



# **FACILITY RENTAL FEES MASTER FEE SCHEDULE**

# PARKS, RECREATION & COMMUNITY SERVICES

## CATEGORIES AND PAYMENT OF FEES

**Recreation Fees**

The Base Fees which have been incorporated as part of the proposed Master Fee Schedule for the Parks, Recreation, and Community Services Department may be set in consideration of the City’s full cost including overhead, adjusted to reflect cost recovery targets by program area. The Parks, Recreation and Community Services Department will have differentiated fees for residents, non-residents, and commercial users.

**Categories**

Any group utilizing City of Imperial Beach facilities will be classified in one of the following categories for the purpose of determining the payment of fees. There shall be a differential in payment rates between residents, non-residents, government entities, education, commercial and not-for-profit customers as follows.

	<b>Category</b>	<b>Description</b>	<b>Fees</b>
<b>1</b>	<b>Department/City Programs</b>	City of Imperial Beach events or programs	No Payment of Fees
<b>2</b>	<b>City Co-Sponsored Events</b>	Events co-sponsored by the City of Imperial Beach	Fee waivers are determined by City Council and set by policy. Nowaiver of application or staff fees
<b>3</b>	<b>Government Agencies</b>	Government Agency	Payment of Staff Fees (Full-Cost)
<b>4</b>	<b>Residents / Imperial Beach Schools/Imperial Beach Non-Profits</b>	Residents of Imperial Beach or owners of residential property in in Imperial Beach, or, Schools located in Imperial Beach (Does not include private schools), not-for-profit civic, social, or service organizations (identified with a 501© (3) tax status) and have an Imperial Beach address whose membership must be comprised of at least 75% City of Imperial Beach	Payment of Fees as set in the Master Fee Schedule

		residents. Example: Residents and homeowners who address and zip code are within Imperial Beach; schools that have Imperial Beach zip code	
5	<b>Non-Residents/Schools located outside of Imperial Beach/Non-Profits located outside of Imperial Beach</b>	Non-Residents, Schools not within city boundaries, youth organizations and non-profit civic service, and social organizations that are not Imperial Beach-based; nonresident private groups based by title or address or less than 50% Imperial Beach resident membership	Payment of Fees as set in the Master Fee Schedule
6	<b>Commercial / For Profit Business in Imperial Beach</b>	Businesses, commercial organizations, or users who do not fit into other classifications with an Imperial Beach address. Examples: Profit making organizations, events that charge a fee, seminars, film companies, company training, club sport teams/leagues	Payment of Fees as set in the Master Fee Schedule
7	<b>Commercial / For Profit Businesses outside of Imperial Beach</b>	Businesses, commercial organizations, or users who do not fit into other classifications and do not have an Imperial Beach address. Examples: Profit-making organizations, events that charge a fee, seminars, film companies, company	Payment of Fees as set in the Master Fee Schedule

		training, club sport teams/leagues	
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**Resident**

A resident shall be considered any person residing within the City limits, or any person owning property in the City (“Resident”). In order to qualify for Resident pricing, the Resident must provide proof of residency or property ownership, by one of the following methods:

- A. Valid California Driver’s License, or official identification (“I.D.”) card issued by the Department of Motor Vehicles for non-drivers, displaying a City address on the license or I.D.
- B. Current month utility bill, in the Resident’s name, for an address within the City
- C. Current year property tax statement, in the Resident’s name, for an address within the City.
- D. Students attending schools in Imperial Beach with valid current school year I.D.

**Non-profit**

Non-profit generally means an organization organized or incorporated for educational, civic, charitable, religious, or cultural purposes, having a bona fide membership, where proceeds, if any, arising from its activities are used for the purpose of such organization and may not be used for the individual benefit of the membership of such organization. In order to qualify for Non-profit pricing, proof of non-profit status must be provided in the form of a current State of California Non-profit Tax ID number.

**For-profit**

For-profit means any organization that fails to qualify as non-profit per the above definition, or any individual, operating a commercial enterprise for the purpose of monetary gain and utilizing City facilities for that purpose, regardless of residency status.

**Fee Adjustments**

All fees in Master Fee Schedule for Parks, Recreation and Community Services shall be adjusted annually as set forth in the resolution approving the Master Fee Schedule.

# FACILITY RENTALS

These rentals include reservations of City facilities and buildings such as the Senior Community Center meeting rooms, Dempsey Center meeting room, and other City facilities. City staff are required to be onsite during these rentals.

Examples of facility rentals include:

- A group gathering for a baby or wedding shower at the Senior Community Center
- Educational or government symposium or townhall style meeting at the Dempsey Center
- Organization meeting in the City Hall Community Room

Fees are assessed in this order:

1. Application/Processing Fee
2. Deposit
3. Rental Fee
4. Add-On Fees
5. Amendment Fees

FACILITY RENTAL FEES	FEE TYPE	RESIDENT	NON-RESIDENT
<b>Application/Processing Fee</b>	Flat	\$75	\$90
<b>Deposit</b>	Deposit	\$500	\$600
<b>Alcohol Deposit</b>	Deposit	\$500	\$600
<b>Amendment Fees</b>	Flat	\$10	\$10

FACILITY RENTAL FEES BY LOCATION	FEE TYPE	RESIDENT	NON-RESIDENT
<b>DEMPSEY CENTER</b>			
<b>During Work Hours – Minimum of 2-hour rental</b>			
Meeting Room – First 2 hours	Flat	\$60	\$72
Meeting Room – Each additional hour	Per Hour	\$30	\$36
<b>After Work Hours – Minimum of 4-hour rental</b>			
Meeting Room – First 4 hours	Flat	\$184	\$221
Meeting Room - Each additional hour	Per Hour	\$46	\$55
<b>Weekend Hours – minimum of 4-hour rental</b>			
Meeting – First 4 hours	Flat	\$240	\$288
Meeting Room – Each additional hour	Per Hour	\$60	\$72
<b>SPORTS PARK COMMUNITY CENTER</b>			
<b>During Work Hours – minimum of 2-hour rental</b>			
Meeting Room – First 2 hours	Flat	\$75	\$90
Meeting Room with Kickenet – First 2 hours	Flat	\$85	\$102
Full Court Sports Gym – First 2 hours	Flat	\$130	\$156
Meeting Space / Assembly Gym – First 2 hours	Flat	\$75	9
Outdoor Court – First 2 hours	Flat	\$40	\$48
All Rooms – Each additional hour	Per Hour	\$30	\$36
<b>After Work/Weekend Hours – minimum of 4-hour rental</b>			
Meeting Room – First 4 hours	Flat	\$125	\$150
Meeting Room with Kickenet – First 4 hours	Flat	\$150	\$180
Full Court Sports Gym – First 4 hours	Flat	\$260	\$312

Meeting Space / Assembly Gym – First 4 hours	Flat	\$125	\$150
Outdoor court – First 4 hours	Flat	\$80	\$96
All Rooms – Each additional hour	Flat	\$60	\$72
<b>COMMUNITY ROOM – CITY HALL RENTALS (GOVERNMENT &amp; EDUCATION)</b>			
<b>During Work Hours - minimum of 2-hour rental</b>	Flat	\$60	\$72
Each additional hour	Per Hour	\$46	\$55
<b>After Work / Weekend Hours- minimum of 4-hour rental</b>	Flat	\$72	\$85
Each additional hour	Per Hour	\$55	\$66
<b>Weekend Hours – minimum of 4-hour rental</b>	Flat	\$240	\$288
Meeting Room – Each additional hour	Per Hour	\$60	\$72
<b>SENIOR COMMUNITY CENTER</b>			
<b>During Work Hours – minimum of 2-hour rental</b>			
Room #1 (Large Room & Kitchen) – First 2 hours	Flat	\$100	\$120
Room #2 (No Kitchen) – First 2 hours	Flat	\$80	\$96
Patio – First 2 hours	Flat	\$70	\$84
All Rooms – Each additional hour	Per Hour	\$35	\$42
<b>After Work / Weekend Hours -minimum of 4-hour rental</b>			
Room #1 (Large Room & Kitchen) – First 4 hours	Flat	\$150	\$180
Room #2 (No Kitchen) – First 4 hours	Flat	\$125	\$150
Patio – First 4 hours	Flat	\$120	\$120
All Rooms – Each additional hour	Per Hour	\$60	\$60
<b>OTHER COMMUNITY CENTER</b>			
<b>During Work Hours – minimum of 2-hour rental</b>			
Meeting Room – First 2 hours	Flat	\$95	\$114
Meeting Room 1 & 2 – First 2 hours	Flat	\$175	\$210
Meeting Room 2 & 3 – First 2 hours	Flat	\$175	\$210
All Meeting Rooms (1, 2 &3) – First 2 hours	Flat	\$230	\$276
Classroom 1 – First 2 hours	Flat	\$95	\$114
Classroom 2 – First 2 hours	Flat	\$95	\$114
Outdoor Courtyard – First 2 hours	Flat	\$55	\$66
All Rooms - Each additional hour	Per Hour	\$90	\$108
<b>After Work/Weekend Hours – minimum of 4-hour rental</b>			
Meeting Room			
Meeting Room – First 2 hours	Flat	\$145	\$174
Meeting Room – 1 & 2 – First 4 hours	Flat	\$225	\$270
Meeting Room - 2 & 3 – First 4 hours	Flat	\$225	\$270
All Meeting Rooms (1, 2, & 3) – First 4 hours	Flat	\$280	\$336
Classroom 1 – First 4 hours	Flat	\$145	\$174
Classroom 2- First 4 hours	Flat	\$145	\$174
Outdoor Courtyard-First 4 hours	Flat	\$105	\$126
All Rooms – Each additional hour	Per Hour	\$90	\$108

<b>FACILITY RENTAL ADD ON FEES</b>	<b>FEE TYPE</b>	<b>RESIDENT</b>	<b>NON-RESIDENT</b>
<b>Staffing Fees for Room Rentals and Special Event Assistance</b>			
Park Rangers	Per Hour	\$35	\$42
Parks and Recreation Staff	Per Hour	\$35	\$42
<b>Equipment</b>			
Audio Visual Equipment	Flat	\$175	\$210
Stage/Riser Fee	Flat	\$60	\$72
Patio Heater Fee	Flat	\$40	\$48
Dance Floor Rental Fee	Flat	\$80	\$96
<b>Alcohol</b>			
Less than 100 guests	Per Event	\$316	\$316
More than 100 guests	Per Event	\$421	\$421
Security Guard Fee	Actual Cost	Actual Cost	Actual Cost

## ADD ON FEES - SPECIAL EVENTS & RENTALS

For each type of event, there is a possibility of incurring additional fees during the permitting and event planning process. For example, additional fees will be assessed for street closures, sound amplification, food/sales/info booths, air jumps, staffing, cleaning, alcohol, tent/canopy fees, etc.

Other Special Event Fees	FEE TYPE	RESIDENT	NON-RESIDENT
<b>Air Jump Fee</b>			
Fee per inflatable (10 x 10 or less)	Flat	\$50	\$60
Fee per inflatable (15 x 15 or less)	Flat	\$75	\$85
<b>Sound Amplification Permit</b>			
	Per Day	\$100	\$120
<b>Generator Use Fee – Per Generator</b>			
	Flat	\$60	\$72
<b>Tent/Canopy Fee</b>			
	Flat	\$50	\$60
<b>Multiple Day Special Event</b>			
Day 2	Flat	\$325	\$390
Each Additional Day	Each	\$250	\$300
<b>Special Event Series (each)</b>			
	Flat	\$475	\$570
<b>Bollard/Barricade Installation Fee</b>			
	Per Bollard Segment	\$45	\$54
<b>Snack Bar Rental Fee</b>			
	Per Day	\$237	\$284
<b>Reserved Parking Closure Fee (Street Parking)</b>			
	Flat	\$120	\$144
<b>Parking Lot Rental (entire City owned lot)</b>			
	Flat	\$250	\$300
<b>Electrical Fee</b>			
Processing Fee Per Pedestal	Flat	\$88	\$105
Twist lock rental (each)	Flat	\$55	\$83
<b>Cleaning Fee</b>			
Special Event	Flat	\$175	\$210
Park Use	Flat	\$150	\$180
Commercial Cleaning	Flat	\$210	\$210
<b>Alcohol Fee</b>			
Less than 100 guests	Per Event	\$316	\$316
100 + guests	Per Event	\$421	\$421
Security Guard Fee	Actual Cost	Actual Cost	Actual Cost
<b>Parks &amp; Events Staffing Fees (during event)</b>			
Lifeguards	Per Hour	\$105	\$105
Fire – Medical Aid	Per Hour	\$173	\$173
Fire Marshal	Per Hour	\$173	\$173
Park Ranger	Per Hour	\$105	\$105
Tidelands/Public Works	Per Hour	\$110	\$110

Recreation Staff	Per Hour	\$105	105
<b>Overnight Reservation Fee (Early Setup)</b>	Flat	\$175	\$210
<b>Signage/Barricade Rental Fee (Less than 200 attendance)</b>	Flat	\$150	\$180
<b>Race Fee</b>	Flat	\$700	\$840
<b>Animal Fee (Example, petting zoo for event)</b>	Flat	\$100	\$120
<b>BBQ Rental (Under 25 attendees)</b>	Flat	\$25	\$30
<b>Food Trucks/Food Vendor Fee</b>	Flat	\$50	\$60
<b>Game Trucks Fee</b>	Flat	\$50	\$60
<b>For services requested of City which have no fee listed in this fee schedule</b>			
During Business Hours	Per Hour		\$105
After Business Hours	Per Hour		\$121