

APPROVED

REPORT OF GENERAL MANAGER

JUN 21 2006

NO. 06-187

DATE June 21, 2006

BOARD OF RECREATION  
and PARK COMMISSIONERS

C.D. All

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 <u>am.</u>
B. Jensen _____	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Withdrawn \_\_\_\_\_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; and,
2. Authorize staff to amend the Schedule of Rates and Fees to incorporate these changes effective July 1, 2006.

SUMMARY:

Each year, Department staff reviews the Schedule of Rates and Fees and recommends changes in order to clarify policy issues that have been raised in the previous year, to revise fees to more accurately recover Department costs, and to generate new revenues. As the cost of providing services to the public continues to rise, the Department remains committed to providing quality and affordable recreational opportunities to the City's residents and visitors. This commitment is reflected in this year's proposed changes in that there are few actual increases, in an effort to keep other fee increases to a minimum.

Highlights of the more significant proposed changes are as follows:

- Department staff proposes to change the wording from "Private Exclusive Use" to "Closed to Public" under the PERMIT CHARGES section to clarify that the Aquatic Facilities are not open to the public during permitted schedules or when normally closed.

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- Department staff proposes to increase certain fees at Griffith Park Boys Camp and at Hollywoodland Girls Camp. There has not been a rate increase since 2002; meanwhile the labor cost has increased 2 - 4% per year.
- In accordance with the Mayor's Office recommendation to consolidate all citywide parking operations under the General Services Department (GSD), GSD will take over the parking operations of the Cabrillo Beach parking lot this summer. Thus, the rates and fees manual must be revised to reflect some operational changes.
- Department staff proposes to modify or add certain rates and fees text for improved clarification and more uniform operating procedures. For the Orcutt Ranch, it is requested to reinstate the exemption status of the West Valley Garden Club and the Woodland Hills Floral Arrangers, as these groups have traditionally provided horticultural expertise to the facility.

A summary of all proposed changes are included below while 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 Schedule of Rates and Fees Manual is on file in the Board Office.

### Aquatics

Changes the wording from "Private Exclusive Use" to "Closed to Public" under the PERMIT CHARGES section to clarify that the facility is not open to the public during permitted schedules or when normally closed.

### Camp Rates

Griffith Park Boys and Hollywoodland Girls Camps - Increase Camp Surcharge per person from \$1.00 to \$2.00; Overnight Camp Rental for 50 persons from \$600.00 to \$650.00 and for each additional person from \$12.00 to \$13.00; Charge per Meal for Breakfast from \$5.00 to \$5.50; Lunch from \$5.50 to \$6.00 and Dinner from \$6.50 to \$7.00; Deposits for Overnight Rentals from \$600.00 to \$650.00; and Miscellaneous Charges for Snacks from \$2.50 to \$4.00.

Department Sponsored Youth Camping Sections - Increase the range of the Basic Camp Session fees from \$160.00 - \$220.00 to \$175.00 - \$250.00; Weekend Camp Operated Programs fees for two nights program per person from \$70.00 to \$75.00 with MRP deposit from \$25.00 to \$30.00; and one night program

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from \$40.00 to \$45.00 with MRP deposit from \$10.00 to \$15.00.

The proposed increase in camp rates and MRP deposits will be used to offset the shortfalls in staff cost, which has been increasing 2% - 4% per year, as well as food cost.

Observatory

Griffith Observer - Provide new rates for Back Issues (Previous Years) at \$4.00 each, Out of Print Issues (Photocopy) at \$8.00 each; and for "Friends of the Observatory (FOTO)" and "Los Angeles Astronomical Society (LAAS)" at \$1.20 per issue billed quarterly. Also modify certain areas of the text to improve clarification as attached.

Pay Parking Lots

Cabrillo Beach - Implement the "Pay by Exit" operations instead of the current "Pay as you Enter" operations. Also vehicles with disabled placards are no longer being exempt from the parking fees. Modify certain area of the text to improve clarification as attached.

Westwood - Increase the monthly rate from \$75.00 to \$125.00 to fund future improvements to the existing lot and to cover the cost of salaries associated with the operation of the facility.

Friendship Auditorium  
Grace E. Simons Lodge  
Orcutt Ranch

Modify the rates and fees texts of these three special facilities as attached for a uniform operating procedure. Also for Orcutt Ranch, reinstate the exemption status of the West Valley Garden Club and the Woodland Hills Floral Arrangers.

Duplication Rates

Add \$10 tape recording duplication charge which is not currently published, to cover the cost of duplication.

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FISCAL IMPACT STATEMENT:

A modest increase in revenue will be created, to be divided between the facility's Municipal Recreation Program Account and the General Fund. Fees deposited to facility MRP accounts will be used for direct recreation program operational costs.

This report is prepared by Regina Adams, Chief Management Analyst, Finance and Administration Division.

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

**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

~~Private Exclusive Use~~  
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) 3 Hour session  
\$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.

**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, 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

AQUATICS - (continued)

- 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 tie 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.

CAMP RATES  
(Revised 07/04 07/06)

OUT OF TOWN CAMPS

RESERVATION POLICY AND PROCEDURES

Reservations for all camps are on a first-come, first-served basis. Except for Camp High Sierra, reservations will be accepted six months in advance by calling the Camping Office at (213) 485-4853. If the exact date falls on a weekend or holiday, the reservation will be advanced to the next working day.

Reservations will be accepted eight months in advance for residents of the City of Los Angeles. Proof of residence is required.

Reservations are not confirmed until receipt of a signed application and deposit.

Deposits:

- A. All deposits are due within 10 days of making the reservation and are non-refundable.
- B. An additional 30% of rental fee is due one month prior to arrival at camp.
- C. Balance of minimum rental fees are due upon arrival at camp. All additional fees must be paid on the last day of camp rental.

Refundable Security Deposit (Week-long Reservations)	-	\$250.00
Refundable Security Deposit (Overnight Reservations)	-	\$250.00
(Security deposit not required for Decker Canyon)		

OTHER FEES AND CHARGES

Clean-Up Charges:

Camp Manager/Director will assess charges for extraordinary clean-up, lost or broken equipment, and/or damaged facilities. These fees will be deducted from the security deposit. Fees in excess of security deposit will result in additional charges.

Cancellation Policy:

Initial deposit is non-refundable. All camping fees paid, minus your initial deposit, will be refunded, if you cancel at least one month prior to your arrival date. If you cancel less than one month prior to your arrival date, there will be no refund.

Day Renters:

- A. Kitchen / Dining Hall: Use of kitchen/dining hall will cost \$70.00 a day. *Department sponsored groups* are allowed to use the kitchen free of charge with day rental permits.
- B. Lodge Rental  
(8 hours Maximum)  
(Weekdays only)

	<u>Basic fee (1<sup>st</sup> 4 hours)</u>	<u>Each additional hour</u>
25 person max	\$50	\$15
50 person max	\$75	\$25
100 person max	\$125	\$40

CAMP RATES - (continued)

Early Arrivals / Late Departures:

A charge of 60% of the basic fee for one night will be made for campers arriving one day early or leaving one day late subject to the approval of the Camp Manager.

\*Check out time for all rental groups is 2:00 p.m. \$2.00 per person will be levied for each hour a group remains in camp beyond 2:00 p.m. (\$100.00 minimum per hour)

Group Family Camping Outings:

Fees include one night lodging, four meals, supervision and organized camp activities.

Adults – 13 years of age and up	\$35.00
Children – 7 years to 12 years of age	\$27.00
Children – 2 years to 6 years of age	\$20.00

Summer Youth Program – Grant Funded

\$10.00 per night

(Includes meals, lodging, and recreation program)

Recreation Vehicles – Overnight Fee (Camps Other Than Camp High Sierra)

\$12.00 per vehicle per night (a vehicle which is pulling a trailer is counted as only one vehicle).

\$50.00 minimum (negotiable) security/clean-up deposit.

This fee shall include no services such as electrical hook-up, water or waste disposal. All permits shall include a notation that tents or any other type of structures are prohibited.

SPECIAL RATES:

Stand-by Rate – A stand-by rate of 60% of the basic minimum fee is sometimes available to overnight and week-long groups when made within one month of date desired (not valid with any other discount offer).

Special Group Rates – A special rate of 60% of the Winter minimum fee may be made to groups of Department sponsored senior citizens, Recreation Center groups and Adaptive persons.

CAMP SURCHARGE:

*20% of camp fees shall be deposited in the Camp Surcharge Account.*

*\*\* \$1.00 per person/per night is to be deposited into M.R.P. for additional staffing for camp upkeep and cleaning.*

*\*\*\*\$1.00 per campsite or cabin is to be deposited into M.R.P. for additional staffing for camp upkeep and cleaning.*

SPECIAL NOTE:

Fees at any camp may be amended for unusual circumstances; but only with the approval of the Camping Section Supervisor. Lifeguard fees are included in the summer, week-long out of town camp fees. Fees for a second lifeguard are \$70 for minimum 5 hours, \$14 for each additional hour. Weekend Group Rental does not include lifeguard, and is not guaranteed.

CAMP HIGH SIERRA

## CAMP RATES - (continued)

Family and individual camping June to September. Reservations accepted in advance, for a minimum rental of three nights.

### Reservation Policy and Procedures

Reservations are on a first-come, first-served basis. Reservations for the upcoming season will be accepted beginning the second Monday in January at 9:00 a.m. by calling the Camping Office at (213) 485-4853.

Only two cabins and/or campsite per telephone call. The maximum length of stay is 14 consecutive days.

### Deposit – Payment

Payment in full is required on all reservations, and must be remitted to the Department of Recreation and Parks within 10 working days of the date the reservation was made. Reservations are not confirmed until receipt of deposit.

Refund Policy: Reservations canceled at least one month prior to arrival date will be refunded minus a \$20.00 Administrative Fee. Cancellations less than one month prior to arrival date will not be refunded. On March 5, 2002, a 12% transient occupancy tax was adopted by the Town of Mammoth Lakes. This tax will be assessed to the campers in addition to the appropriate camper fee.

### Overnight Reservations\*\*\*

Campsites (campers, trailers and tents)	\$22.00 per night
Campsites with electrical hook-up	\$28.00 per night
Cabin Rentals (8)	\$40.00 per night
Cabin with toilet and water (2)	\$45.00 per night

### Day Use

Day Use of Kitchen / Dining Hall	\$85.00 per day
Day Use of Campgrounds (Picnic)	\$ 7.00 per person
Showers (by non-campers)	\$ 5.00 per person
Youth Group Rates – OYG	\$35.00 per day, including meals

(Program run by staff)

### DECKER CANYON CAMP – Group Outdoor Camping; Youth / Adult

Overnight Reservations:

Basic Campsite Charge, 1-15 persons	\$90.00
Each additional person (50 – 70 person max.)	\$6.00
Deposit (per site / per night) reserved	\$50.00
Department sponsored programs (per person)	\$4.00
Entire camp rental (minimum 125)	\$750.00
Each additional person (up to 150 maximum)	\$ 6.00
Deposit (per night reserved)	\$200.00

### CAMP SEELY – Organized Group Camping\*\*

Week-long Reservations (Sunday – Saturday)

CAMP RATES - (continued)

Summer Basic Charge (June 1 – September 1) 1 – 150 persons	\$9,500.00
Each additional person (275 person maximum)	\$75.00 per week /\$15.00 per night
Deposit (20% of reservation fee)	\$2,000.00
Overnight Reservations	
Winter Basic Charge (September 2 – May 31) 1 – 125 persons	\$1,600.00
Each additional person (275 person maximum)	\$12.00 per night
Deposit (25% of reservation fee)	\$400.00

CAMP VALCREST – Organized Group Camping\*\*

Week-long Reservations (Sunday – Saturday)

Summer Basic Charge (June 1 – September 1) 1 – 50 persons	\$3,000.00
Each additional person (70 person maximum)	\$60.00 per week/\$12.00 per night
Deposit (20% of reservation fee)	\$600.00

Overnight Reservations

Winter Basic Charge (September 2 – May 31) 1 – 50 persons	\$600.00
Each additional person (70 person maximum)	\$12.00 per night
Deposit (20% of reservation fee)	\$120.00 minimum

CAMP RADFORD- Organized Group Camping\*\*

Week-long Reservations (Sunday – Saturday)

Summer Basic Charge (June 1 – September 1) 1 – 150 persons	\$9,000.00
Each additional person (275 person maximum)	\$60.00 per week
Deposit (20% of reservation fee)	\$1,800.00

Overnight Reservations

Winter Basic Charge (September 2 – May 31) 1 – 50 persons	\$600.00
Each additional person (60 person maximum)	\$12.00 per night
Deposit (20% of reservation fee)	\$120.00 minimum

CAMP RATES - (continued)

Griffith Park Boys' and Hollywoodland Girls' Camps

Reservations for all camps are on a first-come, first-served basis. Overnight reservations will be accepted six months in advance. If the exact date falls on a weekend or holiday, the reservation will be advanced to the next working day. Day use reservations may be made up to two months in advance. Reservations are not confirmed until receipt of a signed application and deposit.

Facility designed for group camping (in cabins). Staff operated summer and weekend programs. Open to reservation by public groups in fall, winter and spring.

CAMP SURCHARGE:

20% of camp fees shall be deposited in the Camp Surcharge Account

**\$ 2.00**

\*\* ~~\$ 1.00~~ per person / per night is to be deposited into M.R.P. for additional staffing for camp upkeep and cleaning.

Day Rental: (Until 7:00 p.m.) And includes use of camp lodge and grounds only.

Griffith Park Camp (50 person minimum for exclusive use – 150 person maximum)

Camp Hollywoodland (75 person minimum for exclusive use – 180 person maximum)

	<u>1<sup>st</sup> 2 hours</u>	<u>Each additional hour</u>
Monday – Thursday	\$150.00	\$70.00
	<u>1<sup>st</sup> Eight Hour</u>	<u>Each Additional Hour</u>
Friday, Saturday and Sunday	\$500.00	\$70.00

Overnight Camp Rental:\*\*

Griffith Park Camp (150 person maximum)

Hollywoodland Camp (180 person maximum)\*

50 persons (minimum)	<b>\$650.00</b>
	<b>\$600.00</b>
Each additional person	<b>\$13.00</b>
	<del>\$12.00</del> per person

\*\$150.00 of each night's rental fee allocated to MRP for overnight security.

Fee includes use of lodge or meeting room; activity areas.

- 1 cabin will house 20 campers (Hollywoodland)

- 1 cabin will house 10 campers (Griffith Park)

Charge Per Meal: (50 meal minimum)

~~\$0.50~~ of each meal charge to be deposited into M.R.P., balance to be deposited in Dept. General Fund

**\$2.00**

Breakfast	<b>\$5.50</b> <del>\$5.00</del> per person
Lunch	<b>\$6.00</b> <del>\$5.50</del> per person
Dinner	<b>\$7.00</b> <del>\$6.50</del> per person

## CAMP RATES - (continued)

### Special Meals

Lunch	\$6.00 - \$10.00 per person
Dinner	\$7.00 - \$15.00 per person
Contact camp staff for meal selections.	

The use of the kitchen is not included in camp fees. If meals are not provided by camp staff, other arrangements must be approved by Camp Director prior to the issuance of the permit.

### Deposits

Day Rentals – Deposit of \$450.00 is due within 10 days of making the reservations.

#### **\$650.00**

Overnight Rentals – Deposit of ~~\$600.00~~ is due within 10 days of making the reservations. An additional deposit may be required two weeks prior to the camp date if meals are provided. The deposits are determined by the Camp Director.

Refundable Security Deposit of \$250.00 is due with initial deposit.

### Miscellaneous Charges

Late Check Out – Check out time for all rental groups is 2:00 p.m. A \$2.00 per person will be levied for each hour a group remains in camp beyond 2:00 p.m.; minimum charge of \$100.00 per hour.

Television, V.C.R., P.A. system, copier, Challenge Course, Lifeguard, staff-led activities, snacks, beverages

T.V. and V.C.R. -	\$25.00 per day <sup>1</sup>
P.A. system -	\$25.00 per day <sup>1</sup>
Coffee -	\$25.00 per 100 cup pot <sup>1</sup>
Fax -	\$1.00 per page <sup>2</sup>
Copies -	\$0.10 per copy <sup>2</sup>
Park Ranger -	\$25.00 per hour (minimum 4 hours) <sup>1</sup>
Seasonal Lifeguard -	\$70.00 for 5 hours (1 guard per 50 people) <sup>1</sup> \$14.00 for each additional hour
Chartroom (Hollywoodland only) -	\$25.00 per day (supplies/equipment not included) <sup>1</sup>
Firewood (when available) -	\$5.00 per campfire <sup>2</sup>
	<b>\$2.50 - \$4.00</b>
Snacks -	<del>\$2.00</del> \$3.00 per person (see snack menu) <sup>2</sup>
Staff -	See GENERAL INFORMATION for rate <sup>1</sup>
Use of Rope Course	Additional fee to be negotiated <sup>1</sup>

1. To be deposited into MRP Account

2. To be deposited into Account 2790

### Board of Education Fees

Board of Education fees are negotiated and approved by the Recreation and Park Board of Commissioners.

## CAMP RATES - (continued)

### Cancellation Policy

All reservation fees paid, minus 20% of initial deposit will be refunded if cancelled at least one month prior to arrival date!

All reservations fees paid, minus 50% of initial deposit, will be refunded if cancelled less than one month prior to arrival date!

### SPECIAL NOTE:

Fees at any camp may be amended for unusual circumstances; but only with the approval of the Camping Section Supervisor.

## DEPARTMENT SPONSORED YOUTH CAMPING SECTIONS

### Basic Camp Session

5 nights lodging, 15 meals, snacks, insurance, supervision, and program

~~\$175.00 - \$250.00~~  
~~\$160.00 - \$220.00~~

Fees determined by the type of activities involved. (Fees collected in excess of \$120.00 to be deposited into M.R.P.)

### Weekend Camp Operated Programs

2 nights with 6 meals, snacks, insurance, supervision, and program, i.e. Mother / Daughter

\$75.00 ~~\$70.00~~ per person  
(\$30.00 ~~\$25.00~~ deposited into M.R.P.)

1 night with 4 meals, snacks, insurance, supervision, and program, i.e. Mommy & Me

\$45.00 ~~\$40.00~~ per person  
(\$15.00 ~~\$10.00~~ deposited into M.R.P.)

### Late Charge

There will be a \$45.00 late charge to youth campers that are not pre-registered by designated dates.

### Special Promotional Discount

Camp Directors at Hollywoodland and Griffith Park Camps may offer publicized special promotional camp programs at a discount not to exceed 15% of the basic fee, with the approval of the Camps Section, Recreation Supervisor.

### Department Day Camp Programs

Hollywoodland and Griffith Park Camps may be used during the day for Department programs at no charge. Check with Camp Directors for availability of camp and lifeguard. Additional fees required for meals, supplies and staffing (if necessary).

### City Department Rental

Hollywoodland and Griffith Park Camps may be used on weekdays, during the day (not to exceed eight hours) for official City use by other City of Los Angeles Departments for a special fee of 50% of the advertised rate, plus cost of meals.

OBSERVATORY  
(Revised 09/02 07/06)

PLANETARIUM ADMISSION

Adults (13 and over)	\$4.00
Children (5-12)	\$2.00
Students (School Shows only)	\$1.00
Senior Citizens (65 and over)	\$3.00

"GRIFFITH OBSERVER"

**Individual Issues: (Sales tax and shipping not included)**

Individual copies Issues (Current Year)	\$2.50 each #
Back Issues (Previous Years) **	\$4.00 each #
Out of Print Issues (Photocopy)	\$8.00 each

Subscriptions: (12 Monthly Issues)

	<u>1 Year</u>	<u>Agency Rates</u>
U.S., Third Class, 1 year Standard Mail	\$23.00	\$21.25
(for California deliveries)*	<del>\$24.90</del>	
U.S., First Class, 1 year & Canada, First Class	\$30.00	\$28.25
(for California deliveries)*	<del>\$32.48</del>	
Individual copies (RESALE) Canada, 1 year	<del>\$30.00</del>	<del>\$28.25</del>
(First Class Only)		
Mexico, 1 year (First Class Only)	\$31.00	\$29.25
Overseas, Surface Mail, 1 year	\$35.00	\$33.25
Overseas, Airmail, 1 year	\$40.00	\$38.25
Back issues of current year	<del>\$2.50 each</del>	
Back issues other than current year**	<del>\$4.00 each</del>	
Xerox copy of out of print copies	<del>\$8.00 each</del>	
Board approved organizations	<del>\$1.20 each</del>	

\*Includes California Sales Tax of 8.25 percent

\*\*Director may classify certain issues as excess and allow them to be sold at their cover price until backlog is reduced to regular level. The price would then revert to the \$4.00 rate. Director may also distribute excess issues free until regular level is reached.

**Board Approved Subscriptions:**

**Friends of the Observatory (FOTO) &  
Los Angeles Astronomical Society (LAAS)**

**\$1.20 per issue billed quarterly**

# subject to sales tax and postage at the current rate.

Note: Subscriptions are not taxable.

OBSERVATORY SURCHARGE ACCOUNT

20%

Rental Policy

A. Rules and Regulations

1. Any rental of the Observatory must have a specific stated purpose, and that purpose must be compatible with the Observatory's astronomical identity, scientific reputation, and location.
2. No rental may be staged for the purpose of making a profit.
3. No rental may be staged with an admission fee, or with the sale of refreshments, merchandise, or other items.
4. Rental events by City-Sponsored/supported, non-profit agencies or organizations as part of a Fund-raising activity for the Observatory can be exempted from the above rules and regulations by the Board of Recreation and Parks Commissioners.
5. Griffith Observatory Rental Agreement form must be completed by the prospective renter and approved by the Observatory Director before rental can be scheduled.

#### B. Determination of Fee Schedule

The primary reason for allowing private rental of Griffith Observatory is to raise extra income to offset operating costs. In addition, such rentals may in themselves benefit the Observatory, directly or indirectly, through association with the renter or participation in the event. Such opportunities may justify, therefore, the rental apart from any potential revenue.

##### 1. Rental of the Observatory With Charge

Rentals for such events as promotional programs and receptions for corporations, the media, or similar private groups.

Military or government agencies wishing to use special facilities of the Observatory, such as the Planetarium Theater, for training purposes.

##### 2. Rental of the Observatory Without Charge

Events of such a scientific or educational value that the Observatory and/or the public will benefit from the event taking place.

Events put on by City-sponsored/supported, non-profit agency/organizations that will benefit the Observatory.

#### C. Breakdown of Rental Fees

The Rental Fee will be based on the actual costs to the Observatory in handling the event, the parts of the Observatory to be used, the equipment and materials the Observatory is to provide, the impact of the event on the public and the facility, and the value to the Observatory's image and reputation of the rental. *Of all rental fees 40% will be deposited to Observatory MRP account; 60% to the General Fund #2790.*

Types of Charges

The prices indicated are minimum flat rate fees for the use of portions of the Observatory as noted. Specific rentals may require use of more than one area, as well as use of equipment or projectors. For this reason a fee may be negotiated in excess of that given below.

	<u>Roof</u>	<u>Theater</u>	<u>Front Lawn</u> (includes the terrace)
Rentals of the Observatory on Mondays when the Observatory would normally be closed to the public.	\$2,000.00	\$2,000.00	\$2,000.00
Rentals of the Observatory at times when it would normally be open to the public	Weekdays: \$3,500.00	\$3,500.00	\$3,500.00
	Weekends: \$5,000.00	\$5,000.00	\$5,000.00

Time of Payment

The total appropriate fee will be collected in advance where possible; but in any case, total payment is due seven days before the event is scheduled to take place.

CERTIFIED ASTRONOMICAL LETTERS

Attorneys' law offices and insurance companies shall be charged a minimum fee for Certified Astronomical Letters of \$75.00 minimum.

FEE SCHEDULE—Commercial Productions

1. The fee for filming on Mondays through Thursdays is \$2,500.00.
2. The fee for still photography on Mondays through Thursdays is \$2,000.00.

*Sixty percent of the funds received from the above commercial productions fees would be deposited in the General Fund #2790 and 40% would be deposited in the Griffith Observatory MRP.*

*The 40% of filming fees deposited in the Griffith Observatory MRP account would be used to pay for part-time personnel to coordinate all of the activities required for filming at the Griffith Observatory. This includes handling telephone calls, setting up and attending meetings and walk-throughs, drawing up contracts, scheduling dates and time for filming, scheduling personnel for filming, and receiving and processing payments.*

3. No filming or still photography is permitted on Fridays, Saturdays, Sundays, or Monday holidays.

## OBSERVATORY - (continued)

### EXEMPTIONS

#### A. NEWS MEDIA

The news media are excepted from all fees and restrictions outlined above. News media must coordinate their activities, however, with the Observatory staff to ensure an orderly presence on Observatory grounds.

#### B. STUDENTS

Student film-makers and photographers may be exempted from the production fee, but to qualify they must provide a letter signed by an authorized administrator of the school or institution they attend and prepared on official school or institution letterhead. The letter should state that the student is enrolled at the school and is working on a student project which will not be presented commercially.

#### C. EDUCATIONAL PROGRAMMING

Any bona fide educational production which enhances the image of Griffith Observatory and substantively informs a wide audience of the Observatory's resources and programming may be exempted from this fee, by the Observatory Director. In addition, any commercial production in which the Observatory's operations and programming are specifically presented to a wide audience may be exempted from the fee.

#### D. INTERVIEWS WITH OBSERVATORY STAFF

Any producer who wishes to film or photograph an Observatory staff member in connection with astronomical or other scientific matters or with Observatory matters may be exempted from the fee. All such interviews must be authorized by the Observatory Director. If the Observatory staff member is compensated for such an appearance, the time spent with the production crew is to be considered off-duty.

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

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 weekdays and weekends during March through October (summer). Open weekends only November through February (winter). Once the Pay N Display parking operation has begun, hours of operation will be 5:00AM until 10:00 PM Monday through Sunday 365 days a year.~~

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

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

~~Monday through Sunday (5:00 AM until 10:00 PM)~~

	Summer	Winter
Vehicles	\$1.00 per hour (\$9.00 Max)	\$1.00 per hour (\$7.00 Max)
Bus/motor homes/oversized	<del>\$2.00 per hour</del>	
Vehicles w/boat	\$15.00 per day	
(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.

~~Special Fees For Disabled Persons with DMV Placard parking in designated ADA spaces, FREE~~

~~Regular vehicle \_\_\_\_\_ Free~~

~~Fees for Exclusive Use Permit (Minimum 10 space purchase, per day)~~

~~Vehicle \_\_\_\_\_ \$10 per day~~

~~Oversized vehicle \_\_\_\_\_ \$20 per day~~

**HARBOR PARKING LOT**

Monday through Friday

\$1.00/Vehicle per entry

PAY PARKING LOTS – (continued)

Saturday through Sunday

\$2.00/Vehicle per entry

WESTWOOD PARK

Monday through Friday only  
6:00 a.m. to 4:00 p.m.

**\$125.00**  
\$75.00/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
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.

FRIENDSHIP AUDITORIUM

(Revised ~~09/03~~ 07/06)

FACILITY USE FEES

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

	<u>1<sup>st</sup> 3 hours</u>	<u>1<sup>st</sup> 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

Minimum payment to guarantee reservation.

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

Monday-Thursday \$300

Friday-Sunday \$400

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
Cancellation prior to 60 days	\$100
Postponement prior to 60 days	\$50

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 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 her designee~~ 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 her designee~~ 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
<b>Kitchen Fee</b>	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 ~~09/03~~ 07/06)

FACILITY USE FEES

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

	<u>1<sup>st</sup> 3 hours</u>	<u>1<sup>st</sup> 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

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

Monday-Thursday    \$200

Friday-Sunday, Holidays                                  \$400

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                              40% of all fees or \$125  
within 60 days of the event                                  whichever is greater.

Cancellation prior to 60 Days                              \$100

Postponement prior to 60 Days                              \$50

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 ~~her designee~~ **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 ~~09/03~~ 07/06)

FACILITY USE FEES

*50% to be deposited in the facility MRP account*

	<u>1<sup>st</sup> 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

Cancellation prior to 60 days \$100

Postponement prior to 60 days \$50

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>1<sup>st</sup> 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 – 2<sup>nd</sup> and 3<sup>rd</sup> Tuesdays of each month except July and August
- Woodland Hills Floral Arrangers – 4<sup>th</sup> Tuesday of each month except July, August and September

**DUPLICATION RATES**

(Revised 07/06)

Certain written material on file in the Department may be provided to interested citizens at the following rates:

Duplication of any material, 8½" X 14 or smaller*	\$1.00 per request/ \$ .10 page
Copies of maps, diagrams, graphs and other records of special design	Fee based on cost of preparation estimated by Chief Accountant
Blue Prints 24" X 36"	\$1.00 per copy
For certifying to a copy of any written material on file	\$1.00
Listening to tape recordings of Board Meetings	\$5.00 per hour or fraction thereof
<b>Copies of tape recordings of Board Meetings</b>	<b>\$10.00</b>

The Board will also comply with Sec. 12.41 of the Administrative Code which exempts agencies or offices of the Federal Government, State, County or any special district from paying the above fees when the copy of the public record is used for official purposes.

\*Within the same record, book or file, the number of reproductions is limited to one copy of each page requested. Ordinance 158563 12/7/83

NOTE: For Civil Cases see "Witness & Document Fees for Civil Cases"