

REPORT OF GENERAL MANAGER

NO. 05-172

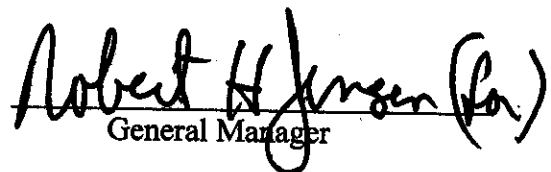
DATE June 15, 2005

C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: PROPOSED CHANGES TO THE DEPARTMENT SCHEDULE OF RATES AND FEES

H. Fujita \_\_\_\_\_ K. Regan \_\_\_\_\_  
J. Kolb \_\_\_\_\_ J. Combs \_\_\_\_\_  
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\*F. Mok Zim

  
General Manager

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

That the Board:

- 1) Approve the changes to the Schedule of Rates and Fees as attached and summarized below; and,
- 2) Authorize staff to amend the Schedule of Rates and Fees to incorporate these changes effective July 1, 2005, subject to approval by the Board of Harbor Commissioners, where applicable.

SUMMARY:

Each year, Department staff reviews the Schedule of Rates and Fees and recommends changes in order to clarify policy issues that have been raised in the previous year, to revise fees to more accurately recover Department costs, and to generate new revenues. As the cost of providing services to the public continues to rise, the Department remains committed to providing quality and affordable recreational opportunities to the City's residents and visitors. This commitment is reflected in this year's proposed changes in that there are few actual increases and, in an effort to keep other fee increases to a minimum (e.g. soccer fields, pools) the Department is proposing to re-allocate funds deposited to MRP accounts to increase available staff and operational resources.

Highlights of the more significant proposed changes are as follows:

- Fees at State subsidized Child Care Centers are proposed to increase for the first time since 2002 due to cost of living increases. Child care center operations operated at a loss

## REPORT OF GENERAL MANAGER

PG. 2

NO. 05-172

last year and it is anticipated that these increases will eliminate the shortfall.

- In an effort to meet operational costs and to maintain the highest level of service to the public, the Department proposes an increase of fees at the various facilities of the Exposition Park Intergenerational Community Center (EPICC) including the aquatic division. Also, an appendix page is proposed to be added to the EPICC fees to clarify facility use permit procedures and improve the overall operations in this site.
- New rates and fees are being proposed for a new artificial turf soccer field in the Griffith Metro Region. These rates are consistent with the Department's existing artificial turf field at the Ross Snyder Recreation Center.
- Department staff proposes increasing fees for rental of the Los Angeles Maritime Museum facility to be more comparable with facilities similar in size, purpose and waterfront location such as the Santa Barbara Maritime Museum which currently charges \$1,500 excluding staff fees. The Los Angeles Maritime Museum building, listed on the National Register of Historic Places, is also located on prime waterfront property (State Tidelands Trust lands) and is a unique rental option for the public. The Maritime Museum uses MRP funds to pay part-time employees and to make facility improvements to better serve our visitors. This increase will have no impact on school groups, who enter free of charge, or to the general visiting public, who make voluntary donations in lieu of admissions.
- Realignment of gymnasium fees at the Pan Pacific Center is being proposed to reduce rates to be more consistent with standard gym fees charged by other community recreation centers.

A summary of all proposed changes are 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 are indicated by ~~strikeout~~ text. A complete copy of the Rates and Fees Manual is on file in the Board Office.

### Aquatics

Provides new rates (from \$5.00 to \$6.00) for a series of youth swim lessons at urban impact parks. Revenue increase of \$10,000 expected to service future program as additional \$1.00 goes to facility-related MRP accounts.

### Cabrillo Marine Aquarium

Increases fee for rental of the main facility area from \$1,300 to \$1,500 for the first 3 hours and from

REPORT OF GENERAL MANAGER

PG. 3

NO. 05-172

\$75.00 to \$100.00 for each additional hour. Last increase was 2002. Also adding S. Mark Taper Courtyard charging rent at \$300 for first 3 hours and \$60 for each additional hour. Inserting the text "Virginia Reid Moore Marine Research Library" to the Work Areas. Expected to generate at minimum an additional \$1000 each year for operational and staffing expenses.

Child Care Fee Schedule

Increases hourly categories by \$5.00 each per week. Increased fees will partly offset child care financial losses last fiscal year.

Exposition Park Intergenerational Community Center (EPICC)

Increases room rental fees including permit charges at the swim stadium to generate additional funds for maintenance and staffing resources.

Griffith Soccer Field

Establishes new rates and fees for this facility and disburses 49% of fees into MRP 1700 for staff account and 31% to MRP 1750 for field refurbishment. 20% deposited to Department General Fund. Revenue increase of \$15,000 expected.

Los Angeles Maritime Museum

Increases fee for rental of the entire facility from \$1,000 to \$1,500 for the first 4 hours. Expected to result in increased revenues of \$2,500 for part-time staffing and facility improvements.

Leimert Park

Increases use of electricity from \$20.00 to \$25.00, refundable clean-up deposit from \$80.00 to \$200.00 minimum and provides Staff @ \$18.00 per hour. Increased revenues will be used to fund staffing.

Pan Pacific Recreation Center

Reduces gymnasium fees consistent with standard gym fees charged by community recreation centers which are \$30 per hour for use of single gym and \$90 per hour for double gym. Projected annual \$3,000 in revenue loss.

Pan Pacific Amphitheater & Picnic Area

Add "Picnic Area" title heading to include rates for picnic area. Modest increase in revenue anticipated

REPORT OF GENERAL MANAGER

PG. 4

NO. 05-172

to recoup staffing costs.

Pay Parking Lots

Increasing daily hours and resuming year round operation to accommodate metered parking (Pay-N-Display) and clarification of disabled and permit parking (e.g. film company use) proposed. No financial impact, as all revenue accrues to offset Port of Los Angeles reimbursement.

Pay Tennis Courts

Clarifies current Pay Tennis operations and corrects hours of operations for permit use. Department proposes selling unused courts at the bottom half of the hour for ½ price and establishes price for ½ sized paddle tennis courts at Van Nuys. Slight changes in operating hours and use of the courts will increase opportunities to the public. Deletes reference to courts for tennis professional use. No significant financial impact is anticipated.

Ramona Hall Community Center

Extends hours from 4:00 pm to 10:00 pm in special use of the community hall to be consistent with exemptions granted to Community Recreation Centers. Potential loss of only \$500 annually.

Westwood Recreation Center

Increases court fees to generate funding for maintenance and administration of the racquetball courts and offset some of the cost paid by the center. Apportions \$1.00 per hour in court fees to Recreation Center MRP. Expected to result in \$1,100 in increased revenues.

FISCAL IMPACT STATEMENT:

A modest increase in revenue will be created, to be divided between the facility MRP and the General Fund. Fees deposited to facility MRP accounts will be used to fund staff and maintenance needs.

This report prepared by Neil Guglielmo, Chief Management Analyst.

AQUATICS  
(Revised 07/04 07/05)

PUBLIC USE  
(Pool Normally Scheduled to be Open)

Facility use fees only. No additional staff charges included.

POOL ADMISSIONS (All Pools)

Adult	\$1.50 (\$1.15 to be deposited into MRP, subaccount 1706*)
Youth	No Charge
Senior Citizens and persons with disabilities	No Charge

\* MRP, subaccount 1706 funds the pool's normal replacement program.

LAP SWIMMING PREPAID PASSES

Adult	\$30.00 for 25 admissions (\$3.00 to be deposited into MRP, sub account 1706)
Youth	No Charge
Senior Citizens and persons with disabilities	No Charge

PROGRAM CHARGES

Group Swimming Lessons:

Non-Urban Impact Centers:

Adult

\$25.50/series (\$50 of each series to be deposited into Pool MRP account; \$50 to MRP, sub account 1706)

Youth (Ages 4-6 must be accompanied by an adult)

\$20.50/series (\$50 of each series to be deposited into Pool MRP account; \$50 to MRP, sub account 1706)

Urban Impact Centers:

Adult

\$20.50/series (\$50 of each series to be deposited into Pool MRP account; \$50 to MRP, sub account 1706)

Youth

**\$6.00**  
\$5.00/series (\$50 of each service to be deposited in POOL MRP account; \$50 to MRP, sub-account 1706)

Day Camp - L.A. City

\$50/person/lesson (\$15 to MRP, sub account 1706)

**Effective October 2005**



AQUATICS - (continued)

See Private Exclusive Use Rates under PERMIT CHARGES.  
(General Pool Admission fees shall be charged when pool is normally scheduled to be open.)

Board of Education/Community College Facility Use Fee

Classes/Team practices (2 hour minimum)	
Parties (1 hour minimum)	
1 - 50 persons	\$12.00/hour
51 - 100 persons	\$24.00/hour
Swim Meets (3 hour minimum)	\$35.00/hour

Private Educational Institution Facility Use Fee

Classes/Team Practices (2 hour minimum)	
1 - 50 persons	\$20.00/hour
51 - 100 persons	\$40.00/hour
Swim Meets (3 hour minimum)	\$35.00/hour

PERMIT CHARGES

Private Exclusive Use

	<u>Urban Impact</u>	<u>Non-Urban Impact</u>
1 - 50 persons	\$30.00/hour	\$40.00/hour
51 - 100 persons	\$70.00/hour	\$80.00/hour
101 - 200 persons	\$150.00/hour	\$160.00/hour
201 - 300 persons	\$230.00/hour	\$240.00/hour

Training Group Pool Use (long and short courses)

Maximum use per lane: 7 adults or 9 youths

Prices apply to all long and short course training permit groups.

No group or groups shall be issued a permit to utilize more than 50% of the total lap lanes available during normal operating hours.

Pool Open

Youth (7-17 years)	\$ .75/person/day (.15 to MRP, sub account 1706) plus .50/hour/lane
Adult (18 & older)	\$1.50/person/day (.15 to MRP, sub account 1706) plus \$1.25/hour/lane

Minimum fee of \$15.00/hour.

20% discount group rate on 25 admissions.

Pool Closed (7 years or older) \$22.50/hour

Swim Meets (includes set-up and take-down) \$35.00/hour

AQUATICS - (continued)

Timing System  
Rental \$25.00  
Official (Minimum of 2 hours) **Current Part-Time rate per GENERAL INFORMATION PAGE**

Scuba Group Pool Use (Minimum 15/person/group) 3 Hour session  
\$14.00/hour  
**Current Part-Time rate per GENERAL INFORMATION PAGE (3 hour minimum)**

**Motion Picture Company Use**

Motion Picture companies will be required to contract the Department's Film office (323-644-6220). The facility use fee for exclusive use, shall apply to filming as well at the Non-urban Impact rate, regardless of the location of the pool. Filming use may also require paying a pool fill fee (if the pool is empty), operational costs (equipment and utility charges), and an appropriate staff salary for monitoring.

**Equipment Rental (100% into aquatic facility MRP)**

	<b>Rental</b>
Accessories (kickboards, pull buoy's, rescue equipment)	\$25.00
Custom Safety Line	\$25.00
Starting Blocks (set)	\$250.00
Timing System	\$500.00 plus monitor
Water Polo Shot Clock	\$100.00 plus monitor
Water Polo Goals	\$100.00 plus setup
Synchro. Sound System/PA System	\$200.00 plus monitor
Lane Lines	\$200.00 per set plus set up

**Deposit for Equipment Rental**

At the discretion of the Aquatics Director, a deposit may be taken for equipment rental up to the actual replacement costs per unit.

**HANSEN DAM AQUATIC CENTER**

Parking Only Fee - Patron must supply own security, additional insurance may be required.

The parking only fee is for use of the lot as parking for ten or more vehicles for any off-site activity. If the parking lot is used for any activity beyond parking, the Facility Use Fee will apply.

15 cars or less \$10/car

More than 15 cars or any number of vehicles if catering trucks, semi-pulled trailers, or oversized vehicles are included \$50/hour

**POOL USE PRIORITY SCHEDULE POLICY:**

To maximize the use of each pool, the following is a list of prioritized potential users (subject to nondiscrimination certification):

1. Recreation and Parks sponsored organized activities (i.e. swim lessons, lifeguard training programs, novice sports program) and Recreation and Parks sponsored open program activities (i.e. recreation swimming and lap swimming).



AQUATICS - (continued)

2. Government Agencies (i.e. Los Angeles Unified School District, Community Colleges, Adaptive Schools).
3. Non-profit community groups
4. Private group use (i.e. youth and adult sport teams).

NOTE: Anyone engaging in instructing or coaching on pool deck or in water must comply with State of California, Administrative Code, and Health and Safety Code Sections 24100.0 to 24100.4.

No group or groups shall be issued a permit to utilize more than 50 percent of the total pool lap lanes available at any one time during normal business operating hours. The schedule of hours of operation is established by the aquatics staff with the approval of the Assistant General Manager.

To implement this policy, staff will refer to the priority listing and negotiate with interested permit groups requesting available time.

Permits will be issued for a maximum of six months beginning with January 1 and July 1 of each year and be reviewed in May and November respectively. No permit group shall automatically assume that their permit will be renewed. During each permit review period, new groups may apply that take precedent over existing permit groups or the Aquatic staff may have a program that is desired by the community. The Recreation and Aquatic staff will make a concerted effort to program the swimming pool and issue permits to outside groups to best serve the community. The Recreation and Aquatic staff will make a concerted effort to program the swimming pool and issue permit to outside groups to best serve the community.



CABRILLO MARINE AQUARIUM – (continued)

Refundable Clean-up Fee	\$150.00
Cancellation Fee	\$25.00
Furniture Rental to be deposited into Cabrillo Marine Aquarium's MRP Account	
Rental of Tables	
Less than 5	\$15.00
10 or more	\$25.00
Rental of Chairs	
Less than 100	\$25.00
100 or more	\$50.00
Canopies	\$40.00 each
Easels	\$10.00 each

USE OF FACILITY FOR BENEFIT AFFAIRS

Organizations other than the Cabrillo Marine Aquarium Volunteers or other groups raising funds for the Aquarium, that are primarily oriented to community activities, must pay in addition to the fees outlined above, 5% of gross receipts.

All other organizations or individuals, commercial or otherwise, are subject to a negotiated percentage of the gross receipts from the event, commencing with a minimum base of 20% of gross receipts, plus the fees outlined above.

GROUPS EXEMPTED FROM PAYMENT OF FEES

The following groups or agencies may be issued permits for the use of the Cabrillo Marine Aquarium without charge:

1. Cabrillo Marine Volunteers
2. Organization or groups whose primary interest is the support of the Cabrillo Marine Aquarium
3. American Cetacean Society
4. Southern California Association of Marine Invertebrate Taxonomists

## CABRILLO MARINE AQUARIUM - (continued)

### CABRILLO MARINE AQUARIUM RULES AND REGULATIONS

- A. The following shall apply to all individuals, groups, organizations and agencies permitted to rent the Cabrillo Marine Aquarium facilities.
1. The event generating a rental must have a specific, stated purpose, and that purpose must be compatible with the Cabrillo Marine Aquarium'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. Any proceeds are subject to a 5% or 20% fee to the Department of Recreation and Parks.
  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 Cabrillo Marine Aquarium Director.
  5. Any decorations, special effects or lighting planned in connection with the rental event must be reviewed and approved in advance.
  6. Beginning and ending times for all rental events are subject to negotiation with the following restrictions:
    - a) No event at the Aquarium shall run later than 11:00 p.m. (beach closes at midnight).
    - b) Alcoholic beverages (including beer and wine) may not be served or sold without special permission.
  7. Cabrillo Marine Aquarium 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. A charge may be assessed for the violation of this rule.
  8. Permission and approval of a rental event is exclusive to the permittee and is not transferable.
  9. Security, catering, and cleanup are the responsibility of the permittee.

B. Violation of Rules

In the event of infraction of any rule or regulation, the Director(s), or their representative, shall advise the permittee of the infraction and give notice of action to be taken to correct the infraction so as to prevent the cancellation. In cases of a serious violation or infraction the permit may be canceled without prior notice. In such a case, a penalty of 10% of the rental or \$25, whichever is greater, fee shall be assessed.

CHILD CARE FEE SCHEDULE  
(Revised 09/02 07/05)

LATCHKEY CHILD CARE PROGRAM

(Baldwin Hills, Eagle Rock, Echo Park, Evergreen, Hubert Humphrey, Jim Gilliam, Loren Miller, and South Park Child Care Centers)

<u>HOURS PER WEEK</u>	<u>FEE</u>
10	<del>\$29.00</del> \$34.00
15	<del>\$34.00</del> \$39.00
20	<del>\$39.00</del> \$44.00
25	<del>\$44.00</del> \$49.00
30	<del>\$49.00</del> \$54.00
35	<del>\$54.00</del> \$59.00
40	<del>\$59.00</del> \$64.00
45	<del>\$64.00</del> \$69.00
50+	<del>\$69.00</del> \$74.00

**EXPOSITION PARK INTERGENERATIONAL COMMUNITY CENTER (EPICC)**  
**(Adopted 09/03-07-05)**

*100% of rental fees to be deposited into EPICC MRP account*

**EPICC RECREATION CENTER (Roy C. Anderson)**

**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 individual) must pay this fee.**

<u>Room Rentals</u>	<u>Basic Fee</u> Mtgs., etc. (1 <sup>st</sup> 3 hours)	<u>Social Gatherings</u> w/Refreshments (1 <sup>st</sup> 3 hours)	<u>Fee Generating</u> Activities or Businesses** (1 <sup>st</sup> 3 hours)	<u>Each</u> additional hour
50 person maximum	\$50.00	<del>\$60.00</del> \$100.00	<del>\$150.00</del> \$225.00	<del>\$15.00</del> \$30.00
100 person maximum	\$75.00	<del>\$85.00</del> \$200.00	<del>\$300.00</del> \$400.00	<del>\$20.00</del> \$50.00
Over 100 persons	\$150.00	<del>\$160.00</del> \$300.00	<del>\$500.00</del> \$600.00	\$40.00

**Additional Charges**

Reservation Deposit	50% of total fees
Kitchen Fee	<del>\$150.00</del> \$70.00/day
Cancellation Fees	<del>\$25.00</del> , if less than 50% of the total fees ≥ 3 weeks notice
Clean-up/Breakage Refundable Deposit	<del>\$50.00</del> \$100.00 minimum
Table Rental*	<del>\$25.00</del> \$50.00 less than 10 tables \$50.00 for 10 or more tables
Chair Rental*	<del>\$25.00</del> \$50.00 less than 100 <del>\$50.00</del> \$100.00 for 100 or more

*\* To be deposited into the Center's MRP Account*

<u>Gymnasium Rental Fee:</u>	<u>First 3 hours</u>	<u>Each additional hour</u>
Single Gym	<del>\$100.00</del> \$200.00	\$40.00
Double Gym	<del>\$300.00</del> \$400.00	\$100.00
<u>Additional Charges</u>	<u>Single Gym</u>	<u>Double Gym</u>
Reservation Deposit (minimum)	<del>\$75.00</del> \$100.00	<del>\$150.00</del> \$200.00
Refundable Security Deposit:		
Groups of 100 or less	\$100.00	\$200.00
Groups of more than 100	\$200.00	\$300.00

EPICC - (continued)

**Cancellation Fees**

More than 90 days prior to event	\$25.00	\$ 50.00
61 through 90 days prior to event	\$50.00	\$100.00
Within 60 days prior to event	\$75.00	\$150.00
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 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

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EPICC - (continued)

**AAF/John C. Argue Swim Stadium**  
**EPICC SWIM STADIUM (John C. Argue Swim Stadium)**  
(Established 07/04 07/05)

See current fee's listed under Aquatics for normal operational public use charges.

**PRIVATE USE** (Pool is closed to the public)

*100% of exclusive pool permit rental fees to be deposited into EPICC Swimming Pool MRP Account.*

**Required Lifeguards**

The ~~Aquatics Division~~ **EPICC (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 PAGE (to be deposited into MRP account), based on the following formula for minimum lifeguard staff requirements (Higher lifeguard ratio than standard pool due to the two swimming pools at the site)

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	<del>See AQUATICS page</del> (See Aquatic Pool Manager III)

**Permit Charges**

Private Exclusive Use per swimming pool.

	<u>Per Hour, three-hour minimum</u>	
1 – 50 persons	<del>40.00</del>	\$75.00
51 – 100 persons	<del>80.00</del>	\$125.00
101 – 200 persons	<del>160.00</del>	\$175.00
201 – 300 persons	<del>240.00</del>	\$300.00

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

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

1 – 50 persons	12.00/per hour
51 – 100 persons	24.00/per hour
Swim Meets (3 hour minimum)	35.00/per hour



EPICC - (continued)

**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 ~~certificated~~ **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.

EPICC - (continued)

EPICC SENIOR CITIZEN CENTER

*100% of rental fees to be deposited into EPICC MRP account*

<u>FACILITY USE FEES</u>	<u>First 4 hours</u>	<u>Each additional hour</u>
Building	\$200.00	\$50.00
Kitchen	<del>\$25.00</del> \$75.00	None
Lounge	\$175.00	\$40.00
 <u>Additional Charges</u>		
Public Address System (Set up fee)	\$25.00	
Refundable Clean-up Deposit	\$100.00	

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EPICC - (continued)

EPICC AMPHITHEATER

FACILITY USE FEES

*100% of rental fee to be deposited into EPICC MRP account.*

First 2 hours	\$300.00
Each additional hour	\$50.00

Additional Charges

Electrical Hook-up Fee	<del>\$25.00</del> \$50.00
Refundable Clean-up Deposit	\$500.00

**GRIFFITH SOCCER FIELD**

**Artificial Turf Field**

**(07/05)**

**Field Use Fee**

**ADULT RENTAL GROUPS**

*\$18.00 per hour to be deposited into Center's MRP account for staff monitor.*

*\$12.00 per hour to be deposited into Center's MRP 1750 account for field refurbishment.*

<b>Day Light Play</b>	<b>\$43.00 per hour</b>
<b>With Lights</b>	<b>\$48.00 per hour</b>

**YOUTH LEAGUE RENTAL GROUPS**

*\$5.00 per hour to be deposited into Center's MRP account for staff monitor.*

*\$3.00 per hour to be deposited into Center's MRP 1750 account for field refurbishment.*

<b>Day Light Play</b>	<b>\$8.00 per hour</b>
<b>With Lights</b>	<b>\$10.00 per hour</b>

**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**

**LOS ANGELES MARITIME MUSEUM**  
 (Revised 07/04 07/05)

All charges will be levied on the basis of the area of the Museum to be used and the hours of use. Facilities will not be available for use during public hours Tuesday through Sunday, 10:00 A.M. to 5:00 P.M.

**FACILITY USE FEES** (When facility is normally closed)  
*100% to be deposited to MRP in compliance with Port MOU.*

	Free Admission, No Fundraising <u>1<sup>st</sup> 4 hours</u>	Each additional <u>hour</u>	Admission Charged or Fundraising Event <u>1<sup>st</sup> 4 hours</u>	Each additional <u>hour</u>
Entire Facility	<b>\$1,500</b> <b>\$1,000</b>	\$100	\$3,000	\$300
Rental of individual Decks or Meeting Rooms:				
1-50 persons	\$100	\$25	\$300	\$75
51-99 persons	\$150	\$25	\$450	\$75
100 or more persons	\$200	\$50	\$600	\$150
Exterior Decks	\$250	\$50	\$750	\$150

**ADDITIONAL CHARGES**

Fee at time of application (credit toward total charge)	\$100.00
Clean-up Fee (if required)	\$75.00

**CLASSROOM USE**

Daytime before 5:00 P.M.	\$25.00
Evening use after 5:00 P.M.	\$50.00

Classroom Use Fee may be waived for use by accredited public educational institutions or approved public service organizations if subject matter benefits Museum programs.

**RECREATION VEHICLES – OVERNIGHT PARKING** \$5.00/vehicle per night

**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 2-5 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
5. **Co-Mar WAVES**
6. **USS Los Angeles CA - 135 Association**

LEIMERT PARK  
(Revised 09/02 07/05)

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.

FACILITY USE FEE

\$100.00

ADDITIONAL CHARGES

Administrative Fee	\$7.50
Use of electricity	<del>\$20.00</del> \$25.00
Refundable Clean-up Deposit	<del>\$80.00</del> \$200.00 minimum
Performance Bond and/or Property Damage Deposit	\$250.00
Utility hook-up	<del>\$25.00</del> \$50.00
Staff	\$18.00 per hour (or current PT 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. 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.

**PAN PACIFIC AMPHITHEATER & PICNIC AREA**

**(Revised 07/05)**

**FACILITY USE FEES**

*50% to be deposited in MRP Account*

Reservations for special events are limited to one day per weekend.

Non-commercial/non-Fund-raising event	\$200.00
Non-commercial/Fund-raising event	\$200.00*
Commercial/Fund-raising event	\$200.00*

\*In addition to the flat fee, a percentage of gross receipts will be charged according to the following:

Non-profit organizations must pay 5% of the gross receipts for all entrance fees, sales, donations, booth rentals, etc.

All other organizations and commercial enterprises must pay 20% of the gross receipts for all entrance fees, sales, donations, booth rentals, etc.

**ADDITIONAL CHARGES**

Utility Hook-Up	\$25.00
Refundable clean up/damage deposit (minimum)	\$250.00
Deposit may be increased according to the size and type of event.	

**SPECIAL REQUIREMENTS**

Staff fees may be required depending on size and type of event.

Permittee must provide off-site parking and shuttle service for all events with expected attendance of 200 or more.

Department security may be required depending on type or time of event.

**PICNIC AREA**

Groups of 1-100	\$ 96.00*
Groups of 101-250	\$136.00*
Groups of 251-500	\$211.00*

\*Each reservation fee includes \$10 to maintenance and \$36 for administration and Supervision.



**PAN PACIFIC RECREATION CENTER**

**(Adopted 7/1/2004 7/1/05)**

All fees payable 60 days in advance or reservation will be canceled.

**FACILITY USE FEES**

**Gymnasium Rental  
Fee**

**Basic**

**Fee Generating\***

	<u>1<sup>st</sup> 3 hours</u>	<u>Each add'l hour</u>	<u>1<sup>st</sup> 3 hours</u>	<u>Each add'l hour</u>
Single Gym	\$100 \$90	\$40 \$30	\$300-\$270	\$120\$90
Double Gym	\$300\$270	\$100\$90	\$900\$810	\$300\$270

\$3 of each hour fee collected will be deposited into the proper MRP account for refurbishment and salaries; e.g. \$27 to 2790 and \$3 to 2710.

**Deposits**

**Single Gym**

**Double Gym**

Reservation Deposit (minimum)

\$75.00

\$150.00

**Refundable Security Deposit:**

Groups of 100 or less

\$100.00

\$200.00

Groups of more than 100

\$200.00

\$300.00

**CANCELLATION FEES**

More than 90 days prior to event

\$25.00

\$ 50.00

61 through 90 days prior to event

\$50.00

\$100.00

Within 60 days prior to event

\$75.00

\$150.00

**ADDITIONAL CHARGES**

Use of scoreboard and operator

\$10.00 per hour plus staff fees

Use of Stage sound and Lighting System  
(includes required technician)

\$35.00/hour

\*Any use (class, meeting, activity, etc.) where fees/admission are being charged or donations are collected, either on or off-site by any entity (for-profit, non-profit, or individual) must pay fee.

Permittee must provide off-site parking and shuttle service for all events with expected attendance of 200 or more.

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.

**PAY PARKING LOTS**

(Revised 04/04 07-05)

All Parking Fees include the City of Los Angeles 10% parking tax. Parking fees are in addition to any film permit fees collected by the EIDC office.

*65% of parking fees (after excluding the 10% tax) from EPICC lot to be deposited in facility MRP account. 100% of parking fees (after excluding the 10% tax) from Cabrillo Beach Parking lots to be deposited in facility MRP account. 35% of parking fees (after excluding the 10% tax) from Harbor Parking lot to be deposited in facility MRP account. 85% of parking fees (after excluding the 10% tax) from Westwood Park facility to be deposited in facility MRP account. 60% of parking fees (after excluding the 10% tax) from Pacific Overlook Parking lot will be deposited in the Pacific Overlook Parking lot MRP.*

**SWIM STADIUM PARKING LOT**

Regular Vehicle entry fees to be set will be the same as fees charged by State and County for events. Maximum entrance fee not to exceed \$15.00. No oversize motorhomes allowed.

**CABRILLO BEACH PARKING LOT**

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

Monday through Sunday (5:00 AM until 10:00 PM)	
Vehicles	\$1.00 per hour
Bus/motor homes/oversized	\$2.00 per hour
Vehicles w/boat (Park and Launch-open 3:00AM-10:30PM)	\$15.00 per day

**\*\*School buses with students K-12 attending a Museum Aquarium Tour are admitted free Monday through Friday. All other buses must pay oversized rate.**

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

~~Regular vehicle~~ ~~Free~~

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

Vehicle	\$10 per day
Oversized vehicle	\$20 per day

**HARBOR PARKING LOT**

Monday through Friday	\$1.00/Vehicle per entry
Saturday through Sunday	\$2.00/Vehicle per entry

**WESTWOOD PARK**

Monday through Friday only 6:00 a.m. to 4:00 p.m.	\$75.00/month per space
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**PACIFIC OVERLOOK PARKING LOT**

Overnight parking rates apply from 6:00 PM to 6:00 AM

PAY PARKING LOTS – (continued)

One –night a week	\$12.00 per month
Nightly	\$50.00 per month

PARKING FEE EXEMPTION POLICY

CABRILLO GENERAL PARKING LOT

The following group will be exempt from parking fees provided they display the exemption pass properly in their parked vehicle.

1. Polar Bears – A Cabrillo Beach Booster Club that was established in 1936.
2. School buses transporting groups which have booked guided or self-guided tours with CMA.
3. Visitors with business appointments with Cabrillo Bathhouse Staff, arranged in advance.
4. Attendees of Aquarium or Department-sponsored or co-sponsored events, with the approval of the Assistant General Manager.

CABRILLO MARINE AQUARIUM PARKING LOT

General public will not be allowed to park in the Aquarium section of the parking lot. The following groups/individuals will be admitted free to the Cabrillo Marine Aquarium Parking Lot, if parking spaces are available upon entry:

1. Cabrillo Marine Aquarium (CMA) staff or Cabrillo Beach Bathhouse staff, with parking pass displayed properly.
2. Friends of the CMA, or volunteers, at the discretion of the Aquarium Director.
3. Groups or individuals who pay for classes or tours given by Aquarium staff (e.g. "sea Search" and "science at the Seashore."), at the discretion of the Aquarium Director.
4. Visitors who have business appointments with Aquarium.
5. Attendees of special Aquarium programs, functions or events. (This exemption does not include the annual Sea Faire or Whale Fiesta events, however.) Private events, whereby the Aquarium or Cabrillo Beach Bathhouse facilities are rented, are NOT exempt and must pay all applicable parking fees.

**PAY TENNIS COURTS**

(Revised 07/04-07-05)

<b><u>COURT FEES</u></b>	<b><u>Per hour</u></b>	<b><u>Per Half Hour (only second half of hour sold)</u></b>
Weekdays before 4 p.m.	\$5.00	\$2.50
Weekdays after 4 p.m. and weekends	\$8.00	\$4.00
Paddle Tennis Court	\$5.00	\$2.50

**REGISTRATION CARD FEE**

<b>Resident</b>	<b>\$15.00 per year</b>
<b>Non-resident</b>	<b>\$30.00 per year</b>

**NO SHOW PENALTY FEE** **\$3.00**

**PERMIT FEE** **\$10.00/hour per court**

**PAY TENNIS PROGRAM PERMIT POLICY**

1. All requests for court time shall be referred to the Tennis Reservation Office at (213) 473-7055. The term permit shall apply to any request for a block of courts (two or more courts for more than one (1) hour).
2. All permit requests must be received in the Tennis Reservation Office at least thirty (30) days prior to the event. The request should include:
  - the facility name
  - a list of the desired courts by number
  - the hours that each court will be needed
  - the name and telephone number of a club or tournament official, including at least one alternative.
3. During down times (when the pay tennis booth is closed) the pay tennis courts are available to the general public on a "first come, first serve" basis only. Public schools/organizations wishing to reserve the courts during down times shall be subject to established permit fees.
4. The Tennis Reservation Office shall accept or reject tournament requests according to the availability of courts and the guidelines stated below:
  - A. The Tennis Reservation Office will check the dates and times requested and make sure the schedule does not conflict with previously scheduled tournaments, pro hours or any Department sponsored events.
  - B. WEEKEND USE – Permits may be issued after 12:00 noon at all pay tennis facilities with the exception of Cheviot Hills. Permits will be accepted at Cheviot Hills only after 2:00 p.m. No more than one half of the "available" courts may be "permitted" out for use. The number of "available" courts is the actual number of courts less the number of courts reserved for use by the tennis professional.

PAY TENNIS - (continued)

NOTE: The following Tennis Clubs, which were in existence before the Pay Tennis Program was established (January 31, 1977) are excepted:

- Pacific Palisades Tennis Club
- Pacific Palisades Junior Tennis Club
- Griffith Park Tennis Club

C. WEEKDAY – DAY USE (ALL REGIONS)

Permits may be issued for use of the courts between ~~11:00~~ 9:00 a.m. and ~~3:00~~ 10:00 p.m. Only one half of the “available” courts may be “permitted” out.

D. WEEKDAY – EVENING USE (ALL REGIONS)

Permits may be issued for use of the courts after ~~3:00~~ 12:00 p.m., but only one ~~third~~ half of the “available” courts may be “permitted” out.

E. SPECIAL EVENTS – With the approval of the Assistant General Manager or appropriate designee, Pay Tennis Facilities with Tennis Professional Concessionaires in residence may have the restriction on the number of courts available for tournaments suspended for up to two events per year per facility, not to exceed a total of ten days (4 weekend days) per calendar year, if a finding can be made that the proposed event expands tennis opportunities and meets a service demand. Tennis Professional Concessionaires will be charged 50% permit fee per court, per hour.

~~F. COURTS FOR TENNIS PROFESSIONAL USE – Tennis Professional Concessionaires located at City Pay Tennis facilities may request use of pay courts once having filled/ utilized permitted teaching courts to accommodate previously unscheduled “walk in” lessons so long as no more than one half of the available courts (the actual number of courts less the number of courts reserved for use by the tennis professional) are rented. Tennis professional will pay current rental percentage on lesson revenue on that court.~~

TENNIS WINTER LEAGUE (Available October through December only)

The Department conducts sponsored winter league tournaments which are designed to increase public awareness of tennis in the community. Each established team must register and pay a team fee for court usage as indicated in the Municipal Sports section of the Department's Rates & Fees manual. Fees collected under “administration” will be deposited into the MRP Pay Tennis Account for tennis court improvements.

Winter League is exempt from the Pay Tennis program permit policy. However, a maximum of three (3) courts per hour may be used for the Winter League Program.

5. After the requested dates and times have been confirmed as available, the Tennis Reservation office will schedule and prepare a permit.
6. The supervisor will mail a copy of the permit requesting party as confirmation and to request advance payment of fees.

PAY TENNIS - (continued)

7. All organizations making advance permit reservations will be charged the prevailing hourly permit fee. Full payment must be made in the form of a check or money order, payable to the Department of Recreation and Parks, and submitted to the Tennis Reservation Office at least fifteen (15) days prior to the tournament.
8. After payment is received, two copies of the permit will be mailed to the pay Tennis Supervisor as notification of the impending usage. The original request will be maintained in the Tennis Reservation Office along with a copy of the permit in the Permit File.
9. All requests for Department sponsored tournaments shall be accompanied by a copy of a memo addressed to Municipal Sports accounting requesting that appropriate funds to cover tennis court fees be transferred from the Municipal Sports account to the Reservation Pay Tennis account, number 874.
10. Cancellations must be received in writing in the Tennis Reservations office at least ten (10) working days prior to the scheduled permit. A letter of credit will be issued which can be applied to future permits. This credit must be used within one year from date of issue. Refunds will only be issued for "one time" permits which are rained out.

RAMONA HALL COMMUNITY CENTER

(Revised 1/99 7/1/05)

Ramona Hall Community Center may be utilized for special events, based on availability, under the following guidelines and fee structure.

**FACILITY USE FEES**

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

	<u>1<sup>st</sup> 3 hours</u>	<u>1<sup>st</sup> 4 hours</u>	<u>Each additional hour</u>
Monday – Thursday	\$200.00		\$65.00
Friday or Sunday		\$500.00	\$75.00
Saturday, Holiday, day prior to a Holiday		\$700.00	\$75.00

Pre-event and post event charges:\$40.00/hr

A fee will be charged for any use of the facility before or after the event for activities including a food handling, decorating, set-up, deliveries, extra cleanup, pick-up, etc.

**ALCOHOL USAGE FEES** \$200.00

If you elect to use the bar service, they may serve hard liquor. The bar service carries their own insurance. (See facility manager for current bar service contractors).

**REHEARSAL FEES** 50% of facility use fee

Rehearsals may be scheduled within 60 days of your event.

**REFUNDABLE BUILDING DEPOSIT** \$300.00

**MINIMUM PAYMENT TO GUARANTEE RESERVATION.** Payable within ten (10) days of the initial reservation.

Monday – Thursday	\$200.00
Friday – Sunday, Holiday	\$400.00
Parking Lot	N/A

**SECURITY GUARD SERVICES** \$225.00 (First 5 hours and each additional hour \$45.00)

Minimum Of three Security Guards at a total fee of \$225.00

(Services should include 30 minutes prior to event and 30 minutes after event)

**CANCELLATION FEES** 40% off all fees or \$125.00 (whichever is greater)

Cancellation or Postponement  
within 60 days of the event

Cancellation prior to 60 days	\$100.00
Postponement prior to 60 days	\$50.00

**PARKING LOT FEES**

Rental Only: \$ 300.00 per day (8 hours)

**PAYMENT OF FEES**

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

**SPECIAL USE**

Special use of Ramona Hall Community Center is available on week days, Monday through Friday, between 8:00 a.m. to 4:00-10:00 p.m. only for other City agencies and Department sponsored groups. Non-city government agencies may qualify for the Special Use Rate subject to availability and the purpose of the event. The purpose of such usage should involve training, work meetings, and other government business activities authorized by the General Manager or designee.

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

Authorization for Special Use

Requests for use of these facilities must be submitted in writing and approved by the General Manager or designee

Scheduling of Special Use Events

Use of the facility is subject to its availability determined by the following guidelines:

- Special Use Events may be scheduled only 60 days in advance of the event date. Recreation and Parks Department, City of Los Angeles, is exempted from this guideline.
- Anyone group may not exceed two separate days per week.
- None of the above guidelines preclude a Special Use party 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**

Use Fee	50% of fees	<b>GOVERNMENT</b>
Kitchen Fee	N/A	<b>No Charge</b>
Cancellation Fee	\$ 50.00	<b>No Charge</b>
Cancellation within 48 hours	\$ 75.00	<b>No Charge</b>
Parking Lot	N/C	<b>No Charge</b>

**PROHIBITED SPECIAL USE EVENTS**

Revenue producing events, subletting or assignments of Special Uses are not permitted.

**DEPARTMENT USE**

Requests for use of these facilities must be submitted in writing and signed by an Assistant General Manager and approved by the General Manager or an appointed designee. Insurance may be required. See insurance requirements.





Use of Stage sound and Lighting System  
(includes required technician)

\$35.00/hour

**\*Any use (class, meeting, activity, etc.) where fees/admission are being charged or donations are collected, either on or off-site by any entity (for-profit, non-profit, or individual) must pay fee**

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.