 days of your event.

REFUNDABLE BUILDING DEPOSIT \$300.00

MINIMUM PAYMENT TO GUARANTEE RESERVATION.
Payable within ten (10) days of the initial reservation.

Monday - Thursday	\$200.00
Friday – Sunday, Holiday	\$400.00
Parking Lot	N/A

SECURITY GUARD SERVICES

Fee is based on the Department's direct cost of service plus 15%, security is usually required depending on the event. Two security guards required as a minimum. (Services should include 30 minutes prior to event and 30 minutes after.)

CANCELLATION FEES

Cancellation or postponement within 60 days of event	40% of all fees or \$125.00 (whichever is greater)
Cancellation prior to 60 days	\$100.00
Postponement prior to 60 days	\$50.00

RAMONA HALL COMMUNITY CENTER (continued)

PAYMENT OF FEES

The total amount of all rental 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.

SPECIAL USE

Special use of Ramona Hall Community Center Banquet Hall is available for other City agencies and Department sponsored groups during normal business hours, except Saturdays between (2:00PM – 11:00PM). 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.

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 date. Recreation and Parks Department, City of Los Angeles, is exempt 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.
- A community meeting scheduled by and facilitated by the Mayor's Office or local Council Office is specifically exempt from the fee. There may be staff charges if the use is during non-business hours. Public Hearings and Meetings that are required to follow the State of California Brown Act may be exempt from the fee.
- Staff fees may be applied to all special use events.

SPECIAL USE FEES

		<u>Government</u>
Use Fee	50% of fees	No Charge
Kitchen Fee	N/A	No Charge
Cancellation Fee	\$50.00	No Charge
Cancellation within 48 hours	\$75.00	No Charge
Parking Lot	N/C	No Charge
Insurance may be required.	See insurance requirements.	

PROHIBITED SPECIAL USE EVENTS

Revenue producing events, subletting or assignment of Special Uses is not permitted.

EXPOSITION PARK INTERGENERATIONAL COMMUNITY CENTER (EPICC)
(Revised 08/06 07/07)

100% of rental fees to be deposited into EPICC MRP account

EPICC RECREATION CENTER (Roy C. Anderson)

FACILITY USE FEES

**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.

<u>Room Rentals</u>	<u>Basic Fee Mtgs., etc. (1st 3 hours)</u>	<u>Social Gatherings w/Refreshments (1st 3 hours)</u>	<u>Fee Generating Activities or Businesses** (1st 3 hours)</u>	<u>Each additional hour</u>
50 person maximum	\$50.00	\$100.00	\$225.00	\$30.00
100 person maximum	\$75.00	\$200.00	\$400.00	\$50.00
Over 100 persons	\$150.00	\$300.00	\$600.00	\$40.00

Additional Charges

Reservation Deposit	50% of total fees
Kitchen Fee	\$150.00/day
Cancellation Fees	50% of the total fees 3 weeks' notice
Clean-up/Breakage Refundable Deposit	\$100.00 minimum
Table Rental*	\$50.00 less than 10 tables \$50.00 for 10 or more tables
Chair Rental*	\$50.00 less than 100 \$100.00 for 100 or more

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

EXPOSITION PARK INTERGENERATIONAL
COMMUNITY CENTER (EPICC) - (continued)

<u>Gymnasium Rental Fee:</u>	<u>First 3 hours</u>	<u>Each additional hour</u>
Single Gym	\$200.00	\$40.00
Double Gym	\$400.00	\$100.00
<u>Additional Charges</u>	<u>Single Gym</u>	<u>Double Gym</u>
Reservation Deposit (minimum)	\$100.00	\$200.00
Refundable Security Deposit:		
Groups of 100 or less	\$100.00	\$200.00
Groups of more than 100	\$200.00	\$300.00
Cancellation Fees		
More than 90 days prior to event	\$25.00	\$ 50.00
61 through 90 days prior to event	\$50.00	\$100.00
Within 60 days prior to event	\$75.00	\$150.00
Use of scoreboard and operator	\$10.00/hour plus staff fees	
Use of Stage sound and Lighting System (includes required technician)	\$35.00/hour	
Staff Fees	At the discretion of the EPICC Executive Director, 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.	

EXPOSITION PARK INTERGENERATIONAL
COMMUNITY CENTER (EPICC)

FACILITY USE PERMIT PROCEDURES

Permit Processing:

- Tours for permit groups are scheduled by appointment only. Please call 213-763-0114 Ext. 255 or 213-216-8644 to make a reservation.
- Permit forms can be picked up at the Special Events office located on the first floor of the Ahmanson Senior Center, 3990 S. Menlo Ave., Los Angeles, CA 90037.
- Facility Use Application must be submitted 6 weeks prior to the event date. No exception! Written notice of cancellation must be submitted the EPICC office at least 4 weeks prior to the event.
- Final payments must be made no later than 7 weeks prior to the event.
- Submit a plot plan layout 4 weeks prior to the event or event space will not be confirmed.
- Hours for facility use are from 7:30 a.m. to 9:00 p.m. Other hours must be pre-approved.
- Please Note: All parking arrangements must be made with Classic Parking at (213) 749-5654. EPICC does not provide any parking for events.

Fees:

- Checks or money orders must be made out to the City of Los Angeles. NO CASH.
- ~~\$25.00 non-refundable deposit is required at the time Facility Use Application is submitted.~~
- A minimum clean-up deposit of \$100.00. The deposit fee is subject to change based on the nature of the event.
- At the end of the event, a walk-through of the facility will be conducted to assure that there is no damage to the facility.
- Any event requiring cooking will require an additional deposit fee of \$250.00
- A \$35.00 fee is required for the picture permit.
- Any changes and/or alterations within 4 days of the event are subject to additional fees.
- The Board of Commissioners for Recreation and Parks has established a NO-FEE Waiver Policy. There are no fee waivers for special programs, groups, non-profits, etc.
- Cost for event staff time is \$20.00 per hour. (An increase may occur to salary increases from the City.)
- If your event terminates prior to the scheduled time due to security or other issues not caused by the City, the City shall retain all fees and deposits.
- If any equipment, furniture, supplies, or other items are left on premises after 24 hours of your event, your deposit will be retained by EPICC for storage fees.

Outdoor Events:

- Trash cans/plastic bags will be provided for an additional fee.
- Roll off bin is required.
- Astroturf is required for cooking and serving food.
- Cooking oils need to be disposed offsite and not on EPICC facility.

EXPOSITION PARK INTERGENERATIONAL
COMMUNITY CENTER (EPICC) - (continued)

Additional Information:

- Smoking is prohibited on all City property. Alcohol consumption requires a permit and prior authorization from RAP Commissioners.
- All material (decoration, banners, etc.) that are attached to walls, fences, etc. must be pre-approved by the event coordinator.
- Extension cords and other equipment must be clearly stated on Facility Use Application. Additional fees may be assessed.

Rules for Alcohol:

- Approval for alcohol to be served must be acquired from the Board of Recreation and Park Commissioners which require 8 weeks advance notice.
- If alcohol is being served at an event of over 100 people there must be a peace officer present during the event.

Elevator Use:

- Elevator use restricted to those with disability.
- Children under the age of 18 are not allowed in elevator without an adult.

EXPOSITION PARK INTERGENERATIONAL
COMMUNITY CENTER (EPICC) - (continued)

Exposition Park Intergenerational Community Center's Rules

To ensure a refund of the clean-up deposit fee, please adhere to the following rules:

Kitchen Use:

- 1) Wipe down the countertops and drawers.
- 2) Sweep the floor if there is dry food or trash. The floor must be swept and trash must be placed in the trash container.

Room Use:

- 1) Pick up any debris or food off the floor.

Hallway Use:

- 1) Dispose all food in trash.
- 2) Sweep the floors if there is food or trash.

Gym Use:

- 1) Absolutely no food or drinks in the gym.

Outside Boardwalk or Outdoor Amphitheater:

- 1) Any form of trash needs to be picked up.
- 2) Trashcans must be disposed of in the bins.

EXPOSITION PARK INTERGENERATIONAL
COMMUNITY CENTER (EPICC)

AAF/John C. Argue Swim Stadium
(Revised 07/06)

PRIVATE USE (Pool is closed to the public)

100% of exclusive pool permit rental fees to be deposited into EPICC Swimming Pool MRP Account.

Required Lifeguards

EPICC (Aquatic Division) has budgeted staff to provide lifeguard coverage of pools during normally scheduled hours of operation only. The facility use fees stated below, for use of facilities when pools are normally closed, shall include an additional lifeguard fee at the current part-time STAFF FEE per the GENERAL INFORMATION PAGE (to be deposited into MRP account), based on the following formula for minimum lifeguard staff requirements (higher lifeguard ratio than standard pool due to the two swimming pools at the site).

1 – 50 persons	3 lifeguards
51 – 100 persons	4 lifeguards
101 – 200 persons	5 lifeguards
201 – 300 persons	7 lifeguards

ADDITIONAL STAFF At the discretion of the Aquatic Director

MAINTENANCE FEE	\$100 per locker room
EQUIPMENT RENTAL	(See Aquatic Pool Manager III)

Permit Charges

Private Exclusive Use per swimming pool.

	<u>Per Hour, three-hour minimum</u>
1 – 50 persons	\$75.00
51 – 100 persons	\$125.00
101 – 200 persons	\$175.00
201 – 300 persons	\$300.00

If admission is charged for the event a flat fee of \$100.00 to be deposited into the facility's MRP will be assessed.

Board of Education/Community College Facility Use Fee

All educational use will be based on a 2 to 50/lifeguard to student ratio with teacher supervision on deck.

Classes/Team Practices (2 hour minimum)	Parties (1 hour minimum)
1 – 50 persons	12.00/per hour
51 – 100 persons	24.00/per hour
Swim Meets (3 hour minimum)	35.00/per hour

EXPOSITION PARK INTERGENERATIONAL
COMMUNITY CENTER (EPICC) - (continued)

Private Educational Institution Facility Use Fee

All educational use will be based on a 2 to 50/lifeguard to student ratio with at least one certified instructor under Title 24 on deck; otherwise, the standard lifeguard staffing formula will apply. Fees listed under Aquatics General Page.

Training Group Pool Use (long and short courses)

Fees listed under Aquatics General Page. If the facility is closed to the public, the ratio is 2 lifeguards per 50 swimmers.

EXPOSITION PARK INTERGENERATIONAL
COMMUNITY CENTER (EPICC)

EPICC SENIOR CITIZEN CENTER

100% of rental fees to be deposited into EPICC MRP account

<u>FACILITY USE FEES</u>	<u>First 4 hours</u>	<u>Each additional hour</u>
Building	\$200.00	\$50.00
Kitchen	\$75.00	None
Lounge	\$175.00	\$40.00
 <u>Additional Charges</u>		
Public Address System (Set up fee)	\$25.00	
Refundable Clean-up Deposit	\$100.00	

EXPOSITION PARK INTERGENERATIONAL
COMMUNITY CENTER (EPICC)

EPICC AMPHITHEATER

FACILITY USE FEES

100% of rental fee to be deposited into EPICC MRP account.

First 2 hours	\$500.00
Each additional hour	\$100.00

Additional Charges

Electrical Hook-up Fee	\$50.00
Refundable Clean-up Deposit	\$500.00

Other Fees

At the discretion of the EPICC Executive Director, some events or activities may require additional maintenance, security, traffic control, and/or event monitoring staffing, or require additional dumpsters, portable toilets, or other items 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". All applicable fees will be quoted on request and based on actual costs.

EXPOSITION PARK INTERGENERATIONAL
COMMUNITY CENTER (EPICC)

RALPH M. PARSONS PRE-SCHOOL
(Available Saturdays and Sundays Only)

FACILITY USE FEES

100% of rental fee to be deposited into EPICC MRP account

First 2 hours	\$100.00
Each additional hour	\$ 25.00

Additional Charges

Staffing (per hour)	\$20.00
Kitchen fee	25.00

EXPOSITION PARK INTERGENERATIONAL
COMMUNITY CENTER (EPICC) - (continued)

SOUTH LAWN-EPICC

	<u>Rate per day or portion thereof</u>
South Lawn (West)	\$3,000
Set-up & Take down	\$500

ADDITIONAL CHARGES

Refundable/ replacement deposit \$500 (minimum)

Security Fee

Minimum of two Park Rangers for a minimum of four hours. The Park Rangers will determine if additional security personnel will be required, depending on the event and number of people.

Clean Up Fee

If clean-up is not completed by designated time, additional fees will be charged (See "Other Fees").

Fee to Hold Reservations

50% of Total Rental Costs
(The remaining 50% due 3 weeks prior to the event)

CANCELLATION FEES

91 or more days prior to event	25% of Reservation Payment
61 to 90 days prior to event	50% of Reservation Payment

Other Fees

At the discretion of the EPICC Executive Director, some events or activities may require additional maintenance, security, traffic control, and/or event monitoring staffing, or require additional dumpsters, portable toilets, or other items 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". All applicable fees will be quoted on request and based on actual costs.

EXPOSITION PARK INTERGENERATIONAL
COMMUNITY CENTER (EPICC)

EPICC – SPECIAL EVENT FEES ON “COLISEUM EVENT DAYS” “EXPOSITION PARK
EVENT DAYS”

100% of fees are to be deposited to the EPICC MRP with exception of staff fees which are to be deposited to accounts from which they were expended.

EXCLUSIVE USE – FACILITY USE FEES (Revised 05/06 07/07)

	<u>Rate per area per day per six hour increment or portion thereof</u>	
Amphitheater	\$1,850.00	\$2,250.00
Boardwalk Area	\$ 800.00	\$1,000.00
Community Room	\$1,200.00	\$1,500.00
EPICC Front Lawn	\$1,000.00	\$1,250.00
Gymnasium	\$1,800.00	\$2,250.00
Multi – Purpose Room	\$ 350.00	\$450.00
Pool & Deck Area	\$3,500.00	\$4,375.00
Rental of pools includes lifeguards, as well as access to restrooms and changing areas.		
Rose Garden – (Selected locations)	\$2,500.00	\$3,125.00
South Lawn (West)	\$3,000.00	\$3,750.00

Additional Fees

Reservation Deposit	50% of total fees is required no later than 90 days prior to event
Cancellation Fee	50% of total fees, 30 days or less prior to event 25% of total fees, 31-90 days prior to event
Equipment rental	Fee schedule on request, based on actual costs

Other Fees

At the discretion of the EPICC Executive Director, some events or activities may require additional maintenance, security, traffic control, and/or event monitoring staffing, or require additional dumpsters, portable toilets, or other items due to size, location, scope of activities, or other factors. Part-time staff fees are established ~~on~~ in the GENERAL INFORMATION section. Full-time staff fees will be charged at the “current overtime rate.” All applicable fees will be quoted on request and based on actual costs.

EXPOSITION PARK INTERGENERATIONAL COMMUNITY CENTER (EPICC)
SPECIAL USE FEES AND PROCEDURES
(Established 03/06)

SPECIAL USE (City and other Governmental Agencies)

Special Use is available on weekdays, Monday through Friday, from 8:00 a.m. to 9:00 p.m. for City of Los Angeles Departments and agencies. Other 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 governmental business activities, subject to approval by the General Manager or the General Manager's designee. Staff charges may be levied if deemed necessary by the EPICC Executive Director or designee.

SPECIAL USE (Non-Profit Agencies)

Special Use is available on week days, Monday through Friday, from 8:00 a.m. to 9:00 p.m. and Saturday from 8:00 a.m. to 6:00 p.m.

The following groups may be issued permits for non-sports use of EPICC at a 50% reduced rate (subject to non-discrimination certification) except for the refundable clean-up/breakage deposit. If the facility is used for fee generating activities, whether collected on or off site, full facility use fees will apply.

- Civic and Service Clubs, Chambers of Commerce
- Youth groups sponsored by the United Way agencies
- Character-building agencies
- Recognized Self-Help Groups
- Educational groups sponsored by official educational agencies or accredited schools
- Groups sponsored by governmental agencies (coordinating councils, 4-H, etc.) must provide 501-C3 documentation (or the equivalent)
- Non-profit public and private agencies with recreation as their prime objectives (documentation required)

THE FOLLOWING CONDITIONS APPLY TO ALL SPECIAL USES:

Authorization for Special Use

Requests for use of facilities must be submitted in writing and approved by the General Manager or the EPICC Executive Director.

Scheduling of Special Use Events

Use of the facility is subject to availability determined by the following guidelines:

- Special use may be scheduled only 60 days in advance of the event date. The City of Los Angeles Department of Recreation and Parks is exempt from this guideline.
- Any group may not exceed two days per week.
- None of the above guidelines precludes a Special Use agency from maintaining or procuring additional dates or hours under the regular rate provisions.
- Permitting of Special Use may require additional hourly staffing fees.

EXPOSITION PARK INTERGENERATIONAL
COMMUNITY CENTER (EPICC) - (continued)

SPECIAL USE FEES	APPROVED NON-PROFIT	GOVERNMENT
Use Fee	50% of fees	No Charge
Kitchen Fee	N/A	No Charge
Cancellation Fee	\$50.00	No Charge
Cancellation within 48 hours	\$75.00	No Charge

PROHIBITED SPECIAL USE EVENTS

Revenue producing events, subletting or assignments of Special Use is not permitted.

ENCINO WOMAN'S CLUB
(Established 07/07)

The Encino Woman's Club is located in the heart of Encino, in a quiet residential area, across from Encino Park. Its proximity to the 405 and 101 freeways makes it easily accessible to the San Fernando and Santa Clarita Valleys as well as to the Los Angeles area. The facility may be utilized for special events, based on availability, under the following guidelines and fee structure. The building holds 200 people seated, or 175 with dinner and dancing. It has a large kitchen which is fully equipped, a small front patio, a small stage with a sound system; however parking is limited. The Encino Woman's Club is available on Saturdays and Sundays from 4:00 p.m. to 12:00 midnight.

FACILITY USE FEES

100% to be deposited in the facility MRP account due to renovation needs. The facility was acquired by Recreation and Parks in October 2004 and the fees generated will be used towards the upgrade of the building.

	<u>1st 4 hours</u>	<u>Each additional hour</u>
Saturday or Sunday	\$1,700.00	\$200.00

Rental fees include the following mandatory services: security guard services, event monitor, and a building deposit of \$400 refundable if the building is returned to its pre-event condition.

Pre-event and post-event changes: \$150.00/hr

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

RESERVATION GUARANTEE

A minimum payment is required to guarantee reservation, payable within ten (10) days of the initial reservation.

Saturday and Sunday: \$500.00

Total amount of all rental fees and deposits shall be paid in full no less than 60 days prior to the scheduled date of use; otherwise, the event will be cancelled. Payment must be in the form of Cashier's Check or Money Order made out to the City of Los Angeles Department of Recreation and Parks.

CANCELLATION FEES

Cancellation or postponement within 60 days of event	\$125.00
Cancellation or postponement prior to 60 days of event	\$100.00

REHEARSAL FEES

50% of facility use fee

Rehearsals may be scheduled within 60 days of event.

SECURITY GUARD SERVICES

Services of two (2) security guards are included for the first five (5) hours (includes ½ hour before and ½ hours after event)

Each additional hour \$75.00

ENCINO WOMAN'S CLUB (continued)

EVENT MONITOR

A City of Los Angeles Department of Recreation and Parks staff member will be on site at all times, included in the fees for the first 5 hours.

Each additional hour \$18.00

PARKING

43 parking spots are included with rental.

Additional parking may be arranged with the adjoining facility.

ALCOHOL BEVERAGE POLICY (Provided through authorized bar service only)

Contact the City of Los Angeles' contracted bar service for current rates and options. The bar service must provide ALL beverages if alcohol is to be served.

CLEAN UP REQUIREMENTS

All outside vendor rentals must be removed, all site chairs and tables put away, and all trash cleared from the site.

NOTES:

Permit usage is subject to availability as determined by the Encino Community Center Director.

Use of facility by City agencies is based on availability.

Revenue producing events are subject to the above rates.

RIO DE LOS ANGELES STATE PARK
(Established 07/07)

Facility Use Fees

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

Facility will follow General Information schedules found under other sections of the Rates and Fees Manual with the following exceptions:

Synthetic Soccer Field

Monday – Friday (Before 8:00 PM)

NON-PROFIT YOUTH GROUPS \$4.00 per hour / per field
CHARTERED SCHOOL GROUPS \$20.00 per hour / per field
PRIVATE SCHOOL GROUPS \$24.00 per hour / per field

Monday – Friday (8:00 PM – 10:30 PM)

ALL GROUPS \$43.00 per hour / per field

Synthetic Soccer Field

Saturday and Sunday (8:00 AM – 6:00 PM)

NON-PROFIT YOUTH GROUPS \$4.00 per hour / per field
OTHER YOUTH GROUPS \$13.00 per hour / per field
ADULT GROUPS \$43.00 per hour / per field

Saturday and Sunday (After 6:00 PM)

ALL GROUPS \$43.00 per hour / per field

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.

SEOUL / INTERNATIONAL PARK SYNTHETIC TURF FIELD
(Established 07/07)

Field Use Fee

ADULT RENTAL GROUPS

Day Light Play - \$43.00 per hour
With Lights - \$48.00 per hour

- \$20.00 per hour to be deposited into Center's MRP account for staff monitor
- \$13.00 per hour to be deposited into MRP Special account for field refurbishment
- Remaining balance to be deposited into the General Fund.

YOUTH SPORTS LEAGUE RENTAL GROUPS

\$8.00 per hour

- \$5.00 per hour to be deposited into Center's MRP account for staff monitor
- \$3.00 per hour to be deposited into Center's MRP account for field refurbishment

Fee for youth groups that are using the field for practice, league games or league playoffs during normal business hours of the recreation center. During tournaments or fundraising activities, the regular tournament fee found under the YOUTH SPORTS GROUPS page applies.

AMATUER ATHLETIC FEDERATION (AAF)/ LOS ANGELES DODGERS

Staff monitor fee only

Under their contract with the Department, AAF / LOS ANGELES DODGERS are entitled to use the field four times per year at no cost except staff monitor fee as required. Any additional use will be charged that the FIELD USE FEE FOR ADULT RENTAL GROUPS.

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.