

APPROVED
JUN 17 2009

REPORT OF GENERAL MANAGER

NO. 09-181

DATE June 17, 2009

BOARD OF RECREATION
and PARK COMMISSIONERS

C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

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

R. Adams _____	J. Kolb _____
V. Israel _____	F. Mok <u>N/DW</u>
H. Fujita _____	K. Regan _____
S. Huntley _____	M. Shull _____


General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

That the Board:

1. Approve the changes to various sections of the Schedule of Rates and Fees as outlined in the body of this report and the attached schedules, effective July 1, 2009, or upon approval of the Board; and,
2. Authorize staff to amend the Schedule of Rates and Fees to incorporate these changes.

SUMMARY:

Each year, Department staff reviews the Schedule of Rates and Fees and recommends changes in order to clarify policy issues that have been raised in the previous year, to revise fees to more accurately recover Department costs, and to generate new revenues. As the cost of providing services to the public continues to rise, the Department remains committed to providing quality and affordable recreational opportunities to the City's residents and visitors. However, it will be necessary to increase rates and fees to enable the Department to fulfill this commitment.

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

REPORT OF GENERAL MANAGER

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NO. 09-181

Camp Rates	Reduce the Winter Basic overnight reservation fees for Camp Seely. For competitiveness with rates of neighboring camp sites and to encourage rentals during the winter season, the Department is decreasing the fee from \$5,000.00 to \$2,000.00.
Leimert Park	Increase charges for staff fees to reflect the current pay rate and define which deposits are refundable and non-refundable.
Venice Beach Recreation Center	Increase fees to recover costs for staffing, maintenance, and overall management of the facility.
Central Service Yard: Forestry Division	Establish fees for purchasing trees as a memorial and in commemoration. Fees will also be used to provide staff to maintain the trees. There is no General Fund subsidy. Costs must be recovered 100% through fees.
Expo Center	Increase fees to recover costs for staffing, maintenance, and overall management of the facility. There is no General Fund subsidy to support new activities.
Boyle Heights Sports Center Synthetic Turf Field	Establish fees for staffing, maintenance, and managing the facility.

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. There will also be a minimal increase in fees deposited to facility Municipal Recreation Programs (MRP) Fund accounts that will be used to fund staff and maintenance needs.

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

CAMP RATES
(Revised 07/09)

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 50% of rental fee is due one month prior to arrival at camp.
- C. Balance of rental fees is 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 the initial deposit, will be refunded, if cancelled at least one month prior to arrival date. If cancelled less than one month prior to arrival date, there will be no refund.

Day Renters:

- A. Kitchen / Dining Hall: Use of kitchen/dining hall will cost \$100.00 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 (1st 4 hours)</u>	<u>Each additional hour</u>
25 person maximum	\$75.00	\$20.00
50 person maximum	\$100.00	\$30.00
100 person maximum	\$150.00	\$50.00

CAMP RATES – (continued)

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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. \$5.00 per person will be levied for each hour a group remains in camp beyond 2:00 p.m. (\$200.00 minimum per hour)

Group Family Camping Outings:

Fees include one night lodging, four meals, supervision and organized camp activities.
(*\$2.00 to be deposited into MRP Fund Account for program supplies*)

Adults – 13 years of age and up	\$45.00
Children – 7 years to 12 years of age	\$37.00
Children – 2 years to 6 years of age	\$30.00
<u>Summer Youth Program – Grant Funded</u> (Includes meals, lodging, and recreation program)	\$15.00 per night

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

\$20.00 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 50% 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 50% 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 to be deposited into MRP Fund Account for additional staffing for upkeep and cleaning of all out-of-town camps; and*
- *\$1.00 per campsite or cabin to be deposited into MRP Fund Account for additional staffing for upkeep and cleaning of all out-of-town camps.*

CAMP RATES – (continued)

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SPECIAL NOTE:

Fees at any camp may be amended for unusual circumstances; but only with the approval of the General Manager or designee. Lifeguard fees are included in the summer, week-long out of town camp fees. Fees for a second lifeguard are \$100.00 for a minimum of 5 hours, \$30.00 for each additional hour. Weekend Group Rental does not include lifeguard, and is not guaranteed.

CAMP HIGH SIERRA

Family and individual camping from 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 cancelled at least one month prior to arrival date will be refunded minus a \$50.00 Administrative Fee. Cancellations less than one month prior to arrival date will not be refunded. On March 5, 2002, the Town of Mammoth Lakes adopted Transient Occupancy Tax. Camp users will be assessed the current Town of Mammoth Lakes Transient Occupancy Tax rate in addition to the appropriate overnight camp use fees.

Overnight Reservations

Campsites (campers, trailers and tents)	\$35.00 per night
Campsites with electrical hook-up	\$40.00 per night
Cabin Rentals (8)	\$50.00 per night
Cabin with toilet and water (2)	\$75.00 per night

Day Use

Day Use of Kitchen / Dining Hall	\$100.00 per day
Day Use of Campgrounds (Picnic)	\$ 10.00 per person
Showers (by non-campers)	\$ 7.50 per person
Youth Group Rates – OYG	\$ 45.00 per day, including meals

(Program run by staff)

CAMP RATES – (continued)

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DECKER CANYON CAMP – Group Outdoor Camping: Youth / Adult

Overnight Reservations

Basic Campsite Charge, 1 - 15 persons	\$150.00 per night
Each additional person (50 – 70 person maximum)	\$10.00 per night
Deposit (per site/per night) reserved	\$75.00
Department sponsored programs (per person)	\$6.00
Entire camp rental (minimum 125)	\$850.00
Each additional person (up to 150 maximum)	\$10.00
Deposit (per night reserved)	\$200.00

CAMP SEELY – Organized Group Camping

Week-long Reservations (Sunday – Saturday)

Summer Basic Charge (June 1 – Sept. 1) 1 – 150 persons	\$10,000.00 per week
Each additional person (275 person maximum)	\$100.00 per week/ \$20.00 per night
Deposit (20% of reservation fee)	\$2,000.00 minimum

Overnight Reservations

Winter Basic Charge (Sept. 2 – May 31) 1 – 125 persons	\$5,000.00 \$2,000.00 per night
Each additional person (275 person maximum)	\$15.00 per night
Deposit (25% of reservation fee)	\$1,250.00 \$500.00 minimum

CAMP VALCREST – Organized Group Camping

Week-long Reservations (Sunday – Saturday)

Summer Basic Charge (June 1 – Sept. 1) 1 – 50 persons	\$4,000.00 per week
Each additional person (70 person maximum)	\$100.00 per week/ \$20.00 per night
Deposit (20% of reservation fee)	\$800.00 minimum

CAMP RATES -- (continued)

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Overnight Reservations

Winter Basic Charge (Sept. 2 -- May 31) 1 -- 50 persons	\$2,000.00 per night
Each additional person (70 person maximum)	\$20.00 per night
Deposit (20% of reservation fee)	\$400.00 minimum

CAMP RADFORD -- Organized Group Camping

Week-long Reservations (Sunday -- Saturday)

Summer Basic Charge (June 1 to Sep. 1) 1 -- 150 persons	\$10,000.00 per week
Each additional person (275 person maximum)	\$100.00 per week/ \$25.00 per night
Deposit (20% of reservation fee)	\$2,000.00 minimum

Overnight Reservations

Winter Basic Charge (Sept. 2 -- May 31) 1 -- 50 persons	\$5,000.00 per night
Each additional person (60 person maximum)	\$20.00 per night
Deposit (50% of reservation fee)	\$2,500.00 minimum

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 per person / per night to be deposited into MRP Fund Account for additional staffing for camp upkeep and cleaning.

CAMP RATES -- (continued)

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Day Rental:

(Until 7:00 p.m.) 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)

Monday -- Thursday	<u>1st 2 hours</u> \$300.00	<u>Each additional hour</u> \$100.00
Friday, Saturday and Sunday	<u>1st 8 hours</u> \$800.00	<u>Each additional hour</u> \$100.00

Overnight Camp Rental:

Griffith Park Camp (150 person maximum)
Hollywoodland Camp (180 person maximum)

50 persons (minimum)	\$700.00 per night
Each additional person	\$25.00 per person

- \$150.00 of each night's rental fee to be allocated to MRP Fund Account 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)

\$2.00 of each meal charge to be deposited into MRP Fund Account, balance to be deposited in Dept. of Recreation and Parks General Fund Account

Breakfast	\$6.50 per person
Lunch	\$7.50 per person
Dinner	\$8.50 per person

Special Meals

Lunch	\$8.00 - \$12.00 per person
Dinner	\$10.00 - \$20.00 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.

CAMP RATES – (continued)

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Deposits

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

Overnight Rentals – Deposit of \$750.00 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 \$5.00 per person charge will be levied for each hour a group remains in camp beyond 2:00 p.m.; minimum charge of \$200.00 per hour.

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

T.V. and V.C.R -----	\$50.00 per day ¹
P.A. System -----	\$50.00 per day ¹
Coffee -----	\$50.00 per 100 cup pot ¹
Fax -----	\$2.00 per page ²
Copies -----	\$0.25 per copy ²
Park Ranger -----	\$50.00 per hour (minimum 4 hours) ¹
Seasonal Lifeguard -----	\$100.00 for 5 hours (1 guard per 50 people) ¹ \$30.00 for each additional hour
Craftroom (Hollywoodland only) -----	\$50.00 per day (supplies/equipment not included) ¹
Firewood (when available) -----	\$7.50 per campfire ²
Snacks -----	\$3.50 - \$5.00 per person ²
Staff -----	See GENERAL INFORMATION for rate ¹
Use of Rope Course -----	\$500.00

¹ To be deposited into MRP Fund Account

² To be deposited into Account 2790

Board of Education Fees

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

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

CAMP RATES – (continued)

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SPECIAL NOTE:

Fees at any camp may be amended for unusual circumstances; but only with the approval of the General Manager or designee.

DEPARTMENT SPONSORED YOUTH CAMPING SECTIONS

Basic Camp Session

5 nights lodging, 15 meals, snacks, insurance, supervision, and program \$200.00 - \$300.00

Fees determined by the type of activities involved.
(Fees collected in excess of \$150.00 to be deposited into MRP Fund Account)

Weekend Camp Operated Programs

2 nights with 6 meals, snacks, insurance, supervision, and program, i.e. Mother / Daughter \$95.00 per person
(\$30.00 deposited into MRP Fund Account)

1 night with 4 meals, snacks, insurance, supervision, and program, i.e. Mommy & Me \$50.00 per person
(\$15.00 deposited into MRP Fund Account)

Late Charge

There will be a \$50.00 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 General Manager or designee.

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.

LEIMERT PARK
(Revised 1/07 07/09)

Reservations for one day special events at Leimert Park are subject to the following fees and conditions.

The fees are to be paid in advance to the Director-in-Charge of Van Ness Recreation Center Jim Gilliam Recreation Center.

FACILITY USE FEE **\$100.00 (to be deposited to the Department of Recreation and Parks General Fund Account)**

ADDITIONAL CHARGES: **All funds to be deposited to the Department of Recreation and Parks General Fund Account, except Staff charges will be deposited to the MRP Fund Account**

Administrative Fee	\$7.50 \$18.00
Use of electricity	\$25.00
Refundable Clean-up Deposit Fee	\$80.00 \$200.00 minimum (non-refundable)
Performance Bond and/or Property Damage Deposit	\$250.00 (refundable)
Utility/Electricity Hook-up	\$50.00 \$75.00
Staff	\$18.00 \$20.00 per hour, minimum of 2 hours (or current part-time rate)

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.

CONDITIONS:

1. Insurance may be required, depending on type and duration of event and estimated attendance.
2. Amplified sound restricted to use between hours of ~~12 Noon and 5:00 p.m. on Sundays and 10:00 a.m. and 5:00 p.m. Monday through Saturday facing southwest~~ **9:00 a.m. and 6:00 p.m. on Saturdays and Sundays and 10:00 a.m. and 5:00 p.m. Monday through Friday.** Amplification to be kept at a level agreed upon by staff person in charge.
3. Department of Recreation and Parks does not provide a stage. ~~If stage is used, it must be placed in park facing south on Crenshaw Boulevard.~~
4. Sales of any kind are prohibited.
5. Vehicles on facility are prohibited.

VENICE BEACH RECREATION CENTER

(Revised 09/03 07/09)

FACILITY USE PERMIT FEES:

40% to be deposited into general fund #2790 Department of Recreation and Parks General Fund Account

30% to be deposited in Recreation Center MRP fund for filming/60% from special events into MRP Fund Account

30% to be deposited into Special Venice Beach Maintenance MRP fund for filming only/0% from special events Special Fund Account

RECREATION CENTER FACILITIES AND PREMISES (areas and facilities at which Center conducts programming)

- o Skate Dance Area
- o Children's Play Area
- o Graffiti Art Walls
- o Muscle Pit
- o Sports Courts
- o Gymnastics Area

FACILITY USE FEES:

Open Space Exclusive Use Daily Fee Per Area Listed Above

	<u>Use Fee</u> <u>Free Admission</u>		<u>Use Fee</u> <u>Admission Charged</u>	
1 - 250	\$75.00	\$150.00	\$325.00	\$500.00
251 - 500	\$200.00	\$400.00	\$700.00	\$1,000.00
501 - 1000	\$400.00	\$800.00	\$1,400.00	\$1,800.00
1001 - over	\$750.00	\$1,500.00 min*	* Negotiable by the Region Superintendent	

VENDOR FEE See SPECIAL EVENT / FUNDRAISING section, vendor fee to be charged of permittee for any vendor conducting sales activities, soliciting of donations, or providing services for fees.

OUTDOOR \$16.00/hour for practice only
Tournament Play \$20.00 per hour per court
(PADDLE TENNIS, HANDBALL, VOLLEYBALL, OR BASKETBALL COURTS):

RESERVATION DEPOSIT:

50% of total rental costs (balance due 14 days prior to event)

CANCELLATION FEE:

91+ days prior to event	\$200 or 10% of basic rental fee *
61 - 90 days prior to event	\$300 or 25% of basic rental fee *
31 - 60 days prior to event	\$500 or 30% of basic rental fee *
Less than 30 days	\$1,000 or 50% of basic rental fee *

* whichever amount is greater*

VENICE BEACH RECREATION CENTER - (continued)

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REFUNDABLE DEPOSIT:

\$250.00 minimum damage or major clean-up deposit. Basic clean up is the responsibility of the permittee. Type or size of the event may require an increase in the amount of the deposit. Damages, clean-up, or additional permit charges may be deducted from deposit.

PROMOTIONAL RESTRICTIONS:

- No live broadcasts (radio, TV, cell phone) from the event
- No distribution of promotional stickers by permittee or sponsors
- No Ticket-Tron / Ticketmaster events (commercial/business style ticket sales)

ADDITIONAL REQUIREMENTS:

- Permittee must abide by all sound ordinances and restrictions which restrict volume between 79-99 AMPs
- Additional trash receptacles/portable restrooms may be required at the expense of the permittee. One per 200 (or portion of) expected attendance.
- Insurance may be required. Refer to Insurance Requirements in the Schedule of Rates and Fees
- No beer, wine or any other type of alcoholic beverage is permitted on facility premises
- Reservations and permits for special events are limited to one weekend per calendar year per permittee

SPECIAL USE FEE:

50% of facility use fee plus deposits and monitor fee.

Special use of Venice Beach Athletic Center is available for City agencies and Department-sponsored groups.

GENERAL RULES:

Use of the Venice Beach Recreation Center for special events is subject to the availability based on the demands of regular public programming.

- No on-site crew or event parking
- Event hours are 7:00 a.m. to 10:00 p.m.

Requests for events should be received no less than 48 hours in advance. Permission/approval of a special event is exclusive to the permittee and is not transferable (no subletting).

SITE VISIT:

Each permit receives one (1) initial visit to the site and one (1) technical visit with Department staff. Any additional visits, if staff support is required – staff fees will be charged at the rate established in the General Information section.

VENICE BEACH RECREATION CENTER -- (continued)

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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.

UTILITY FEE:

Utility hook-up \$25.00 (per day per utility)

EXPOSITION PARK INTERGENERATIONAL COMMUNITY CENTER (EPPIC)

EXPO CENTER

(Revised 07/09)

100% of all rental fees to be deposited into ~~EPICC MRP Account~~ EXPO Center's **Special Fund Account 805M00**.

EPICC EXPO Center's Roy C. Anderson Recreation Center

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 individuals) must pay this fee.

	<u>Basic Fee</u> <u>Mtgs., etc</u> <u>first 3 hours</u>	<u>Social Gatherings</u> <u>w/Refreshments first</u> <u>3 hours</u>	<u>Fee Generating</u> <u>Activities/ Business</u> <u>first 3 hours*</u>	<u>Each additional hour</u>
<u>Room Rental</u>				
50 person maximum	\$50.00	\$100.00	\$225.00	\$30.00
100 person maximum	\$75.00	\$200.00	\$400.00	\$40.00
100+	\$150.00	\$300.00	\$600.00	\$50.00
<u>Community Hall</u>		\$300.00	\$600.00	\$50.00

Additional Charges

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

**To be deposited into the Center's MRP account.

EXPO CENTER - (continued)

<u>Gymnasium Rental Fee:</u>	<u>First 3 hours</u>	<u>Each Additional hour</u>
Single Gym	\$200.00	\$40.00
Double Gym	\$400.00	\$100.00

<u>Additional Charges</u>	<u>Single Gym</u>	<u>Double Gym</u>
Reservation Deposit (Min)	\$100.00	\$200.00
<u>Refundable Security Deposit</u>		
Groups of 100 or less	\$100.00	\$200.00
Groups of 100 101 or more	\$200.00	\$300.00
<u>Cancellation Fees</u>		
More than 90 days prior to event	\$25.00	\$50.00
61 through 90 days prior to event	\$50.00	\$100.00
9-20 days prior to event	25% of all fees paid	
8 day or less prior to event	50% of all fees paid	

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

Staff Fees: At the discretion of the ~~EPICC-EXPO~~ **EXPO Center** 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 FEES~~ section. Full-time staff fees will be charged at the current overtime rate.

EXPO CENTER - (continued)

FACILITY USE PERMIT PROCEDURES

Permit Processing:

- Tours for permit groups are scheduled by appointment only. Please call 213-763-0114 ~~EXT-255 Ext. 214~~ or ~~213-216-8644~~ to make a reservation. Patrons requiring additional site tours and consultations will be assessed additional staff fees (see fees section.)
- Permit forms can be picked up at the Special Events office located on the first floor of the ~~Ahmanson Senior Center, 3990 S. Menlo Ave., Los Angeles, CA 90037~~ **Roy A. Anderson Recreation Center, 3980 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 the ~~EPICC EXPO Center~~ office at least 4 weeks prior to the event.
- Final payments must be made no later than ~~7 3~~ 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 AM TO 9:00 AM~~ **8:00 AM-8:00 PM**. Other hours must be pre-approved.
Please note: All parking arrangements must be made with Classic Parking at (213) 749-5654. EPICC EXPO Center does not provide any parking for events.
- **EXPO Special Events Office Hours 10:00AM-4:00PM Monday-Friday.**

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.~~ All requests for the use of EXPO Center facilities will be assessed a \$35.00 non-refundable Facility Use Application processing fee. City and other governmental entities are exempt from this fee.
- 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.

EXPO CENTER - (continued)

- 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 due to salary increases from the City.)
- If 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 event, deposit will be retained by **EPICC EXPO Center** 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 EXPO Center** 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 walls, fences, etc. must be pre-approved by the event coordinator.
- Extension cords and other equipment must be clearly stated on Facility Use Application. Additional fees may be assessed.

Rules for Alcohol:

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

Elevator Use:

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

EXPO CENTER - (continued)

EXPOsition Park Intergenerational Community Center's Rules

EXPO Center's Rules

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

Kitchen Use:

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

Room Use:

- Pick up any debris or food off the floor.

Hallway Use:

- Dispose all food in trash.
- Sweep the floors if there is **debris** or **trash** food

Gym Use:

- Absolutely no food or drinks in the gym.

Outside Boardwalk or Outdoor Amphitheater:

- Any form of trash needs to be picked up.
- Trash cans must be disposed of in the bins.

EXPO CENTER - (continued)

AAF/LA84/John C. Argue Swim Stadium
(Revised 07/06 07/09)

PRIVATE USE (Pool is closed to the public)

Special Note: 100% of all exclusive pool permit rental fees to be deposited into EPICC EXPO Center's Swimming Pool MRP Fund Account. All reservations require an advance of 50% of the total fees.

Required Lifeguards

EPICC EXPO Center (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 FEES~~ page (to be deposited into **MRP Fund Account**), based on the following formula for minimum lifeguard staff requirements (higher lifeguard ratio than standard pools due to the two swimming pools at the site).

<u>Participants</u>	<u>Lifeguards</u>
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>Participants</u>	<u>Per hour</u>	<u>3 hour minimum</u>
1-50 persons	\$75.00	\$90.00
51-100 persons	\$125.00	\$145.00
101-200 persons	\$175.00	\$200.00
201-300 persons	\$300.00	\$345.00

EXPO CENTER - (continued)

If admission is charged for the event, a flat fee of **\$100.00 to be deposited into the facility's MRP Fund Account 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 ration with teacher supervision on deck.

Classes/Team Practices (2 hour minimum) Parties (1 hour minimum)

<u>Participants</u>	<u>Per hour,3 hour minimum</u>
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 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.

EXPO CENTER - (continued)

EPICC Ahmanson Senior Citizen Center

Special Note: 100% of all rental fees to be deposited into EPICC EXPO Center's Special MRP Fund Account.

<u>Facility Use Fees</u>	<u>First 3 (4) hours</u>	<u>Each Additional Hour</u>
Ballroom	\$200.00 \$300.00	\$50.00
Kitchen	\$75.00	None
Lounge-Patio Areas(ea.)	\$175.00	\$40.00

All reservations require an advance of 50% of the total fees.

Additional Charges

Public Address System (Set up Fee)	\$25.00
Refundable Clean-up deposit	\$100.00

EXPO CENTER - (continued)

EPICC William M. Keck Amphitheater

Special Note: 100% of all rental fees to be deposited into EPICC EXPO Center's MRP Special Fund Account. All reservations require an advance of 50% of the total fees.

<u>Facility Use Fees</u>		<u>Additional Charges</u>	
First 2 hours	\$500.00	Electronic Hook-Up Fee	\$50.00
Each additional hour	\$100.00	Refundable Clean-up Deposit	\$500.00

Other Fees: At the discretion of EPICC EXPO Center 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 FEES section. Full-time staff fees will be charged at the "current overtime rate." All applicable fees will be quoted on the request based on actual costs.

Ralph M. Parsons Pre-School

(Multipurpose Room & Kitchen Available Saturdays and Sundays only)

Special Note: 100% of all rental fees to be deposited into EPICC EXPO Center's MRP Special Fund Account. All reservations require an advance of 50% of the total fees.

<u>Facility Use Fees</u>		<u>Additional Charges</u>	
First 2 hours	\$100.00	Staffing (Per hour)	\$20.00
Each additional hour	\$25.00	Kitchen Fee	\$25.00

EXPO CENTER - (continued)

South Lawn-EPICC EXPO Center

Rate per day or portion thereof

South Lawn (West)	\$3,000.00
Set-up & Take Down	\$500.00

Additional Charges:

Refundable/replacement deposit	\$500.00 (minimum)
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Security Fee

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

Clean Up Fee

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

Fee to Hold Reservations

50% of total rental costs (the remaining 50% due 3 weeks prior to the event)

Cancellation Fees

91 or more days prior to event	
9-20 days prior to event	25% of all fees paid
61 to 90 days prior to event	
8 day or less prior to event	50% of all fees paid

Other Fees

At the discretion of the EPICC EXPO Center 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 FEES~~ 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.

EXPO CENTER - (continued)

Exposition Rose Garden
(Revised 07/09)

Facility Use Fees (Revised 5/06)*

<u>Gazebos</u>	First 2 hours	Additional hour
1-50 persons	\$125.00 \$250.00	\$40.00 \$50.00
51-200 persons	\$250.00 \$350.00	\$40.00 \$50.00
<u>East & West Garden Areas</u>	\$250.00 \$300.00	\$40.00 \$75.00
<u>Fountain Area</u>	\$400.00	\$100.00

*Includes picture permit.

Additional Charges

~~Deposited into MRP account.~~ **100% of funds to be deposited into EXPO Center's Special Fund Account.**

Equipment Rental

Folding Chairs	\$1.00 per chair
Round tables w/ 4 chairs, umbrella	\$15.00 per set
Refundable/replacement deposit	\$100.00
Canopies	\$50.00 each (includes set-up)
Group Tours	by appointment only

Clean up Fee

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

Fee to Hold Reservations

50% of total rental costs. The remaining 50% is due 3 weeks prior to the event.

Cancellation Fees

91 or more days prior to event	25% of all fees paid
9- 20days prior to event	
61 to 90 days prior to event	50% of all fees paid
8 days or less prior to event	

<u>Commercial Photography</u>	\$200.00
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EXPO CENTER - (continued)

Guidelines to Photography Sales Permit

- 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.
- Permittee must adhere to all conditions of the permit.
- Permittee is solely responsible for adherence to all Federal, State and Local tax.
- Recreation and Parks makes no guarantee of any minimum business volume.

Other Fees

At the discretion of the EPICC EXPO Center 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 FEES~~ 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.

LIVESCAN FINGERPRINTING

(Established 07/08)

No Charge for RAP/City use.

Service charge for Livescan: \$20.00

Other Fees

DOJ Fee: \$32.00 (for State of California clearances)

FBI Fee: \$19.00 (if required)

EPICC EXPO CENTER- SPECIAL EVENT FEES ON "COLISEUM EVENT DAYS" "EXPO CENTER EVENT DAYS"

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

EXCLUSIVE USE – FACILITY USE FEES (Revised 07/07 07/09)

Rate per area per day per six hour increment or portion thereof

Amphitheater	\$1,850.00	\$2,250.00
Boardwalk Area	\$800.00	\$1,000.00
Swim Stadium Lobby Area		\$500.00
Community Room Hall	\$1,200.00	\$1,500.00
EPICC EXPO Center Front Lawn	\$1,000.00	\$1,250.00
Gymnasium (per gym)	\$1,800.00	\$2,250.00
Multi – Purpose Room (per room)	\$350.00	\$450.00
Pool & Deck Area	\$3,500.00	\$4,375.00
Rental of pools includes lifeguards, as well as access to restrooms and changing areas.		
Senior Citizen Center (includes patios)		\$1,650.00
Rose Garden – (Selected locations)	\$2,500.00	\$3,125.00
South Lawn (West)	\$3,000.00	\$3,750.00

Additional Fees

Reservation Deposit 50% of total fees is required no later than 90 days prior to event.

Cancellation Fees

31-90 days prior to event	25% of all fees paid
30 days or less prior to event	50% of all fees paid

Equipment rental Fee schedule on request, based on actual costs.

EXPO CENTER - (continued)

Other Fees

At the discretion of the EPICC EXPO Center 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 FEES** 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.

EXPO CENTER - (continued)

**EXPOSITION PARK INTERGENERATIONAL COMMUNITY CENTER (EPPIC)
EXPO CENTER**

SPECIAL USE FEES AND PROCEDURES

(Established 03/06 Revised 12/08)

SPECIAL USE (City and other Governmental Agencies)

Special Use is available on weekdays, Monday through Friday, from 8:00 AM to 9:00 PM 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, or work meetings, and other governmental business activities, is subject to approval by the RAP General Manager, General Manager's Designee or the (EPPIC) EXPO Center Executive Director. Staff charges may be levied if deemed necessary by the (EPPIC) EXPO Center Executive Director or designee. Must be paid for the cost of the department employee(s) required to be on duty.

SPECIAL USE (Non-Profit Agencies)

Special Use is available on weekdays, Monday through Friday, from 8:00 AM to 9:00 PM and Saturday from 8:00 AM to 6:00 PM

The following groups may be issued permits for non-sports use of EPICC EXPO CENTER are 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
- Recognized Self Help Groups
- Educational groups sponsored by official educational agencies or accredited schools provide 501-e3 documentation (or the equivalent)
- Non profit public and private agencies with recreation as their prime objectives

THE FOLLOWING CONDITIONS APPLY TO ALL SPECIAL USES:

Authorization for Special Use

- Request for the use of facilities must be submitted in writing and approved by the General Manager of the EPICC EXPO Center Executive Director.
- Requests for use of facilities must be submitted in writing by the requesting agency's General Manager or the General Manager's designee, and approved by the RAP General Manager or the (EPPIC) EXPO Center Executive Director.

EXPO CENTER - (continued)

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.

SPECIAL USE FEES

	Approved Non-Profit	RAP Use	City/Governmental Agencies
Use Fee	50% of Fees	No Charge	50% of fees
Kitchen Fee	N/A	No Charge	N/A
Cancellation Fee	50% of Fees	No Charge	No Charge
Cancellation within 48 hours	75% of Fees	No Charge	No Charge

PROHIBITED SPECIAL USE EVENTS

Revenue producing events, and subletting or assignments for Non-profit groups of Special Use is not permitted.

EXPO CENTER - (continued)

EXPO CENTER FILM PERMIT FEES

(07/09)

Film Permit Fees : 70% to *Department of Recreation and Parks General Fund Account*
30% to be deposited in *EXPO Center Special Fund Account*

Rate per area per day

Amphitheater	\$2,800.00
Boardwalk Area	\$1,250.00
Swim Stadium Lobby Area	\$625.00
Community Room	\$1,875.00
EXPO Center Front Lawn	\$1,575.00
Gymnasium (per gym)	\$2,800.00
Multi -- Purpose Room (per room)	\$575.00
Pool & Deck Area Rental of pools access to restrooms and changing areas.	\$5,475.00
Senior Citizen Center (includes patios)	\$2,050.00
Rose Garden -- (Selected locations)	\$3,900.00
Playfield	\$4,700.00

Additional Fees

Reservation Deposit 50% of total fees is required no later than 90 days prior to event.

Cancellation Fees

20-9 days prior to event	25% of all fees paid
8 days or less prior to event	50% of all fees paid

EXPO CENTER - (continued)

FEE EXEMPTIONS

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

EXPO CENTER - (continued)

commercial purposes. Such requests must be verified in writing by an official of the cable system which will broadcast the production.

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

Other Fees

At the discretion of the EXPO Center 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 FEES 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.

BOYLE HEIGHTS SPORTS CENTER SYNTHETIC TURF FIELD
(Adopted 07/09)

Field Use Fees

50% to be deposited in the MRP Fund Account; 50% in the Department of Recreation and Parks General Fund Account

Note: Priority is given to youth organizations for the purpose of soccer use.
This type of permit may only allow for groups to use one half of the field.

NON-PROFIT YOUTH SPORTS LEAGUES	Day Light Play	\$4.00 per hour
	Night Play with Lights	\$6.00 per hour
OTHER YOUTH SPORT LEAGUES	Day Light Play	\$10.00 per hour
	Night Play with Lights	\$12.00 per hour
ADULT GROUPS	Day Light Play	\$43.00 per hour
	Night Play with Lights	\$48.00 per hour
OFF CAMPUS SCHOOL GROUPS	Day Light Play	\$ 8.00 per hour
	Night Play with Lights	\$10.00 per hour

In the event that allocated budget does not cover the required monitor fees, then an hourly staffing fee may be added to the permit at the current rate listed in the Rates & Fees Manual at the discretion of the Region Management.

TOURNAMENTS/ FUNDRAISERS/ SPECIAL EVENTS

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 of the rates and fees manual. Full-time staff fees will be charged at the current overtime rate.