

APPROVED

Aug 04 2022

BOARD REPORT

BOARD OF RECREATION
AND PARK COMMISSIONERS

NO. 22-201

DATE August 04, 2022

C.D. #

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: PACIFIC REGION MUSEUMS (FORT MACARTHUR MILITARY MUSEUM, LOS ANGELES MARITIME MUSEUM, POINT FERMIN LIGHTHOUSE MUSEUM AND GARDENS, BANNING RESIDENCE MUSEUM, DRUM BARRACKS CIVIL WAR MUSEUM) - AMENDMENT TO SCHEDULE OF RATES AND FEES

AP Diaz _____ M. Rudnick _____

H. Fujita _____ C. Santo Domingo _____

*B. Jackson _____ N. Williams _____



General Manager

Approved X

Disapproved _____

Withdrawn _____

RECOMMENDATIONS

1. Approve amending the Department of Recreation and Parks' (RAP) Schedule of Rates and Fees as detailed in this Report and as set forth in the attachments to this Report for the following museums in RAP's Pacific Region: Fort MacArthur Military Museum, Los Angeles Maritime Museum, Point Fermin Lighthouse, Banning Residence Museum and the Drum Barracks Civil War Museum; and
2. Authorize RAP staff to amend the above referenced Schedule of Rates and Fees as approved under this Report to be effective upon approval of this Report and to make technical corrections as necessary to carry out the intent of this Report.

SUMMARY

The Fort MacArthur Military Museum, Los Angeles Maritime Museum, Point Fermin Lighthouse, Banning Residence Museum and the Drum Barracks Civil War Museum (collectively, Pacific Region Museums) are all located in the Harbor Area of the City and within RAP's Pacific Region. These historical landmarks/museums are operated by City staff and toured and used heavily throughout the year.

RAP staff reviewed the current rates and fees for these special facilities and found a need to clarify and restructure the fee schedules to better reflect the available assets and bring the use fees to a more current market value. These fees have not been revised since 2010. The attachments are marked to show the proposed changes in these rates and fees. The Point Fermin Lighthouse rates and fees are new.

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The following is a summary list of the proposed changes:

- Removal of areas that are no longer available for rental
- Renaming of areas consistent with what is available
- Creation of consistent language for filming; facility rental criteria; fee exempt groups and additional charges

In addition, Attachment 6 shows fee comparisons from similar use and sized facilities from RAP, the County of Los Angeles Parks and Recreation Department, and other privately operated facilities.

TREES AND SHADE

There is no impact or change on existing trees and shade on RAP facilities from this Board Report

ENVIRONMENTAL IMPACT

RAP staff has determined this action is not subject to the California Environmental Quality Act (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

The proposed amendments to the Schedule of Rates and Fees will provide additional revenue to these Pacific Region Museums, which will have no impact on RAP's General Fund.

Consistent with previous practice, permit and use fees from the Fort MacArthur Military Museum, Banning Residence Museum and the Drum Barracks Civil War Museum would be allocated such that 50% would be deposited into RAP's General Fund and 50% to RAP's Facilities MRP account.

The Los Angeles Maritime Museum and Point Fermin Lighthouse have existing agreements with the Port of Los Angeles which requires that 100% of the fees collected remain in each of the facilities MRP account.

STRATEGIC PLAN INITIATIVES AND GOALS

Approval of this Board Report advances RAP's Strategic Plan by supporting:

Goal No. 6: Building financial strength and innovative partnerships

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Outcome No. 1: The Departments operating budget meets the needs of the park system for all Angelenos

Key Metric: Annual spending on recreation and parks per resident, adjusted to reflect price of living

Result: Equity in fees for permit applicants as well as costs to Department

This report was prepared by Deanne A. Dedmon, Superintendent of Recreation and Parks Operations, Pacific Region

LIST OF ATTACHMENTS/EXHIBITS

- 1) BanningResMuseumRates2022
- 2) DrumBarrackRates2022
- 3) PtFerminLighthouse2022
- 4) FtMacArthur2022
- 5) LAMaritimeRates2022
- 6) Comparison Sheet

BANNING RESIDENCE MUSEUM

(Revised 09/03-~~07/10~~1/22)

FACILITY USE FEES

50% to be deposited into the MRP Fund Account

50% to be deposited into the Department of Recreation and Parks General Fund Account

~~These facility use fees are inclusive of use of P.A. system, tables and chairs, linens, staff for set-up, and coffee/water service.~~

	<u>First 4 hours</u>	<u>Each add'l hour</u>
Patio, Photo Gallery/Barn, Kitchen All Outside Areas	\$1,000 <u>\$1,500</u> <u>\$2500.00</u>	\$100 <u>\$150</u> <u>\$250</u>
Barn (Maximum capacity 100)	\$500	\$100
Sunken Patio and Kitchen (Maximum capacity 80)	\$500	\$100
Photo Gallery and Use of Kitchen (Maximum capacity 75)	\$100 <u>\$500</u> (flat fee)	\$100
Rose Garden (Maximum capacity 50)	\$250 <u>\$350</u>	\$100
Conference Room Visitor Center (Maximum capacity- 1875)	\$150 <u>\$350</u>	\$50 <u>\$100</u>
Indoor Museum (Maximum Capacity ##)	<u>\$2500</u>	<u>\$250</u>

FACILITY RENTAL CRITERIA

Use of Museum facilities is subject to availability based on the demands of regular public programming and available museum staff monitors. Only those areas deemed appropriate for extracurricular use by the Museum Director may be rented. All rental requests for use of the facility must be submitted in writing and approved by the Museum Director.

ADDITIONAL CHARGES

<u>Museum Staff</u>	<u>Current overtime rate for Ful-time staffing as needed; or current rate of part-time staff</u>
Reservation Deposit	50% of total fees (Credit toward total charge. Non-refundable two weeks prior to event).
Security Deposit	\$100.00 minimum

BANNING RESIDENCE MUSEUM FILMING REQUIREMENTS

Use of the Museum facilities for the purpose of filming is subject to availability based on the demands of regular public programming and museum staff monitors'. All requests for filming will be considered on a case by case basis for approval by the Museum Director. Each request is evaluated on its merits taking into consideration the negative impact suffered by the museum building (exterior/interior) and the collections used to interpret the museum interiors. Requests from non-union and student productions will not be considered. Filming must also be permitted through the Department of Recreation and Parks, park film office and Film LA.

BANNING RESIDENCE MUSEUM- (continued)

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FEE EXEMPT GROUPS

The following groups or agencies may be issued permits for the use of Banning Residence Museum facilities, without charge:

- .. Friends of Banning Park
- .. Friends of Banning Park Committees

BANNING RESIDENCE MUSEUM RULES AND REGULATIONS

The following shall apply to all individuals, groups, organizations and agencies permitted to rent the Banning Residence Museum facilities.

1. The event generating a rental must have a specific, stated purpose, and that purpose must be compatible with the Banning Residence Museum's purpose, identity, reputation, and location.
2. Admission fees and sale of refreshments and/or merchandise at any rental event must have prior approval of the Director.
3. Activities and events connected with the rental event, such as promotion, advertising, programs, and invitations, must be reviewed and approved in advance by the Director.
4. No structures may be erected or assembled on the premises, nor may any electrical, mechanical or other equipment be brought thereon for use in an event, unless special approval has been obtained in writing from the Director.
5. Any decorations, special effects or lighting planned in connection with the rental event must be reviewed and approved in advance.
6. If the event incorporates museum tours it is with the express understanding that at no time may food or beverages be taken into the Museum.
7. The facilities, grounds, area and equipment are to be left in the same order, condition, and degree of cleanliness as existed at the time of the rental.
8. Permission/approval of a rental event is exclusive to the permittee and not transferable.
9. Security, catering and clean up are the responsibility of the permittee.
10. Events with groups in excess of twenty-five persons attending are required to supply one portable sanitary facility meeting Health Department standards for each twenty-five persons in attendance.
11. Insurance may be required. Refer to Insurance Requirements in the Schedule of Rates and Fees.
12. In the event of infraction of any rule or regulation, the Director or their representative, shall advise the permittee of the infraction and give notice of action to correct so as to prevent the cancellation. The permit may be canceled without prior notice for any infraction or refusal to correct. In such a case, the deposit penalty applies.

DRUM BARRACKS CIVIL WAR MUSEUM

(Revised 09/03 ~~07/10~~ 1/22)

FACILITY USE FEE

50% to be deposited into the MRP Fund Account

50% to be deposited into the Department of Recreation and Parks General Fund Account

	<u>First 4 hours*</u>	<u>Each Add'l Hr</u>	<u>Fee generating first 4 hours</u>	<u>Fee generating add'l hours</u>
<u>Outside Patio</u>	\$300.00 \$400.00			\$100.00
<u>Outdoor patio (maximum capacity ##)</u>	<u>\$350</u>	<u>\$100</u>	<u>\$700</u>	<u>\$200</u>
<u>Indoor Museum</u>	<u>\$1000</u>	<u>\$200</u>	<u>\$2000</u>	<u>\$400</u>

~~*Does not include tour donation, if applicable.~~

FACILITY RENTAL CRITERIA

Drum Barracks Civil War Museum is a special facility, and as such, use of Museum facilities is subject to availability based on the demands of regular public programming and available museum staff monitors. The only area of the Drum Barracks Civil War Museum which is deemed appropriate for extracurricular use by the Museum Director and which may be rented is our outside patio area. All rental requests for use of the facility must be submitted in writing and approved by the Museum Director.

ADDITIONAL CHARGES

<u>Museum Staff</u>	<u>Current overtime rate for Full-time staffing as needed; or current rate of part-time staff</u>
Reservation Deposit	\$150.00 <u>50% of total fees</u> (Credit toward total charge. Non-refundable two weeks <u>prior to the event</u>)
	prior to event).
Security Deposit	\$100.00 <u>minimum (100% refundable)</u>

DRUM BARRACKS CIVIL WAR MUSEUM FILMING REQUIREMENTS

Use of the Museum facilities for the purpose of filming is subject to availability based on the demands of regular public programming and available museum staff monitors. All requests for filming will be considered on a case by case basis for approval by the Museum Director. Each request is evaluated on its merits taking into consideration the negative impact suffered by the museum building (exterior/interior) and the collections used to interpret the museum interiors. Requests from non-union and student productions will not be considered. Filming must also be permitted through the Department of Recreation and Parks, park film office and Film LA

FEE EXEMPT GROUPS

The following groups or agencies may be issued permits for the use of Drum Barracks Civil War Museum facilities without charge for meetings only and must demonstrate to the satisfaction of the Director of the

Museum, that the Department received an equivalent value in facility use, materials, and/or other in-kind services:

• **Drum Barracks Garrison & Society**

- Civil War Round Tables
- Historical Societies

DRUM BARRACKS CIVIL WAR MUSEUM RULES AND REGULATIONS

(Revised 07/98)

The following shall apply to all individuals, groups, organizations and agencies permitted to rent the Drum Barracks Civil War Museum facilities.

1. The event generating a rental must have a specific, stated purpose, and that purpose must be compatible with the Drum Barracks Civil War Museum's purpose, identity, reputation, and location.
2. Admission fees and sale of refreshments and/or merchandise at any rental event must have prior approval of the Director.
3. Activities and events connected with the rental event, such as promotion, advertising, programs, and invitations must be reviewed and approved in advance by the Director.
4. No structures may be erected or assembled on the premises, nor may any electrical, mechanical or other equipment be brought thereon for use in any event, unless special approval has been obtained in writing from the Director.
5. Any decorations, special effects or lighting planned in connection with the rental event must be reviewed and approved in advance.
6. If the event incorporates museum tours it is with the express understanding that at no time may food or beverage be taken into the Museum.
7. The facilities, grounds, area and equipment are to be left in the same order, condition, and degree of cleanliness as existed at the time of the rental.
8. Permission/approval of a rental event is exclusive to the permittee and not transferable.
9. Security, catering and clean up are the responsibility of the permittee.
10. Events with groups in excess of twenty-five persons attending are required to supply one portable sanitary facility meeting Health Department standards for each twenty-five persons in attendance.
11. Insurance may be required. Refer to Insurance Requirements in the Schedule of Rates and Fees.
12. In the event of any infraction of any rule or regulation, the Director or their representative, shall advise the permittee of the infraction and give notice of action to correct so as to prevent the cancellation. The permit may be canceled without prior notice for any infraction or refusal to correct. In such a case, the deposit penalty applies.

POINT FERMIN LIGHTHOUSE MUSEUM AND GARDENS
(NEW 1/22)

Use of the site facilities is subject to availability based on the demands of regular public programming and available museum staff monitors. Only areas deemed appropriate for extracurricular use by the Historic Site Director may be rented. All requests must be in writing and approved by the Museum Director.

FACILITY USE FEES

100% to be deposited to MRP Fund Account in compliance with Port MOU and the US Lighthouse Preservation Act of 2000.

	Free Admission, No Fundraising 1 st 4 hours	Each additional hour	Admission Charged or Fundraising Event 1 st 4 hours	Each additional hour
Grounds, Parking Lot and Bathrooms (Maximum Capacity 250)	\$2500	\$250	\$5000	\$500

Rental of parking lot and Bathrooms only (Maximum capacity 15 cars or 50 people)
Weddings, Events or Filming outside the grounds but with the 3 acre lighthouse reservation.

\$500	\$100	\$1000	\$200
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ADDITIONAL CHARGES

- Museum Staff Current overtime rate for Full-time staff as needed; or current film monitor rate for part-time staff as needed.
- Reservation Deposit 50% of total fees due at time of application (credit toward total charge) (Non-refundable two weeks prior to the event date)
- Clean-up/Security Deposit \$100.00 minimum (100% refundable)

GROUPS EXEMPTED FROM PAYMENT OF FEES

The following groups or agencies may be issued permits for the use of the Point Fermin Lighthouse without charge in cases where the event benefits the lighthouse and/or coincides with the mission of the lighthouse.

1. Point Fermin Lighthouse Society
2. Point Fermin Lighthouse Volunteers
3. The following Museum Facilities of the Department: LAMM, Drum Barracks, Banning Residence, and Fort MacArthur.
4. United Radio Amateur Club of San Pedro

FORT MACARTHUR MILITARY MUSEUM(Revised 7/97 ~~07/10~~ 1/22)FACILITY USE FEE50% to be deposited into **the MRP Fund Account***50% to be deposited into the Department of Recreation and Parks General Fund Account*\$~~500.00~~ **\$600.00** per dayFACILITY RENTAL CRITERIA

Use of Museum facilities is subject to availability based on the demands of regular public programming and available museum staff monitors. Only those areas deemed appropriate for extracurricular use by the Museum Director may be rented. All rental requests for use of the facility must be submitted in writing and approved by the Museum Director.

ADDITIONAL CHARGES

Museum Staff Current overtime rate for Ful-time staffing as needed; or current rate of
part-time staff

Reservation Deposit 50% of total fees (Credit toward total charge. Non-refundable two weeks prior to
the event)

Security Deposit \$100.00 minimum (100% refundable)

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.

Note: Use of this facility will continue to be restricted to events that respect and preserve the tradition and history of the site.

FEE EXEMPT GROUPS:

The following groups or agencies may be issued permits for use of the Museum facilities without charge:

1. Fort MacArthur Museum Association

LOS ANGELES MARITIME MUSEUM(Revised ~~07/05~~ **1/22**)

Use of the Museum facilities is subject to availability based on the demands of regular public programming and available museum staff monitors. Only areas deemed appropriate for extracurricular use by the Museum Director may be rented. All requests must be in writing and approved by the Museum Director.

FACILITY USE FEES

100% to be deposited to MRP Fund Account in compliance with Port MOU.

	Free Admission, No Fundraising 1 st 4 hours	Each additional hour	Admission Charged or Fundraising Event 1 st 4 hours	Each additional hour
Entire Facility	\$2500	\$250	\$5000	\$500
Rental of individual Decks or Meeting Rooms (Maximum capacity each room is 50)				
	\$ \$250	\$100	\$500	\$200

ADDITIONAL CHARGES

- Museum Staff Current overtime rate for Full-time staff as needed; or current rate of part-time staff.
- Reservation Deposit 50% of total fees due at time of application (credit toward total charge) (Non-refundable two weeks prior to the event date)
- Clean-up/Security Deposit \$100.00 minimum (100% refundable)

GROUPS EXEMPTED FROM PAYMENT OF FEES

The following groups or agencies may be issued permits for the use of the Los Angeles Maritime Museum without charge. Groups 2-4 may have use of the facility for meetings only and must demonstrate to the satisfaction of the director of the Museum, that the Department received an equivalent value in facility use, materials, and/or other in-kind services.

1. Los Angeles Maritime Museum Foundation
2. The San Pedro Bay Historical Society
3. United Radio Amateur Club of San Pedro
4. U.S. Coast Guard Integrated Support Command and Auxiliary, Terminal Island, California

Rates and Fees Comparison Sheet

Recreation and Parks Facilities		
Cabrillo Beach Bathhouse	\$75.00/hour	\$300/4hours
Grace E Simons Lodge	\$125/hour	\$750/6hours
Ramona Hall	\$108/hour	\$650/6hours
Private Location		
Palace Banquet Hall, San Pedro	Approx.: \$500 for venue	Packages with catering only
County of Los Angeles – Rates and Fees		
Medium sized facility	\$74/hour	\$444/6hours
Specialty venues	\$2000	