

BOARD REPORT

NO. 22-073

DATE April 7, 2022

C.D. _____

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: GRIFFITH OBSERVATORY – AMENDMENT TO THE SCHEDULE OF RATES AND FEES

AP Diaz	_____	* M. Rudnick	<u>MR</u>
H. Fujita	_____	C. Santo Domingo	_____
J. Kim	_____	N. Williams	_____



 General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATIONS

1. Approve amending the Griffith Observatory Rates and Fees schedule as detailed in this Report and as set forth in Attachment 1 of this Report effective upon the Board of Recreation and Park Commissioners (Board) approval of this Report; and,
2. Authorize the Department of Recreation and Parks (RAP) General Manager, or his designee, to make technical corrections as necessary to carry out the intent of this Report

SUMMARY

Griffith Observatory (Observatory) last updated its Rates and Fees in March, 2008 (Board Report 08-84). In the intervening 14 years, inflation, City staffing costs, and the Observatory’s visibility have all risen substantially. Hourly parking fees for the Observatory parking lot and nearby roads were activated in 2017. RAP Staff has reviewed all Observatory’s policies and rates and recommends amending the existing schedule of rates and fee and use policies as set forth in Attachment 1 to this Report to reflect both operational realities and increased valuation and costs. Most notable are increases to usage and staffing rates for rental, filming, and photography uses, as well as an increase in tickets prices for the Samuel Oschin Planetarium and in subscription rates for the *Griffith Observer* magazine.

RECOMMENDED CHANGES

The recommended changes for each major section of the Observatory Rates and Fees document set forth in Attachment 1 are described below.

Use Policies

Though all the fundamental principles remain the same, staff proposes a rewrite of this section to reflect the reality of the last 14 years of activities. Friends of The Observatory, the Observatory’s essential non-profit partner organization, changed its name to Griffith Observatory Foundation

BOARD REPORT

PG. 2 NO. 22-073

document.

Event Rentals and Permits

Staff assessed rental usage rates and staffing costs relative to inflation, City salary increases, and the increased visibility of the Observatory. Rate recommendations are designed to recover fully all costs associated with the rental use of the building, including losses in revenue from parking fees and ticket sales for the Samuel Oschin Planetarium (neither of which were covered previously).

Policy changes reflect staff experience in planning and overseeing events since 2008. This includes recommendations to remove the option for renting individual areas of the building, to prevent onsite fundraising by rental events (except by the Griffith Observatory Foundation), and to require all vendors working onsite for event holders to file proof of insurance (a City requirement). Language for the rate categories has been changed to reflect the reality that the Observatory may, at times, not be operating on its traditional six-days-a-week public schedule.

The existing Standard Use (days when the Observatory is closed) category is unchanged. The existing Special Use category (all days when the Observatory is otherwise open) has been changed just to reflect just weekdays when the Observatory would otherwise be open. No weekend rentals would be permitted. The rates for both categories of use have been increased to reflect cost changes over 14 years and, in the Special Use case, the value of reduction in public use (which is the Observatory's primary mission) by allowing rental uses on days when the Observatory is supposed to be open to the public. As always, rental uses are incompatible with regular Observatory operation (*i.e.*, no rental event can be held while the public is present). Finally, based on experience over the last 14 years, staff is recommending a partial day (six-hour) Standard Use rate for small events exclusively held exclusively on the exterior.

Rental Use Fees

RAP Staff recommends that the previous fee structure be replaced with new items and rates, including deletion of rental uses for specific areas of the building. The Standard Use rate for an all-building event increases from \$12,500 to \$20,000, reflecting the increased value of the Observatory as a venue.

RAP Staff recommends that the Special Use rate for the whole building be increased from \$25,000 to \$100,000 to reflect the lost value of the Observatory for public use (because Special Use requires closing the Observatory when it would otherwise have been open to the public). This rate reflects the principle that the primary and overriding function and value of the Observatory is public operation. Special Use now includes a new Observatory revenue recovery of \$20,000 (revenue lost when the Samuel Oschin Planetarium is closed to the public). Costs are also increased for additional hours and adding an extra show in the Samuel Oschin Planetarium. A new rate is proposed for smaller, six-hour event rentals.

Fees are also added for cost recovery for paid parking in the Observatory parking lot and on West Observatory Road from \$7,000 to \$20,000, depending on the category of use and whether both parking areas are used. West Observatory Road parking is not available for the six-hour rental rate.

BOARD REPORT

PG. 3 NO. 22-073

Staffing Fees

RAP Staff recommends the previous fee structure be replaced with one reflecting both increased staffing costs and also the experience in staffing events over the last 14 years. In particular, staff determined the amount of staffing needed for an event was not based on the size of an event, but instead on three factors: Whether the event was held mostly inside or outside, whether a lawn security perimeter was required, and whether the hilltop needed to be closed.

The proposed rate table is based on calculations for each of these factors based on the staff required and the current hourly rates. The previous staffing rate range was \$2,500-\$6,500, and the new range is \$3,000-\$6,000, depending on which factors exist for the rental. A rate for additional hours of staffing is added (\$250-\$500 per hour).

Commercial Filming Use

RAP Staff assessed the filming usage rates and staffing costs relative to inflation, city salary increases, and the increased visibility of the Observatory. Rate recommendations are designed to recover fully all costs associated with the filming use of the building, including losses in revenue from parking fees and ticket sales for the Samuel Oschin Planetarium (neither of which were covered previously).

Policy recommendations reflect staff experience in planning and overseeing filming since 2008. Language for the rate categories has been changed to reflect the reality that the Observatory may, at times, not be operating on its traditional six-days-a-week public schedule.

The existing Standard Use (days when the Observatory is closed) category remains the same. The Special Use (all days when the Observatory is otherwise open) has been changed just to reflect just weekdays when the Observatory would otherwise be open. No weekend rentals would be permitted. The rates for both have been increased, but the Special Use rates have been significantly increased to reflect the reduction in public use (which is the Observatory's primary mission) by allowing filming uses on days when the Observatory is supposed to be open to the public. Almost all commercial filming uses are incompatible with regular Observatory public operation (*i.e.*, no commercial filming can be conducted when the building is open). Finally, based on experience over the last 14 years, staff is recommending a partial day (six-hour) Standard Use rate for small filming activities exclusively held on the building exterior on non-operating days.

As a Special Facility, the Observatory maintains its own calendar. A provision has been added that requires film companies to file an application with the Observatory in addition to the Park Film Office to ensure the integrity of the calendar and eliminate ambiguity of availability.

Filming Use Fees

Staff recommends updating both the fees and items, which are substantively consistent with the categories of Rental Use. The Standard Use rates of \$10,000 (exterior only) and \$15,000 (exterior and interior) are increased to \$15,000 and \$25,000, respectively.

Staff recommends that the Special Use rate range of \$20,000-\$30,000 increase to \$75,000-\$100,000 to reflect the lost value of the Observatory for public use (because Special Use requires

BOARD REPORT

PG. 4 NO. 22-073

closing the Observatory when it would otherwise have been open to the public). Both rates reflect the principle that the primary and overriding function and value of the Observatory is public operation. Special Use now includes a new Observatory revenue recovery of \$20,000 (revenue lost when the Samuel Oschin Planetarium is closed to the public). Costs are also increased for additional hours, and a new rate is proposed for six-hour filming activities.

Fees are also added for cost recovery for lost paid parking revenue in the Observatory parking lot and on West Observatory Road from \$7,000 to \$20,000, depending on the category of use and whether both parking areas are used. West Observatory Road parking is not available for the six-hour film use rate.

Based on experience over the last 14 years, the prior "Overnight Set-Up" rate has been replaced with an Overnight Filming rate. The prior "Set-Up" rate was underpriced, and companies were using it for filming. Early set-up or late strike can now be accomplished by adding hours at the new hourly rate. Revenue recovery for lost parking fees and tickets sales are not relevant for overnight filming.

The hours for filming have been adjusted to end at 10:00 p.m. instead of 11:00 p.m.

Filming Staffing Fees

Staff recommends the previous fee structure be replaced with one reflecting both increased staffing costs and also the experience in staffing events over the last 14 years. In particular, staff determined the amount of staffing needed for filming was not based on the size of the production, but instead on three factors: Whether the event was held mostly inside or outside, whether a lawn security perimeter was required, and whether the hilltop needed to be closed.

The proposed rate table is based on calculations for each of these factors based on the staff required and the current hourly rates. The previous staffing rate range was \$1,500-\$6,000, and the new range is \$1,750-\$6,300, depending on which factors exist for the filming production. A rate for additional hours of staffing is added (\$250-\$400 per hour).

Photography Use Program

Photography uses tend to have a smaller footprint and impact on the Observatory. Unlike rentals and filming uses, staff found that the size of the crew does make a difference in terms of when photography can take place and the cost of staffing. Staff is recommending increasing the Standard Use rate for a four-hour photo shoot from \$2,000 to \$3,000 and also establishing a Special Use rate of \$5,000 for exterior photography sessions that can be held, without substantive public interference, on weekdays when the building is open to the public. No photography activities would be permitted on weekends. Staff also recommends adding staffing fees to oversee photography activities, which was an oversight in the prior document. From a policy perspective, and based on experience, staff recommends adding a stipulation that prohibits videography during a photo shoot.

Exemptions

Staff recommends minor, mostly clarifying-language changes in this section. A provision was added that student filming activities must be of modest size and not disrupt public operation or require staff monitoring.

BOARD REPORT

PG. 5 NO. 22-073

General Use Provisions and Booking Fees

Staff recommends removing the provision limiting significant events to no more than three in a month (Item 1), adding a provision for cost recovery of parking fees (Item 4), and clarifying that any event/filming security must be unarmed (Item 5).

Rental Event Booking and Cancellation Policies and Fees

Staff recommends changing the policies for booking and cancellation fees to specify that 20 percent of the base rental fee be paid as a deposit (change from 50 percent, which was not realistic) and that the final payment is due 30 days prior to the event (change from 90 days, which was not realistic).

Staff recommends changing the cancellation fees for events canceled within 60 days of the event to 20 percent of the base rental fee (which is equal to the amount of the required deposit). This would apply to all categories of rental uses (but NOT to filming and photography, which have much shorter schedule horizons).

Samuel Oschin Planetarium Shows

The show ticket prices now are the same as when the Observatory reopened in 2006. After 14 years of inflation, and coincident with the debut of the amazing new *Signs of Life* show, staff recommends increases in all ticket price levels. As a pricing test, staff also analyzed the cost of planetarium tickets at other notable public scientific institutions throughout the country; the Observatory's proposed rates are still among the lowest in the field. The new prices would be \$6.00 for children, \$6.00 for Foundation members; \$8.00 for students, teachers, and senior citizens (55 and older); and \$10.00 for adults. The rate for a complete buyout of a Samuel Oschin Planetarium show was raised from \$3,000 to \$5,000. A provision has been added for complimentary admission by the Observatory for high-level Foundation members and other special guests.

NOTE: The proposed Samuel Oschin Planetarium ticket price increases would take effect with the public premiere of the new *Signs of Life* show.

Leonard Nimoy Event Horizon Programming

Proposed changes include language specifying the age of seniors, adding a teacher discount, and including a Foundation member rate of \$5.00, an oversight from 2008.

Griffith Observer

Staff recommends modest subscription and per issue rate increases for the *Griffith Observer* magazine consistent with the need to recover increases in printing and mailing costs.

NOTE: Unlike most parts of the Rates and Fees amendment, the proposed *Griffith Observer* rate increases would not take effect until July 1, 2021. This allows sufficient time to notify existing subscribers and organizations.

Observatory Surcharge Account

Staff recommends that the share of collected funds that go into the Observatory Surcharge Account

BOARD REPORT

PG. 6 NO. 22-073

be increased for Samuel Oschin Planetarium and Leonard Nimoy Event Horizon ticket sales, for *Griffith Observer* subscriptions and individual issue sales, and for Certified Astronomical Letters. The share would increase from the current 20 percent to 40 percent. This reflects both the increasing need of the Observatory for capital funds from the Surcharge to invest in building repairs and improvements and the ongoing need to cover the costs of processing credit card transactions, which will cost the Observatory over \$90,000 per year (at the new ticket prices and with normal attendance).

Certified Astronomical Letters

The minimum fee of \$75 increases to \$200.

Procedures for Rental Use at Griffith Observatory

Staff recommends deleting this section.

Policies and Procedures for Complimentary Admission to the Samuel Oschin Planetarium Show

Staff recommends deleting this section.

NUMBER OF PEOPLE SERVED

In a normal (pre-pandemic) year, roughly 1.6 million people enter the Observatory building and 400,000 purchase tickets for the shows in the Samuel Oschin Planetarium.

ENVIRONMENTAL IMPACT

RAP staff has determined this action is not subject to CEQA pursuant to CEQA Guidelines Section 15060(c) as it is an activity that will not result in a direct or reasonably foreseeable indirect physical change in the environment and consequently is not a project under CEQA Guidelines Section 15378. Therefore, no CEQA determination is required.

FISCAL IMPACT:

Staff estimates the annual increase in revenue from the changes in this report to be \$1.5 million under pre-pandemic operating conditions. The vast majority of the increase would come from the increase in prices for Samuel Oschin Planetarium tickets. These estimates assume ticket sales for the Samuel Oschin Planetarium remain constant at 400,000 per year (*i.e.*, the theater returns to regular, full-capacity operation). If ticket sales increase, as might be expected with the debut of the new show, the revenue increases would be larger than projected. The policy and procedural changes in the report are unlikely to have any revenue effect.

This report was prepared by Mark Pine, Observatory Deputy Director.

LIST OF ATTACHMENTS

Griffith Observatory amended schedule of Rates and Fees

GRIFFITH OBSERVATORY
(Revised 03/08 **04/2022**)

USE POLICIES – GENERAL INFORMATION

Griffith Observatory’s (“Observatory”) mission is inspiring everyone to observe, ponder, and understand the sky, in furtherance of the Department of Recreation and Parks (“RAP”) mission to provide safe, well-maintained and equitable park facilities. The primary use of Griffith Observatory is serving visitors through public operation of the facility, which encompasses public areas of the building and the surrounding grounds, parking lots, and roads. Activities of the Observatory include:

- Programs in the Samuel Oschin Planetarium
- Programs in the Leonard Nimoy Event Horizon
- Public telescope viewing in the domes, on the front lawn, and on the east and west terraces
- Public access to exhibit galleries and staff interpretation
- Public access to the roof and grounds
- Monthly star parties and special observing events hosted by the Observatory and conducted in cooperation with the Los Angeles Astronomical Society, Sidewalk Astronomers, and The Planetary Society
- Monthly meetings of the Los Angeles Astronomical Society
- Meetings of astronomical organizations, conferences, or other related groups
- Special lectures, symposia, or other astronomical programming
- News media activities and coverage, including press conferences
- Special civic events for the City of Los Angeles
- Occasional rentals, commercial filming, and special events

Primary use of the Observatory supports its own activities and those of RAP, which shall take priority over all other uses. The Observatory building is used for public operation on most weekdays and on all weekends. The grounds, roads, and parking lots of the Observatory are generally open daily during Griffith Park hours (5:30 a.m. to 10:00 p.m.) unless there is a need to close for safety or conducting an event.

Griffith Observatory Foundation—the Observatory’s exclusive and officially-designated non-profit fundraising and support partner—is permitted no-cost use of all Observatory facilities pursuant to its mission to support and exclusively fundraise for the Observatory and defined through its Memorandum of Understanding (MOU) with the City, provided such uses neither conflict nor compete with Observatory activities and is subject to availability and prior approval of the Observatory Director. Foundation uses are not rental events as defined elsewhere in this document.

The Observatory will also consider limited commercial filming, rentals, and other permitted activities consistent with Observatory and RAP missions, policies, rules, and regulations.

~~All facilities at Griffith Observatory are primarily for use of the Observatory in accomplishing its mission of public astronomy and science education. The use of Observatory facilities for activities conducted or sponsored by the Observatory takes priority over all other uses at all times. Consideration is provided for uses by Friends Of The Observatory (FOTO), related to~~

~~FOTO's public-private partnership with the Department to support the Observatory. Griffith Observatory will consider appropriate and relevant requests for rental or commercial filming use of its facilities consistent with the Observatory's mission and the policies of the Department of Recreation and Parks.~~

~~The Observatory defines an "event" as an activity which departs from normally described operations. Most events are actually initiated by the Observatory as an enhancement to normal public operations. Some events are initiated by FOTO, with advance approval of the Observatory Director, in order to enhance programming opportunities or assist in fundraising in support of the Observatory. A small subset of events are rental or filming activities, wherein outside organizations seek to use Observatory facilities for some purpose aligned with the Observatory's astronomical and civic mission.~~

OBSERVATORY USE GUIDELINES

~~Griffith Observatory's primary mission is to serve visitors through public operation of the facility. Regularly scheduled public operation occurs on the following schedule:~~

- ~~• Weekdays (Tuesday, Wednesday, Thursday, and Friday) 12:00 p.m. — 10:00 p.m.~~
- ~~• Weekends (Saturday and Sunday) 10:00 a.m. — 10:00 p.m.~~
- ~~• Mondays Closed~~
- ~~• School show programs (weekdays during school year) 9:30 a.m. — 12:00 p.m.~~

~~Public operation of the facility is generally considered to encompass public areas of the building and the surrounding grounds. These include:~~

- ~~• Programs in the Samuel Oschin Planetarium~~
- ~~• Programs in the Leonard Nimoy Event Horizon~~
- ~~• Public telescope viewing in the domes, on the front lawn, and on the east and west terraces~~
- ~~• Public access to exhibit galleries and staff interpretation~~
- ~~• Public access to the roof and grounds~~

~~Other Observatory uses of the building have often included~~

- ~~• Monthly star parties and special observing events hosted by the Observatory and conducted in cooperation with the Los Angeles Astronomical Society, and Sidewalk Astronomers.~~
- ~~• Monthly meetings of the Los Angeles Astronomical Society and similar organizations~~
- ~~• Meetings of astronomical organizations, conferences, or other related groups~~
- ~~• Special lectures, symposia, or other astronomical programming~~
- ~~• News media activities and coverage, including press conferences~~
- ~~• Special civic events for the City of Los Angeles~~

FRIENDS OF THE OBSERVATORY (FOTO) USE

~~Friends Of The Observatory is the private, non-profit 501(c)(3) organization which supports Griffith Observatory. As the City's officially designated partner with Griffith Observatory, FOTO usage in connection with that relationship has priority except by after the Observatory itself.~~

~~Subject to scheduling availability, and in accordance with existing capacities, FOTO is authorized no-charge use of Observatory facilities according to the following schedule.~~

~~Without limitation as to frequency~~

- ~~• Conference Room and Classroom~~

~~Without limitation as to frequency, subject to review and approval of the Department of Recreation and Parks General Manager / Observatory Director:~~

- ~~• Leonard Nimoy Event Horizon theater Theater~~
- ~~• Telescope dome with operator~~

~~Twelve (12) times per calendar year, subject to review and approval of the Department of Recreation and Parks General Manager / Observatory Director:~~

- ~~• Roof~~
- ~~• East Terrace~~
- ~~• West Terrace~~

~~Six (6) times per calendar year, subject to review and approval of the Department of Recreation and Parks General Manager / Observatory Director:~~

- ~~• Gunther Depths of Space (mezzanine and lower level)~~

~~Three (3) Twelve (12) times per calendar year, subject to review and approval of the Department of Recreation and Parks General Manager / Observatory Director:~~

- ~~• Exclusive use of full building and grounds~~

~~FOTO usage must be consistent with its mission to support the Observatory and not be competitive with Observatory programs. Direct costs beyond standard services will be reimbursed to the City.~~

~~Usage must comply with the following criteria~~

- ~~1. Integral to the purpose of the event or activity and the use of the Observatory are goals of civic responsibility; promotion of science and astronomy; collaboration on issues in which the Observatory has a functional relationship, such as education; celebration of Griffith Park, its donor, or the facility itself.~~
- ~~2. Event should not be competitive with the Observatory program or fundraising efforts;~~
- ~~3. Direct costs beyond standard services will be reimbursed to the City.~~

EVENT RENTALS AND PERMITS

100% of rental fees to be deposited in the Observatory Surcharge Account; 100% of staff fees to be deposited to the Department's General Fund.

Observatory and RAP programs have priority over any other proposed uses. All prospective rental or permit uses should strive to have a direct relationship to the missions of the Observatory and RAP including promotion of astronomy, science, or

civic responsibility, collaboration on issues in which the Observatory has a functional relationship (such as education), or celebration of Griffith Park, its donor, or the facility.

There are two categories of Rental Use

1. **Standard Use.** Activities scheduled when the Observatory is not normally open to the public or hosting a school program. Standard use may not be scheduled on City holidays.

2. **Special Use.** Activities scheduled for weekdays when the Observatory is normally open to the public and would be required to close the building and grounds.

To avoid impact to public operation, the Observatory expects most rental usage will fall into the Standard Use category. Special Use rentals would only be approved in exceptional circumstances.

Those wishing to make rental use of the Observatory must conform to the following policies:

RENTAL USE

~~100% of rental fees to be deposited in the Observatory Surcharge Account; 100% of additional staff and security fees deposited to the Department's General Fund.~~

~~Programs of the Observatory have priority over any other proposed use. All those wishing to make rental use of a portion of the Observatory must conform to the following policies:~~

- ~~• Event **proposal and** planning is and execution are subject to review by the Observatory Director and RAP executive management final who will make the determinations. and will forward to the General Manager, Department of Recreation and Parks. Decisions of the General Manager are final.~~
- Events **should** may not compete with or disrupt Observatory **public** programs.
- Events may not charge admission, conduct auctions, **or engage in any other fundraising activities, or offer food and beverages** or permit any sales outside those coordinated by the Observatory's authorized concessionaires.
- Events may not impose an unreasonable burden on Observatory staff, other Griffith Park facilities, or the surrounding neighborhood.
- Events **should** may not displace or interfere with other Observatory activities.
- Event holder must pay assessed fees in advance of the event. ~~There are no fee waivers or reductions except as considered and approved by the Board of Recreation and Park Commissioners.~~
- In addition to **any** assessed fees, event holder must reimburse ~~direct costs~~ **staffing fees** to **RAP** the City in advance, as specified below.
- Event holder **and all on site vendors used for the event**, must carry **and submit proof of** insurance ~~for the event for approval through KwikComply.org.~~
- Event holders must certify in advance **agreement** that it agrees to abide by the Observatory's rental provisions and policies. This includes provision for the renter to pay for timely and complete repair of any damage to Observatory building, grounds, or other elements caused by the event.
- Event **should be** limited to ~~maximum~~ 1000 attendees and 1800 total participants (including attendees and all required staff). **If rental furniture is used, the maximum number of attendees may decrease.**

- Alcohol service, if applicable, must conclude by 10:00 p.m. and events at which alcohol is served should conclude no later than 10:30 p.m. Exceptions to the 10:00 p.m. cut-off of alcoholic service or 10:30 p.m. event conclusion may be granted only by advance written approval of the Department of Recreation and Parks General Manager. If an event at which alcohol is served occurs during public park operations, service and consumption of alcohol must take place out of public view.

In addition, all All prospective rental uses must meet one of the following criteria:

~~Criteria 1: Relevance to Observatory Mission. Integral to the purpose of the event and the use of the Observatory are goals of civic responsibility; promotion of science and astronomy; collaboration on issues in which the Observatory has a functional relationship, such as education; or celebration of Griffith Park, its donor, or the facility. itself; OR,~~
~~Criteria 2: Donor Recognition. Donor who has contributed at least \$50,000 per year for three or more consecutive years or who has equaled \$150,000 in their cumulative donations.~~

There are three categories of Rental Use.

- ~~Classroom/Conference Room Use: special guidelines for these unique building facilities.~~
- ~~Standard Use: When Uses scheduled when the Observatory is not normally open to the public or hosting a school program. in public operation (i.e., Mondays and selected weekday mornings (i.e., on holidays when we are Observatory is closed)~~
- ~~Special Use: Weekdays when When the Observatory is normally in public operation open to the public and Monday holidays when the Observatory is not staffed. Approval of this category of use would require closure of the building.~~
- ~~Limited Use: Weekends days when the Observatory is normally open to the public. Approval of this category of use would require closure of the building.~~

~~To avoid impact to public operation, it is the Observatory’s expectation that most rental usage — except for those of the classroom and public conference room — will fall into the Standard Use rental Rental Use category (i.e., when the building is not being used for public or school program operation). Special and Limited Use rentals are not likely to be approved except in exceptional circumstances.~~

~~Classroom and Conference Room Rental Use – Subject to availability and the criteria listed above, the Observatory’s conference room and classroom may be rented for meetings whether the building is open or closed to the public. These two rooms are available during regularly staffed hours. Base rental is for two hour block of time.~~

Space	Capacity	Standard Use Rates (OBS closed)	Special Use Rates
Conference Room	12	\$200/2 hrs (\$100 ea add hr)	\$300/2 hrs (\$150 ea add hr)
Classroom	25	\$300/2 hrs (\$150 ea add hr)	\$500/2 hrs (\$250 ea add hr)

~~Standard Rental **Use Rental** – Includes all uses which are scheduled at times when the building is closed to the public AND is not hosting a school program **AND is not a City Holiday**. It is assumed that the entire event (including setup and tear down) will occur outside hours of public operation and will not impact public operation.~~

~~Special Rental **Use Rental** – Includes uses which occur during hours of public operation, during~~

school programs, or during City of Los Angeles holidays when building staff would not normally be present. There is a substantial additional charge for uses which impact public operation.

Rental Applications

Those interested in renting the Observatory should consult the rental use page on the Observatory's website: <https://griffithobservatory.org/about/rentals/> The page includes information on how to submit an application for review. Requests received through/by the Observatory's exclusive catering concessionaire will be referred to the Observatory staff.

All Rentals Booking rates categories of rental use **must be configured** include in either **(6) six or (12) twelve hour increments** start to finish ~~(seven for including preparation and clean-up, clean-up, and removal of equipment and rentals, and five for the event)~~ unless otherwise noted. Additional hours **may be permitted but must be coordinated in advance** are available at the **additional** hourly rate.

Rental Use Fees

Rental Fees	STANDARD USE Weekdays when building is CLOSED		SPECIAL USE* Weekdays when building is normally OPEN
	12 Hours	6 Hours	12 Hours
Permitted Hours	(between 7:00 a.m.- 10:00 p.m.)	(between 7:00 a.m.- 10:00 p.m.)	(between 7:00 a.m.-10:00 p.m.)
Permitted Times			
Exterior Only Rental Fee (NO Roof Access. Includes use of Historic level restrooms)	\$15,000	\$10,000	\$75,000
Interior & Exterior Rental Fee	\$20,000	N/A	\$100,000
Parking Revenue Recovery (Observatory Lot)**	\$12,500	\$7,000	\$12,500
Parking Revenue Recovery (Observatory Lot & West OBS Rd.)**	\$20,000	N/A	\$20,000
Observatory Revenue Recovery	N/A	N/A	\$20,000
Alcohol Fee	\$500	\$500	\$500
Each Add'l Hour(s)	\$2,000	N/A	\$7,500
Extra Planetarium Show	\$2,500	N/A	\$2,500

* Weekday City Holidays are charged at the Special Use rate.

**Subject to prevailing parking rates

Space	Capacity	Standard Use Rates (OBS Closed)	Special Use Rates
East Terrace	50	\$4,000/12 hrs (\$400 ea add hr) Limited restroom access	Only full building rental
West Terraces	200	\$5,000/12 hrs (\$500 ea add hr) Limited restroom access	Only full building rental
Exterior Only	800	\$6,000/12 hrs (\$600 ea add hr) Does not include roof access. Limited restroom access	Only full building rental
Interior: Gunther Depths of Space— Mezzanine and Lower Level	350	\$7,500/12 hrs (\$750 ea add hr) Does not include use of theater.	Only full building rental
Interior: Halls of the Eye and Sky— Historic Level	250	\$7,500/12 hours (\$500 ea add hr) Does not include use of Samuel Oschin Planetarium or roof. Limited catering possible.	Only full building rental
Leonard Nimoy Event Horizon Theater	190	\$3,000/0-4 hrs (\$750 ea add hr). Duration only up to 8 hours. No gallery access and limited restroom use (Catering not permitted)	\$6,000/0-4 hours Limited to 4 hours only. (Catering not permitted)
Samuel Oschin Planetarium Theater	300	\$4,000/4 hrs (\$1,000 ea add hr) Two shows included Duration only up to 8 hours. No gallery access and limited restroom use (Catering not permitted)	Only full building rental OR show buy-out (Catering not permitted)
All Facilities Interior and Exterior	1,000	\$12,500/12 hrs \$1,250 ea add hr) One planetarium show included	\$25,000/12 hrs (2,500 ea add hr)
Extra Planetarium	n/a	\$1,500	\$1,500

Shows			
-------	--	--	--

Staffing Fees and Security Charges

Rental uses are required to reimburse the Observatory for the cost of staff needed to monitor the set-up, conduct, and load out of the event as well as vehicle access, parking, guest access and crowd control. The fee schedule above includes Observatory administrative costs and event coordinator costs, as well as basic security and maintenance costs. Additional fees for security, maintenance, traffic control, use of technical and interpretive staff, event monitors and/or other services apply and will be assessed at the following rates.

Event Staffing Fees	Exterior Staffing		Exterior & Interior Staffing	
	w/Lawn Perimeter	w/Hilltop Closed	w/Lawn Perimeter	w/Hilltop Closed
Full Day (up to 12 hours)	\$3,000	\$4,500	\$4,500	\$6,000
Partial Day (up to 6 hours)	\$1,500	N/A	N/A	N/A
Extra Hours	\$250	\$350	\$350	\$500
Staffing Surcharge for Events Held on a City Holiday	50%	50%	50%	50%

Type of Event	Expected Guests	No Alcohol	Serving Alcohol
Small	0-100	\$2,500	\$3,000
Medium	101-250	\$3,000	\$3,750
Large	251-500	\$4,000	\$5,000
Very Large	500+	\$5,000	\$6,500
Staffing Surcharge for Events Held on City Holidays	n/a	50%	50%

Mandatory Insurance

~~Insurance is required.~~ Event holder must submit proof of insurance by a licensed carrier to the Chief Administrative Officer (CAO) of the City of Los Angeles at least seven days prior to the scheduled event **and ensure all vendors hired by event holder providing services at the Observatory submit their insurance as well.** The insurance policy must meet all of the requirements specified by the CAO for such coverage.

COMMERCIAL FILMING USE PROGRAM

~~100% of filming fees to be deposited in the Observatory Surcharge Account; 100% of additional staff and security fees deposited to the Department's General Fund.~~

Griffith Observatory has a long heritage of commercial filming. ~~As with other rentals, however, it~~ The Observatory expects that commercial filming will occur at times **with the least impact to** ~~is expected that this activity will occur at times that do not compete with public operation.~~

Process and Scheduling – Those interested in filming at the Observatory should consult the **filming page** on the Observatory’s website: <https://griffithobservatory.org/about/filming/> The page includes policies, procedures, and information on how to submit an application to the Observatory for review. This application is required to film anywhere on Observatory property and is in addition to a reservation with the Park Film Office (PFO). The Observatory calendar will be a key determinant as to whether filming can occur. Since the Observatory is in service to the public most of the time, consecutive days for filming are unlikely.

~~Scheduling – The Observatory is in service to the public most of the time, which limits available days for filming. It is unlikely to honor requests for consecutive days of filming. The Observatory calendar will be a key determinant as to whether filming can occur. Those interested in filming must file a filming application form and submit it to Observatory staff for review.~~

Timing - Load-in and load-out ~~must be~~ **is** counted as part of the rental filming time. Special accommodations for load-in and load-out will **require advance negotiation.** ~~need to be negotiated in advance.~~ Load-in and load-out are **strongly discouraged** ~~prohibited~~ after 10:30 p.m. or before 6:00 a.m., though on-site set-up may occur during this time.

Parking – Parking is extremely limited. Special arrangements may be required for film crews. No public parking spaces or areas for transit drop-off and pick-up may be taken during operating hours. **Filming activities which restrict access on West Observatory Road and/or in the Observatory parking lot will be subject to cost recovery of the paid parking revenue.**

Site Visits - Filming requires a mandatory ~~site visit~~ **“tech scout”** (unless waived by Observatory staff) before any **permit issuance.** ~~kind of permit can be issued.~~ Subsequent technical site visits are also highly recommended. Filming **representatives** ~~company~~ must submit a detailed plan in advance of the shoot outlining their use of various locations, specifying how they will protect Observatory property, **and describing what equipment will be used in each location.**

Monitors – There will be Observatory **staff** monitors present for all phases of the filming activity, including prep, filming, and wrap. These monitors will provide on-site guidance **and enforcement of Observatory filming guidelines.** ~~regarding any proposed adjustments to the filming plan.~~ There may also be monitors present from the Griffith Park Film Office and from FilmLA. **All agreements and exceptions must be agreed in advance and included in the City film permit.**

Filming Rental Use Fees

~~Fees – Fees for commercial filming are set at either Standard Use Rates (i.e., outside public operating hours days), or Special Use Rates (Weekdays when we are open), or Limited Use Rates (Weekends when we are open) listed below. As with other rentals, there is a substantial surcharge for filming activities which impact public operation. All filming fees must be paid in full and in advance before the City will issue a film permit. ALL filming proposals must also be coordinated through the Park Film Office and FilmLA, which may also each charge a processing~~

fee.

Fees – The fees for commercial filming are listed by category.

- **Standard Use:** Uses scheduled when the Observatory is not normally open to the public or hosting a school program. Non-holidays when Observatory is closed)
- **Special Use:** Weekdays when the Observatory is normally open to the public and Monday holidays when the Observatory is not staffed. Approval of this category of use would require closure of the building. There is no partial day filming under Special Use.

Fees must be paid in full before the film permit can be approved.

FILMING FEES	STANDARD USE Weekdays when building is CLOSED		Overnight Use When Closed the following day	SPECIAL USE* Weekdays when building is OPEN
	15 Hours	6 Hours		15 Hours
Permitted Hours	15 Hours	6 Hours		15 Hours
Permitted Times	(between 7:00 a.m.- 10:00 p.m.)	(between 7:00 a.m.- 10:00 p.m.)	(10:00 p.m.- 7:00 a.m.)	(between 7:00 a.m.- 10:00 p.m.)
Exterior Only Filming Fee (NO Roof Access)	\$15,000	\$7,500	\$15,000	\$75,000
Interior & Exterior Filming Fee	\$25,000	N/A	N/A	\$100,000
Parking Revenue Recovery (Observatory Lot)	\$12,500	\$7,000	N/A	\$12,500
Parking Revenue Recovery (Observatory Lot & West OBS Rd.)	\$20,000	N/A	N/A	\$20,000
*Observatory Revenue Recovery	N/A	N/A	N/A	\$20,000

Each Add'l Hour	\$1,500	N/A	N/A	\$7,500
-----------------	---------	-----	-----	---------

***Observatory Revenue Recovery is charged only when the Observatory would have otherwise been open.**

Fees reflect a fee period of ~~16~~ **15** hours (7:00 a.m. to ~~11:00~~ **10:00** p.m.). An optional addition of 9 hours (10:00 p.m. to 7:00 a.m.) for overnight set up is also available

Extent of Use	Standard Monday Use Rates	Special Use Rates
Outside Only	\$10,000	\$20,000
Entire Building and Grounds	\$15,000	\$30,000
Overnight Set-up	\$2,500	\$5,000

Filming Staffing and Security Charges

Filming Staffing Fees	Exterior Staffing		Exterior & Interior Staffing	
	w/Lawn Perimeter	w/Hilltop Closed	w/Lawn Perimeter	w/Hilltop Closed
Full Day (up to 15 hours)	\$3,500	\$4,800	\$5,000	\$6,300
Partial Day (up to 6 hours)	\$1,750	N/A	N/A	N/A
Staffing Surcharge for Events Held on a City Holiday	50%	50%	50%	50%
**Extra Hours Staffing per Hour	\$250	\$300	\$350	\$400
Overnight Staffing	\$2,000	N/A	N/A	N/A

**** Not available with partial day use.**

Extent of Filming	Cast & Crew Size	0-10 permitted hours	10-16 permitted hours	16-25 permitted hours
Small	0-25	\$1,500	\$2,500	\$3,250
Medium	25-75	\$2,500	\$3,500	\$4,500
Large	More than 75	\$4,000	\$5,000	\$6,000
Staffing Surcharge for Events Held on a	n/a	50%	50%	50%

City Holidays				
---------------	--	--	--	--

Liability – The filming company will avoid any activities that may cause injury to any person or damage to the Observatory building, grounds, sidewalks, roadways, or associated areas. Failure at any time to act in such a fashion will be grounds for the Observatory to terminate the shoot.

Filming company must submit **required** proof of insurance by a licensed carrier ~~as specified by FilmLA to FilmLA.~~

In the event that problems occur, filming company will be liable for any injury or damage which results from its activities. Filming company will be responsible for funding the timely and complete repair of any damage, to the specifications of the Observatory’s technical staff.

Credit – The Observatory asks that credit be given to Griffith Observatory and the City of Los Angeles Department of Recreation and Parks in the film’s credits.

PHOTOGRAPHY USE PROGRAM

~~100% of photography fees to be deposited in the Observatory Surcharge Account; 100% of additional staff and security fees~~ **deposited to the Department’s General Fund.**

Griffith Observatory is one of the most photographed buildings in the region. Visitors are free to take pictures for personal use, except inside the Samuel Oschin Planetarium and Leonard Nimoy Event Horizon theater. Those interested in taking pictures for commercial use must receive permission in advance from the Observatory and pull appropriate permits from the Park Film Office.

Commercial Still Photography – Those engaged in commercial still photography must describe clearly the extent of their proposed activities **in a photography request form**. As with filming, preference will be given to those proposals which do not impact public operations. In the special case of photography, however, consideration will also be given to proposals that do not require “pristine” conditions of the site (i.e., visitor and staff access does not need to be controlled rigorously). Rates for commercial photography ~~\$2,000~~ **are** for a four-hour session or any portion thereof. Subsequent time would be charged at the same rate. **No videography is permitted during a photo shoot.**

Still Photography Fees	STANDARD USE Weekdays when building is CLOSED	SPECIAL USE* **Weekdays when building is normally OPEN
Permitted Hours	up to 4	up to 4
Permitted Times	(between 7:00 a.m.-10:00 p.m.)	(between 7:00 a.m.-10:00 p.m.)
Exterior Only Photography Fee (NO Roof Access)	\$3,000	\$5,000

* Weekday City Holidays are charged at the Special Use rate.

**Only permitted when there is no impact to public operations.

Still Photography Staffing Fees	Cast & Crew Size		
	1-4 People	5-12 People	over 12 People
4 Hour Period	\$100	\$200	\$300
Staffing Surcharge for Events Held on a City Holiday	50%	50%	50%

FILMING AND PHOTOGRAPHY USE EXEMPTIONS

Exemptions – Fees do not apply or may be waived in the following instances:

- News Media Use – News media wishing to report from the Observatory or interview Observatory staff members **are not subject to** ~~are exempt from~~ fees. News media must coordinate their activities through the Observatory to ensure orderly presence on the Observatory grounds and lack of disruption to Observatory public operation. Requests for interviews with any staff member must be made through the Observatory Director.
- Students – Student filmmakers and photographers **may not be subject to** ~~be exempted from~~ the production fees, but to qualify they **should** ~~must~~ provide a letter signed by an authorized administrator of the school or institution they attend on official school or institution letterhead. The letter should state that the student is enrolled at the school and is working on an assigned student project which will NOT be presented commercially. **The shoot must be of sufficiently modest size as to not disrupt public operation or require staff monitoring.**
- Educational Programming – Any bona fide educational production which enhances the image of ~~Griffith~~ the Observatory, is related substantively to the Observatory’s content and resources, and informs a wide audience regarding these topics may **be exempt from** ~~be exempted from~~ the fees 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 **also** be exempted from the fees.
- Interviews with Observatory **and RAP** Staff – Any producer wishing to film or photograph an Observatory **or RAP** staff member in connection with astronomical or other scientific matters or with Observatory **or RAP** matters may ~~not be subject to~~ be exempted from the fees. All such interviews must be authorized well in advance by the Observatory Director. If the Observatory **or RAP** staff member is compensated for such an appearance, the time spent with the production crew is to be considered off-duty.

GENERAL USE PROVISIONS AND BOOKING FEES

1. Catering and Alcohol - All catering services, including beverages, will be provided exclusively by the City’s contracted concessionaire for café, carts, and catering **unless otherwise negotiated with them**. The concessionaire and its employees (and any subcontractors) shall strictly comply with all laws, rules, and regulations applying to the sale and/or service of alcoholic beverages. Sale or dispensing of alcohol is only permitted in connection with private **approved** catered events; no alcoholic beverage will be sold or supplied at the café or from carts to the general public. Service of alcohol at

catered events ~~should~~ **must** conclude at least one-half hour before the scheduled end of the event and no later than ~~by~~ 10:00 p.m. and events at which alcohol is served must conclude no later than 10:30 p.m. Exceptions to the 10:00 p.m. cut off of alcoholic service or 10:30 p.m. event conclusion may be granted only by the expressed written approval of the Department of Recreation and Parks General Manager. If an event at which alcohol is served occurs during public operations, service and consumption of alcohol must take place out of public view. There ~~should~~ **shall** be no more than 26 significant events per year ~~(and no more than three in a particular month)~~ at which alcohol is served, where a “significant” event is defined as occurring anywhere in the building other than the classroom or conference room. Alcohol service and consumption must take place in areas within or directly adjacent to the Observatory building (i.e., no alcohol consumption is permitted in the parking lot, roads, trails, or exterior restroom area). Event organizers are responsible for ensuring there is appropriate effort to prohibit service to underage persons.

2. Merchandise and Sales - Official Observatory merchandise is provided exclusively by the City’s contracted Stellar Emporium concessionaire.
3. Print Materials - The Observatory reserves the right to request advance copies of all publications, marketing materials, programs, advertisements, or other communications relating to the event. Use of the Observatory name, logo, or image, in any way other than as address or directional information requires **advance approval by coordination** with the Observatory. ~~through the Events Office.~~
4. Parking - Parking is extremely limited. Event organizer ~~should~~ **must** make their own offsite parking arrangements and shuttle capabilities which may be subject to additional charges. **Use of paid parking on West Observatory Road and/or the Observatory parking lot is subject to cost recovery.** A parking and traffic plan must be prepared and submitted by event organizer for Observatory **and Park Services** review and approval well in advance of any event.
5. Security – For every 100 attendees expected, the permittee shall provide the services of one **unarmed** uniformed security officer, ~~but not less than two officers per event.~~
6. Noise – Events shall avoid the use of amplified sound outside the building to the extent possible. If amplified sound is required, it must be set at a level that cannot be detected by the neighborhood.

Rental Event Booking and Cancellation Policies and Fees

*100% of rental **event** cancellation fees to be deposited in the Observatory Surcharge Account.*

Those wishing to make **Rental Event** use of the Observatory facilities will need to follow these booking and cancellation policies:

- Events may be booked up to one year in advance only.
 - To hold a reservation, **20% of the base rental** ~~50%~~ of fee must be paid as a deposit.
 - The total amount of all rental fees shall be **due paid in full** at least **30** ~~90~~ days prior to the scheduled date of use.
- ~~Fee for cancellation or postponement of classroom or conference room uses:~~
 - ~~Within 7 days of event~~ _____ \$200
 - ~~Over 7 days prior to event~~ _____ \$100

- Fee for cancellation or postponement of ~~s~~ **Standard rental all rental uses:**
 - **Within 60 days of event:** **20% of the base rental fee**
50% of all fees or \$5,000, whichever is greater the full deposit will be retained
 - Over 60 days prior to event: \$1,000
- Fee for cancellation or postponement of ~~s~~ **special rental uses:**
 - Within 60 days of event: ~~50%~~ 50% of all fees or \$5,000, whichever is greater
 - Over 60 days prior to event: ~~\$2,000~~ \$2,000

SAMUEL OSCHIN PLANETARIUM SHOWS

~~20-40%~~ to be deposited in the Observatory Surcharge Account **60% to be deposited to the Department's General Fund.**

- Adults ~~\$7.00~~ **10.00 (younger than 55 years old)**
- Seniors ~~\$5.00~~ **8.00 (age 55 and older)**
- Students & Teachers ~~\$5.00~~ **8.00** (valid, current school identification required)
- Children ~~\$3.00~~ **6.00**
- **Foundation Member Adults 6.00** (valid Foundation membership card at purchase)

~~There is a standard discount on an Adult ticket (only) of \$2.00 for members of Friends Of The Observatory (FOTO) who show their membership card.~~

The Observatory may provide complimentary admission on rare occasions to high-level Foundation members and to Observatory special guests, dignitaries, astronomical colleagues, and distinguished persons subject to advance written request approved by the Observatory Director or Deputy Director and recorded in an operational log.

With advance notice and approval of the Observatory Director, it may be possible to buy out one show in the Samuel Oschin Planetarium each day. Fees for show buyouts: **are \$5,000 per show.**

- ~~Weekdays (Tuesday-Friday):~~ ~~\$3,000~~ per show
- ~~Weekends (Saturday-Sunday):~~ ~~\$5,000~~ per show

LEONARD NIMOY EVENT HORIZON PROGRAMMING

~~20-40%~~ to be deposited in the Observatory Surcharge Account; ~~80~~ **60%** to be deposited in the Department's General Fund.

On occasion, the Observatory may choose to hold fee-based events in the Leonard Nimoy Event Horizon Theater. ~~Charges for these events would be consistent with those for the Samuel Oschin Planetarium.~~

- Adults ~~\$7.00~~ **7.00 (younger than 55 years old)**
- Seniors ~~\$5.00~~ **5.00 (age 55 and older)**
- Students & Teachers ~~\$5.00~~ **5.00** (valid, current school identification required)
- Children ~~\$3.00~~ **3.00**
- **Foundation Member Adults \$5.00** (valid Foundation membership card at purchase)

~~There is a standard discount on an Adult ticket (only) of \$2.00 for members of Friends Of The Observatory (FOTO) who show their membership card.~~ FOTO **Foundation** members may also receive preferential seating.

GRIFFITH OBSERVER

~~20%~~ **40%** to be deposited in the Observatory Surcharge Account; ~~80%~~ **60%** to be deposited in the Department's General Fund.

New Rates take effect on July 1, 2022.

Individual Issues: (Sales tax and shipping not included)

Individual Issues (Current Year)	\$2.50 \$3.50 each (plus shipping and sales tax for CA residents)
Back Issues (Previous Year) **	\$4.00 \$5.00 each (plus shipping and sales tax for CA residents)
Out of Print Issues (Photocopy)	\$8.00 \$10.00 each (plus shipping)

Subscriptions: (**One Year**, 12 Monthly Issues) – not subject to sales tax

	<u>1 Year</u>	<u>Agency Rates</u>
U.S., Third Class Mail	\$25	\$23
U.S., First Class Mail	\$35	\$33
Canada, Air Mail	\$40	\$38
International (other than Canada), Air Mail	\$50	\$48
U.S., Standard Mail	\$23.00	\$21.25
U.S., & Canada, First Class	\$30.00	\$28.25
Mexico, (First Class)	\$31.00	\$29.25
Overseas, Surface Mail	\$35.00	\$33.25
Overseas, Airmail	\$40.00	\$38.25

**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~~ \$5.00 rate. Director may also distribute excess issues free until regular level is reached.

Special subscription rates:

Griffith Observatory Foundation ~~Friends Of The Observatory (FOTO)~~ &
Los Angeles Astronomical Society (LAAS) ~~\$1.20~~ **1.50** per issue billed quarterly

OBSERVATORY SURCHARGE ACCOUNT

Observatory Surcharge Account funds are intended to provide a capital maintenance and improvement account for the many unique, expensive, and absolutely vital high technology elements that were purchased as part of the Observatory renovation and expansion **and subsequent operation**. The significant majority of funding would be used to maintain the Samuel Oschin Planetarium and, thus, its ability to provide public programming and **to generate** associated revenue.

~~20-40%~~ of revenues from the Samuel Oschin Planetarium **and Leonard Nimoy Event Horizon tickets are deposited to go to the Observatory Surcharge Account; as do 40% of revenue for Griffith Observers and Certified Astronomical letters.**

100% of rental or filming fees go to the Observatory Surcharge account.

CERTIFIED ASTRONOMICAL LETTERS

~~20-40%~~ to be deposited in the Observatory Surcharge Account; ~~80~~ **60%** to be deposited in the Department's General Fund.

Attorney's law offices and insurance companies shall be charged a minimum fee for Certified Astronomical Letters of ~~\$75.00~~ **\$200**.

GUIDELINE PROCEDURES FOR RENTAL AND SPECIAL EVENTS USE
AT GRIFFITH OBSERVATORY

~~All facilities at Griffith Observatory are primarily for the use of the Observatory in accomplishing its mission of public astronomy and science education. The use of Observatory facilities for activities conducted or sponsored by the Observatory take priority over all other uses. Special consideration is provided for uses proposed by Friends Of The Observatory (FOTO), related to FOTO's public-private partnership with the City to support the Observatory. On occasion, Griffith Observatory will consider appropriate requests for rental use of its facilities consistent with the policies of the Department of Recreation and Parks and the Observatory's mission.~~

~~All rental requests must be filed with the Observatory as specified in the procedures described below. Observatory rental uses may range from short meetings in a conference room to use of the entire building for events or filming. Rental uses of the Observatory will require the payment of use fees, as specified by the Board of Recreation and Park Commissioners.~~

PROCEDURE FOR GRIFFITH OBSERVATORY RENTAL REQUESTS

- A. ~~Initial Application Process~~—Those interested in renting one or more facilities at Griffith Observatory should:
1. ~~Direct all inquiries for rental use of Observatory facilities to the Observatory staff~~
 - a. ~~Requests received by/through Observatory concessionaires (including Wolfgang Puck) must be referred to the Observatory staff for evaluation.~~
 2. ~~Review rental information posted on Observatory website.~~
 3. ~~Complete basic rental or filming application form. A completed form must include the following:~~
 - a. ~~Basic description of the proposed facility usage~~
 - b. ~~Approximate number of attendees, with a maximum 1,800 total participants in the event (participants include both attendees and all required event staff)~~
 - c. ~~Date and time, including set up and tear down~~
~~Load in and load out are prohibited after 10:30 p.m. or before 6:00 a.m.~~
 - d. ~~Hours of alcohol service will be specified in rental agreement. Alcohol service, if applicable, will conclude at least one-half hour before the scheduled end of the event and no later than 10:00 p.m. and events at which alcohol is served will conclude by 10:30 p.m. Exceptions to the 10:00 p.m. cut off of alcoholic service and the 10:30 p.m. event ending time may be granted only by the expressed written approval of the Department of Recreation and Parks General Manager. If an event at which alcohol is served occurs during public **Park** operations, service and consumption of alcohol must take place out of public view. Alcohol service and consumption must take place in areas within or directly adjacent to the Observatory building (i.e., no alcohol consumption is permitted in the parking lot, roads,~~

- trails, or exterior restroom area). Event organizers are responsible for ensuring there is appropriate effort to prohibit service to underage persons.
- e. Catering needs and other special facility requirements.
 - f. Traffic and parking concept. As Observatory parking is extremely limited, the Observatory is located in a park adjacent to residential areas, and the park roads are not designed for commercial traffic, any proposal for more than 200 attendees should include multi-passenger vehicles. Such vehicles should be as quiet and non-polluting as technologically possible.
 - g. Certification. Event holder must certify in advance that it agrees to abide by the Observatory's rental provisions and policies. This includes provision for the renter to pay for timely and complete repair of any damage to Observatory building, grounds, or other elements caused by the event. The certification also includes agreement to follow instructions and guidance given by the Observatory staff on the day of the event.
4. Submit rental application form by email or fax to Observatory staff.
- B. Initial Observatory Review Process — Once the Observatory has received a rental application form, it will review it as follows:
1. Observatory staff conducts preliminary evaluation of requests for completeness and clarity.
 2. Observatory staff discusses completed requests with Observatory Deputy Director, who reviews and evaluates requests based on these criteria:
 - a. Linkage with Observatory educational mission and purpose
 - b. Level of disruption to public operation
 - c. Impact on other Griffith Park venues and nearby neighborhoods
 - d. Degree of required event support by Observatory staff
 - e. Observatory calendar and schedule availability for proposed event. In particular, there shall be no more than 26 significant events per year (and no more than three in a particular month) at which alcohol is served, where a "significant" event is defined as occurring anywhere in the building other than the classroom or conference room.
 3. Deputy Director discusses requests with the Observatory Director.
 4. Observatory Director will make the determination and will forward to the General Manager, Department of Recreation and Parks, for final approval. Decisions of the General Manager are final.
- C. Detailed Application Process — Approved applications will be required to submit detailed documentation regarding the event. The amount of documentation will depend on the nature of the event (i.e., a simple meeting in the classroom vs. an evening event with catering). The following steps must be adhered to:
1. Designate a "single point of contact" for the Observatory staff to work with event planning. This one person should contact the Observatory staff regarding the event, unless the Observatory staff directs otherwise.
 2. Complete all paperwork and forms provided or requested by the Observatory staff. These may include, but are not limited to:
 - a. Detailed rental event application (for permitting purposes)
 - b. Detailed program for the event or activity
 - c. Detailed plan for access (parking, shuttles, valet)
 - d. Detailed plan for security (if required)

- e. Detailed schedule leading up to and after the rental (set up and take down)
 - f. Catering application (if catering is part of the event) and detailed catering plan
 - g. Detailed specifications for the service of alcohol, if applicable, taking account of Observatory requirements regarding alcohol service
 - h. Insurance certifications (if required) approval from ***Kwikcomply.org***.
 - i. Plot plan for fire permit (must be filed with the Fire Inspector no less than seven days in advance of the event; a copy of the approved permit must be provided to the Observatory no less than five days before the event)
 - j. Film permitting (if required)
 - k. Detailed requirements and fees for Observatory provided services (security, maintenance, parking, technical services, and interpretive services)
3. 50% of fees must be paid as deposit.

~~D. Event Log and Schedule. The Department of Recreation and Parks shall keep a log of all events at which alcohol is served; such a log will be available for inspection at the Observatory Director's office. To the extent practicable, the Department shall also prepare and publish a schedule of planned events at the Observatory.~~

POLICIES AND PROCEDURE FOR COMPLIMENTARY ADMISSION TO
THE SAMUEL OSCHIN PLANETARIUM SHOW

PURPOSE

~~Create a system to provide complimentary tickets for the Samuel Oschin Planetarium which can be documented, tracked and audited.~~

RATIONALE

~~The Observatory has an ongoing need to offer complimentary tickets to selected visitors on rare occasions. The visibility of the institution attracts distinguished public and private visitors (such as astronomical leaders, international delegations, prominent donors and selected media) for whom charging admission would be inappropriate. These complimentary tickets, given only with the advance written approval of the Observatory Director, Deputy Director or Assistant General Manager, enable the Observatory to respond to extraordinary requests. It is worth noting that Observatory and FOTO officials engaged in the planning for the renovation and expansion of Griffith Observatory were often offered such consideration when visiting other institutions.~~

~~The Observatory estimates that it would issue no more than 1,500 tickets in any given fiscal year.~~

PROCEDURE

~~Criteria may include but not be limited to: astronomical leaders, international delegations, prominent donors and selected media. All requests for complimentary tickets would need to follow this procedure:~~

1. ~~An Observatory or FOTO staff member will fill out the "Complimentary Ticket Request Form," including a rationale for why the person(s) should receive complimentary admission. Requests made by those outside the Observatory will contact an Observatory staff member~~

~~to fill out the request form. The form should be prepared and submitted no less than 72 hours in advance of the requested show time.~~

- ~~2. Form is reviewed by Deputy Director, who will consult with the Director and Assistant General Manager.~~
- ~~3. If the request is appropriate and necessary, Director, Deputy Director and/or Assistant General Manager will sign form. ONLY forms signed by the Director, Deputy Director or Assistant General Manager may be processed.~~
- ~~4. The Operations Manager or designee will process the approved request into the Gateway ticketing system in the form of a “complimentary reservation.” This will be ~~is~~ a new category programmed into the system with a zero price. The word “complimentary” will be printed on the ticket.~~
- ~~5. The approved form will be placed into a notebook kept by the Operations Manager and also noted in a summary monthly log in that notebook. This log will be compared on a monthly basis by the Management Analyst to the Gateway report for redeemed complimentary reservations. Any discrepancy will be noted in a report to the Superintendent.~~
- ~~6. The Deputy Director will file a monthly report with the Assistant General Manager indicating the number and type of complimentary tickets issued.~~