

**APPROVED**  
FEB 04 2009

REPORT OF GENERAL MANAGER

NO. 09-026

DATE February 4, 2009

BOARD OF RECREATION  
and PARK COMMISSIONERS

C.D. 4

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: GRIFFITH PARK - AMENDMENTS TO THE SCHEDULE OF RATES AND FEES

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

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

*[Signature]*  
General Manager  
Withdrawn \_\_\_\_\_

RECOMMENDATION:

That the Board:

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

SUMMARY:

As of July 1, 2008 (FY 08-09), the Griffith/Metro Region assumed responsibilities for reserving and permitting picnics, foot races, special events and fund raisers, motorized vehicle shows, Martinez Arena, Pote Field and the Griffith Park Visitor Center Auditorium. These functions were previously assigned to the Park Ranger Division.

The Park Services Division was selected to assume these responsibilities. The Park Services Division currently manages the following Department revenue-producing facilities: Sherman Oaks Castle Park, Park Film Office, Travel Town, Friendship Auditorium, Grace E. Simons Lodge, Orcutt Ranch and Department Pay Parking Lots and Pay Tennis Courts that are located in all Department Regions.

## REPORT OF GENERAL MANAGER

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The new responsibility prompted Department staff to review the Schedule of Rates and Fees and to recommend changes in order to clarify policy issues and to revise fees to more accurately recover Department costs. As the cost of providing services to the public continues to rise, the Department remains committed to providing quality and affordable recreational opportunities to the City's residents and visitors. However, it will be necessary to increase rates and fees to enable the Department to fulfill this commitment. Only those sections of the Rates and Fees Manual proposed as new rates and fees or for revision are identified in **bold** text and items proposed for deletion are indicated by ~~strikeout~~ text.

### FISCAL IMPACT STATEMENT:

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

This report was prepared by Joe Salaiques, Acting Park Services Supervisor, Park Services Division.

**GRIFFITH PARK SERVICE FEES**  
**General Information**  
**(Adopted 01/09)**

**Activity Fees**

*100% to Griffith Park Events MRP Fund Account*

**Moonbounce - \$20.00 per day (non-refundable)**

*Moonbounce companies must have a current approved insurance endorsement on file with the Office of the City Administrative Officer (CAO).*

**Utility Fee**

**100% to General Services Department Utility Account 100-62**

**Utility - \$25.00 (each for electricity, gas or water)**

**Griffith Park Staff Fees**

*100% to Griffith Park Events MRP Fund Account*

**(All employee wages will be paid through the Griffith Park Events MRP Fund Account.)**

<b>Park Activity Monitor</b>	<b>\$38.00 per hour, per person (minimum of 2 hours)</b>
<b>Park Services Traffic Control Security</b>	<b>\$38.00 per hour, per person (minimum of 2 hours)</b> <b>Security Service fee required for all special events.</b> <b>Charge based on actual cost.</b>
<b>Park Maintenance</b>	<b>Full-time rate at the current step 5 overtime rate</b> <b>(minimum of 2 hours for load in and 2 hours for load out)</b>
<b>Park Ranger</b>	<b>Full-time rate at the current step 5 overtime rate</b> <b>(minimum of 2 hours)</b>

*At the discretion of the Park Services Supervisor, 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.*

**DEPARTMENT SPONSORSHIP**

**Event must meet sponsorship criteria established in the NO FEE WAIVER POLICY. If granted, only use fees will be underwritten; all other fees including staff, clean-up, and vendor fees apply.**

**GRIFFITH PARK CAR SHOWS**  
**(includes all motorized vehicles)**  
**(Adopted 01/09)**

All car shows must be authorized by General Services Office of Public Safety, Park Rangers, and Park Services before a permit is issued. Merry-Go-Round Parking Lot 2 is the designated area for car shows. Requests for other areas of Griffith Park require authorization by the Principal Grounds Maintenance Supervisor or Appointed Designee.

**Park Use Fee**

*100% to the Department of Recreation and Parks General Fund Account*

<u>Number of Cars</u>	<u>Fee*</u>
Maximum 200	\$875.00

\*Fees apply to car shows that do not charge patrons an admission fee. If an admission fee is charged, see GRIFFITH PARK SPECIAL EVENTS AND FUNDRAISERS use fees which will be charged in addition to the Griffith Park Car Show fees.

**Cancellation Fee**

*100% to the Department of Recreation and Parks General Fund Account*

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

**Refundable Damage/Cleanup Deposit Fee**

Minimum flat rate refundable deposit of \$500.00

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

**Payment of Fees**

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

**Staffing**

All car shows will require a Park Event Monitor(s), Park Maintenance and Security staff. See Griffith Park Service Fees.

**GRIFFITH PARK FOOT RACE EVENTS  
(Adopted 01/09)**

**Park Use Fee**

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

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

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

**Cancellation Fee**

*100% to Griffith Park Events MRP Fund Account*

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

**Refundable Damage/Cleanup Deposit**

**Minimum flat rate refundable deposit of \$500.00**

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

**Payment of Fees**

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

**Staffing**

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

**GRIFFITH PARK PICNICS**  
**(ALL DESIGNATED RESERVED PICNIC GROUNDS)**  
**(Adopted 01/09)**

Reservations for use of designated picnic areas may be made for groups of any size which the facility can accommodate. Alcohol is not permitted in any picnic area.

**Reservation Fee**

*60% to the Department of Recreation and Parks General Fund Account*

*20% to Griffith Park Events MRP Fund Account*

*20% to Griffith Area Special Fund Account*

**Picnics**

1 – 100 persons                      \$100.00

**Group and Company Picnics**

1 – 250 persons                      \$435.00

251 – 500 persons                    \$615.00

501 – 800 persons                    \$795.00

**Payment of Fees**

All fees must be paid 30 days in advance. Reservations made less than 30 days must be paid when reservation and permit are issued.

**Staffing**

Picnics with 100 persons or more will require a Park Event Monitor(s), Park Maintenance and Security staff. See Griffith Park Service Fees.

**Cancellation Fee**

*100% to Griffith Park Events MRP Fund Account*

61+ days prior to event            -    50% of fees

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

**GRIFFITH PARK SPECIAL EVENTS AND FUNDRAISERS  
(Adopted 01/09)**

Includes any event where the general public is invited to attend.

**Facility Use Fees**

*100% to the Department of Recreation and Parks General Fund Account*

<u>Anticipated Attendance</u>	<u>Use Fee (Free Admission)</u>	<u>Use Fee (Admission Charged)</u>
1 – 100 persons	\$150.00	\$300.00
101 – 300 persons	\$300.00	\$600.00
301 – 500 persons	\$500.00	\$1,000.00
501 – 800 persons	\$800.00	\$1,600.00
801 plus persons	negotiated*	negotiated*

\* Superintendent of the Griffith-Metro Region will determine the Use Fee for events over 800 persons.

**Vendor Fees**

*100% to Griffith Park Events MRP Fund Account*

	<b>Per day per activity area (10 x 10 equivalent)</b>
Public Agency/Education booths (no sales of any kind)	- No Fee
Non-Profit Organizations (may have sales)	- \$ 60.00
For-Profit Organizations (may have sales)	- \$120.00
Commercial Entities (purpose is display of company logo, product, name, and/or commercial sales are conducted)	- \$240.00

**Cancellation Fee**

*100% to Griffith Park Events MRP Fund Account*

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

**Payment of Fees**

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

**Refundable Damage/Cleanup Deposit**

Minimum flat rate refundable deposit of \$500.00

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

**Special Use**

*100% to the Department of Recreation and Parks General Fund Account*

Special use of the Crystal Springs Picnic Grounds is available to other City Departments at a fee of \$200.00 per day, Monday through Friday only. The maximum capacity of the area is 800 persons. Staff fees may be charged based on size and scope of use.

**GRIFFITH PARK SPECIAL EVENTS AND FUND RAISERS – (continued)**

**Staffing**

**All Special Events and Fund Raisers will require a Park Event Monitor, Park Maintenance and Security staff. See Griffith Park Service Fees.**

**GRIFFITH PARK VISITOR CENTER AUDITORIUM  
(Adopted 01/09)**

**Facility Use Fees**

*50% of retained fees less labor cost to the Department of Recreation and Parks General Fund Account*

*50% of retained fees plus labor cost to Griffith Park Events MRP Fund Account*

*\$12,000.00 annual transfer to Park Ranger Development MRP Fund Account from Griffith Park Events MRP Fund Account*

**Weddings and Receptions/Social Gatherings – Auditorium**

	<u>1<sup>st</sup> 5 hours</u>	<u>Each additional hour</u>
Monday through Thursday	\$300.00	\$60.00/hour
Friday, Saturday, Sunday and Holidays	\$450.00	\$90.00/hour

**Weddings and Receptions/Social Gatherings – Auditorium and Courtyard**

	<u>1<sup>st</sup> 5 hours</u>	<u>Each additional hour</u>
Monday, Tuesday, Thursday	\$450.00	\$ 90.00/hour
Friday, Saturday, Sunday and Holidays	\$550.00	\$110.00/hour

**Meetings, Classes and Seminars - Auditorium**

	<u>1<sup>st</sup> 3 hours</u>	<u>Each additional hour</u>
Maximum capacity 100 persons	\$100.00	\$ 25.00/hour
Courtyard and picnic area with set-up	\$100.00	\$ 25.00/hour

**Refundable Damage/Cleanup Deposit**

Minimum flat rate refundable deposit \$300.00

**Additional Fees**

Rehearsal Fee \$ 50.00

Rehearsals may be scheduled a maximum of 2 hours within 60 days of event Monday through Thursday.

**Staffing**

Weddings, receptions/social gatherings will require a Park Event Monitor(s), and Security staff. Meetings, trainings, and seminars will require facility and may require a Park Event Monitor depending on the scope of the activity. See Griffith Park Service Fees.

**GRIFFITH PARK VISITOR CENTER AUDITORIUM - (continued)**

**Cancellation Fee**

<b>Cancellation prior to 60 days of event</b>	<b>50% of refundable deposit</b>
<b>Cancellation within 60 days of event</b>	<b>50% of all fees</b>
<b>Postponement</b>	<b>50% of all fees</b>

**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.**

**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.**

MARTINEZ ARENA (GRIFFITH PARK/HORSE SHOW)  
(Revised 09/02 01/09)

**RESERVATION FEE**

**Facility Use Fee**

~~33.3% to be deposited in Park Ranger Development Fund and 33.3% to be deposited in Maintenance MRP account.~~

*33.4% to the Department of Recreation and Parks General Fund Account*

*33.3% to the Griffith Park Events MRP Fund Account*

*33.3% to the Griffith Park Special Fund Account*

(No per horse charge) \$150.00  
Martinez Arena \$250.00

**Additional Fees**

Refundable security/clean up deposit \$50.00 minimum

**Refundable Damage/Cleanup Deposit**

Minimum flat rate refundable deposit \$200.00

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

**Cancellation Fee**

*100% to Griffith Park Events MRP Fund Account*

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

**Payment of Fees**

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

**Staffing**

All horse shows will require a Park Event Monitor. Park Maintenance and Security staff may be required depending on size and scope. See Griffith Park Service Fees.

For booth or sales activity

See ~~SPECIAL EVENTS/FUNDRAISING~~  
~~section, Vendor Fees~~

**Vendor Fee**

*100% to Griffith Park Events MRP Fund Account*

	Per day per activity area (10 x 10 equivalent)
Public Agency/Education booths (no sales of any kind)	- No Fee
Non-Profit Organizations (may have sales)	- \$ 60.00
For Profit Organizations (may have sales)	- \$120.00
Commercial Entities (purpose is display of company logo, product, name, and/or commercial sales are conducted)	- \$240.00

**Insurance**

See INSURANCE REQUIREMENTS

CRYSTAL SPRINGS CORPORATE PICNIC AREA  
(Revised 07/03)

FACILITY USE FEES

*33.3% to be deposited into Park Ranger Development Fund and 33.3% to be deposited into Maintenance MRP Account*

1— 100 persons/ ¼ of area	\$150.00
101— 300 persons/ ½ of area	\$300.00
301— 500 persons/ ¾ of area	\$450.00
501 to 800 persons/entire area	\$600.00

*RESERVATIONS FROM 101— 800 PERSONS ADD \$50 NON-REFUNDABLE MAINTENANCE FEE TO MAINTENANCE MRP ACCOUNT.*

CANCELLATION FEE

91+ days prior to event	10% of basic rental fee
61-90 days prior to event	25% of basic rental fee
60 or less prior to event	30% of basic rental fee

MOONBOUNCE PERMITTING FEE ————— \$20.00 per day (100% to facility MRP)

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

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

SPECIAL USE

Special use of the Crystal Springs Picnic Area, Section 2 is available to other City Departments at a fee of \$200.00 per day, Monday through Friday only. The maximum capacity of the area is 800 persons.

GRIFFITH PARK, ALL AREAS (EXCEPT CRYSTAL SPRINGS and OLD ZOO)  
(Revised 07/03)

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

~~RESERVATION FEES/All reservations include \$10 non-refundable permit fee. \$15.00 of the fee shall be deposited into the Region's maintenance MRP account for maintenance costs and replacement of barbecues (\$10.00 for maintenance, \$5.00 for replacement of barbecue).~~

DAY USE	1-100	\$55.00
	101-250	\$85.00
	251-500	\$145.00
	501-1000	\$225.00

~~OVERNIGHT CAMPING, per person, daily \$2.00 (\$45 minimum)~~

Additional Charges

Utility Hook-Up Fee \$25.00 (Water use may not be allowed at certain times of the year due to fire danger.)

Moonbounce Permitting Fee \$20.00 per day (100% to facility MRP)

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

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.~~

GRIFFITH PARK RANGER STATION

(Revised 7/01)

Available 7:00 a.m. to 10:00 p.m. six days a week, excluding Wednesdays.

VISITOR CENTER AUDITORIUM

Facility Use Fees

*50% of all rentals to be deposited into the Park Ranger Development Account.*

	<u>1<sup>st</sup> - 5 hours</u>	<u>Each additional hour</u>
Weddings and Receptions/Social Gatherings	\$275.00	\$40.00/hour
Meetings, Classes, Training Sessions	<u>1<sup>st</sup> - 3 hours</u>	<u>Each additional hour</u>
1-50 persons	\$45.00	\$25.00/hour
51-99 persons	\$60.00	\$25.00/hour

Additional Charges

Security

Gatherings involving the consumption of alcoholic beverages require the presence of one Department Staff Monitor and one Uniformed Park Ranger

Park Ranger \_\_\_\_\_ \$25.00/hour or current 1-1/2 rate

Refundable Building Deposit

Events where alcohol is consumed \_\_\_\_\_ \$200.00

All other events \_\_\_\_\_ \$100.00

Cancellation Fees

91+ days prior to event \_\_\_\_\_ 10% of basic rental fee

61-90 days prior to event \_\_\_\_\_ 25% of basic rental fee

60 or less prior to event \_\_\_\_\_ 30% of basic rental fee

Special Use Fees

1 to 50 persons \_\_\_\_\_ \$45.00

51 to 99 persons. \_\_\_\_\_ \$60.00

All clean-up and cancellation fees apply.

Special use of the Visitor Center Auditorium is available between 7:00 a.m. to 5:00 p.m., Monday through Friday, excluding Wednesdays, for other City Departments. The purpose of such usage should involve training, work meetings, and other department business activities authorized by the Department of Recreation and Parks, General Manager or an appointed designee.

GRIFFITH PARK RANGER STATION (continued)

~~THE FOLLOWING CONDITIONS APPLY TO ALL SPECIAL USAGES:~~

~~Authorization for special use~~

~~Request for use of this facility must be submitted in writing and approved by the Department of Recreation and Parks, General Manager or an appointed designee.—~~

~~Scheduling of special use events~~

- ~~(a) Special Use events may be scheduled only 60 days in advance of the event date. Department of Recreation and Parks, City of Los Angeles, is exempted from this guideline.~~
- ~~(b) Any one group will be limited to a maximum use of all facilities of 10 hours per week and may not exceed two separate days in this usage.~~
- ~~(c) None of the above guidelines precludes a Special Use party from maintaining or procuring additional dates or hours under the regular rate provisions.~~

OLD ZOO CORPORATE PICNIC AND SPECIAL EVENT AREA, GRIFFITH PARK  
(Revised 07/03)

FACILITY USE FEES

~~33.3% to be deposited into Park Ranger Development Fund and 33.3% to be deposited into Maintenance MRP Account~~

<del>1</del>	<del>100 persons/ ¼ of area</del>	<del>\$150.00</del>
<del>101</del>	<del>300 persons/ ½ of area</del>	<del>\$300.00</del>
<del>301</del>	<del>500 persons/ ¾ of area</del>	<del>\$450.00</del>
<del>501 to 800</del>	<del>persons/ entire area</del>	<del>\$600.00</del>

~~RESERVATIONS FROM 101-800 PERSONS ADD \$50 NON-REFUNDABLE MAINTENANCE DEPOSIT TO MAINTENANCE MRP ACCOUNT.~~

CANCELLATION FEE

<del>91+ days prior to event</del>	<del>10% of basic rental fee</del>
<del>61-90 days prior to event</del>	<del>25% of basic rental fee</del>
<del>60 or less days prior to event</del>	<del>30% of basic rental fee</del>

ADDITIONAL CHARGES

~~Moonbounce Permitting Fee \$20.00 per day (100% to facility MRP)~~

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

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.~~

SPECIAL USE

~~Special use of the Old Zoo corporate picnic and special event area is available to other City Departments at a fee of \$200.00 per day. The maximum capacity of the area is 800 persons.~~