

# APPROVED

April 16 2026

**BOARD REPORT**

**BOARD OF RECREATION  
AND PARK COMMISSIONERS**

NO. 26-081

DATE April 16, 2026

C.D. \_\_\_\_\_

**BOARD OF RECREATION AND PARK COMMISSIONERS**

SUBJECT: PROPOSED CHANGES TO THE VARIOUS SECTIONS OF THE DEPARTMENT OF RECREATION AND PARKS SCHEDULE OF RATES AND FEES

* B. Aguirre	<u>BA</u>	M. Rudnick	_____
B. Jones	_____	C. Santo Domingo	_____
C. Stoneham	_____	N. Williams	_____

  
\_\_\_\_\_  
General Manager

Approved   X                        Disapproved \_\_\_\_\_                      Withdrawn \_\_\_\_\_

RECOMMENDATIONS

1. Approve the proposed changes to various sections of the Schedule of Rates and Fees as outlined in the body of this Report and set forth the attached schedules, to be effective July 1, 2026, except for Griffith Observatory, whose changes will go into effect two weeks from the date of approval of this Report
2. Determine that the proposed Board action is not a project subject to the California Environmental Quality Act (CEQA) pursuant to Public Resources Code Section 21065 and California CEQA Guidelines Section 15378(b)(4); and
3. Authorize RAP staff to amend the Schedule of Rates and Fees to incorporate these changes, and to make technical corrections as necessary to carry out the intent of this Report.

SUMMARY

This Report recommends revisions to several sections of RAP's current Schedule of Rates and Fees for services, permits, and facility rentals. RAP has faced increasing financial challenges due to new and rising costs associated with permitting and maintaining its facilities, including higher utility expenses, increased salaries for maintenance and recreation staff, retention pay, and escalating costs for materials and equipment.

As the cost of providing services to the public continues to grow, and with significant increasing inflation, RAP remains committed to offering high-quality and affordable recreational opportunities to the residents of the City of Los Angeles and its visitors. However, to sustain this commitment and more accurately recover operational costs, an increase in rates and fees has become necessary. Overall, the current rates and fees were found to be below cost recovery levels when compared to those of neighboring municipalities, although certain rates and fees were

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comparable to other municipalities and were not increased. A summary of the proposed changes is provided below. Pending Board approval, these changes will take effect on July 1, 2026.

The specific revisions are detailed in the Revised Schedule of Rates and Fees for the Aquatics Division and Griffith Observatory, attached hereto as Exhibits A and B. Staff conducted a survey of rates and fees for comparable municipalities surrounding Los Angeles. The findings show that the proposed fee increases are still considerably lower than the average fees of the surrounding areas/cities.

### Summary of Changes for the Aquatics Division

- General Policy:
  - The 2026 document explicitly states that the Citywide Aquatics Superintendent may modify established fees based on various factors and that all programs will operate as either cost-neutral or revenue-generating.
- Fee Deposit
  - The fee deposit structure is clearly defined in 2026: 10% to Facility's MRP Account, 10% to Citywide Aquatics Capital Improvement Account, and 80% to the Department's General Fund Account. The 2019 document mentioned 15% to Pool MRP Fund Account for most fees.
- Ceiling Price:
  - The 2026 document introduces the concept of "Ceiling Price" as the maximum fee to be charged, with annual adjustments for inflation. This was not explicitly defined in 2019.
- Daily Admissions:
  - Infant (Age 0-2): Free in 2026 (not explicitly mentioned in 2019).
  - Youth (Age 3-17): Up to \$6.00 in 2026 (was \$1.00 in 2019).
  - Adult (Age 18-49): Up to \$12.00 in 2026 (was \$4.00 in 2019).
  - Adult (Age 50+): Up to \$6.00 in 2026 (was \$1.00 in 2019).
  - Persons with Disabilities: Up to \$6.00 in 2026 (was \$1.00 in 2019).
- Monthly Admission Passes:
  - New categories and higher ceiling prices for Youth, Adult (18-49), Adult (50+), and Persons with Disabilities passes are introduced in 2026.
  - A "Summer Youth Swim Pass" is also introduced in 2026 with a ceiling of up to \$30.00. The 2019 document had a "Youth Summer Swim Pass" for \$10.00.
- Swim Lesson Fees (Group Lessons):
  - The 2026 document differentiates pricing based on "Non Pre-qualified Aquatic Facilities" (Up to \$67.00 per session for Youth and Adult) and "Pre-qualified Aquatic Facilities" (Up to \$50.00 per session for Youth and Adult).
  - The 2019 document had "Non-Subsidized Centers" at \$67.00/series and "Subsidized Centers" at \$30.00/series.
- Facility Permit Guidelines:
  - The 2026 document provides a more detailed "Pool Use Priority Schedule Policy" and "Permit Issuance Time" (maximum of three months, no automatic renewal).

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- It also includes specific guidelines for "Lane Use" (maximum persons per lane) and "Lifesaving Staff Ratio" with a clear table.
- Permit Fees (Facility OPEN to Public):
  - Permit Processing Fee: Up to \$75.00 in 2026 (was \$25.00 in 2019).
  - Cancellation Fee: More detailed policy in 2026 (no refunds within 48 hours, 15% administrative fee for cancellations more than 48 hours in advance). The 2019 document mentioned a \$25.00 cancellation fee for less than 2 weeks notice.
  - Staff Fees and Maintenance Fee: Explicitly outlined in 2026.
  - Lane Fees: Up to \$30.00 each/hour in 2026 (was \$5.00 or \$10.00 per lane per hour in 2019 depending on pool status).
  - Parking Fee: New parking fee structure in 2026 (up to \$30.00/space per day for 15 spaces or less, up to \$150.00/hour for 16 spaces or more). 2026 will also charge per space, and not per car. The 2019 document had \$10.00/car for 15 cars or less and \$50.00/hour for more than 15 cars.
  - Facility Use Fee: New tables in 2026 with different rates for "Pre-Qualified Facility" and "Non Pre-Qualified Facility" based on capacity. The 2019 document had "Urban Impact" and "Non-Urban Impact" rates.
  - Day Camps: Updated fee structure in 2026 (City of Los Angeles Program: No charge, Non-Profit Day Camp: Up to \$6.00/person, Private Day Camp: Up to \$15.00/person). The 2019 document had Non-Profit Day Camp at \$2.00/person and Private Day Camps at \$3.00/person.
- Permit Fees (Facility CLOSED to Public):
  - The 2026 document states that these permits are subject to fees determined by Citywide Aquatics management and other applicable fees. The 2019 document had a table with "Urban Impact" and "Non-Urban Impact" rates.
- Film Permit Fees:
  - The 2026 document provides more detail on contacting the Film Office and additional costs.
- Service and Equipment Fee:
  - The 2026 document has a more extensive list of items and rates compared to 2019.
- Pre-Qualified and Non Pre-Qualified Facilities:
  - The 2026 document includes a detailed list of facilities categorized as "Pre-qualified" and "Non Pre-qualified," which is a new and significant addition. The 2019 document also listed "Subsidized Aquatic Facilities" and "Non-Subsidized Aquatic Facilities" but with a different categorization of pools.

### Summary of Changes for Griffith Observatory

In a normal (pre-pandemic) year, roughly 1.5 million people enter the Observatory building and 375,000 purchase tickets for the shows in the Samuel Oschin Planetarium. Griffith Observatory (Observatory) last updated its Rates and Fees in March 2026 (Report No. 26-055) to reduce filming fees. The Observatory now proposes to increase ticket prices for the Samuel Oschin Planetarium, and to change revenue allocation amounts for tickets sales for the Samuel Oschin

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Planetarium and the Leonard Nimoy Event Horizon and for event and filming staffing fees. The recommended changes are set forth in the Observatory Rates and Fees document.

Due to increasing obligations on the Observatory Surcharge Account, staff recommends increasing Samuel Oschin Planetarium ticket prices in all categories by \$2.00 starting two weeks from the date of approval of this Report. This is the first price increase since 2022, and even at the increased prices, the shows in the Samuel Oschin Planetarium are still less expensive than at most other major planetariums across the nation. No ticket price increases for the Leonard Nimoy Event Horizon are proposed at this time.

Staff also proposes changing the allocation of revenue from the sale of tickets for the Samuel Oschin Planetarium and Leonard Nimoy Event Horizon by increasing the share going to the Observatory Surcharge Account from the current 40% to 60%. In addition, staff proposes changing the allocation of staffing fees for rental, filming, and photography activities entirely to the Observatory Surcharge Account. In each of these cases, the changes are proposed to help alleviate the increasing funding obligations being assigned to the Observatory Surcharge Account.

### ENVIRONMENTAL IMPACT

Under California Public Resource Code Section 21065, a project under the California Environmental Quality Act (CEQA) is defined as an activity which may cause either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment. California CEQA Guidelines Section 15378(b)(4) specifies that the creation of government funding mechanisms or other government fiscal activities which do not involve any commitment to any specific project that may result in a potentially significant physical impact on the environment is not subject to CEQA.

Since the rate increases proposed by RAP's Aquatics Division and the Griffith Observatory will not result in a potentially significant physical impact on the environment, staff recommend that the Board determine, pursuant to California Public Resource Code Section 21065 and California CEQA Guidelines Section 15378(b)(4), that the proposed Board action is not a project subject to CEQA.

### FISCAL IMPACT

An increase in revenues can be expected due to adjustments made to various rates and fees within the Department. Staff estimates the changes to the Griffith Observatory schedule of rates will result in an annual net increase in revenue from the changes in this Report to be \$700,000, reflecting the increase in revenue from the ticket price increase in the Samuel Oschin Planetarium.

This Report was prepared by Gary Singer, Superintendent – Aquatics & Emergency Management. Compliance with the California Environmental Quality Act was reviewed by Elena Maggioni, Environmental Supervisor II – Planning Maintenance and Construction Branch.

### LIST OF EXHIBITS

Exhibit A: Updated Schedule of Rates and Fees (Aquatics Division)

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- Exhibit B: Updated Schedule of Rates and Fees (Griffith Observatory)
- Exhibit C: Hansen Dam Rates and Fees
- Exhibit D: Cabrillo Beach Rates and Fees
- Exhibit E: Brand Park Community Center Rates and Fees
- Exhibit F: Grace E. Simons Lodge Rates and Fees
- Exhibit G: Friendship Auditorium Rates and Fees
- Exhibit H: Orcutt Ranch Rates and Fees
- Exhibit I: Wattle Mansion Rates and Fees
- Exhibit J: Citywide Pay Tennis Rates and Fees
- Exhibit K: Citywide Paid Parking Lots Rates and Fees
- Exhibit L: Sherman Oaks Castle Park Rates and Fees
- Exhibit M: Travel Town Museum Rates and Fees
- Exhibit N: Special Events and Griffith Park Rates and Fees
- Exhibit O: Pershing Square Rates and Fees

# CITYWIDE AQUATICS

## Rates & Fees

*(Revised 2/25/2026)*

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### I. GENERAL

The Citywide Aquatics Superintendent or a designee may modify established fees as needed, considering factors such as dynamic pricing, yield management, marketing, facility conditions, temporary circumstances, special events, and tournaments.

All fees are based on the actual cost of the program or activity. Actual cost is determined by calculating the labor and materials costs of the program per session. All programs will operate as either cost neutral or revenue generating.

Unless otherwise stated, all fees will be deposited as follows:

- 10% deposited into the Facility's MRP Account
- 10% deposited into the Citywide Aquatics Capital Improvement Account
- 80% deposited into the Department's General Fund Account

### II. CEILING PRICE

Maximum fee to be charged at each aquatic facility. Whenever the Aquatic Facility Manager or designee deems that a different rate is appropriate due to dynamic pricing, yield management, marketing, facility or water conditions, temporary circumstances, special events, or aquatic competitions, the established fees may be modified as needed. The ceiling price is adjusted annually for inflation.

### III. ADMISSION FEES

#### Daily Admissions

Fee Type	Ceiling Price	Notes
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Infant (Age 0-2)	Free	
Youth (Age 3 - 17)	Up to \$6.00	Age 0 - 6 must be accompanied by a guardian 16+
Adult (Age 18 - 49)	Up to \$12.00	
Adult (Age 50+)	Up to \$6.00	
Persons w/ Disabilities	Up to \$6.00	Includes caretaker at no charge

### Monthly Admission Passes

Pass Type	Ceiling Price	Notes
Youth (Age 0 - 17)	Up to \$75.00	Includes 30 admissions
Adult (Age 18 - 49)	Up to \$264.00	Includes 30 admissions
Adult (Age 50+)	Up to \$75.00	Includes 30 admissions
Persons w/ Disabilities	Up to \$75.00	Includes 30 admissions
Summer Youth Swim Pass	Up to \$30	Memorial Day through Labor Day. Age 0 - 6 must be accompanied by a guardian 16+ at no charge.

### IV. SWIM LESSON FEES

#### Group Lessons:

**Non Pre-qualified Aquatic Facilities** - Refer to Section XI, Pre-Qualified and Non Pre-Qualified Facilities.

<b>Age Group</b>	<b>Price per Session</b>	<b>Notes</b>
Youth (Age 6 mo. - 17 yr.)	Up to \$134.00	(8-10 lessons)
Adult (Age 18 yr. +)	Up to \$134.00	(8-10 lessons)

**Pre-qualified Aquatic Facilities** - Refer to Section VII, Pre-Qualified and Non Pre-Qualified Facilities.

<b>Age Group</b>	<b>Price per Session</b>	<b>Notes</b>
Youth (Age 6 mo. - 17 yr.)	Up to \$90.00	(8-10 lessons)
Adult (Age 18 yr. +)	Up to \$90.00	(8-10 lessons)

## **V. OTHER PROGRAM FEES**

Examples Include: Youth Sports Programs, Tiny Tots, Private Lessons, Semi-private Lessons, Aquafit, Boga Fit, Youth/Adult Fitness, Surf, Kayak, Stand-Up Paddle Board, Special Programs, Junior Lifeguard Program, Lifeguard Training Program, Water Safety Instructor, etc.

First Aid, CPR, Automated External Defibrillators (AED), and other classes taught and certified by lifesaving staff are subject to labor (plus 15%), equipment, and certification fees.

First Aid Booths are subject to labor fees (plus 15%).

## **VI. FACILITY PERMIT GUIDELINES**

- **Pool Use Priority Schedule Policy** - The Aquatics staff will make a concerted effort to program the swimming pool and issue permits to groups who serve the community. No group or groups shall be issued a permit to utilize more than 50% of the total lap lanes available during normal operating hours. To maximize the use of each facility, the following is a list of prioritized users:
  - City of Los Angeles Recreation and Parks activities
  - Educational Institutions (Pre-kindergarten to twelfth grade schools, Colleges, Universities, Adaptive Schools).
  - Non-profit organizations (requires verification of 501c3 status)
  - For profit organizations
  - Private individuals (birthday parties)

- **Permit Issuance Time** - Permits will be issued for a maximum of three months at the start of each season (Winter/Spring/Summer/Fall). No permit shall be automatically renewed.
- **Facility/Equipment Damage** - Refer to the Department of Recreation and Parks, Rates and Fees, Section 3. [Insurance Requirements](#).
- **Lane Use** - Maximum use per lane (short course): 7 adults or 9 youths.  
Maximum use per lane (long course): 14 adults or 18 youths.
- **Lifesaving Staff Ratio**

Number of Persons	Number of Lifeguards
1 - 50 persons	2 lifesaving
51 - 100 persons	3 lifesaving
101 - 200 persons	4 lifesaving
201 - 300 persons	6 lifesaving
301+ persons	Negotiable by Superintendent

- **Staff Fees** - Part time staffing costs will be calculated based on the current hourly rate plus CAP (Cost Allocation Plan) costs and any applicable premiums, as outlined in the most recent MOU (Memorandum of Understanding) for each respective job classification.
- Full-time staff fees will be charged at the current overtime rate plus CAP (Cost Allocation Plan) costs and any applicable premiums, as outlined in the most recent MOU (Memorandum of Understanding) for each respective job classification.

100% of fees to be deposited into the Facility MRP Fund Account.

## VII. PERMIT FEES (facility OPEN to public)

All permits are subject to the following fees:

- **Admission Fee** - Permittees may choose to either pre-pay admission fees or pay on site on the day the permit is issued. Please note that pre-paid admissions are non-refundable. Any admissions exceeding the pre-paid amount must be paid on site on the day of the permit.
- **Permit Processing Fee** - Up to \$75.00. Non-refundable, 100% deposited into the Facility's MRP Account.
- **Cancellation Fee** - No refunds shall be issued if notification is submitted less than 48 hours prior to the event. Cancellations must be submitted in writing to the facility and Citywide Aquatics Office more than 48 hours in advance to receive a full refund minus up to a \$75.00 processing fee previously charged and a 15% administrative fee.
- **Maintenance Fee** - Up to \$30.00. 100% deposited into the Facility's MRP Account.
- **Lane Fees** - Up to \$60.00 each/hour for each lane or space equivalent. Lane fee does not include admission fee.
- **Parking Fee**

Space Count	Fee	Notes
15 spaces or less	Up to \$30.00/space per day	Space fees include parking for automobiles, motorcycles, catering trucks, utility vehicles, boom lifts, oversized vehicles, etc.

16 spaces or more*	Up to \$150.00/hour	Valid during permit hours.
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\*Reservations of this size are treated as an operational fee due to the scale of the event.

- **Facility Use Fee** - Deposited into the Facility's MRP Account.

Capacity	Pre-Qualified Facility	Non Pre-Qualified Facility
1 - 50 persons	Up to \$150.00/per hour	Up to \$210.00/per hour
51 - 100 persons	Up to \$200.00/per hour	Up to \$260.00/per hour
101 - 200 persons	Up to \$300.00/per hour	Up to \$360.00/per hour
201 - 300 persons	Up to \$400.00/per hour	Up to \$460.00/per hour
301+ persons	Negotiable by Superintendent	Negotiable by Superintendent

- **Day Camps:**

Day Camp Type	Fee	Notes
City of Los Angeles Program	No charge	City of Los Angeles Day Camps of 101 or more participants: Camp programmers will be charged a staffing fee to be deposited into the Facility's MRP Account.
Non-Profit Day Camp	Up to \$6.00/person	

Private Day Camp	Up to \$15.00/person	
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**VIII. PERMIT FEES (facility CLOSED to public)**

Permits which allow use of the facility outside of regular business hours, as well as permits which request exclusive use of the facility during regular business hours, are subject to fees determined by Citywide Aquatics management. All such permits are subject to the same applicable fees as described in Section VII, PERMIT FEES (facility OPEN to public). Labor fees may be added for work necessary before and after the event.

A minimum of 4 hours is required for AFMs which are charged to the invoice.

**IX. FILM PERMIT FEES**

*100% of fees paid to the Park Film Office is to be deposited into the Department of Recreation and Parks General Fund.*

Aquatic facilities are designated as Special Use Facilities. Motion picture companies must contact the Department's Park Film Office at (323) 644-6220 to determine and pay the film fees. The facility use fee shall apply to filming, along with the Non Pre-Qualified Rate.

*Note: Filming may also require a separate payment of the following paid to the Citywide Aquatics Division:*

- A pool fill fee (if applicable)
- Operational costs (equipment and utility charges)
- Staff salaries

**X. SERVICE AND EQUIPMENT FEE**

100% of Service and Equipment fees to be deposited into the Facility's MRP Account. A deposit up to the replacement value of the equipment may be required at the discretion of the Aquatic Director.

Item	Rate
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Monitor (2 hour minimum)	AFM III Rate per hour (Subject to OT, DT, NR, NG)
Maintenance Fee	Up to \$30.00/day
Kickboard	Up to \$6.00 each/day
Pull buoy	Up to \$6.00 each/day
Starting Blocks	Up to \$30.00 each/day
Timing System	Up to \$50.00 each/hour + 2 hour minimum for Monitor(s)
Water Polo Goal	Up to \$30.00 each/day
Artistic Swimming Sound System/PA System	Up to \$50.00 per/hour + 2 hour minimum for Monitor(s)
Diving Board	Up to \$40.00 per/hour, includes diving space (approximately 3 lanes)
Lane Line Set-Up and/or Breakdown	Up to \$30.00 each lane/day
Rescue Equipment	Up to \$75.00 each/day
Pop-Up Canopy	Up to \$90.00 each/day
Lounge Chair	Up to \$9.00 each/day
Table	Up to \$15 each/day
Chair	Up to \$3 each/day
Utility Hook-Up	Refer to Utility Hook Up Rates and Fees

Picnics (Area)	Refer to Picnics Rates and Fees
Office/Classroom	Refer to Community Recreational Centers Rates and Fees

**SPECIAL EVENTS/FUNDRAISERS/VENDORS**

Refer to the Special Events/Fundraisers Rates and Fee located on the RAP Intranet.

**CABRILLO BEACH AND HANSEN DAM AQUATIC CENTER**

Refer to respective Rates and Fees documents.

**XI. PRE-QUALIFIED AND NON PRE-QUALIFIED FACILITIES**

<b>Pre-qualified Aquatic Facilities</b>	
109th Pool	Jackie Tatum/Harvard Pool
Algin Sutton Pool	John C. Argue Swim Stadium
Banning Pool	Lanark Pool
Celes King III Pool	Lincoln Pool
Central Pool	North Hollywood Pool
Costello Pool	Pecan Pool
Downey Pool	Reseda Pool
Dymally	Richard Alatorre Pool
Echo Deep Pool	Ritchie Valens Pool
EG Roberts Pool	Roosevelt Pool
Fernangeles Pool	Ross Snyder Pool
Fremont Pool	Sepulveda Pool
Glassell Pool	South Park Pool
Granada Hills Pool	Sun Valley Pool
Harbor Pool	Sylmar Pool
Hey Rookie Pool	Valley Plaza Pool
Highland Pool	Van Ness Pool
Hollywood Pool	Verdugo Hills Pool
Hubert Humphrey Pool	



<b>Non Pre-qualified Aquatic Facilities</b>	
Cheviot Hills Pool	Rustic Canyon Pool
Cleveland Pool	Stoner Pool
Griffith Park Pool	Van Nuys Sherman Oaks Pool
LACES Pool	Venice Pool
Mar Vista Pool	Westchester Pool
Northridge Pool	Westwood Pool
Pan Pacific Pool	Woodland Hills Pool
Peck Park Pool	Yosemite Pool

GRIFFITH OBSERVATORY  
(Revised ~~03/2026~~ **04/16/2026**)

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.

EVENT RENTALS AND PERMITS

*100% of rental fees **and 100% of staff 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:

- Event proposal and planning is subject to review by the Observatory Director and RAP executive management final determinations.
- Events should 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 not displace or interfere with other Observatory activities.
- Event holder must pay assessed fees in advance of the event.
- In addition to any assessed fees, event holder must reimburse staffing fees to RAP in advance, as specified below.
- Event holder and all on site vendors used for the event, must carry and submit proof of insurance for approval through KwikComply.org.
- Event holders must certify advance agreement 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 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.

### 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 categories of rental use must be configured in either (6) six or (12) twelve-hour increments including-preparation, clean-up, and removal of equipment and rentals, unless otherwise noted. Additional hours may be permitted but must be coordinated in advance 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	12 Hours	6 Hours	12 Hours
Permitted Times	(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.)
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
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

**Staffing Fees**

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.

Event Staffing Fees	Exterior Staffing	Exterior & Interior Staffing
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	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%

Mandatory Insurance

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 requirements specified by the CAO for such coverage.

COMMERCIAL FILMING USE

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

Griffith Observatory has a long heritage of commercial filming. The Observatory expects that commercial filming will occur at times with the least impact to 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.

Timing - Load-in and load-out is counted as part of the filming time. Special accommodations for load-in and load-out will require advance negotiation. Load-in and load-out are strongly discouraged 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 on a per space basis as reflected in the 2020 Griffith Park Pay Parking Fees..

Site Visits - Filming requires a mandatory "tech scout" (unless waived by Observatory staff) before any permit issuance. Subsequent technical site visits are also highly recommended. Filming representatives 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. All agreements and exceptions must be agreed to in advance and included in the City film permit.

Filming Use Fees

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)	\$10,000	\$5,000	\$9,000	\$20,000
Interior & Exterior Filming Fee	\$15,000	N/A	N/A	\$30,000
Parking Revenue Recovery (Observatory Lot)	Per Space Basis	Per Space Basis	N/A	Per Space Basis
Parking Revenue Recovery (Observatory Lot & West OBS Rd.)	Per Space Basis	N/A	N/A	Per Space Basis

*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.

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.

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 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 and 100% of staff fees deposited in Observatory Surcharge Account; ~~100% of staff 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 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* when building is normally OPEN <b>**Weekdays</b>
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
<i>Staffing Surcharge for Events Held on a City Holiday</i>	50%	50%	50%

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

- News Media – News media wishing to report from the Observatory or interview Observatory staff members are not subject to 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 production fees, but to qualify they should 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 the Observatory, is related substantively to the Observatory’s content and resources, and informs a wide audience regarding these topics may be exempt from fees. 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 – 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 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 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 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 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 be no more than 26 significant events per year 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 the Observatory.
4. Parking - Parking is extremely limited. Event organizer should 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.
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 of fee must be paid as a deposit.
  - The total amount of all rental fees shall be due at least 30 days prior to the scheduled date of use.
- Fee for cancellation of all rental uses:
  - Within 60 days of event: 20% of the base rental fee
  - Over 60 days prior to event: \$1,000

SAMUEL OSCHIN PLANETARIUM SHOWS

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

- Adults **\$12.00** ~~\$10.00~~ (younger than 55 years old)
- Seniors **\$10.00** ~~\$8.00~~ (age 55 and older)
- Students & Teachers **\$10.00** ~~\$8.00~~ (valid, current school identification required)
- Children **\$ 8.00** ~~\$6.00~~
- Foundation Member Adults **\$ 8.00** ~~\$6.00~~ (valid Foundation membership card at purchase)

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 **\$6,000** ~~\$5,000~~ per show.

**New rates take effect two weeks after approval by the Board of Commissioners.**

LEONARD NIMOY EVENT HORIZON PROGRAMMING

*60% ~~40%~~ to be deposited in the Observatory Surcharge Account; ~~40%~~ ~~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.

- Adults \$7.00 (younger than 55 years old)

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

Foundation members may also receive preferential seating.

GRIFFITH OBSERVER

40% to be deposited in the Observatory Surcharge Account; 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) \$3.50 each (plus shipping and sales tax for CA residents)  
 Back Issues (Previous Year) \*\* \$5.00 each (plus shipping and sales tax for CA residents)  
 Out of Print Issues (Photocopy) \$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

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

Special subscription rates:

Griffith Observatory Foundation  
 Los Angeles Astronomical Society (LAAS) \$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.

**60%** ~~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 **and rental and filming staffing** go to the Observatory Surcharge account.

CERTIFIED ASTRONOMICAL LETTERS

*40% to be deposited in the Observatory Surcharge Account; 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 \$200.

# HANSEN DAM AQUATIC CENTER

## Rates & Fees (Revised 2/25/2026)

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### I. GENERAL

The Citywide Aquatics Superintendent or a designee may modify established fees as needed, considering factors such as dynamic pricing, yield management, marketing, facility conditions, temporary circumstances, special events, and tournaments.

All fees are based on the actual cost of the program or activity. Actual cost is determined by calculating the labor and materials costs of the program per session. All programs will operate as either cost neutral or revenue generating.

Unless otherwise stated, all fees will be deposited as follows:

- 10% deposited into the Facility's MRP Account
  - 10% deposited into the Citywide Aquatics Capital Improvement Account
  - 80% deposited into the Department's General Fund Account
- 

### II. CEILING PRICE

Maximum fee to be charged at each aquatic facility. Whenever the Aquatic Facility Manager or designee deems that a different rate is appropriate due to dynamic pricing, yield management, marketing, facility or water conditions, temporary circumstances, special events, or aquatic competitions, the established fees may be modified as needed. The ceiling price is adjusted annually for inflation.

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# FACILITY OPEN TO THE PUBLIC

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## III. Admission Fees

Fee Type	Ceiling Price
Youth (Age 0 - 17)	Up to \$6.00
Adult (Age 18 - 49)	Up to \$12.00
Adult (Age 50+)	Up to \$6.00
Persons w/ Disabilities	Up to \$6.00

## IV. CANOPY RENTALS

100% of fees to be deposited into Facility MRP Fund Account.

*Canopies can be rented only at the ticket booth when purchasing admission tickets. No reservations.*

Fee Type	Ceiling Price
Weekday Full-Day with Furniture	Up to \$90.00
Weekend & Holidays Full-Day with Furniture	Up to \$200.00

*Furniture includes 2 lounge chairs & 2 chairs.*

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## V. PERMIT FEES

### A. Cancellation Fees

<b>Days Prior to Event</b>	<b>Fee Assessed</b>
91+ Days	Up to 10% of permit fees
61 – 90 Days	Up to 20% of permit fees
31 – 60 Days	Up to 30% of permit fees
30 Days or Less	Up to 40% of permit fees

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### B. Swim Lake Reservation Areas

*Refer to Attachment A for Map*

Time allotted for set-up and clean-up must be included in the permit's hourly charge. Patrons must vacate the area before the end of their reservation time or facility closing.

<b>Area</b>	<b>Group Size</b>	<b>Availability</b>	<b>Ceiling Price</b>
S1 – S5	Up to 50	Daily	Up to \$125.00 /area
S6 – S9	Up to 75	Daily	Up to \$150.00 /area
S10 – S12	Up to 100	Daily	Up to \$200.00/area

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### C. Restroom and Shower Buildings

How Many Restrooms does Hansen Dam Aquatic Facility have?

- There are 5 Restroom Buildings total at Hanse Dam.  
4 Restroom Buildings located inside the swimming pool area and 1 Restroom Building located at the recreation lake.

Is each building the same? Is each building the same price?

- Yes, each building is the same in layout and amenities. (only the location changes).
- Yes, because each building is the same, the price remains the same for each building.

What does each (1) Restroom Building Consist of?

- Each (1) Restroom Building has the following:
  - o Toilet paper and seat liners (services and maintained by staff)
  - o 8 Standard Restrooms + 2 A.D.A. Restrooms = TOTAL 10 Restrooms
  - o 4 Changing Rooms
  - o 4 Sinks (with soap available)
  - o 1 water fountain
  - o 5 Showers (with soap available)

Maximum Capacity per Restroom Building: 875 persons

Minimum staffing required per building: 1 Locker Attendant\*\*

\*\*Additional staffing required depending on total amount of persons.

### Pricing and fees

**Each (1) Restroom Building (Flat Rate): \$500-\$1000/day (+ occurring staffing fees)**

### D. Recreation Lake – Water Use Only

Exclusive use is not guaranteed on facility closure days as *multiple permit groups may be present.*

Season	Ceiling Price
Year-Round	Up to \$200.00/hour + staffing

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## E. Picnic Areas – Recreation Lake & Magnolia Hill

*Refer to Attachment B for Map.*

Time for set-up and clean-up must be included into the permit request. Patrons must vacate the area before the end of the reserved time or facility closure. All areas can accommodate up to 75 patrons.

<b>Area</b>	<b>Ceiling Price</b>
Recreation Area (R1–R3)	Up to \$150.00/area per day
Magnolia Hill (M1–M5)	Up to \$150.00/area per day
Additional Areas	Up to \$150.00/each per day

*We reserve the right to limit space reservations.*

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## VI. STAFFING FEES

Staffing costs will be calculated based on the current hourly rate plus CAP (Cost Allocation Plan) costs and applicable premiums, as outlined in the most recent MOU (Memorandum of Understanding) for each respective job classification. 100% of fees to be deposited into the Facility MRP Fund Account.

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## VII. ADDITIONAL SERVICE FEES

100% of fees to be deposited into the Facility MRP Fund Account.

A fee for maintenance materials and use of facility equipment may be assessed based on permit group attendance and facility usage.

<b>Service</b>	<b>Ceiling Price</b>
Permit Processing Fee	Up to \$75.00 (non-refundable)
Moon Bounce (Approved Vendors Only)	Up to \$100.00/day
Utility Hook-Up	Refer to RAP Utility Rates

Booth	Refer to Special Event Rates
Food Truck	Up to \$400.00 /each/day
Clean-Up/Damage Deposit	Up to \$1,000.00/day (Up to 80% refundable)

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### VIII. Wibit Obstacle Course

100% of fees to be deposited into the Facility MRP Fund Account.

Service	Ceiling Price
Wibit Pass per session (wristband)	Up to \$15.00 / session
Wibit Pass Full day (wristband)	Up to \$25.00 / day

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### IX. Pedal Boat Rentals

100% of fees to be deposited into the Facility MRP Fund Account.

Age	Ceiling Price
Adult (18-49) Half Hour	Up to \$15.00 / 30 min
Youth (17 and Under) Half Hour	Up to \$10.00 / 30 min

Seniors (50 and up) Half Hour	Up to \$10.00 / 30 min
Persons w/ Disabilities Half Hour	Up to \$10.00 / 30 min
Adult (18-49) 1 Hour	Up to \$18.00 / hour
Youth (17 and Under) 1 Hour	Up to \$12.00 / hour
Seniors (50 and up) 1 Hour	Up to \$12.00 / hour
Persons w/ Disabilities 1 Hour	Up to \$12.00 / hour

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# FACILITY CLOSED TO THE PUBLIC

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## X. FACILITY USE FEE (CLOSED TO PUBLIC)

*100% of fees to be deposited into Facilities MRP Fund Account\**

A permit issued for a date when the facility is closed to the public does not guarantee exclusive use. Multiple permit groups may be scheduled on the same date unless exclusive use is arranged for an additional fee. **Note: Water slides and other amenities are not included. See “Additional Fees” for details.**

### Required Staffing Based on Attendance & Water Use Fees *\*See Pg. 4 for Staffing fees\**

Group Size	Required Staffing	Water Use Fees
1 – 50 persons	2 lifesaving staff	Up to \$210.00 / per hour
51 – 100 persons	3 lifesaving staff	Up to \$260.00 / per hour
101 – 200 persons	4 lifesaving staff	Up to \$360.00 / per hour
201 – 300 persons	6 lifesaving staff	Up to \$460.00 / per hour
301 – 1200 persons	12 lifesaving staff	Up to \$1,840.00 / per hour
Groups > 1200	Negotiable by Superintendent	Negotiable by Superintendent

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## XI. PICNIC AREA & RECREATION LAKE USE FEES

Area	Ceiling Price
Swim Lake Picnic and Beach Area	Up to \$150.00/ per hour
Recreation Lake Picnic Area	Up to \$150.00/ per hour
Recreation Lake Water Use	Up to \$200.00/ per hour
Magnolia Hill Picnic Area	Up to \$150.00/ per hour

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## **XII. Wibit Obstacle course**

*100% of fees to be deposited into Facility MRP Fund Account\* \*Waivers required\**

<b>Description</b>	<b>Ceiling Price</b>
Wibit (4-hour minimum)	Up to \$600.00
Additional Hours	Up to \$200.00 / hour
Required Staffing (4-hour minimum)	2 Open Water Lifeguards @current rate +15%
	1 Locker Attendant @current rate +15%

*If Under 4 hours, management approval required*

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## **XIII. Pedal Boats**

*100% of fees to be deposited into Facility MRP Fund Account\**

Pedal Boats Fits 4 Adults or 2 Adults & 3 Small children.

*\*Children Should be able to sit on their own w/ out assistance, no lap sitting allowed\**

<b>Description (1-hour minimum)</b>	<b>Ceiling Price</b>
1 Pedal Boat	Up to \$200.00 / Boat / hour

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## **XIV. MISCELLANEOUS FEES**

*100% of fees to be deposited into Facility MRP Fund Account\**

<b>Service</b>	<b>Ceiling Price</b>	<b>Notes</b>
Reservation Processing Fee	Up to \$75.00	Non-refundable
Wristbands	Up to \$1.00 each	
10' x 10' Canopy Rental (No furniture)	Up to \$60.00 /day	Pending availability
Chair Rental	Up to \$3.00 each	Pending availability
Table Rental (8 ft. banquet)	Up to \$10.00 each	Pending availability
Kayak or Paddle Board Rental	Up to \$30.00 each / hour	Pending availability
Double Seat Kayak	Up to \$40.00 / hour	Pending availability

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#### **XV. WATER SLIDE USE**

<b>Description</b>	<b>Ceiling Price</b>
Waterslide (4-hour minimum)	Up to \$600
Additional Hours	Up to \$200 / hour
Required Staffing	2 Open Water Lifeguards @ current rate + 15%
	1 Locker Attendant @ current rate + 15%

*If under 4 hours, management approval is required*

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#### **XVI. PARKING LOT FEES**

Requestors must supply their own security. Additional insurance may be required. Additional charges may apply if charging public for parking.

<b>Usage Type</b>	<b>Ceiling Price</b>
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15 spaces or less	Up to \$30.00 per space
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Parking Lot	Approx. Capacity	Ceiling Price
Parking Lot 1	42 spaces	Up to \$100.00 per hour (if more than 15 spaces)
Parking Lot 2	190 spaces	Up to \$300.00 per hour (if more than 15 spaces)
Parking Lot 3	64 spaces	Up to \$100.00 per hour (if more than 15 spaces)
Parking Lot 4	138 spaces	Up to \$200.00 per hour (if more than 15 spaces)

**Note:** Staffing may be required. Final staffing and support personnel requirements will be determined by the Facility Manager.

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## **XVII. FILM PERMIT FEES**

Aquatic facilities are designated as Special Use Facilities. Motion picture companies must contact the Department's Park Film Office at (323) 644-6220. The facility use fee shall apply to filming, along with the Pre-Qualified Facility Rate. *Note: Filming may also require payment of the following:*

- A pool fill fee (if the pool is empty)
- Operational costs (equipment and utility charges)
- Staff salary for monitoring and supervision

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## **FILM PERMIT EQUIPMENT RENTAL**

*100% of fees to be deposited into Pool MRP Fund Account\**

### **Rental Terms:**

All rentals require a valid photo ID (California Driver's License or ID) or a \$100.00 (cash only) deposit, refundable upon return and inspection of the equipment. If damage occurs, the customer is responsible for replacement or repair costs.

<b>Equipment</b>	<b>Ceiling Price</b>	<b>Notes</b>
Lifeguard Truck **	Up to \$200.00 per hour	**Requires trained staff
Zodiac (Lifeguard Boat) **	Up to \$200.00 per hour	**Requires trained staff
Jet Ski **	Up to \$200.00 per hour	**Requires trained staff
Lifeguard Tower	Up to \$100.00 per hour	
Rescue Can	Up to \$50.00 per day	
Paddle Board	Up to \$100.00 per hour	

**XVIII. Auxiliary Charges**

- Additional maintenance, security, or monitoring may be required based on group size or scope of activity.
- Material & equipment usage may incur fees (see Service and Equipment Fee).
- L.A. City Day Camp Groups of 150+ during normal hours may be charged additional staff fees (Pool Manager, Clerk, Locker Attendant).

**XIX. RACING EVENTS**

- **Basic Charge**
  - 50% of fees to RAP General Fund
  - 50% of fees to Special Fund
  - 50% deposit required at booking
  
- **Racing Event Facility Use Fees**

<b>Event Type</b>	<b>First 3 Hours</b>	<b>First 5 Hours</b>	<b>Each Add'l Hour</b>

Youth Cross Country (All Schools)	Up to \$500.00	–	Up to \$120.00
All Races – Non-Profits	–	Up to \$1,700.00	Up to \$250.00
All Races – For-Profit/Commercial	–	Up to \$5,600.00	Up to \$600.00

## XX. PAYMENT, CANCELLATION & DEPOSITS - SPECIAL EVENTS

- **Payment of Fees**

All fees must be paid at least 14 days prior to the event in full.

- **Sponsorships**

Must meet No-Fee-Waiver Policy criteria. Only use fees may be waived; staff, cleanup, vendors still apply.

- **Refundable Deposit**

Maintenance Deposit (minimum): \$250.00 - \$500.00

Refundable up to 80% depending on facility condition post-event

- **Cancellation Policy**

Timing	Refund Eligibility
More than 2 weeks before event	50% refund
Less than 2 weeks before event	No refund

- **Additional Charges**

Type	Amount or Reference
Reservation Fee	Up to \$200.00
Vendor Fees	See Special Event/Fundraiser Page
Portable Restrooms	May be required by Management

*Damage and litter assessments will determine refund eligibility for deposits.*



Attachment A: Swim Lake



**Attachment B: Regional Lake And Magnolia Hill**



# CABRILLO BEACH

## Rates & Fees (Revised 2/25/2026)

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### I. GENERAL

The Citywide Aquatics Superintendent or a designee may modify established fees as needed, considering factors such as dynamic pricing, yield management, marketing, facility conditions, temporary circumstances, special events, and tournaments.

All fees are based on the actual cost of the program or activity. Actual cost is determined by calculating the labor and materials costs of the program per session. All programs will operate as either cost neutral or revenue generating.

Unless otherwise stated, all fees will be deposited as follows:

- 10% deposited into the Facility's MRP Account
- 10% deposited into the Citywide Aquatics Capital Improvement Account
- 80% deposited into the Department's General Fund Account

All use of Cabrillo Beach must follow the rules and guidelines of the temporary event section from the Coastal Commission Permit Requirements.

### II. CEILING PRICE

Maximum fee to be charged at each aquatic facility. Whenever the Aquatic Facility Manager or designee deems that a different rate is appropriate due to dynamic pricing, yield management, marketing, facility or water conditions, temporary circumstances, special events, or aquatic competitions, the established fees may be modified as needed. The ceiling price is adjusted annually for inflation.

### III. VI. STAFFING FEES

Staffing costs will be calculated based on the current hourly rate plus CAP (Cost Allocation Plan) costs, as outlined in the most recent MOU (Memorandum of Understanding) for each respective job classification to be deposited into the Facility's MRP Account.

Full-time staff fees will be charged at the current overtime rate.

100% of fees to be deposited into the Facility MRP Fund Account.

**IV. OPEN SPACE EXCLUSIVE DAILY USE FEES FOR EACH OF THE FOLLOWING AREAS:**

Note: Exclusive use requires additional Lifeguard Fee, not included below.

1. INNER BEACH NORTH: City Lifeguard Headquarters Tower to Swim Tower.
2. INNER BEACH SOUTH: Swim Tower to Pier Tower
3. PIER

<b>Anticipated Attendance</b>	<b>Basic Rate</b>	<b>Ceiling Price</b>
1 – 250	Up to \$150.00	Up to \$450.00
251 - 500	Up to \$300.00	Up to \$900.00
501 – 1000	Up to \$700.00	Up to \$2,100.00
1001 or more	Negotiable by Citywide Aquatics Superintendent	Negotiable by Citywide Aquatics Superintendent

**IV. PAYMENT OF FEES**

The total amount of all rental fees and deposits due for exclusive open space use shall be paid in full at least 14 days prior to the scheduled date of use. In the event that total fees are not paid as designated, the reservation will be canceled. There will be no refund.

Other Cabrillo Beach Fees

<b>Fee Description</b>	<b>Ceiling Price</b>
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Maintenance Deposit (minimum)*	Up to \$1,000
Security Guard Services	Quoted on request, based on actual cost.
Aquatics Monitor/Staff	Hourly rate charged per CITYWIDE AQUATICS RATES AND FEES .
Open Water Lifeguard Fee	Hourly rate charged per CITYWIDE AQUATICS RATES AND FEES
Cancellation Fee (> 2 Weeks)	50% Refund of Fees
Cancellation Fee (< 2 Weeks)	No Refund of Fees
Photography/Video (First Hour)	Up to \$150.00
Photography/Video (Add'l Hour)	Up to \$75.00
Kayak Rental	Up to \$30.00 / hour
Stand Up Paddleboard Rental	Up to \$30.00 / hour
Life Jacket Rental	Up to \$20.00 / day
Fire Pits	Up to \$20.00 / hour or \$100.00 / day

\*Citywide Aquatics Superintendent may charge more depending on size of event. 20% is a non-refundable Maintenance Fee. 80% is refundable, similar to the Special Events fee.II.

## V. SPECIAL USE

Special use is available on weekdays, Monday through Friday, from 8:00 a.m. to 9:00 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. Non-profit organizations and/or student groups may also qualify for Special Use fees.

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 dates. The Recreation and Parks Department of the City of Los Angeles is exempted from the guideline.
  - Any one 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.

<b>Fee Description</b>	<b>Government</b>	<b>Other</b>
Reservation Deposit	\$100.00	\$200.00
Use Fee	50% of fees	Standard Fees
Cancellation Fee	No Charge	\$100.00
Cancellation within 48 Hours	No Charge	\$150.00

### **PROHIBITED SPECIAL USE EVENTS**

Income generating events, subletting or assignment of a Special Use Permit is prohibited.

### **SPECIAL EVENTS/FUNDRAISERS**

Refer to SPECIAL EVENTS/FUNDRAISERS page.

### **PICNICS**

Refer to CABRILLO BEACH PARK page.

**CITY OF LOS ANGELES, DEPARTMENT OF RECREATION AND PARKS  
PARK SERVICES DIVISION: PROPOSED RATES AND FEES ADJUSTMENTS**

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FACILITY NAME: Brand Park Community Center  
 FACILITY DESCRIPTION: Event Rentals  
 DATE RATES AND FEES LAST ADJUSTED: 12/1/2014

CURRENT RATES			PROPOSED RATES	
ITEM	DESCRIPTION	RATE	ITEM	RATE
1	Weekday Rental (Mon-Thur) 1st 3 hours	\$250	1	\$350
2	Weekday Rental each additional hour	\$50/HR	2	\$70/HR
3	Use of tables and chairs, includes setup	N/A	3	\$75
4	Weekend Rental (Fri - Sun) 1st 6 hours	\$800	4	\$1,100
5	Weekend Rental each additional hour	\$75/HR	5	\$105/HR
6	Use of tables and chairs, includes setup	N/A	6	\$150
7			7	
8			8	
9			9	
10			10	

**COMPETITOR NAME: Northridge Lee Hall**

CURRENT RATES		
ITEM	DESCRIPTION	RATE
1	Weekend Rental Only 1st 4 hours	\$2,000
2	Weekend Rental each additional hour	\$275/HR
3		
4		
5		
6		

**COMPETITOR NAME: St. Monica Catholic Community Center**

CURRENT RATES		
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ITEM	DESCRIPTION	RATE
1	Daily Rental 1st 5 hours	\$2,250
2	Daily Rental each additional hour	\$250/HR
3		
4		
5		
6		

**ADDITIONAL NOTES**

Brand Park CC has tables and chairs, however not all of our Rental Halls do. Use of these tables and chairs is included in rental of facility. The labor cost for setup & breakdown eats into our profit. Making use of the tables and chairs as an option and charging a fee to do so, if this option is chosen, would maintain profits and allow us to replace furnishings as needed. Currently we do not have the budget to do so and many tables and chairs need replacement.
PREPARED BY: David Koeper
DATE: 10/20/25

**CITY OF LOS ANGELES, DEPARTMENT OF RECREATION AND PARKS  
PARK SERVICES DIVISION: PROPOSED RATES AND FEES ADJUSTMENTS**

FACILITY NAME: Grace E. Simons Lodge  
 FACILITY DESCRIPTION: Event Rentals  
 DATE RATES AND FEES LAST ADJUSTED: 12/1/2014

CURRENT RATES			PROPOSED RATES	
ITEM	DESCRIPTION	RATE	ITEM	RATE
1	Weekday Rental (Mon-Thur) 1st 3 hours	\$240	1	\$340
2	Weekday Rental each additional hour	\$80/HR	2	\$110/HR
3	Use of tables and chairs, includes setup	N/A	3	\$150
4	Weekend Rental (Fri & Sun) 1st 6 hours	\$750	4	\$1,050
5	Weekend Rental each additional hour	\$100/HR	5	\$150/HR
6	Weekend Rental (Sat) 1st 6 hours	\$1,100	6	\$1,550
7	Weekend Rental each additional hour	\$150	7	\$210
8	Use of tables and chairs, includes setup	N/A	8	\$300
9			9	
10			10	

**COMPETITOR NAME: The Grand Lodge of LA**

CURRENT RATES		
ITEM	DESCRIPTION	RATE
1	Any Day Rental; Minimum 2 Hours	\$350/HR
2	Cleaning Fee	\$250
3		
4		
5		
6		

**COMPETITOR NAME: Grand Venue**

CURRENT RATES		
ITEM	DESCRIPTION	RATE
1	\$195 Per Person Fee; 300 Guests Minimum	\$58,500
2	Ceremony Fee	\$3,000
3	Bar Set-Up	\$2,500
4	Parking - Flat Fee	\$2,500
5		
6		

**ADDITIONAL NOTES**

Grace E. Simons Lodge has tables and chairs, however not all of our Rental Halls do. Use of these tables and chairs is included in rental of facility. The labor cost for setup & breakdown eats into our profit. Making use of the tables and chairs as an option and charging a fee to
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do so, if this option is chosen, would maintain profits and allow us to replace furnishings as	
needed. Currently we do not have the budget to do so and many tables and chairs need	
replacement.	
PREPARED BY: David Koeper	DATE: 10/20/25

**CITY OF LOS ANGELES, DEPARTMENT OF RECREATION AND PARKS  
PARK SERVICES DIVISION: PROPOSED RATES AND FEES ADJUSTMENTS**

FACILITY NAME: Friendship Auditorium  
 FACILITY DESCRIPTION: Event Rentals  
 DATE RATES AND FEES LAST ADJUSTED: 12/1/2014

CURRENT RATES			PROPOSED RATES	
ITEM	DESCRIPTION	RATE	ITEM	RATE
1	Weekday Rental (Mon-Thur) 1st 3 hours	\$260	1	\$350
2	Weekday Rental each additional hour	\$75/HR	2	\$100/HR
3	Use of tables and chairs, includes setup	N/A	3	\$150
4	Weekend Rental (Fri & Sun) 1st 6 hours	\$850	4	\$1,150
5	Weekend Rental each additional hour	\$125/HR	5	\$175/HR
6	Weekend Rental (Sat) 1st 6 hours	\$1,250	6	\$1,650
7	Weekend Rental each additional hour	\$175/HR	7	\$250/HR
8	Use of tables and chairs, includes setup	N/A	8	\$300
9			9	
10			10	

**COMPETITOR NAME: The Grand Lodge of LA**

CURRENT RATES		
ITEM	DESCRIPTION	RATE
1	Any Day Rental; Minimum 2 Hours	\$350/HR
2	Cleaning Fee	\$250
3		
4		
5		
6		

**COMPETITOR NAME: Grand Venue**

CURRENT RATES		
ITEM	DESCRIPTION	RATE
1	\$195 Per Person Fee; 300 Guests Minimum	\$58,500
2	Ceremony Fee	\$3,000
3	Bar Set-Up	\$2,500
4	Parking - Flat Fee	\$2,500
5		
6		

**ADDITIONAL NOTES**

Friendship Auditorium has tables and chairs, however not all of our Rental Halls do. Use of these tables and chairs is included in rental of facility. The labor cost for setup & breakdown eats into our profit. Making use of the tables and chairs as an option and charging a fee to
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do so, if this option is chosen, would maintain profits and allow us to replace furnishings as	
needed. Currently we do not have the budget to do so and many tables and chairs need	
replacement.	
PREPARED BY: David Koeper	DATE: 10/20/2025

**CITY OF LOS ANGELES, DEPARTMENT OF RECREATION AND PARKS  
PARK SERVICES DIVISION: PROPOSED RATES AND FEES ADJUSTMENTS**

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FACILITY NAME: Orcutt Ranch  
 FACILITY DESCRIPTION: Event Rentals  
 DATE RATES AND FEES LAST ADJUSTED: 12/1/2014

CURRENT RATES			PROPOSED RATES	
ITEM	DESCRIPTION	RATE	ITEM	RATE
1	Weekday Rental (Mon-Thur) 1st 3 hours	\$280	1	\$400
2	Weekday Rental each additional hour	\$80/HR	2	\$110/HR
3	Weekend Rental (Fri - Sun) 1st 6 hours	\$1,320	3	\$1,850
4	Weekend Rental each additional hour	\$150/HR	4	\$200/HR
5			5	
6			6	
7			7	
8			8	
9			9	
10			10	

**COMPETITOR NAME: Northridge Lee Hall**

CURRENT RATES		
ITEM	DESCRIPTION	RATE
1	Weekend Rental Only 1st 4 hours	\$2,000
2	Weekend Rental each additional hour	\$275/HR
3		
4		
5		
6		

**COMPETITOR NAME: St. Monica Catholic Community Center**

CURRENT RATES		
ITEM	DESCRIPTION	RATE
1	Daily Rental 1st 5 hours	\$2,250
2	Daily Rental each additional hour	\$250/HR
3		
4		
5		
6		

**ADDITIONAL NOTES**


PREPARED BY: David Koeper	DATE: 10/20/25

**CITY OF LOS ANGELES, DEPARTMENT OF RECREATION AND PARKS  
PARK SERVICES DIVISION: PROPOSED RATES AND FEES ADJUSTMENTS**

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FACILITY NAME: Wattles Mansion  
 FACILITY DESCRIPTION: Event Rentals  
 DATE RATES AND FEES LAST ADJUSTED: 12/1/2014

CURRENT RATES			PROPOSED RATES	
ITEM	DESCRIPTION	RATE	ITEM	RATE
1	Weekday Rental (Mon-Thur) 1st 3 hours	\$300	1	\$500
2	Weekday Rental each additional hour	\$100/HR	2	\$150/HR
3	Weekend Rental (Fri - Sun) 1st 6 hours	\$2,000	3	\$5,000
4	Weekend Rental each additional hour	\$300/HR	4	\$500/HR
5	Filming	\$3500/Day	5	\$5000/Day
6	Filming Prep/Strike	\$1750/Day	6	\$2500/Day
7			7	
8			8	
9			9	
10			10	

**COMPETITOR NAME: Greystone Mansion**

CURRENT RATES		
ITEM	DESCRIPTION	RATE
1	Interior rental 4 hours (1 floor)	\$5,402
2	Rental each additional hour	\$454/HR
3	Exterior rental per hour only	\$1152/HR
4	Filming Prep/Strike only	\$7000/Day
5		
6		

**ADDITIONAL NOTES**

If Wattles Mansion is ever opened up to the public, it will require a significant rate hike to cover the cost of maintaining this facility. In it's current state the facility is in need of major plumbing and electrical work and would require upgrades in several areas.
PREPARED BY: David Koeper
DATE: 10/20/25

PAY TENNIS/PICKLEBALL COURTS

40/17 1/26

***This includes all tennis courts managed by the Park Services Division. Charging  
\$3 \$5 per play plus 20% of all revenue collected to go into the Tennis Revenues  
Sur- charge account 090K.***

***Remainder of the fees collected go into the Department of Recreation and Parks  
General Fund***

COURT FEES	Hour
Weekdays before 4 PM	<del>\$8.00</del> \$10.00
Weekdays after 4 PM & weekends, holidays	<del>\$12.00</del> \$14.00
Paddle Tennis Court	<del>\$12.00</del> \$14.00
Permit Fee	<del>\$15.00</del> \$20.00 per court, per hour

~~REGISTRATION CARD FEE (Discontinued when on-line reservations implemented)~~

~~Resident ————— \$15.00 per year~~

~~Non-resident ————— \$30.00 per year~~

***100% of film revenue collected to go into the Tennis Revenues  
Sur-charge Account 090K***

Film Rate \$50.00 per court, per hour

PAY TENNIS FACILITIES

Balboa, Cheviot Hills, Griffith Riverside, Griffith Vermont, ~~Pacific Palisades~~, Poinsettia, Van Nuys/Sherman Oaks, Westchester, Westwood

## PAY TENNIS/PICKLEBALL PERMIT POLICY

**1. Requests for court time shall be submitted to the Tennis/Pickleball Reservations Office. The term “permit” shall apply to any request for a block of courts (two or more courts for more than one hour).**

~~2. — 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 Concessionaire. Department sponsored events, Tennis Concessionaires and public/charter/private schools are exempt from this policy. All requests will be considered at the discretion of the Park Services Supervisor or designee.~~

**2. Tennis/Pickleball Concessionaires, at the discretion of the Park Services Supervisor or a designee, may sponsor tournaments that utilize all courts. Tennis Concessionaires must pay 50% of the permit fee for each court used, including Pro teaching courts.**

**3. ~~When the Department Tennis Booth is closed~~ During non-operational hours, the pay Tennis/Pickleball courts are available to the general public on a “first come, first served” basis. Requests to reserve the courts during booth closure times will require a permit issued by the Tennis/Pickleball Reservation Office.**

**4. All permits must be authorized by the Park Services Supervisor or designee.**

~~6. — Live Ball Permits — Requires purchase of two side by side courts. A hopper of balls is permitted to be on the court during Live Ball play. Instruction or coaching is permitted only by Department contracted concessionaire. More than 5 participants at the same time is not permitted on the court.~~

## DEPARTMENT USE PERMITS

Department of Recreation and Parks, Municipal Sports tournament fee to the pay tennis program will be \$5.00 per participant.

RESERVATION TENNIS  
RULES AND REGULATIONS

- 1. You must be registered with the Department of Recreation and Parks online system to make advance reservations.**
- 2. Reservations are limited to one court up to two hours per day. No reservations will be accepted for half hour play.**
- 3. Court reservations are not transferable. Identification (Driver's License or other official photo I.D) may be required when claiming a reservation.**
- ~~**4. Reservations must be claimed at the reservation booth no later than 5 minutes before the hour. This rule will be strictly adhered to with no exceptions. Unclaimed reservations will be sold to players on the waiting list.**~~
- 5. Subject to availability, walk-up patrons are welcome on a first-come, first-served basis.**
- 6. The following court rules shall apply to all players:**
  - a. The rules of tennis and sportsmanship shall prevail.**
  - b. Only rubber sole tennis shoes are permitted on the courts.**
  - c. No teaching or paid service of any kind is permissible except by authorized concessionaires.**
  - d. No equipment other than tennis rackets and balls are allowed on the court except by authorized concessionaires.**
  - e. A maximum of 4 players per court.**
  - f. No food or drink is allowed on courts. No pets allowed on courts.**
  - g. Only the game of Tennis shall be permitted on courts at all times.**
  - h. Pickleball on courts**
- 7. The preceding rules will be interpreted and enforced by the on-site Park Services Tennis Attendant.**

# **CITY OF LOS ANGELES RECREATION AND PARKS**

## **PICKLEBALL/TENNIS COURT RULES & WAITING SYSTEM**

- Private instruction is prohibited. Those found instructing will be requested to leave and may be issued a citation.
- Permit reservations are available, on a limited basis, for organized competitive play. Contact Pay Tennis Permit Office for details, pricing, and availability (323) 644-3536.
- No activities except racquet sports are allowed on the courts.
- No food, drinks, pets, or music are allowed on the courts.
- No profane / abusive behavior or language allowed.
- Children accompanying players must be properly supervised.

### **COURT RULES AND REGULATIONS:**

1. You must be registered with the Department of Recreation and Parks online system ([www.paytennis.org](http://www.paytennis.org)) to make advance reservations.
2. Reservations are limited to one court for up to two hours per day. No reservations will be accepted for half-hour play.
3. Court reservations are not transferable. Identification (driver's license or other official photo I.D.) may be required when claiming a reservation.
4. Subject to availability, walk-up patrons are welcome on a first-come, first-served basis.
5. The following court rules shall apply to all players:
  - The rules of tennis and sportsmanship shall prevail.
  - Only rubber sole tennis shoes are permitted on the courts.
  - No teaching or paid service of any kind is permissible except by authorized concessionaires.
  - No equipment other than tennis rackets and balls are allowed on the court except by authorized concessionaires.
  - A maximum of 4 players per court.
  - A maximum of 6 balls shall be used on any one court except by authorized concessionaires.

6. During "Free Play" hours, when others are waiting:

- Only one set may be played
- Courts shall be given up at end of set in progress.
- Sets resulting in 6-all shall be determined by one additional game.
- Waiting players must remain in person at court desired.
- Courts may not be held by one person alone.

7. The preceding rules will be interpreted and enforced by the on-site Park

Services Tennis Attendant.

### **PICKLEBALL WAITING SYSTEM (DURING NON-OPERATIONAL HOURS):**

Those waiting shall place their paddle in the Paddle Rack in the first available open slots. The "Next" indicator shows who has the next game and is shifted left to right when the incoming players take the court.

If there are more players waiting to play than available spaces in the Paddle Rack, players shall wait by placing their paddles under the Paddle Rack on the ground.

Pickleball play is on a rotational basis (4 on/4 off or 2 on/2 off) when all courts are in use and players are waiting.

No new game can be started without checking the Paddle Rack for waiting players.

Games are played to 11 points, win by 2.

All players must fully vacate the court at the end of a game. Players finishing a game must place their paddles in the Paddle Rack after vacating the court if they wish to play again.

Players may not have a paddle in the paddle Rack and be playing simultaneously.

The next waiting group will take the vacated court. Groups must be 2 (singles) or 4 (doubles) players.

All players must be present when their court becomes available.

\*Groups of 3 must immediately obtain a 4th player or relinquish the open court to the next group; however, they may continue to hold their place on the Paddle Rack while searching for a 4th player.

Players without a full complement for a doubles game may only hold the court for a maximum of 5 minutes then, if partners have not been found and a game has not started, they must vacate the court after a total of 10minutes. It is hoped and expected that the players be courteous and respectful of others and volunteer to play!

If a foursome that has 1, 2 or 3 paddles in front of them wishes NOT to split up their foursome they do not have to. They should place their paddles accordingly in the second slot on the Paddle Rack and newer arriving players may place their paddle(s) in front of them.

Players MAY play a singles game even though players are waiting. They shall signify they wish to play singles by putting their paddles in the 2nd and 4th slot on the Paddle Rack. They follow the same rules as doubles, one game when people are waiting and then they must vacate the court.

**CITY OF LOS ANGELES, DEPARTMENT OF RECREATION AND PARKS  
PARK SERVICES DIVISION: PROPOSED RATES AND FEES ADJUSTMENTS**

FACILITY NAME: Citywide Pay Tennis  
 FACILITY DESCRIPTION: Tennis/Pickleball Courts  
 DATE RATES AND FEES LAST ADJUSTED: 10/2017

CURRENT RATES			PROPOSED RATES	
ITEM	DESCRIPTION	RATE	ITEM	RATE
1	Monday - Friday Before 4pm	\$8.00 Per Hr.	1	\$10.00 Per Hr.
2	Monday - Friday After 4pm	\$12.00 Per Hr.	2	\$14.00 Per Hr.
3	Saturday, Sunday & Holidays	\$12.00 Per Hr.	3	\$14.00 Per Hr.
4	Permits	\$15.00 Per Hr.	4	\$20.00 Per Hr.
5	Filming	\$50.00 Per Hr.	5	\$50.00 Per Hr.

COMPETITOR NAME: City of Pasadena

CURRENT RATES		
ITEM	DESCRIPTION	RATE
1	Monday - Sunday	\$15.00 Per Hr.
		\$30.00 Minimum

COMPETITOR NAME: City of El Monte

CURRENT RATES		
ITEM	DESCRIPTION	RATE
1	Monday - Sunday	\$12.00 Per Hr.
		2 Hr. Minimum

**ADDITIONAL NOTES**

Most tennis facilities charge a membership fee on top of the court fees and some charge per person versus per hour.

**PAY PARKING**  
**LOTS ~~10/17~~ 1/26**

Fees collected from facilities listed below are deposited into the Special Fund Account as follows:

- 100% to Cabrillo Beach Parking Lot
- 100% to Harbor Parking Lot
- 85% to Westwood Parking Lot
- 100% to Hoover Parking Lot
- 100% to Griffith Pay Parking Lot

Remaining monies are deposited into the Department of Recreation and Parks General Fund Account.

**CABRILLO BEACH PARKING LOT**

**RATES**

Sunday through Saturday 5:00 a.m. to 10:30 p.m.

Vehicles ~~\$1.00~~ **\$3.00**/per space per hour (\$9.00 Max)

**City Observed Holidays, \$9.00 Flat Rate**

**Holiday Weekends and Special Event Days**

Oversized/Trailer/Bus ~~\$2.00~~ **\$3.00**/per space per hour (\$15.00 Max)

**City Observed Holidays, \$15.00 Flat Rate**

**Holiday Weekends and Special Event Days**

(Vehicles with attached trailers are permitted to stay overnight with paid parking only, **maximum stay of seven (7) days per visit.**)

**Annual Pass \$150.00/year per space**

Filming \$2.00/per space per hour

A ~~\$4.00~~ **\$5.00** flat fee will be offered to private parties renting the Cabrillo Beach Bath House and Cabrillo Marine Aquarium with a minimum bulk purchase of 50 parking stalls.

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

## CABRILLO PARKING LOT EXEMPTIONS

The following groups will be exempt from parking fees provided they comply with established procedures issued by the Park Services Parking Office.

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 Cabrillo Marine Aquarium
3. Attendees of Department sponsored events
4. Attendees of cosponsored Department, Cabrillo Marine Aquarium or Bathhouse events, with the approval of the Assistant General Manager or designee
5. City and County staff scheduled to work at facilities located at Cabrillo Beach
6. Fee exemptions may be extended to Friends of Cabrillo Marine Aquarium or volunteers with written approval by the Assistant General Manager or designee

## CABRILLO PARKING LOT ANNUAL PASS

**An Annual Beach Parking pass is available for purchase for \$150.00, and is valid at the following two (2) Los Angeles County beach parking lots:**

- [Grand Avenue](#)
- [White Point/Royal Palms](#)

### **RULES:**

- **The pass is valid for twelve (12) months from date of purchase.**
- **The pass is non-transferable from one vehicle to another, and the registered vehicle license plate number of the vehicle displaying on the pass must match the number submitted in the application.**
- **The pass cannot be used for RV's or vehicles over 20 feet long.**
- **Replacement for lost passes will cost the full amount.**
- **The pass is valid all -day Monday – Friday and on weekends in the fall, winter and spring.**
- **From Memorial Day Weekend through the last Sunday in September, the pass is only valid after 4:00 pm on weekends, Memorial Day, Independence Day and Labor Day.**



**CITY OF LOS ANGELES, DEPARTMENT OF RECREATION AND PARKS  
PARK SERVICES DIVISION: PROPOSED RATES AND FEES ADJUSTMENTS**

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FACILITY NAME: Harbor College Parking Lot

FACILITY DESCRIPTION: Parking Lot

DATE RATES AND FEES LAST ADJUSTED: 10/2017

<b>COLLECTED REVENUE IN 2019:</b>				
<b>PROJECTED REVENUE WITH NEW PROPOSED RATES:</b>				
<b>CURRENT RATES</b>			<b>PROPOSED RATES</b>	
ITEM	DESCRIPTION	RATE	ITEM	RATE
1	Parking Lot Stalls	\$1 Hr.	1	\$2.00 per Hr.
2	Filming	\$2 per car	2	\$2.00 per Hr.

COMPETITOR NAME USC Village Parking

<b>CURRENT RATES</b>		
ITEM	DESCRIPTION	RATE
1	Parking Lot Stalls	\$5.00 For 2 Hours

COMPETITOR NAME UCLA Pay Parking Lots

<b>CURRENT RATES</b>		
ITEM	DESCRIPTION	RATE
1	Pay parking stalls	\$21.00 for 2 Hours
2	Pay parking stalls	\$14.00 for 2 Hours
3	Pay parking stalls	\$8.00 for 2 Hours

**CITY OF LOS ANGELES, DEPARTMENT OF RECREATION AND PARKS  
PARK SERVICES DIVISION: PROPOSED RATES AND FEES ADJUSTMENTS**

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FACILITY NAME: Westwood Parking/Bad News Bears

FACILITY DESCRIPTION: Parking Lot

DATE RATES AND FEES LAST ADJUSTED: 10/2017

<b>COLLECTED REVENUE IN 2019:</b>				
<b>PROJECTED REVENUE WITH NEW PROPOSED RATES:</b>				
<b>CURRENT RATES</b>			<b>PROPOSED RATES</b>	
ITEM	DESCRIPTION	RATE	ITEM	RATE
1	Pay parking stalls in lot	\$1 Hr.	1	\$2 Hr.
2	Filming	\$2 per car per Hr.	2	\$2 per car per Hr.
3	Private Monthly/Annual parking rental	\$125 per Space \$1,500 Annually	3	\$138per Space \$1,656 Annually

COMPETITOR NAME Safety Park

<b>CURRENT RATES</b>		
ITEM	DESCRIPTION	RATE
1	Pay parking stalls	\$10.00 for 2 Hours

COMPETITOR NAME UCLA Pay Parking Lots

<b>CURRENT RATES</b>		
ITEM	DESCRIPTION	RATE
1	Pay parking stalls	\$21.00 for 2 Hours
2	Pay parking stalls	\$14.00 for 2 Hours
3	Pay parking stalls	\$8.00 for 2 Hours

**ADDITIONAL NOTES**

Private rentals are done by small companys in the area.

**CITY OF LOS ANGELES, DEPARTMENT OF RECREATION AND PARKS  
PARK SERVICES DIVISION: PROPOSED RATES AND FEES ADJUSTMENTS**

FACILITY NAME: Cabrillo Beach Parking Lot

FACILITY DESCRIPTION: Parking Lot

DATE RATES AND FEES LAST ADJUSTED: 10/2017

<b>COLLECTED REVENUE IN 2019:</b>				
<b>PROJECTED REVENUE WITH NEW PROPOSED RATES:</b>				
<b>CURRENT RATES</b>			<b>PROPOSED RATES</b>	
ITEM	DESCRIPTION	RATE	ITEM	RATE
1	Cabrillo Beach Parking Lot/ normal cars	\$1 Hr.	1	\$3 Hr.
		\$9 Max		\$9 Max
2	Cabrillo Beach Parking Lot/ trailers	\$2 Hr.	2	\$3 Hr.
	oversized/bus	\$15 Max		\$15 Max
3	Filming	\$2 per car	3	\$2 per car
		per Hr.		per Hr.
4	Annual Parking Pass	No Current Rate	4	\$150.00

COMPETITOR NAME: Will Rogers

<b>CURRENT RATES</b>		
ITEM	DESCRIPTION	RATE
1	Beach Parking Lot/ normal cars	\$8-\$13 per Hr.
2	Beach Parking Lot/ trailers	Double Daily Rate
	oversized/bus	

COMPETITOR NAME: White Point

<b>CURRENT RATES</b>		
ITEM	DESCRIPTION	RATE
1	Beach Parking Lot/ normal cars	\$8-\$10 per Hr.
2	Beach Parking Lot/ trailers	\$40.00 per Day
	oversized/bus	

**ADDITIONAL NOTES**

Most beaches charge flat rates due to peak hours and weekends, for example:

Venice Beach Weekdays: 6am-9am \$5 -9am-5pm \$9 - 5pm-10pm \$5

Weekends: 6am-8am \$9 - 8am-6pm \$18 - 6pm-10pm \$9

**CITY OF LOS ANGELES, DEPARTMENT OF RECREATION AND PARKS  
PARK SERVICES DIVISION: PROPOSED RATES AND FEES ADJUSTMENTS**

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FACILITY NAME: Hoover Parking Lot

FACILITY DESCRIPTION: Parking Lot

DATE RATES AND FEES LAST ADJUSTED: 10/2017

<b>COLLECTED REVENUE IN 2019:</b>				
<b>PROJECTED REVENUE WITH NEW PROPOSED RATES:</b>				
<b>CURRENT RATES</b>			<b>PROPOSED RATES</b>	
ITEM	DESCRIPTION	RATE	ITEM	RATE
1	Parking Lot Stalls	\$1 Hr.	1	\$2.00 per Hr.
2	Filming	\$2 per car	2	\$2.00 per Hr.

COMPETITOR NAME USC Village Parking

<b>CURRENT RATES</b>		
ITEM	DESCRIPTION	RATE
1	Parking Lot Stalls	\$5.00 For 2 Hours

COMPETITOR NAME Ampco Parking

<b>CURRENT RATES</b>		
ITEM	DESCRIPTION	RATE
1	Parking Lot Stalls	\$10-\$13 Per Hr.
2	Monthly Rates Per Stall	\$210.00

SHERMAN OAKS CASTLE PARK

(Revised ~~11/22~~, 1/26)

MINATURE GOLF PRICES

50% to be allocated to the Special Fund Account

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

**Individual Rates:**

		<b>Flex (New)</b>
Adults (13-64)	\$12.00	<b>\$8.00</b>
Children (5-12)	\$8.00	<b>\$6.00</b>
Children 4 and under	Free with paying adult	
Senior (65+)	\$8.00	<b>\$6.00</b>
<del>Early Bird</del>	<del>\$6.00</del>	

~~Saturday and Sunday 9 a.m. to 10:30 a.m.~~

Replays	\$5.00
Discount Coupons	\$2.00 off regular price round of golf
<b>Round of golf for promotional package</b>	<b>\$9.00</b>

\*round of golf sold to concessionaire at \$9 to be included in promotional package

**Group Rates (15 persons or more)**

Requires advance reservations and must be paid in a single transaction

Golf Only		<b>Flex (New)</b>
Adults	<b>\$10.00</b>	<b>\$6.00</b>
Children	<b>\$6.00</b>	<b>\$5.00</b>
Senior	<b>\$6.00</b>	<b>\$5.00</b>

Group Golf and Game Rates (15 or more persons)

~~Includes gamecard with \$5 in credit per person, requires advance reservation and must be paid in a single transaction. \$4.00 per person allocated to concessionaires~~

Includes gamecard with \$10 in credit per person, requires advance reservation and must be paid in a single transaction. \$8 per person allocated to concessionaire

Adults	<del>\$14.00</del>	<b>\$18.00</b>
Children/Seniors	<del>\$10.00</del>	<b>\$14.00</b>

**Golf Gift Card**

Good for one round of adult golf **\$12.00**

Good for one round of child/senior golf **\$8.00**

(50% balance to the Special Fund Account and 50% to the Department of Recreation and Parks General Fund Account)

**Birthday Party Packages — 12 guest minimum**

~~Majestic Package~~ ~~NEW~~ ~~\$30.00~~

~~(\$23.00 allocated to concessionaires; 50% balance to the Special Fund Account and 50% to the Department of Recreation and Parks General Fund Account)~~

~~Includes: one round of golf, \$20.00 game card, large slice of pizza, soft drink, use of party area for 2 hours, party hostess for 2 hours, decorations and paper goods, clean-up of party area, 3,000 tickets towards arcade prize redemption~~

~~Imperial Package~~ ~~—————~~ ~~\$12.95~~ ~~—~~ ~~**\$22.00**~~

~~(\$15.00 allocated to concessionaires; 50% balance to the Special Fund Account and 50% to the Department of Recreation and Parks General Fund Account~~

~~Includes: one round of golf, \$10.00 game card, large slice of pizza, soft drink, use of the party area for 2 hours, party hostess for 2 hours, decorations and paper goods, clean-up of party area~~

~~Royal Package~~ ~~—————~~ ~~\$10.95~~ ~~—~~ ~~**\$18.00**~~

~~(\$11.00 allocated to concessionaires; 50% balance to the Special Fund Account and 50% to the Department of Recreation and Parks General Fund Account~~

~~Includes: one round of golf, \$5.00 game card, large slice of pizza, soft drink, use of party area for 2 hours, party hostess for 2 hours, decorations and paper goods, clean-up of party area~~

~~Private Area Premium Use Fee:~~ ~~—————~~ ~~\$30.00~~ ~~—~~ ~~**\$40.00 per party**~~

~~(Gazebo, Boathouse and Flower Garden only, when added to Imperial or Royal Birthday Package)~~

**Party Reservations (New) \$300**

Includes party area for 2 hours and can bring outside food

(\$150 allocated to café concessionaire; 50% of balance to the Special Fund Account 50% to the Department of Rec and Parks General Fund Account)

Down payment required for ALL party reservations: **\$40.00**

To be credited toward final bill

**Golf for party reservation \$5.00 per person**

**Pavilion, Gazebo and Boathouse Hourly Rental:**

		<b>Flex (New)</b>
10 a.m. – 4 p.m. Monday through Friday, excluding holiday	<b>\$50.00</b>	<b>\$25.00</b>
4 p.m. – Closing	<b>\$50.00</b>	<b>\$25.00</b>
Weekends and Holidays	<b>\$100.00</b>	<b>\$50.00</b>

Must be paid in full to reserve

**FLEX RATE** For purposes of increasing utilization of facility by the public when demand is low or for promotional opportunities, the Park Services Supervisor or Superintendent may authorize a discount of the approved Individual/Group Golf Rates and hourly rentals of Party Areas. The decision to utilize a discount shall be based on analysis of past performance in the subject month/weeks period showing less than 50% utilization, and/or results of previous use of Flex Rate pricing if applicable, and/or preliminary data on paid individual/group golf or reservations within sixty (60) days showing less than 50% utilization.

**Birthday Party Cancellation Fee: \$40.00**

Cancellations prior to 30 days will receive a full refund

**Golf Course Exclusive Use Fee:**

Course rentals will be considered on a case-by-case basis depending on public demand. One-third of the courses will be accessible to the public at all times. Exclusive use fee must be paid in full to reserve.

Monday through Friday prior to 4 p.m.	<del>\$200.00 per hour/per course</del>	<b>\$250.00</b>
Monday through Thursday after 4 p.m.	<del>\$300.00 per hour/per course</del>	<b>\$350.00</b>
Friday, Saturday, Sunday and Holiday	\$500.00 per hour/per course	

**Film Use:**

During open hours:

- Use of Golf Course will be charged the Exclusive Use Fee
- Grounds Use Fee of \$150.00 per hour will be charged for use of non-golf course areas excluding the arcade, batting cage and café. Areas include green areas adjacent to courses, entrances, walkways, landings and party areas
- Parking Lot Fee of \$150.00 per hour will be charged for up to a maximum of 60 vehicles or the truck length equivalent. Catering is not allowed on the premises

During closed hours:

Use of facility including parking lot: \$300.00 per hour

Parking Lot only: \$100.00 per hour

Cancellation Policy for Exclusive Use of Golf Course and Filming:

Cancellation prior to 24 hours: No Charge

Cancellation within 24 hours: \$200.00

**Complimentary Golf Passes – a maximum of 1500 per calendar year may be issued**

**Sherman Oaks Castle Park Buyout Fee (Private Events)**

(Fee in addition to rates and fees)

Monday – Thursday **\$3,000**

Friday **\$5,000**

TRAVEL TOWN MUSEUM  
 (~~Revised 07/08~~) (New 1/26)

All charges will be levied on the basis of the area of the Museum to be used and hours of use. Only car rentals (non-admission) and picnic rentals (non-admission) can be conducted during operating hours, Monday – Sunday. ~~Closed December 25. Closed Thanksgiving Day and Christmas Day.~~

**FACILITY USE FEES**

*50% to be deposited to **the** Travel Town **Special Fund Account**;  
 50% to the **Department of Recreation and Parks General Fund Account***

~~Operating Hours ————— \$100 ————— \$30 ————— \$300 ————— \$90~~

~~Locomotive Pavilion ————— \$400 ————— \$100 ————— \$1,200 ————— \$300~~

~~————— Groups of ————— 1- 50 (2 or 3 tables) ————— \$50.00 —  
 ————— 51- 75 (4 tables) ————— \$75.00 —~~

**Picnic area - Rental time is from 10:00 a.m.– 4:30 p.m.**

~~\$100.00 (\$75.00 Basic fee + \$25.00 deposit refunded if picnic area is left clean)  
 \$25.00 for each additional table used  
 \$35.00 Cancellation fee  
 \$250.00 (\$200 basic Fee + \$50 refundable cleaning and security deposit)  
 \$ 50.00 Cancellation fee~~

**Train Car - Rental is for a three-hour period**

~~\$200.00 (\$150.00 basic fee + \$50.00 deposit refunded if car is left in condition found)  
 \$25.00 for each adjacent table used  
 \$20.00 for each additional ½ hour  
 \$75.00 Cancellation fee~~

~~**\$350.00 (\$300.00 Basic fee + \$50 refundable cleaning and security deposit)  
 \$100.00 Cancellation fee**~~

Cancellation fee policy: A cancellation fee is charged if party is cancelled ~~except in the case of sufficient rain to close train ride.~~

Reservations for use of designated picnic areas may be made for groups of various sizes up to ~~100~~ 30.

Exclusive approved use except non-admission car rentals and picnic rentals, including filming and other photographic type activities of Travel Town, its parking lot, or any portion of its premises except the Railroad Cars, is allowed only after or before regular public operation hours..

**Any use, including fundraising, of outdoor exhibit area or spaces will be charged the After Hours rate.** Use of Historic Railroad equipment is subject to negotiation but cannot involve alteration of equipment or any potential damage to equipment.

#### ADDITIONAL CHARGES

##### Staff Fees

At the discretion of the Museum Director, some events or activities may require additional maintenance security, traffic control, and/or event monitor staffing, due to size, location, scope of activities, or other factors. Part-time staff fees are established in the GENERAL INFORMATION section. Full-time staff fees will be charged at the current overtime rate. ~~Docents in historic dress will be charged as part-time staff.~~ Security will be assigned and charged according to current General Services contract security rates per hour.

##### Parking Only

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 Travel Town Square Fee will apply.

~~Parking between 9:00 a.m. and 5:00 p.m.~~

<del>15 cars or less</del>	<del>\$ 75.00 per hour or portion thereof</del>
<b>More than 15 cars</b>	<b>\$250.00 per hour</b>

<del>More than 15 cars, or any number of vehicles if catering trucks, semi-pulled trailers, or other oversized vehicles are included:</del>	<del>\$250.00 per hour or portion thereof</del>
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	Public Operation Hours	After Hours (only)
Car Clean-up Deposit	\$40.00	\$150.00
Picnic Area Clean-up	\$25.00	-----
Outdoor Exhibit Spaces		\$250.00
<del>Parking between 5:00 p.m. and 9:00 a.m.</del>	<del>\$ 25.00 per hour or portion thereof</del>	

##### Refundable Deposits

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AFTER HOURS RENTAL RATE

	<u>Private or Non-Admission Use</u>		<u>Admission Charged for Fundraising Event</u>	
	<u>1<sup>st</sup> 3 hrs</u>	<u>Each Add'l Hour</u>	<u>1<sup>st</sup> 3 hrs</u>	<u>Each Add'l Hour</u>
Car Rental	<del>\$250.00</del> <b>\$325.00</b>	<del>\$ 50.00</del> <b>\$ 65.00</b>	<del>\$ 600.00</del> <b>\$ 750.00</b>	<del>\$150.00</del> <b>\$200.00</b>
Entire Facility	<del>\$800.00</del> <b>\$1000.00</b>	<del>\$200.00</del> <b>\$250.00</b>	<del>\$2,400.00</del> <b>\$3,000.00</b>	<del>\$600.00</del> <b>\$750.00</b>
Locomotive Pavilion Exhibit Hall (including Holden's Corner), Arcadia	<del>\$400.00</del> <b>\$500.00</b>	<del>\$100.00</del> <b>\$125.00</b>	<del>\$1,200.00</del> <b>\$1,500.00</b>	<del>\$300.00</del> <b>\$375.00</b>
Depot, Gallery (each)	<del>\$200.00</del> <b>\$250.00</b>	<del>\$ 50.00</del> <b>\$ 75.00</b>	<del>\$ 600.00</del> <b>\$ 750.00</b>	<del>\$150.00</del> <b>\$200.00</b>
Travel Town Square	<del>\$400.00</del> <b>\$500.00</b>	<del>\$100.00</del> <b>\$125.00</b>	<del>\$1,200.00</del> <b>\$1,500.00</b>	<del>\$300.00</del> <b>\$375.00</b>
Pre-Post Event to all above	<del>\$ 50.00/hr</del> <b>\$ 75.00/hr</b>		<del>\$ 150.00/hr</del> <b>\$ 200.00/hr</b>	
Cancellation Fees (after hour use only)				
Outdoor Exhibit Spaces			30% of all fees	
Car Rental			30% of all fees	

ELYSIAN PARK – MONTECILLO DE LEO POLITI LODGE (OLD LODGE)  
 (Revised 06/08 ~~07/10~~)

FACILITY USE FEES

40% ~~75%~~ to be deposited in the Department of Recreation and Parks General Fund Account  
 60% ~~25%~~ to be deposited in the Special Fund Account for Elysian Park.

	<u>First 4 hours</u>	<u>Each additional hour</u>
Weekdays	<del>\$100.00</del> <del>\$150.00</del> \$225	<del>\$30.00</del> <del>\$50.00/hour</del> \$75.00
Fridays, Weekends, and Holidays	<del>\$200.00</del> <del>\$250.00</del> \$375	<del>\$60.00</del> <del>\$100.00/hour</del> \$150.00

ALCOHOL USE FEE

~~\$200.00~~ \$250.00

(Beer and Wine only)

1 Security guard in addition to a monitor must be present.

FULL PAYMENT DUE WITHIN 10 DAYS OF RESERVATION

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.

CANCELLATION FEE

100% of fees to be deposited in the Elysian Park Special Fund Account.

91 days or more prior to event	10% of rental fees
61 – 90 days prior to event	20% of rental fees
31 – 60 days prior to event	30% of rental fees
30 days or less prior to event	40% of rental fees
61+ days prior to event	50% of collected fees
60 or less days prior to event	100% of collected fees

SPECIAL USE FEE

~~\$110.00~~ ~~\$150.00~~ \$200.00

Special use of Montecillo De Politi Lodge is available 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 his/her designee.

ELYSIAN PARK – SECTION #9 AND BISHOP CANYON PICNIC AREAS  
 (Revised ~~06/08-07/10~~)

FACILITY USE FEES

40% ~~75%~~ to be deposited in the Department of Recreation and Parks General Fund Account  
 60% ~~25%~~ to be deposited in the Elysian Park Special Fund Account.

Groups of	1 – 50 persons	\$ <del>75.00</del>	<del>\$100.00</del>	\$150.00
Groups of	51 – 100 persons	\$150.00	<del>\$175.00</del>	\$250.00
Groups of	101 – 300 persons	\$325.00	<del>\$400.00</del>	\$560.00
Groups of	301 – 500 persons	\$450.00	<del>\$500.00</del>	\$700.00
Groups of more than	500 persons	Negotiated		

ADDITIONAL CHARGES

Reservations over 100 persons - add <sup>\$75.00</sup> ~~\$ 50.00~~ non-refundable maintenance fee to the Special Fund Account.

Moonbounce Permitting Fee <sup>\$40.00</sup> ~~\$20.00~~ per day (100% to the Special Fund Account)

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

**Full payment due within 10 days of reservation.**

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.

CANCELLATION FEE

**100% of fees deposited into the Elysian Park Special Fund Account.**

91 days or more prior to event	10% of rental fees
61 – 90 days prior to event	20% of rental fees
31 – 60 days prior to event	30% of rental fees
30 days or less prior to event	40% of rental fees
61 + days prior to event	50% of collected fees
60 days or less prior to event	100% of collected fees

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

Activity Fees Special Fund Account  
 100% to Griffith Park Events ~~MRP Fund Account~~

Moonbounce - ~~\$20.00~~ per day (non-refundable) \$40.00  
*Moonbounce companies must have a current approved insurance endorsement on file with the Office of the City Administrative Officer (CAO).*

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

Utility - ~~\$25.00~~ (each for electricity, gas or water) \$100.00

Griffith Park Staff Fees Special Fund Account  
 100% to Griffith Park Events ~~MRP Fund Account~~ Special Fund Account  
 (All employee wages will be paid through the Griffith Park Events ~~MRP Fund Account~~)

Park Activity Monitor	<del>\$38.00</del> per hour, per person (minimum of 2 hours)	\$50.00
Park Services Traffic Control Security	<del>\$38.00</del> per hour, per person (minimum of 2 hours)	\$50.00
	Security Service fee required for all special events.	
	Charge based on actual cost.	12
Park Maintenance	Full-time rate at the current step <del>5</del> overtime rate	
	(minimum of 2 hours for load in and 2 hours for load out)	
Park Ranger	Full-time rate at the current step <del>5</del> overtime rate	
	(minimum of 2 hours)	12

*At the discretion of the Park Services Supervisor, some events or activities may require additional maintenance, security, traffic control, and/or event monitor staffing, due to size, location, scope of activities, or other factors.*

**DEPARTMENT SPONSORSHIP**

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

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

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

**Park Use Fee**

~~100%~~ to the Department of Recreation and Parks ~~General Fund Account~~ 40% General Fund Account  
60% Griffith Park Special Fund

<u>Number of Cars</u>	<u>Fee*</u>
Maximum 200	<del>-\$875.00</del> \$1,225.00

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

**Cancellation Fee**

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

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

**Refundable Damage/Cleanup Deposit Fee**

Minimum flat rate refundable deposit of \$500.00

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

**Payment of Fees**

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

**Staffing**

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

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

**Park Use Fee**

*40% to the Department of Recreation and Parks General Fund Account*

~~*45% to Griffith Park Events MRP Fund Account*~~

~~*15% to Griffith Park Special Fund Account*~~ 60% to Griffith Park Special Fund Account

	<u>First 3 hours*</u>	<u>First 5 hours*</u>	<u>Each additional hour</u>
<b>Youth Cross Country Meets (all schools)</b>	<del>-\$195.00</del> \$280.00		<del>-\$30.00</del> \$75.00
<b>Non-profit organizations (all races)</b>		<del>-\$600.00</del> \$1,050.00	<del>-\$90.00</del> \$150.00
<b>For-profit and commercial entities (all races)</b>		<del>-\$1,875.00</del> \$2,800.00	<del>-\$270.00</del> \$375.00

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

**Cancellation Fee**

~~*100% to Griffith Park Events MRP Fund Account*~~ Special Fund Account

61+ days prior to event - 50% of fees

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

**Refundable Damage/Cleanup Deposit**

Minimum flat rate refundable deposit of \$500.00

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

**Payment of Fees**

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

**Staffing**

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

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

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

**Reservation Fee**

*60% to the Department of Recreation and Parks General Fund Account 40% General Fund Account*  
~~*20% to Griffith Park Events MRP Fund Account*~~  
~~*20% to Griffith Area Special Fund Account*~~ 60% to Griffith Park Special Fund Account

**Picnics**

1 – 100 persons                    ~~\$100.00~~ \$150.00

**Group and Company Picnics**

1011 – 250 persons                ~~\$435.00~~ \$610.00  
251 – 500 persons                 ~~\$615.00~~ \$860.00  
501 – 800 persons                 ~~\$795.00~~ \$1,115.00

**Payment of Fees**

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

**Staffing**

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

**Cancellation Fee**

*100% to Griffith Park Events MRP Fund Account Special Fund Account*

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

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

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

**Facility Use Fees**

*100% to the Department of Recreation and Parks General Fund Account*      40% General Fund Account  
60% Griffith Park Special Fund

<u>Anticipated Attendance</u>	<u>Use Fee</u> <u>(Free Admission)</u>	<u>Use Fee</u> <u>(Admission Charged)</u>
1 – 100 persons	<del>-\$150.00</del> \$210.00	<del>-\$300.00</del> \$420.00
101 – 300 persons	<del>-\$300.00</del> \$420.00	<del>-\$600.00</del> \$840.00
301 – 500 persons	<del>-\$500.00</del> \$700.00	<del>-\$1,000.00</del> \$1,400.00
501 – 800 persons	<del>-\$800.00</del> \$1,120.00	<del>-\$1,600.00</del> \$2,240.00
801 plus persons	negotiated*	negotiated*

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

**Vendor Fees**

*100% to Griffith Park Events*      Special Fund Account  
~~MRP-Fund-Account~~

		Per day per activity area (10 x 10 equivalent)
Public Agency/Education booths (no sales of any kind)	-	No Fee
Non-Profit Organizations (may have sales)	-	<del>-\$60.00</del> \$85.00
For-Profit Organizations (may have sales)	-	<del>-\$120.00</del> \$170.00
Commercial Entities (purpose is display of company logo, product, name, and/or commercial sales are conducted)	-	<del>-\$240.00</del> \$340.00

**Cancellation Fee**

*100% to Griffith Park Events*      Special Fund Account  
~~MRP-Fund-Account~~

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

**Payment of Fees**

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

**Refundable Damage/Cleanup Deposit**

Minimum flat rate refundable deposit of \$500.00

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

**Special Use**

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

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

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

**Staffing**

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

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

RESERVATION FEES

Facility Use Fee

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

~~33.4%~~ to the Department of Recreation and Parks General Fund Account 40% General Fund Account  
~~33.3%~~ to the Griffith Park Events MRP Fund Account  
~~33.3%~~ to the Griffith Park Special Fund Account 60% Griffith Park Special Fund

(No per-horse charge) \$150.00  
Martinez Arena ~~\$250.00~~ \$450.00

Additional Fees

Refundable security/clean-up deposit \$50.00 minimum

Refundable Damage/Cleanup Deposit

Minimum flat rate refundable deposit ~~\$200.00~~ \$400.00

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

Cancellation Fee

Special Fund Account

100% to Griffith Park Events ~~MRP Fund Account~~

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

Payment of Fees

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

Staffing

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

For booth or sales activity

See SPECIAL EVENTS/FUNDRAISING section, Vendor Fees

Vendor Fee

Special Fund Account

100% to Griffith Park Events ~~MRP Fund Account~~

	Per day per activity area (10 x 10 equivalent)
Public Agency/Education booths (no sales of any kind)	- No Fee
Non-Profit Organizations (may have sales)	- <del>\$ 60.00</del> \$85.00
For Profit Organizations (may have sales)	- <del>\$120.00</del> \$170.00
Commercial Entities (purpose is display of company logo, product, name, and/or commercial sales are conducted)	- <del>\$240.00</del> \$340.00

Insurance

See INSURANCE REQUIREMENTS

## PERSHING SQUARE

(Revised ~~10/17~~ 1/26)

Pershing Square is an outdoor concert and **special** event center located in the heart of Downtown Los Angeles. The facility occupies an entire city block, is approximately five acres, and has an estimated maximum capacity of ~~7,000~~ **8,000** people. Pershing Square is a popular location for filming, **music concerts, special** and recreational events.

92% of the fees will be deposited into the Special Fund Account for Pershing Square with 8% deposited into the Finance Special Fund Account.

### FILM FEES

First two hours	<del>\$450.00</del> <b>\$550.00</b>
Each additional hour	<del>\$125.00</del> <b>\$150.00</b>
Maintenance/breakage fees	<del>\$600.00</del> <b>\$1,000.00</b> ( <del>\$400.00</del> <b>\$650.00</b> refundable if no damage)
Catering Fee	<del>\$250.00</del> <b>\$350.00</b>
Student Films	<del>\$50.00</del> <b>\$100.00</b> (4 hours maximum, one day only)
Still photos	<del>\$100.00</del> \$200.00 every two hours ( <del>1-camera</del> )

These fees are for the use of Pershing Square. Staff will determine additional cost for unique situations or activities. All fees must be paid in full at least 48 hours prior to **the** permit. The Park Film Office **must provide written approval and permission prior to booking.**

### INSURANCE REQUIREMENTS

Permit holders must submit proof of insurance by a licensed carrier to the City Administrative Officer (CAO) of the City of Los Angeles at least seven days prior to the scheduled event. The insurance policy must meet all of the requirements specified by the CAO for such coverage, and must be submitted via ~~Track4LA~~ **Kwikcomply.org**.

### PORTABLE SANITARY FACILITY REQUIREMENT

Permit holders must meet requirements of **the** American with Disabilities Act (ADA) and Health Department Standards and provide one (1) ADA compliant portable sanitary facility for every 200 (or fraction thereof) participants.

EVENT NON-FEE GENERATING

First 2 hours

~~\$600.00~~ **\$700.00**

Each additional hour

~~\$100.00~~ **\$125.00**

EVENT FEE GENERATING/EXCLUSIVE USE

First 2 hours

~~\$700.00~~ **\$800.00**

Each additional hour

~~\$120.00~~ **\$150.00**

Plus 20% of tickets sales **and alcohol sales**

**Plus 10% of merchandise sales**

SPECIAL USE FOR CITY AGENCIES AND DEPT. SPONSORED GROUPS

Special Use Fee

Flat rate (or at the discretion of  
~~Superintendent~~ **Assistant General  
Manager**)

Special use of Pershing Square is available for City agencies and Department sponsored groups, negotiated by the ~~Superintendent~~ **Assistant General Manager or his/her designee.**

EVENTS WITH ALCOHOL USAGE

Types of Bar Services

Use Fee

Non-fee generating Bar Service

~~\$300.00~~ **\$400.00** Service Fee

Fee Generating Bar Service (sales)

~~\$300.00~~ **\$400.00** plus 20% of gross sales

Accountability of gross sales may be subject to Department audit.

EVENTS WITH CATERING

Flat Rate

Food Truck/Food Booth

~~\$50.00~~ **\$100.00** per day **per vendor**

STAGE FEE

Stage (Palm Tree Area)

~~\$300.00~~ **\$500.00** per event

AUDIO SYSTEM AND STAFF

Large Audio Equipment ~~& Staff~~

~~\$1,500.00 + \$22/hr staff~~ **\$2,000.00**

Small Audio Equipment ~~& Staff~~

~~\$750.00 + \$22/hr staff~~ **\$1,000.00**

UTILITY FEE

Electrical hook-up	<del>\$50.00</del> <b>\$75.00/hr</b>
Water	<del>\$50.00</del> <b>\$75.00/hr</b>
<b>Trash Dumpster (40yd minimum)</b>	<b>\$1,000.00 per dumpster</b>

PRODUCTION PROMOTION (Need to explain restrictions)

Flat Rate	\$1,000 per day, per vendor, per display
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VENDOR FEES

Merchandise Booth	\$100.00 per vendor, per day
Artisan Booth	\$50.00 per vendor, per day
Non-Profit Organization (sales/fundrasers)	<del>\$50.00</del> <b>\$75.00</b> per vendor, per day
Non-Profit Organization (exhibit only)	\$25.00 per vendor, per day

FOOD VENDOR

Vendors must provide, in advance, all Recreation and Parks Department required permits and insurance.

Catering/No Sales	\$200.00 per day
Catering/Sales	\$200.00 per day <b>plus 10% of sales</b>
Food Truck <del>Friday's</del> Event (up to 4 trucks per Friday)	\$1,000.00 per month
<b>Farmer's Market</b>	<b>\$2,500.00 per event</b>

~~CAFÉ (not under use of concessions)~~

~~Use of Café including electrical hook up — \$200.00/day and water~~

Permittee is responsible for obtaining all required health department permits and insurance, and posting insurance on ~~Track4LA~~ **Kwikcomply.org**.

**ADDITIONAL EVENT AND EQUIPMENT RENTAL FEES**

<b>Maintenance/breakage fees</b>	<b>\$1,000.00 (\$650.00 refundable if no damage)</b>
<b>Standard Electrical Cords</b>	<b>\$5.00 each</b>
<b>50 Amp Electrical Cords (50ft)</b>	<b>\$20.00 each</b>
<b>50 Amp Electrical Cords (100ft)</b>	<b>\$40.00 each</b>
<b>Cable Ramps</b>	<b>\$10.00 each</b>
<b>Power Distribution Box</b>	<b>\$75.00 each</b>
<b>7' Crowd Control Barricade</b>	<b>\$10.00 each</b>
<b>10'x10' Canopy/Tent</b>	<b>\$50.00 each</b>
<b>Canned Spotlight</b>	<b>\$10.00 each</b>
<b>50' Tent Lighting</b>	<b>\$25.00 each</b>
<b>Tables</b>	<b>\$8.00 each</b>
<b>Chairs</b>	<b>\$1.50 each</b>
<b>Sofa Bench</b>	<b>\$50.00 each</b>
<b>Green Room</b>	<b>\$80.00 per day</b>
<b>Trash Cash w/ Liner</b>	<b>\$5.00 each</b>

**STAFF FEES**

Management will determine what additional personnel will be required, based on the scope of the event and the number of people anticipated. An estimated cost will be provided in advance, but permittee will be charged the actual cost of services provided on the day(s) of the event.

If full-time staff is required for the event/activity, permittee will be charged at the current staffing rate plus 8% administrative fee. Overtime rates will be charged as needed.

Potential additional staff include: Event monitor(s), maintenance staff, security staff, **parking attendants, traffic control, lifesaving, and electricians** as needed.

**PAYMENT OF FEES**

**For a 72 hours hold for a specific date a \$100 non refundable deposit will be required and facility permit application. If the event is not confirmed after 72 hours the date will be released.**

For an event reservation a deposit of 50% of the invoiced fee must be paid more than 91 days in advance of the scheduled event. The remaining 50% is due 10 days prior to the event.

The schedule of forfeiture of a deposit if reservations are canceled are as follows:  
Cancellations 91 or more days prior to the event is 25% of the deposit; 61 to 90 days is 50% of the deposit; and, 60 to **31 days is 75%; 30 days** or less prior to the event will result in forfeiture of 100% of the deposit.

(City Agencies and Department Sponsored Groups) deposit fee is determined by the Assistant General Manager or his/her designee.