

REPORT OF GENERAL MANAGER

APPROVED
AUG 09 2006

NO. 06-228

DATE August 9, 2006

**BOARD OF RECREATION
and PARK COMMISSIONERS**

C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: SCHEDULE OF RATES AND FEES – CHANGES TO AQUATICS, EXPOSITION PARK INTERGENERATIONAL COMMUNITY CENTER (EPICC), AND HARBOR PARKING LOT

J. Combs _____	J. Kolb _____
H. Fujita _____	K. Regan _____
S. Huntley _____	*F. Mok <i>am.</i> _____
B. Jensen _____	M. Shull _____

Robert H Jensen (fa)
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Withdrawn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 immediately for Aquatics, EPICC, and Harbor Parking Lot; 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. On June 21, 2006, an annual Rates and Fees board report (Board Report No. 06-187) was approved to modify certain areas of the fee schedule. Since then, Department staff has requested to change additional sections to reflect modifications that were not addressed in the last board report.

- Department staff proposes to clarify the authority to assess vendor fees in the Aquatics Section of the Rates and Fees. Currently, there are vendor fees published in the Special Events/ Fund Raisers Section which allow recreation facilities to charge vendors during special events when vendors set up booths to sell their products. Aquatics has not been able to charge vendor fees during special events held in Aquatics facilities, therefore department staff proposes to add Vendor Fees in order for the Aquatics facilities to generate new revenues and recover costs of operation. Vendor fees were not referenced in the Aquatics Section.

REPORT OF GENERAL MANAGER

PG. 2

NO. 06-228

- Department staff proposes to revise the full day use and facility use fees for EPICC's Amphitheatre, Rose Garden, and South Lawn to recover Department costs and to generate new revenues while maintaining a competitive Rates and Fees policy in comparison to the other Exposition Park entities. Currently, there are no fees for full day use on special events during Coliseum Event Days in the South Lawn and Rose Garden. During these days normal operation is impossible, forcing EPICC to close. EPICC will be offering these areas of the facility available for special event use in order to recover some of the costs of operation. Department staff is proposing to add a full day use fee of \$2,500 on selected locations of the Rose Garden and \$3,000 for the South Lawn. The South Lawn daily use rate fee is being revised to match the current rate the State is charging for the portion of the South Lawn. In total, all proposed changes to EPICC's Rates and Fees will raise revenues by approximately \$50,000 per year. The proposed EPICC fee revisions and additions will be used to offset the staffing cost, provide revenue for additional operation resources (equipment), and help offset maintenance cost for specialized contractual services unique to EPICC.
- Department staff proposes to increase the weekday, weekend, and holiday Harbor Parking Lot rates in the Pay Parking Lots Section of the Rates and Fees. Currently, Harbor Parking Lot does not have the necessary equipment to fully enforce the "Pay as you Exit" policy. In order to fully enforce "Pay as you Exit" and discourage abuse, Department staff recommends purchasing new automated parking equipment that would monitor the entrances and exits of patrons, as well as tighten cash handling controls. The revenue generated will allow Department staff to collect enough funds to purchase new equipment in 2 to 3 years; fund ongoing maintenance of existing equipment and facility; and recover the cost of salaries.

Specific changes are identified in the attachments. Only those sections of the Schedule of Rates and Fees Manual proposed for revision are included in the attachments with new items identified by **bold** text and items proposed for deletion are indicated by ~~strikeout~~ text. A complete copy of the Rates and Fees Manual is on file in the Board Office.

FISCAL IMPACT STATEMENT:

A modest increase in revenue is expected, to be divided amongst the facility's Municipal Recreation Program (MRP), Special and General Funds. Fees deposited to the facility MRP and Special Fund accounts will be used to fund staff and maintenance needs. Revenue allocation percentages to these various funds are unchanged.

This report is prepared by Regina Adams, Chief Management Analyst, Finance Division, Budget and Accounting Section.

AQUATICS
(Revised ~~07/05~~ 08/06)

PUBLIC USE
(Pool Normally Scheduled to be Open)

Facility use fees only. No additional staff charges included.

POOL ADMISSIONS (All Pools)

Adult	\$1.50 (<i>\$.15 to be deposited into MRP, subaccount 1706*</i>)
Youth	No Charge
Senior Citizens and persons with disabilities	No Charge

* MRP, subaccount 1706 funds the pool's normal replacement program.

LAP SWIMMING PREPAID PASSES

Adult	\$30.00 for 25 admissions (<i>\$.30 to be deposited into MRP, sub account 1706</i>)
Youth	No Charge
Senior Citizens and persons with disabilities	No Charge

PROGRAM CHARGES

Group Swimming Lessons:

Non-Urban Impact Centers:

Adult \$25.50/series (*\$.50 of each series to be deposited into Pool MRP account; \$.50 to MRP, sub account 1706*)

Youth (Ages 4-6 must be accompanied by an adult)
\$20.50/series (*\$.50 of each series to be deposited into Pool MRP account; \$.50 to MRP, sub account 1706*)

Urban Impact Centers:

Adult \$20.50/series (*\$.50 of each series to be deposited into Pool MRP account; \$.50 to MRP, sub account 1706*)

Youth \$6.00/series (*\$.50 of each service to be deposited in POOL MRP account; \$.50 to MRP, sub-account 1706*)

Day Camp - L.A. City \$1.50/person/lesson (*\$.15 to MRP, sub account 1706*)

Effective October 2005

AQUATICS - (continued)

(General Pool Admission fees shall be charged when pool is normally scheduled to be open.)

Board of Education/Community College Facility Use Fee

Classes/Team practices (2 hour minimum)	
Parties (1 hour minimum)	
1 - 50 persons	\$12.00/hour
51 - 100 persons	\$24.00/hour
Swim Meets (3 hour minimum)	\$35.00/hour

Private Educational Institution Facility Use Fee

Classes/Team Practices (2 hour minimum)	
1 - 50 persons	\$20.00/hour
51 - 100 persons	\$40.00/hour
Swim Meets (3 hour minimum)	\$35.00/hour

PERMIT CHARGES

Closed to Public

	<u>Urban Impact</u>	<u>Non-Urban Impact</u>
1 - 50 persons	\$30.00/hour	\$40.00/hour
51 - 100 persons	\$70.00/hour	\$80.00/hour
101 - 200 persons	\$150.00/hour	\$160.00/hour
201 - 300 persons	\$230.00/hour	\$240.00/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)	\$.75/person/day (.15 to MRP, sub account 1706) plus .50/hour/lane
Adult (18 & older)	\$1.50/person/day (.15 to MRP, sub account 1706) plus \$1.25/hour/lane

Minimum fee of \$15.00/hour.

20% discount group rate on 25 admissions.

Pool Closed (7 years or older) \$22.50/hour

Swim Meets (includes set-up and take-down) \$35.00/hour

AQUATICS - (continued)

Timing System

Rental	\$25.00
Official (Minimum of 2 hours)	Current Part-Time rate per GENERAL INFORMATION PAGE

Scuba Group Pool Use (Minimum 15/person/group)

<u>3 Hour session</u>
\$14.00/hour
Current Part-Time rate per GENERAL INFORMATION PAGE (3 hour minimum)

Motion Picture Company Use

Motion Picture companies will be required to contract the Department's Film office (323-644-6220). The facility use fee for exclusive use, shall apply to filming as well at the Non-urban Impact rate, regardless of the location of the pool. Filming use may also require paying a pool fill fee (if the pool is empty), operational costs (equipment and utility charges), and an appropriate staff salary for monitoring.

Equipment Rental (100% into aquatic facility MRP)

	Rental
Accessories (kickboards, pull buoy's, rescue equipment)	\$25.00
Custom Safety Line	\$25.00
Starting Blocks (set)	\$250.00
Timing System	\$500.00 plus monitor
Water Polo Shot Clock	\$100.00 plus monitor
Water Polo Goals	\$100.00 plus setup
Synchro. Sound System/PA System	\$200.00 plus monitor
Lane Lines	\$200.00 per set plus set up

Deposit for Equipment Rental

At the discretion of the Aquatics Director, a deposit may be taken for equipment rental up to the actual replacement costs per unit.

VENDOR FEES

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

HANSEN DAM AQUATIC CENTER

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

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,

AQUATICS - (continued)

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 precedent over existing permit groups or the Aquatic staff may have a program that is desired by the community. The Recreation and Aquatic staff will make a concerted effort to program the swimming pool and issue permits to outside groups to best serve the community. The Recreation and Aquatic staff will make a concerted effort to program the swimming pool and issue permit to outside groups to best serve the community.

EXPOSITION PARK INTERGENERATIONAL COMMUNITY CENTER (EPICC)
(Adopted ~~03/06~~ 08/06)

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>	Basic Fee Mtgs., etc. (1 st 3 hours)	Social Gatherings w/Refreshments (1 st 3 hours)	Fee Generating Activities or Businesses** (1 st 3 hours)	Each additional hour
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*

<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

EPICC - (continued)

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 ~~Region Superintendent~~ **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.

EPICC - (continued)

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.
- Permits 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 to our 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.

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 wall, 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.

EPICC - (continued)

Rules for Alcohol:

- Approval for alcohol to be served *must* be acquired from the City 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:

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

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) Broom the floor if it is dry food or trash. The floor must be swept and trash must be 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 in the bins.

EPICC - (continued)

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

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

EPICC - (continued)

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.

EPICC - (continued)

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	

EPICC - (continued)

EPICC AMPHITHEATER

FACILITY USE FEES

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

First 2 hours	\$300.00	\$500.00
Each additional hour	\$50.00	\$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.

EPICC - (continued)

SOUTH LAWN-EPICC

	<u>Rate per day or portion thereof</u>
South Lawn (West)	\$3,000.00
Set-up & Take down	\$500.00

ADDITIONAL CHARGES

Refundable/ replacement deposit \$500.00 (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 rental costs will be charged.

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 ROSE GARDEN

FACILITY USE FEES (Revised 5/06)*

	<u>First 2 Hours</u>	<u>Each Add'l Hour</u>
1-50 persons	\$125.00 \$250.00	\$40.00 \$50.00
51-200 persons	\$250.00 \$350.00	\$40.00 \$50.00

*Includes film permit.

ADDITIONAL CHARGES

Deposited in MRP Account

Equipment rental:

Folding Chairs	\$1.00 per chair
Round tables with four (4) chairs and umbrella:	\$15.00 per set
Refundable deposit/replacement deposit:	\$100.00
Canopies	\$50.00 per canopy (includes set-up)
Refundable deposit/replacement deposit:	\$100.00
Group Tours:	By Appointment Only

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

Commercial Photography Fee

\$200.00

(Per Day per 20' X 20')

Guidelines for Photography Sales Permits

1. Vendor must complete an application for Photography Sales Permit. Permits will be issued to one photographer per day per facility as arranged by the Executive Director.
2. Permittee must adhere to all conditions of the permit.
3. Permittee is solely responsible for adherence to all Federal, State, and Local tax.
4. Recreation and Parks makes no guarantee of any minimum business volume.

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.

EPICC - (continued)

EPICC – SPECIAL EVENT FEES ON “COLISEUM 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

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

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

~~Utility Fee Quoted on request, based on actual costs~~
~~To be deposited to General Services Department utility account 100-62~~

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

EPICC - (continued)

dumpsters, portable toilets, or other items due to size, location, scope of activities, or other factors. Part-time staff fees are established on 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.

EPICC - (continued)

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.

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.

PAY PARKING LOTS
(Revised ~~07-05~~ 08/06)

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 EIDC 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 account. 35% of parking fees (after excluding the 10% tax) from Harbor Parking lot to be deposited in facility MRP account. 85% of parking fees (after excluding the 10% tax) from Westwood Park facility to be deposited in facility MRP 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 motorhomes 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)

**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	\$1.00 \$3.00/Vehicle per entry
Saturday through Sunday	\$2.00 \$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
--	--------------------------

PACIFIC OVERLOOK PARKING LOT

Overnight parking rates apply from 6:00 PM to 6:00 AM

One –night a week	\$12.00 per month
-------------------	-------------------

PAY PARKING LOTS – (continued)

Nightly

\$50.00 per month

PARKING FEE EXEMPTION POLICY

CABRILLO GENERAL PARKING LOT

The following group 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, however.) Private events, whereby the Aquarium or Cabrillo Beach Bathhouse facilities are rented, are NOT exempt and must pay all applicable parking fees.