



## **Council Draft #2**

# Parks and Recreation Department Policy Statement and Fee Schedule

Fiscal Year ~~2018-19~~ **2019-20**

CITY OF FULLERTON  
PARKS AND RECREATION DEPARTMENT

FY ~~2018-19~~ **2019-20**  
POLICY STATEMENT AND FEE SCHEDULE

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Exhibit A

CITY OF FULLERTON  
PARKS AND RECREATION DEPARTMENT

~~2018-19~~ 2019-20

POLICY STATEMENT AND FEE SCHEDULE PERTAINING  
TO PARKS AND RECREATION ACTIVITIES AND PROGRAMS

I. General Program Policies

The programs and activities provided through the Parks and Recreation Department will be made available to the general public; will offer a wide variety of recreational, cultural, and human service opportunities; and will be designed in response to residents' needs and interests.

II. Contract Recreation Programs

A. Definition: Contract programs are programs operated under the auspices of the City, utilizing outside contractors to provide services.

B. Contract Classes: The City shall retain for its use fifty percent (50%) of all revenues generated through contract classes, which shall help to recover costs for administrative overhead, facility maintenance, and utilities incurred through the program. A \$5 marketing fee will be charged per person per class.

C. Fees charged for Parks and Recreation classes shall be established, and changed as necessary, by the Director of Parks and Recreation or his/her designated representative. A nonresident fee of \$6 will be charged per person per program. These fees shall reflect the costs of operating and/or administering the program and will, therefore, reflect the prevailing market for services. The Director shall make all efforts to obtain and/or provide service at the lowest possible cost. If damage is done to any facility, equipment, or park area during the time of permitted use, the applicant will be liable for any costs incurred associated with its repair or replacement.

D. Private outdoor classes which are not a City contract program as defined in A. of this section, must have a permit issued by the Director of Parks and Recreation and pay the following fees:

Up to 19 Participants	\$15 / hour
20 to 39 Participants	\$25 / hour
40+ Participants	\$50 / hour

Attachment 4 - Parks and Recreation Fee Schedule Redline

III. City-Operated Classes and Programs

Definition: City-operated classes and programs are programs offered directly by the City, utilizing City personnel and facilities.

IV. Fullerton Connect Advertising Rates

Tri-annual Parks and Recreation activity guide and City news brochure published in January, May and September and mailed to all Fullerton households. Advertising rates are as follows:

A. Full Page Color Ad 6" x 10.375"	
Center Page	\$1,700 (2 page minimum)
Inside Cover	\$1,000 (front or back)
Inside Page	\$850
B. Full Page Black & White Ad 6" x 10.375"	
Inside Page	\$700
C. Black & White Ads	
Half Page	\$350
Quarter Page	\$175
Eighth Page	\$100

V. Fullerton Tennis Center

A. Reservations

Players may make reservations to use the courts through the Tennis Center not more than one week in advance.

Walk-on play will be allowed when courts are available. Fees for walk-on play are the same as for reserved play.

B. Court Fees

Monday – Friday:	
7 AM – 11 AM	\$12 / Hour
11 AM - 5 PM	\$8 / Hour
5 PM - 10 PM	\$12 / Hour

Saturday:	
7 AM – 11 AM	\$12 / Hour
11 AM - 5 PM	\$8 / Hour
5 PM - 7 PM	\$12 / Hour

Sunday:	
7AM – 11 AM	\$8 / Hour
11 AM - 3 PM	\$12 / Hour

### C. Rental of Ball Machine

Players may rent the ball machine for \$16 per hour. The ball machine can only be used on Tennis Center premises.

### ~~D. Groups~~

~~Commercial use fees will be determined on a case-by-case basis by the Director of Parks and Recreation or his/her designated representative.~~

## VI. Independence Park

### A. Hours of Operation

The hours and days of operation shall be established by the Director of Parks and Recreation or other designated City representatives according to the demand and/or conditions affecting the operation of the facility.

Monday - Thursday	12PM - 9PM
Friday - Sunday	12PM - 5 PM

### B. Fees

#### 1. Indoor Handball/Racquetball/Gymnasium Passes

Annual Individual Pass (18 & over)	\$220
Annual Senior Individual	\$200
Monthly Gym Individual pass (18 & over)	\$20
Monthly Gym Senior Individual	\$16

#### 2. Daily Gymnasium Fees

Adults (18 years and over)	\$3
Senior Citizens	\$3
Youth (17 years and under)	Free

#### 3. Hourly Indoor Handball/Racquetball Courts Fees

General Admission	\$10 / hour
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### C. Indoor Handball/Racquetball Reservations

Players may make reservations to use the courts through Independence Park not more than 72 hours in advance. Reservations shall be limited to ~~one~~ **two** hours per court. A reservation card shall be sold at \$10 per year. Hours subject to change.

## VII. Recreation Mobile Services

Recreation Mobile Services, which include an assortment of play equipment and supervised recreational activities, may be reserved for 4-hour or 2-hour

## Attachment 4 - Parks and Recreation Fee Schedule Redline

time increments. A \$75 refundable security deposit and \$50 of your nonrefundable fees are due at the time of reservation. The balance is due 5 days prior to the date of the event. Cancellation must be made within 5 days of the event to avoid forfeiture of the deposit. Exceptions may be made for inclement weather. Extended use will be determined on a case-by-case basis. Additional fees may apply to some rentals depending upon number of participants and optional services.

### Fee / Deposit

\$250 for 4 hours / \$75

\$175 for 2 hours / \$75

## VIII. Day Camp, After School Programs and Summer Playgrounds

Day Camp Regular Day \$140 / week

Day Camp Extended Day \$200 / week

~~Spring/Summer Teen Day Camp \$200 / week~~

Half Day Camp \$90 / week

Sibling Day Camp discount \$10 discounted for each additional sibling registered in the same week

Early Bird Day Camp Discount \$20 discount per child for registration taken one month in advance, prior to the start of each season – excluding Half Day Camp

Parent's Night Out	\$20 Drop-in Fee
After School Program	\$50 / School Year
After School Teen Scene	\$30 / School Year
Summer Playgrounds	\$20 / Session
Summer Sibling Discount	\$5 / Session

## IX. Special Event Fees

### A. Fullerton Market

Booths are available for: nonprofit organizations—for the purpose of dispensing information, and fund-raising activities directly related to the nonprofit organization; individuals selling fine arts, homemade crafts, jewelry, and other non-commercially produced items; Fullerton retail/store front businesses for the purpose of advertising and/or selling merchandise directly related to their business and food concessions.

## Attachment 4 - Parks and Recreation Fee Schedule Redline

There are a limited number of spaces available for booths at the Market. Due to this limitation the City has allocated spaces to participants as follows:

25% of Market spaces will be allocated for booths used by Businesses and/or Non-profit organizations. 30% of Market spaces will be allocated for booths used by Food Vendors. 45% of Market spaces will be allocated for booths used by Craft Vendors

The City will allocate spaces to participants based on the following formula. If there are more applicants than spaces, the City will allocate spaces to (1) business and/or non-profit organizations based on a first come, first serve basis and to (2) food and craft vendors based on a simple lottery system. The above mentioned formula and system are used in order to provide equal opportunity to all participants.

### Rates for Booths:

- Single Space (craft vendor or non-profit organization) - ~~\$35~~ **\$40** per week
- Single Space (non-Fullerton based business vendor) - \$55 per week
- Food (Pre-packaged) - \$55 or 10% of gross sales per week
- Food (Full Service/Prepared on-site) - \$45 per week booth rental fee + 10% of Gross Sales per week

### B. Fireworks Show & Festival

Booths are available for non-profit organizations **and commercial organizations** for the purpose of food and beverage concessions, ~~"carnival" type games~~, and event-related novelty concessions. Fullerton-based nonprofit organizations have first priority for booth availability. Nonprofit organizations who serve the Fullerton community are eligible based on space availability.

<b>Commercial Business, Food Booths or Carts</b>	<b>\$275</b>
<b>Commercial Novelty Products</b>	<b>\$275</b>
<b>Commercial Food Trailer</b>	<b>\$350</b>
Nonprofit Food Booths	\$250
Nonprofit Novelty Booths	\$250
Deposit	\$50
Electrical	<del>\$30</del> <b>\$50</b> / outlet

### C. First Night

Booths are available for nonprofit and commercial organizations for the purpose of food and beverage concessions, and event-related novelty concessions.

Commercial Food Booths, Products or Carts	\$275
<del>Commercial Novelty Products</del>	<del>\$275</del>
Commercial Food Trailer	\$350
Nonprofit Vendor	\$225
Deposit	\$100
Electrical	<del>\$30</del> <b>\$60</b> / outlet

### D. Summer Concert Series

Booths are available to for the purpose of food and beverage concessions.

Food Vendor	\$100 or 10% of weekly gross sales
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### F. Annual Kids Fishing Derby

Food Vendor gross sales	\$100 participation fee or 10% of
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Exhibit B  
CITY OF FULLERTON  
PARKS AND RECREATION DEPARTMENT

~~2018-19~~ **2019-20**

POLICY STATEMENT, RULES, REGULATIONS, AND FEE SCHEDULE  
REGULATING THE USE OF CERTAIN PARKS AND RECREATION  
FACILITIES, ALL PARKS, AND ALL ATHLETIC PLAY FIELDS

This policy statement and fee schedule pertains to the structures at Chapman, Hillcrest, Independence, and Lemon parks; athletic play fields; and other outdoor park uses (except facilities noted in Exhibits C, D, E, and G).

I. General Use

The facilities listed above, all parks, and athletic play fields under the control of the Fullerton Parks and Recreation Department will be made available to the general public (including individuals, groups, and organizations) for the purpose of providing a setting for cultural, social, recreational, human services, sports, leisure-time activities, and programs in the City of Fullerton. The City may charge a fee to offset maintenance, utilities, supervision, equipment use, and administrative expenses due to the use of these facilities, parks and play fields.

Groups of twenty-five (25) people or more are required to obtain a facility use permit prior to using any City park. No individual, group or business may run a private business (including outdoor classes) on public park property without a permit issued by the Director of Parks and Recreation.

II. General Administration

A. Any activity held at a City facility will be conducted according to all laws and will conform to the written regulations of the City of Fullerton and the Parks and Recreation Department as described in this document under section IV. Rules and Regulations.

B. Any group violating the regulations and conditions governing the use of the facilities shall be subject to immediate revocation of facility use privileges and all fees and deposits previously paid will be retained by the City.

C. When groups, organizations, or individuals desire to use the City property on an ongoing basis, such use shall be subject to City Council approval and will be handled through a separate facility use agreement. Athletic field users must follow the guidelines in "Policy Regarding Parks and Recreation Commission-Recognized Youth Sports Organizations."

Attachment 4 - Parks and Recreation Fee Schedule Redline

III. Facility Reservations

A. Reservations for use of parks - except weddings - must be made at least two (2) weeks in advance. A \$10 late filing fee will be charged for reservations made less than two (2) weeks in advance, with Parks & Recreation Supervisor approval. All fees are due thirty (30) days prior to the event. Reservations for park facilities require a deposit equal to 50% of the rental fees, due at the time the reservation is made. All remaining non-refundable park fees and refundable deposits and insurance fees are due thirty (30) days prior to the event. Failure to pay in full will result in the cancellation of the reservation. Reservations made after thirty (30) days prior to the event will owe all non-refundable and refundable deposits at the time the reservation is made. Reservations are confirmed when the final payments are collected and approved.

B. If a park rental is cancelled at least thirty (30) days prior to the date, all fees and deposits will be refunded minus a \$10 cancellation processing fee. If park rental group fails to cancel the event prior to thirty (30) days before the event, only the refundable security deposit will be returned. The City may waive cancellation processing fees due to inclement weather or other circumstances that are beyond the control of the permit holder, and is up to the discretion of the Parks and Recreation Director

C. Park reservations for picnic areas and shelters are not available on the day of a holiday. These areas are available on a first-come, first-serve basis. This policy applies to the following holidays: New Year's **Eve, New Year's Day**, Easter, Memorial Day, 4<sup>th</sup> of July, Labor Day, Thanksgiving Day, **and Christmas Eve, and Christmas Day.**

D. No reservation is firm until an official application form is completed and all fees and deposits are paid in full.

E. The application for reservations shall constitute a contract between the user and the City and will include, in inference, all terms and conditions of these regulations. All applications must be signed by a responsible adult 18 years or older (or 21 years of age when use of alcohol is requested), the president, or other official representative so designated by the board of the requesting organization. At events conducted one-time only, the person signing the application must be present at the event and have the approved application on his/her person. Approved applications are nontransferable to other groups, facilities, dates, or times.

F. The privilege of using any facility will not be granted for a period exceeding one year. ~~unless approved by the Director of Parks and Recreation.~~

G. No use shall be granted in such a manner as to constitute a monopoly for the benefit of any person or organization. A maximum of five (5) days per month may be reserved by any one group unless for department and/or department co-sponsored groups.

H. No group, organization or individual shall be allowed to reserve a facility for more than four (4) consecutive weeks on one (1) specific weekday (i.e., four (4) Mondays, etc.), or for more than four (4) consecutive months on one (1) specific weekday (i.e. the first Monday of every month).

I. Youth group reservations must be completed by an adult sponsor. For every fifteen (15) minors using a given facility, at least one (1) adult chaperon must be present. The names of the chaperons shall be furnished to the Parks and Recreation Department 48 hours prior to the use of the facility.

J. All facility rental fees will include one-half hour before and one-half hour after the stated reservation times for setup and take-down purposes. The user will be responsible for setting up equipment, decorating, and cleaning the facility after use, which includes returning equipment to its customary location. If additional setup or take-down time is required by staff, it shall be added to the rental fee.

K. At some facilities, the renter may use the facility's existing supply of tables and chairs for a fee. If additional tables and chairs are needed beyond those available at the facility, they may be made available for an additional per hour staff fee based on the amount of time and number of staff required to move the chairs.

L. A refundable cleaning and security deposit shall be required for ~~all~~ park facility building and pavilion rentals ~~groups~~ and ~~is~~ are due thirty (30) days prior to the event. This cleaning and security deposit is refundable only under the following conditions:

1. The facility is left in satisfactory condition as determined by the Director of Parks and Recreation or his/her designated representative.
2. No City property is missing or damaged.
3. The facility is properly locked and secured after its use.
4. All necessary keys are returned to the Parks and Recreation Department within three (3) days after use of the facility. For weekend rentals, the key must be picked up on the Friday prior to the event date, and returned by the following Tuesday. Cash ONLY Key deposit: \$50.

#### Attachment 4 - Parks and Recreation Fee Schedule Redline

M. If the facility is to be used beyond normal operating hours, the group will be charged an extra per hour staff. No use of facilities shall extend beyond 12 midnight.

N. The Parks and Recreation Department reserves the right at any time to refuse use of any facility to any group or individual who has violated any of the conditions, rules, or regulations governing the use of the facilities. Furthermore, reservations may be revoked whenever use of the facility may interfere with any emergency requirements of the City, such as urgent maintenance or construction required to meet public health and safety standards or when a facility is needed for any emergency or disaster related purpose declared by City.

#### IV. Rules and Regulations

A. Proposed use of facilities or events shall not interfere with the public enjoyment of the park; deter from the health, safety, moral welfare, or recreation of the general public; cause unusual or extraordinary expense to the City; nor draw crowds in excess of the capacity of the facilities. Groups and individuals using the facilities shall abide by all laws and regulations, including fire and safety regulations and Municipal Code restrictions, pertaining to the use of facilities. Any group violating the regulations and conditions governing the use of the facilities shall be subject to immediate revocation of facility use privileges, and all fees and deposits previously paid will be retained by the City.

B. Applicants shall obtain licensed or sworn security officers and require ~~one~~ **two** staff persons ~~for~~ for the following events:

1. All events with 250 people or more where alcohol is served.
2. Outdoor events with 500 people or more.

C. Groups or individuals using a facility are responsible to pay for any damage to or loss of City property connected with such use. Neither the City nor the Parks and Recreation Department shall be responsible for the loss, damage, or theft of equipment or articles owned by the user or user's guests.

D. The following actions are prohibited at all Parks and Recreation facilities including parks and play fields:

1. Possession and/or consumption of alcoholic beverages (except as stated in Section VII. Alcohol Use Policy in this exhibit), drugs, or narcotics.
2. Drinks served in glass bottles.

3. Smoking inside any facility, within 20 feet of the facility entrance/or within 25 feet of a playground, on all trails and at Laguna Lake.

4. Storage of private property in any public facility.

5. Use of any building or park facility as a mailing address.

6. Charging admission to any facility, unless approved by the Director of Parks and Recreation or his/her designated representative.

7. Use of any building or park facility to conduct private business without an authorized permit or contract from the Parks and Recreation Department.

8. Unauthorized vehicle traffic, outside of designated parking areas.

9. Decorations which are taped, nailed, or otherwise attached to walls or ceilings (all decorations must be fireproofed).

10. No amplification except upon prior approval of the Director of Parks and Recreation.

11. No signs or advertising except upon prior approval of the Director of Parks and Recreation.

12. No canopies, in excess of 400 square feet, except upon prior approval of the Director of Parks and Recreation and issuance of a fire permit from the Fire Department.

13. No candles or any other form of open flame except upon prior approval of the Director of Parks and Recreation and issuance of a fire permit from the Fire Department.

14. No additional tables and chairs that will exceed the capacity of the facility being reserved.

E. All individuals and groups using kitchen facilities shall supply their own serving and cooking supplies. Food and refreshments will be permitted only in designated areas of each facility.

F. The City employee in charge of any facility is authorized to enter any room at any time in the performance of his/her duties. In the use of any facility, individuals and groups shall be subject to the direction of the City employee in charge of the facility.

#### Attachment 4 - Parks and Recreation Fee Schedule Redline

G. The Director of Parks and Recreation may make decisions regarding facility usage and policies for Parks and Recreation related facilities and programs.

H. Any appeals or protestations of any stated rules shall be made in writing to the City Council within ten (10) days after receiving written notification of application refusal or revocation of facility use privileges.

#### V. Bounce House Policy

Use of a bounce house is only allowed with reservation of a park site. Users must obtain a Park Permit for the use of the park. Bounce Houses are only permitted in certain parks and in specific areas in the park. The list of permitted parks is on file in the Parks and Recreation Department at the Fullerton Community Center. An additional non-refundable fee of \$40 (\$45 at Hillcrest Pavilion – for use of electricity) plus a \$100 refundable security deposit is charged for bounce houses.

A. The park user is responsible for all damage caused by his/her use of the park or the bounce house. Damage to City property may result in the loss of the deposit.

B. Bounce houses must be rented from a company that has an approved copy of their liability insurance policy on file with the City and has agreed to comply with City rules as noted below:

1. Bounce house users will be responsible for providing a generator for inflation of the bounce house. The generator will be one noted as “quiet” and not generate noise in excess of City standards. The generator shall be placed a safe distance from the bounce house.

2. Bounce houses must be free standing and weighted. Stakes are strictly prohibited.

3. Bounce houses must be placed in a safe area away from private residences and may not impede on other City permitted activities including, but not limited to, athletic field use.

4. Bounce houses are not allowed in City parks overnight.

5. The City is not responsible for any damage to the bounce house.

#### VI. Use of Amplified Music Policy

The City of Fullerton will allow amplification only under controlled circumstances and at certain facility locations. The use of amplified music is



limited to specific areas designated in advance. The following rules will be strictly enforced:

- A. Amplified music may be used only with advance written permission from the Director of Parks and Recreation and must be requested at the time the park use application is made.
- B. Music must be kept at a reasonable volume as determined by City staff.
- C. Depending on the type of activity, a deposit and a per hour staff fee may be required. Failure to comply with any of the above rules will result in forfeiture of deposit.
- D. User will be held responsible for any damages resulting from user's function and shall incur all costs of damages to equipment or the facility.

#### VII. Alcohol Use Policy

The City of Fullerton will allow the use of alcohol at the Hillcrest Terrace and/or Recreation Building only under controlled circumstances. The use of alcohol is intended for private groups renting the facility. Alcoholic beverages are not allowed to be brought to the Terrace or Recreation Building, except as allowed under the following regulations, which will be strictly enforced:

- A. The use of alcoholic beverages will be permitted by written permission only and must be requested at the time the facility use application is made.
- B. The service of alcohol is limited to a maximum of four (4) hours, and must be served by a caterer or certified bartender.
- C. Additional non-refundable fees for serving alcoholic beverages are as follows: a \$150 alcohol use fee, an insurance fee (premium determined by Risk Management), a security officer fee, and a \$500 refundable deposit.
- D. Any function where alcohol is to be served ~~may~~ requires a minimum of one licensed or sworn security officer. ~~At the discretion of the Director of Parks and Recreation, any group of any size may be required to have a licensed or sworn security officer present.~~
- E. Permittee will be held responsible for any damages resulting from a function and shall incur all costs of damages to equipment or the facility.
- F. Permittee will remove all beverage containers, empty or full, from the premises immediately following the approved function. Failure to comply will result in forfeiture of deposit.

#### Attachment 4 - Parks and Recreation Fee Schedule Redline

G. Permittee is responsible for obtaining all necessary State of California beverage control licenses to allow the legal service and sale of alcoholic beverages.

#### VIII. Insurance and Security Requirements

- A. Appropriate insurance will be required of facility users, at time of reservation, in conformance with current requirements established by the City of Fullerton Risk Management Division.
- B. Specifically at dances but at other occasions as well, if the Director of Parks and Recreation or the Chief of Police consider it necessary, the assignment of one or more licensed or sworn security officers may be required. The cost of any security officers and/or the cost of the City providing other personnel necessary to the occurrence of the event shall be borne by the group or individual sponsoring the activity.

C. The requesting agency or person shall indemnify the City of Fullerton and its officers, officials, agents, and employees against and will hold the same harmless from any and all actions, claims, damages to persons or property, penalties, obligations, or liabilities which may be asserted or claimed by any person, firm, entity, corporation, or other organization arising out of or in connection with the use of City facilities by said requesting agency or person, except those occurrences arising from the sole negligence or willful misconduct of the City of Fullerton, its officers, officials, agents, or employees.

#### IX. Park Picnic Areas, Pavilions & Buildings

##### A. Qualifying User Groups in Descending Order of Priority

City Council, City departments, other county, state, federal, and municipal governments that conduct activities may be charged a use fee, a fee for lights, and may be charged for staff time which shall be determined on a case-by-case basis by the Director of Parks and Recreation.

Group 1 – Fullerton public elementary and junior high schools.

Group 2 – Fullerton: residents, nonprofit organizations, public high schools, and government agencies requesting the facility for approved events. Verification of a 501(c)(3) Federal non-profit status required. ~~<sup>3</sup>-service groups permitting parks and facilities (not fields). Non fund-raising events only.~~

Group 3 – Fullerton-based commercial businesses, private schools and other Fullerton-based organizations not listed in Group 2.

Group 4 – Non-Fullerton-based individuals, commercial businesses, and all other groups requesting the facility for approved events.

**B. Park Picnic Area Fee Schedule for Qualifying User Groups**

Capacity	Group 1	Group 2	Group 3	Group 4	Group 5
50 or Less	\$0	<del>\$12</del> <b>\$15</b>	<del>\$18</del> <b>\$25</b>	<del>\$23</del> <b>\$30</b>	<del>\$34</del>
51 or More	\$0	<del>\$16</del> <b>\$20</b>	<del>\$30</del>	<del>-\$46</del> <b>\$40</b>	<del>\$68</del>

**C. Outdoor Park Venues, Park Pavilions and Park Facility Fee Schedule for Qualifying User Groups**

Fees for Outdoor Park Venues					
Location	Groups 1, 2	Group 3	Group 4	Capacity	Deposit
<b>Pavilions</b>					
Adlena Pavilion	<del>\$20</del> <b>\$25/hr</b>	<del>\$23</del> <b>\$35/hr</b>	<del>\$31</del> <b>\$45/hr</b>	70	\$100
Hillcrest Pavilion	<del>\$30</del> <b>\$40/hr</b>	<del>\$45</del> <b>\$50/hr</b>	<del>\$55</del> <b>\$60/hr</b>	50	\$100
Lemon Pavilion	\$40/hr	<del>\$45</del> <b>\$50/hr</b>	<del>\$55</del> <b>\$60/hr</b>	50	\$100
Richman Pavilion	<del>\$20</del> <b>\$25/hr</b>	<del>\$23</del> <b>\$35/hr</b>	<del>\$31</del> <b>\$45/hr</b>	50	\$100
<b>Park Ceremony Sites</b>					
Hillcrest Park Reservoir	\$60/hr	\$70/hr	<del>\$70</del> <b>\$80/hr</b>	125	\$100
Mountain View Park	\$60/hr	\$70/hr	<del>\$70</del> <b>\$80/hr</b>	30	\$100
Facilities may be reserved from 10am - Sunset. Reservations require a rental minimum of 3 hours and a maximum of 6 hours. Refundable damage deposits are required for each facility.					

**Attachment 4 - Parks and Recreation Fee Schedule Redline**

Fees for Park Facility Reservations					
Location	Groups 1,2	Group 3	Group 4	Capacity	Deposit
<b>Neighborhood Centers</b>					
Garnet Center *	\$25/hr	<del>\$30</del> <b>\$35/h</b>	\$45/hr	40	<del>\$150</del> <b>\$100</b>
Gilbert Center *	\$25/hr	<del>\$30</del> <b>\$35/h</b>	\$45/hr	40	<del>\$150</del> <b>\$100</b>
Richman Center *	\$25/hr	<del>\$30</del> <b>\$35/hr</b>	\$45/hr	40	<del>\$150</del> <b>\$100</b>
<b>Park Buildings</b>					
Chapman Building	<del>\$35</del> <b>\$40/hr</b>	<del>\$40</del> <b>\$50/hr</b>	<del>\$50</del> <b>\$60/hr</b>	50	<del>\$150</del> <b>\$100</b>
Hillcrest Recreation Downstairs	\$25/hr	<del>\$30</del> <b>\$35/h</b>	<del>\$48</del> <b>\$45/hr</b>	48	<del>\$150</del> <b>\$100</b>
Hillcrest Recreation Upstairs	<del>\$33</del> <b>\$25/hr</b>	<del>\$38</del> <b>\$35/hr</b>	<del>\$58</del> <b>\$45/hr</b>	200 (Standing)	<del>\$150</del> <b>\$100</b>
Red Cross Building	<del>\$30</del> <b>\$40/hr</b>	<del>\$43</del> <b>\$50/hr</b>	<del>\$63</del> <b>\$60/hr</b>	50	<del>\$150</del> <b>\$100</b>
Orangethorpe Building *	<del>\$45</del> <b>\$40/hr</b>	<del>\$50</del> <b>\$50/hr</b>	<del>\$70</del> <b>\$60/hr</b>	40	<del>\$150</del> <b>\$100</b>
<b>Independence Park Gym</b>					
Independence Gym *	<del>\$50</del> <b>\$55/hr</b>	\$60/hr	\$72/hr	460 (Standing)	\$50
Independence North Room *	<del>\$35</del> <b>\$25/hr</b>	<del>\$37</del> <b>\$35/hr</b>	<del>\$48</del> <b>\$45/hr</b>	100	\$100
Facilities may be reserved from 10am - 8pm. Reservations require a rental minimum of 3 hours and a maximum of 6 hours. Refundable damage deposits are required for each facility. Some facilities are equipped with kitchenettes and tables/chairs. *Sites require Parks & Recreation staff at \$25/hr for rentals outside of regular operating hours.					
Location	Groups 1,2	Group 2	Group 3	Capacity	Deposit
Izaak Walton Cabin**	<del>\$33</del> <b>\$40/hr</b>	<del>\$38</del> <b>\$50/hr</b>	<del>\$58</del> <b>\$60/hr</b>	135	<del>\$150</del> <b>\$100</b>
**Facility may be reserved from 10am - 10pm. Reservations require a rental minimum of 4 hours and a maximum of 6 hours. Reservations with more than a 100 person guest count or that occur after sunset, will be required to add on a security guard for a minimum of 5 hours at \$30/hr. Kitchen Rental \$20. Tables/Chairs Rental \$30. Additional refundable music deposit \$250 collected for events with amplified music.					

## X. Athletic Fields/~~Parks~~ Reservation Fee Schedule for Qualifying User Groups

### A. Qualifying User Groups in Descending Order of Priority

City Council, City departments, other county, state, federal and municipal governments that conduct activities may be charged a use fee and may be charged for staff time which shall be determined on a case-by-case basis by the Director of Parks and Recreation.

Group 1 - Fullerton-based<sup>1,2</sup>: Partner youth sports organizations<sup>3</sup> permitting athletic field events which are open to the general public, public elementary and junior high schools, ~~and nonprofit<sup>3</sup> service groups permitting parks and facilities (not fields).~~ Non fund-raising events only.

Group 2 - ~~Fullerton residents<sup>1</sup> permitting parks and facilities (not fields).~~ Fullerton-based<sup>1,2</sup>: Associate youth sports organizations<sup>3</sup> permitting athletic field events which are open to the general public, and public high schools. Non fund-raising events only.

Group 3 - Fullerton residents<sup>1</sup>, ~~and~~ Fullerton nonprofit competition-based athletic organizations<sup>4</sup> ~~permitting athletic fields and~~, community colleges and public universities ~~permitting parks, facilities and fields.~~ Non fund-raising events only.

Group 4 - Fullerton-based<sup>1,2</sup>: private schools, commercial, political and religious group events that are not profit-oriented and Groups 1 and 2 conducting fund-raising events.

Group 5 - All non-Fullerton residents, all non-Fullerton groups and Groups 3 and 4 conducting fund-raising events.

<sup>1</sup>Applicants will be required to submit proof of qualifying residency. A temporary driver's license will not be accepted for this purpose unless accompanied by other proof of residency.

<sup>2</sup>Verification of a 501(c)(3) Federal non-profit status. An organization will be considered a Fullerton-based organization if is incorporated in Fullerton and its membership includes 80 percent residents from Fullerton.

<sup>3</sup>Youth Sports Organizations as defined in the "Policy Regarding Parks and Recreation Commission-Recognized Youth Sports Organizations."

<sup>4</sup>Competition-based athletic teach advanced and specialized skills and travel outside the City to play other advanced teams. Playing time is based on skill level and is not guaranteed.

### B. ~~Parks~~/Athletics Fields Reservation Fee Schedule for Qualifying User Groups

## Attachment 4 - Parks and Recreation Fee Schedule Redline

1. Parks and Athletic Fields (except Bastanchury, Duane Winters, Lions, and Fullerton Sports Complex fields) hourly rates per field:

	<u>Group 1</u>	<u>Group 2</u>	<u>Group 3</u>	<u>Group 4</u>	<u>Group 5</u>
Fields	\$2	\$7	\$17	\$22	\$35
Lights	At Cost	\$17	\$17	\$22	\$27
Security Deposit <sup>5</sup>				\$150	\$150

2. Bastanchury and Fullerton Sports Complex fields hourly rates per field:

	<u>Group 1</u>	<u>Group 2</u>	<u>Group 3</u>	<u>Group 4</u>	<u>Group 5</u>
Field	\$3	\$12	\$23	\$30	\$40
Lights	At Cost	\$22	\$22	\$27	\$33
Security Deposit <sup>5</sup>				\$150	\$150

3. Duane Winters field hourly rates per field:

	<u>Group 1</u>	<u>Group 2</u>	<u>Group 3</u>	<u>Group 4</u>	<u>Group 5</u>
Field	\$3	\$21	\$32	\$40	\$50
Lights	At Cost	\$25	\$25	\$30	\$36
Security Deposit <sup>5</sup>				\$150	\$150

4. Lions Field (Synthetic Turf Fields) hourly rates per field:

	<u>Group 1</u>	<u>Group 2</u>	<u>Group 3</u>	<u>Group 4</u>	<u>Group 5</u>
Field	\$3	\$21	\$32	\$40	\$50
Lights	At Cost	\$22	\$22	\$27	\$33
Security Deposit <sup>5</sup>			\$150	\$150	\$150
	\$300				

<sup>5</sup> Security deposit is a flat fee and refundable if the facility is left in good condition.

C. Schedules and Applications - All individuals, groups, and organizations not sponsored by the City shall submit an application for a permit to use the athletic fields with the Parks and Recreation Department. Use and schedule of dates and times for games and/or practices must be submitted with the application. The application must be submitted at least two weeks in advance of intended use. ~~Lighted fields must be reserved a minimum of three weeks in advance.~~

D. Payment of Fees - All fees for filing applications and for use of lights must be paid at the time the reservation is made and will not be refunded unless applicants give one week prior written notification of cancellation or change of date request to the Parks and Recreation Department.

E. Parks and Recreation staff may be required on premises for groups or individuals reserving parks and fields. A per hour staffing fee shall be charged. No use shall exceed ~~twelve ten~~ (12 10) hours.

F. Users of the athletic fields and Sports Complex must adhere to the rules stated in the "Policies and Procedures for Using the Sports Complex."

#### XI. Tournament Scheduling and Fees

A. Tournament shall be defined as any use of athletic play fields for more than four (4) hours, but less than three (3) consecutive days in which one or more leagues or organizations are playing. Tournaments over three (3) consecutive days require previous approval by the Director of Parks and Recreation. These scheduling policies and fees shall pertain to all individuals and groups scheduling athletic play fields for tournament use.

B. An hourly scheduling fee, equivalent to the hourly fee listed in Section X. of this Exhibit, will be charged per field at the Group 4 level for Groups 1, 2, 3 and 4 and at the Group 5 level for all others. This fee covers tournaments lasting more than 4 hours but less than 3 consecutive days. It does not include lights, field preparation, bases, goals, or staff. Partner youth sports organizations will be charged a fee of \$15 per hour per field. The Tournament fee is due at the time of scheduling.

1. Light Fees are listed in Section X. of this Exhibit.
2. Infield preparation (dragging and lining) fee is ~~\$55~~ \$70 per hour. May only be completed one time per day. This option must be requested at least 2 weeks in advance.
3. Field turf painting fee is ~~\$275~~ 300. This option must be requested at least 2 weeks in advance.
4. Use of bases fee is \$10 per day per field

C. Tournaments for adult leagues or groups require review and previous approval by the Director of Parks and Recreation.

#### XII. Special Facilities

##### A. Brea Dam Park

1. Overnight Camping and Sales Fee - Individuals and groups utilizing the camping facilities in the Brea Dam basin shall be charged ~~\$50~~ \$75 for the block time period between 3 p.m. and 10 a.m. the next day. A

#### Attachment 4 - Parks and Recreation Fee Schedule Redline

\$150 security deposit will be charged for multiple day permits. Permits do not confer exclusive use of park.

2. Fire Ring Permit - An Open Burning permit and a 225-foot garden hose or fire extinguisher are needed to use the fire rings. A \$40 deposit is required for the quick coupler hose bib. The Open Burning permit (# 5171) is issued by the Fire Department. Renter must visit the Fire Department in person to obtain the permit.

3. Brea Dam picnic area can be reserved on an hourly basis per Section IX. B. on page 11.

##### B. Hillcrest Park

1. Vehicle Entrance Charge - A charge may be made for each motor vehicle entering Hillcrest Park on Saturdays, Sundays, holidays (except Easter, Thanksgiving, and Christmas), and at special events provided the weather is compatible to the use of the park as determined by the Director of Parks and Recreation.

2. Extended Use - Fees for individuals or groups using the park for extended use more than 1 day shall be determined on a case-by-case basis and will be charged a minimum fee of \$200 per day plus a refundable security deposit to be determined by the Director of Parks and Recreation.

##### C. Laguna Lake Equestrian Center

Groups of 25 or more persons and/or 5 or more horses must have a permit approved by Fullerton Recreational Riders and the CITY to use the property.

1. Schedules and Applications - All individuals, groups, and organizations not sponsored by the City or the Fullerton Recreational Riders shall submit an application for a permit to use the Laguna Lake Equestrian Center with the Fullerton Recreational Riders. Use and schedule of dates and times for event must be submitted with the application. The application must be submitted at least two weeks in advance of intended use.

##### 2. Fees

\$5 per animal (non-refundable)  
\$500 Refundable Deposit

#### XIII. Hillcrest Terrace Policies, Fees and Schedule

#### A. Policies

All events at the Hillcrest Terrace must end by 10:00 pm (6:00 pm on Sunday) including clean up and break down time. Music must end by 9:00 pm. Very limited announcements using a P.A. system are only allowed with prior approval from the Parks and Recreation Department. Catering, music, tables, chairs, and decorations must be secured by the user. The City of Fullerton will not supply any of the above.

#### B. Rental Fees and Schedule

Parks and Recreation staff is required for all rentals. A one-hour grace period is provided for set-up and tear down except on Saturdays. Saturday Terrace rentals are block-priced. The choices are either a four-hour early block from 11 a.m. to 3 p.m. or a seven-hour late block from 3 p.m. to 10 p.m. In order to book open dates, hourly fees may be charged (instead of block fees) if a reservation is made within thirty (30) days of event date.

	Saturday 11am - 3pm	Saturday 3pm - 10pm	Mon.-Thurs. 8am - 10pm	Friday & Sunday 11am - 6pm
R:	\$500	\$1,050	\$100 / 2 hours	\$150 / 2 hours
NR:	\$670	\$1,350	\$120 / 2 hours	\$180 / 2 hours

R: Resident

NR: Non-Resident

#### C. Additional Fees and Deposits:

Alcohol Use Fee	\$150 (4 hours maximum)
Alcohol Deposit	\$500 (refundable)
Amplified Music Deposit	\$250 (refundable)
Security Deposit	\$150 (refundable)
Parks and Recreation Staff	\$25 per hour
<b>Security Guards alcohol)</b>	<b>\$30 per hour (for events with alcohol)</b>

#### XIV. Film and Show Fees

Media Events: movie and television filming require additional permit from the City's Public Information Office.

##### A. Motion Film and Still Photography (16+ people) Fees

###### 1. Standard Parks and Athletic Fields

Filming	\$450 / day / area
Prep and Strike	\$150 / day / area
Base Camp	\$.06 / sq. ft. day / area

###### 2. Premier Athletic Fields

#### Attachment 4 - Parks and Recreation Fee Schedule Redline

Filming	\$600 / day / field
Prep and Strike	\$200 / day / field

##### 3. Downtown Plaza

Filming, Prep and Strike	\$3,700 / day
	\$700 / 4 hours
	\$175 / hour

##### 4. Standard Park Facilities (Not including the gallery at the Fullerton Museum Center)

Filming	\$450 / day / area
Prep and Strike	\$150 / day / area

##### 5. Parking Lots

Filming, Prep and Strike	\$10 / day / space
Base Camp	\$.06 / sq. ft. / day

##### 6. Fullerton Community Center – Filming, Prep and Strike

Monday - Thursday	\$1,000 / day / area
Friday - Sunday	\$4,000 / day / area
Parking Lot*	\$15 / space / day

\*Parking lot available Monday – Friday only after 3:00 pm and all day Saturday and Sunday

##### 7. Fullerton Golf Course – shoot, prep and strike

Back 9 before 7:00 am or front 9 after last tee time	\$1,000
During closing hours	\$2,500
During open hours, Monday – Wednesday	\$5,000
During open hours, Thursday & Friday	\$8,000
During open hours, Saturday & Sunday	\$13,000
Parking Lot	\$15 / space / day

##### B. Student Photo Fee

~~\$35~~ **\$30** per hour  
\$100 Refundable Deposit

##### D. Car Rally Show

\$5 per car  
\$750 Refundable Deposit  
\$25 per hour per staff (one staff required per 30 cars)

##### E. Animal Shows

\$5 per animal  
 \$500 Refundable Deposit

XV. Special Events in Parks and Parks and Recreation Facilities

Special events must be scheduled at least three months in advance of the proposed event. A special event permit must be completed and submitted to the Parks and Recreation Department. Fees include a permit issuance fee and rental of the park space or facility. Additional fees for permits and inspections from other departments may be included depending on the event.

P&R Permit Issuance < 500 attend	\$175
P&R Permit Issuance > 500 attend	\$450



Exhibit C

CITY OF FULLERTON  
PARKS AND RECREATION DEPARTMENT

**2018-19 2019-20**  
POLICY USE STATEMENT AND  
FEE SCHEDULE REGULATING USE OF  
FULLERTON COMMUNITY CENTER

I. Purpose

The Fullerton Community Center provides a venue for public and private use. Fees collected are to provide funding for Community Center programs and offset maintenance, utilities, supervision, equipment use, and administrative expenses due to use of the facility.

II. Community Center Hours of Operation

The regular hours of operation are Monday through Friday, ~~6:00 a.m.~~ **7:00 a.m.** to 9:00 p.m., Saturday, 7:30 a.m. to 3:00 p.m. and Sunday, 12:00 p.m. to 3:00 p.m.

III. Use by Resident Groups

A. Resident clubs and agencies with a regularly posted schedule will have priority for those posted times. Additional use by these groups and other special interest groups at times during which they are not regularly scheduled shall be on a first-come, first-serve basis through the use of appropriate application permits.

B. Existing resident groups that desire use of the facility shall complete a formal rental application with the facility rental coordinator and provide additional information as required. These persons or groups shall be classified under Group 1 for the purpose of establishing priorities and fees for use of the facility.

C. Resident groups may serve alcoholic beverages for special events with approval of the Community Center Supervisor and permit to serve alcohol issued by the Department of Alcohol and Beverage Control. All alcohol use regulations will be strictly enforced.

IV. Use by Outside Groups and Agencies

The Center is available for rent Monday through Thursday, 7:30 a.m. to 9 p.m., Friday, Saturday and Sunday 7:30 a.m. to 12 a.m. Special events

Attachment 4 - Parks and Recreation Fee Schedule Redline and activities by outside groups may be scheduled during these hours although priority is given to existing Community Center programs.

A. Application by outside groups, agencies and individuals shall be limited to responsible persons or groups. A facility use application must be filed with the Community Center Rental Coordinator. Permission to use the Center is granted in writing and will not be confirmed until the Community Center Rental Coordinator issues an approved facility use permit.

B. All applicants must be 18 years of age (or 21 years of age when use of alcohol is requested) when signing an application. When representing a group, an applicant must be a member of the applying organization.

C. The applicant shall not advertise its use of the Center until confirmation of reservation is received.

D. Qualifying User Group Categories

City Council, City departments, other county, state, federal, and municipal governments that conduct activities may be charged a use fee and may be charged for staff time which shall be determined on a case-by-case basis by the Director of Parks and Recreation.

Group 1 - Fullerton-based: individuals, nonprofit organizations, public school districts, and government agencies requesting the facility for approved events-

Group 2 - Fullerton-based: commercial businesses, private schools and other Fullerton-based organizations not listed in Group 1 requesting the facility for approved events.

Group 3 - Non-Fullerton-based: individuals, commercial businesses, ~~nonprofits organizations, schools, civic, service, religious, athletic organizations,~~ and all other groups requesting the facility for approved events.

E. Rental Rates, Fees, Deposits and Capacity

The Grand Hall and Courtyard rentals for Friday evenings and Saturdays are blocked priced. The choices are either Friday evenings 4 p.m. to 12 a.m. or Saturday early block from 10 a.m. to 3 p.m. or late block from 4 p.m. to 12 a.m. All other rental times are charged hourly rates.

1. <u>Block Rates for Grand Hall</u>	<u>Group 1</u>	<u>Groups 2 &amp; 3*</u>	
Friday/Sunday, 4 P.M. to 12 A.M.	\$1,500	\$1,900	
Saturday, 4 P.M. to 12 A.M.	<del>\$2,200</del> <b>\$2,300</b>	<del>\$2,600</del> <b>\$2,700</b>	
Monday-Thursday 4 P.M. to 9 P.M.	\$750	\$900	
2. <u>Block Rates for Courtyard</u>	<u>Group 1</u>	<u>Groups 2 &amp; 3*</u>	
Friday/Sunday, 4 PM. to 12 AM.	<del>\$1,000</del> <b>\$1,500</b>	<del>\$1,400</del> <b>\$1,900</b>	
Saturday, 4 PM to 12 AM	<del>\$1,500</del> <b>\$2,300</b>	<del>\$1,900</del> <b>\$2,700</b>	
3. <u>Block Rates for Trellis (3 hours)</u>	<u>Group 1</u>	<u>Groups 2 &amp; 3*</u>	
Without Courtyard or Grand Hall*			
Monday - Thursday	\$200	\$300	
Friday/Sunday	\$350	\$500	
Saturday	\$500	\$700	
*\$150 discount with Grand Hall or Courtyard Reception			
4. <u>Block Out of Rental Spaces</u>			
Saturday-Sunday, 10:30AM-12:30AM	\$9,000	\$10,000	
5. <u>Hourly Rental Rates</u>	<u>Group 1</u>	<u>Group 2</u>	<u>Group 3</u>
Grand Hall A+B+C	\$240	\$255	\$270
Grand Hall A+B or B+C	\$140	\$150	\$160
Grand Hall A, B or C	\$80	\$85	\$90
Courtyard	<del>\$155</del> <b>\$200</b>	<del>\$170</del> <b>\$220</b>	<del>\$185</del> <b>\$240</b>
Gymnasium	\$300	\$350	\$400
<del>Gymnasium — 1/2</del>	<del>\$170</del>	<del>\$185</del>	<del>\$195</del>
Basketball Full Court	\$90	<del>\$88</del> <b>\$100</b>	<del>\$99</del> <b>\$110</b>
Basketball Half Court	<del>\$46</del> <b>\$50</b>	<del>\$48</del> <b>\$55</b>	<del>\$50</del> <b>\$60</b>
Classroom	\$60	<del>\$65</del> <b>\$70</b>	<del>\$70</del> <b>\$80</b>
Classroom A or B	\$30	<del>\$33</del> <b>\$35</b>	<del>\$35</del> <b>\$40</b>
Board Room	\$50	<del>\$55</del> <b>\$60</b>	<del>\$60</del> <b>\$70</b>
6. <u>Refundable Rental Deposits</u>	<u>Group 1</u>	<u>Group 2</u>	<u>Group 3</u>
Grand Hall & Gym	\$500	\$500	\$500
Grand Hall A+B or B+C	\$250	\$250	\$250
Courtyard	<del>\$250</del> <b>\$500</b>	<del>\$250</del> <b>\$500</b>	<del>\$250</del> <b>\$500</b>
Classrooms, Grand Hall A, B, C, & Board Room	\$100	\$100	\$100

#### Attachment 4 - Parks and Recreation Fee Schedule Redline

7. <u>Other Fees</u>	<u>Group 1</u>	<u>Group 2</u>	<u>Group 3</u>
Alcohol Fee	\$250	\$250	\$250
AV Projection	\$75	\$75	\$75
Gymnasium Scoreboard	\$20	\$20	\$20
Additional staff time per hour	\$25	\$25	\$25
Additional set-up		Hourly Rate	
Security Guards	<del>\$22</del> <b>\$30</b>	<del>\$22</del> <b>\$30</b>	<del>\$22</del> <b>\$30</b>
White Ceremony Chairs	<del>\$2 ea</del>	<del>\$2 ea</del>	<del>\$2 ea</del>
Como Reception Chairs	<del>\$4 ea</del>	<del>\$4 ea</del>	<del>\$4 ea</del>
8. <u>Other Refundable</u>	<u>Group 1</u>	<u>Group 2</u>	<u>Group 3</u>
<u>Deposits</u>			
Amplified Music	\$250	\$250	\$250
Alcohol	\$250	\$250	\$250
Gymnasium Scoreboard	\$50	\$50	\$50
9. <u>Inclusive Saturday &amp; Sunday Packages</u>			
Customized packages including Grand Hall, Courtyard, and Trellis rental space with all add-on fees built in and discounted as an incentive fee for full rental.			
<u>Reservation Date</u>	<u>Group 1</u>	<u>Group 2 &amp; Group 3</u>	
Saturday	<del>\$4,000</del>	<del>\$4,400</del>	
Sunday	<del>\$2,600</del>	<del>\$3,000</del>	
10. <u>Room Capacity</u>	<u>Dining/Classroom</u>	<u>Assembly</u>	
Grand Hall	<del>300</del> <b>320</b>	<del>600</del> <b>500</b>	
Grand Hall A+B or B+C	200	<del>400</del> <b>300</b>	
Grand Hall A, B, or C	90	180	
Courtyard	<del>300</del> <b>220</b>	500	
Gymnasium	600	1,200	
Classroom	<del>55</del> <b>63</b>	<del>74</del> <b>96</b>	
Classroom A or B	<del>26</del> <b>27</b>	48	
Board Room	25	N/A	
<del>Board Room A or B</del>	<del>15</del>	<del>N/A</del>	



#### F. Private Pool Party Fees

Fee includes use of the pool, with lifeguards and patio with tables and chairs for 2 hours. Available time blocks are Saturdays from 3:00 p.m. to 5:00 p.m. and Sundays from 3:30 p.m. to 5:30 p.m.

<u># of Guests</u>	<u>Group 1</u>	<u>Groups 2 &amp; 3</u>
<20 Guests	\$320	\$340
20-50 Guests	\$360	\$380
51-70 Guests	\$420	\$440

#### G. Rules and Regulations – Grand Hall, Courtyard, Classrooms, Pool and Pool Patio

1. Application for rental and use of the Center shall be made in accordance with the rules and regulations contained in this section. Rental fees are charged according to the fee schedule as set forth in this resolution.
2. Users shall be financially responsible for personal injury or property damage arising from use of the Center. If there is damage to the Center, equipment, or park area during the time rented, the user will be liable for any costs incurred associated with its repair or replacement.
3. To reserve a room, the applicant must contact the Community Center Rental Coordinator. Applicant must pay a nonrefundable fee equal to 50% of the rental fee at the time the reservation is made. The remaining nonrefundable rental fees are due sixty (60) days prior to the event. Refundable deposits are due thirty (30) days prior to the event. Failure to pay in full will result in cancellation of reservation.
4. Reservations may be made two (2) years prior to the event.
5. Applicants wishing to cancel a reservation must do so in writing. Only damage deposits will be refunded.
6. All events must end by 12 midnight and users must be out of the Center by 1 a.m.
7. Applicants must confine their event to the specified time and room location. Events exceeding the agreed upon rental period will be assessed a fee equal to staff cost plus 100% of the hourly rental rate.
8. The facility must be cleaned and returned to the condition found at the beginning of usage. If the applicant fails to do so the facility deposit

#### Attachment 4 - Parks and Recreation Fee Schedule Redline

will be forfeited. If the cost exceeds the deposit amount, the balance of cost will be billed to the user.

9. Any person or group causing property or equipment damage will be required to pay current cost of repair or replacement. Payment will be withheld from the facility deposit. If the cost exceeds the deposit amount, the balance of cost will be billed to the user.

10. Insurance - Applicant must provide, at their own expense, a valid and current certificate of liability insurance and evidence of liquor liability coverage, if applicable. The City of Fullerton must be listed as an additional insured. The City may provide a suggested insurance vendor if needed.

11. No smoking is allowed inside the Center, patio or within 20 feet of the building. It is the renter's responsibility to enforce this rule. Failure to comply will result in forfeiture of the deposit.

12. No group or individual shall be allowed to reserve a facility on a regular basis. No use shall be granted in such a manner as to constitute a monopoly for the benefit of any person or organization. A maximum of five (5) days per month may be reserved by any one group unless for department and/or department co-sponsored groups.

13. Security Services – ~~The City reserves the right to~~ Security guards will be required **when alcohol is served or the rental's guest count is more than 300, and** ~~security guard services at any activity~~ held in the facility and adjoining courtyard. Security services will be arranged for by the City at the applicant's expense. Information regarding charges for security guard services will be provided at the time of facility booking.

14. Facility use permits may be revoked due to any violation of regulations. Permits shall not be transferred, assigned or sublet.

15. Reservations may be revoked whenever use of the facility may interfere with any emergency requirements of the City, such as urgent maintenance or construction required to meet public health and safety standards or when a facility is needed for any emergency or disaster related purpose declared by the City.

16. Candles and all other open flames are not permitted, **unless receipt of a fire permit is provided and approved by the Fullerton Fire Department.**

## Attachment 4 - Parks and Recreation Fee Schedule Redline

### H. Rules and Regulations- Gymnasium

1. Reservations must be made at least one (1) week in advance. Late reservation requests made less than one (1) week prior to the requested date must receive Director(s) approval, and will require an additional \$10.00 late filing fee.
2. All permits must be signed by the responsible adult, or by an official representative of the requesting organization/agency. Reservations will require the person signing the permit or an appointee to be present at the reserved facility, and have the approved application on his/her person at time of check in.
3. Approved reservations are non-refundable or non-transferable to other groups, facilities, dates or times.
4. With the exception of seasonal permits, no group, organization or individual shall be allowed to book the facility for more than four (4) dates on one (1) permit. These monthly reservations will require full payment at the time of booking or one (1) month prior to the first date of reservation.
5. Seasonal reservations will be permitted on a three (3) month basis, and require half of all the rental fees at the time of booking. The final payment will be due one month prior to the final reserved date.
6. One date transfer per permit shall be approved with at least a one week of notice. If less than one week notice is given for a date transfer, a \$10.00 date transfer fee will be applied.

### IV. Use of Amplified Music Policy

The City of Fullerton will allow amplified music only under controlled circumstances. The intended use of the Center does not include use as a dance or concert hall. The use of amplified music is limited to wedding receptions, anniversary parties, community-based fund-raising events and approved special events. The following rules will be strictly enforced:

- A. Amplified music may be used only with advance written permission from the Director of Parks and Recreation and must be requested at the time the facility use application is made.
- B. Music must be kept at a reasonable volume as determined by City staff.

- C. Depending on the type of activity, a refundable deposit of \$250 maybe required. Failure to comply with any of the above rules will result in forfeiture of deposit.

### V. Use of Alcohol Policy

The City of Fullerton will allow the use of alcohol only under controlled circumstances. The use of alcohol is intended for private groups and individuals renting the facility. The following regulations will be strictly enforced:

- A. Alcohol may be used only with advance written permission by the Director of Parks and Recreation and must be requested at the time the facility use application is made.
- B. The service of alcohol is limited to a maximum of six (6) hours and must be served by an approved caterer or certified bartender.
- C. Security guards or sworn security officers are required, at the expense of the applicant, during the entire rental time whenever alcohol is sold or served. The number of officers will be determined by event type, expected attendance and other factors. Applicant must use City approved security guard vendors.
- D. Applicant will be held responsible for any damages resulting from a function and shall incur all costs of damages to equipment or the facility.
- E. Applicant will remove all beverage containers, empty or full, from the premises immediately following the approved function. Failure to comply will result in forfeiture of deposit.
- F. Applicant is responsible for obtaining all necessary State of California beverage control licenses to allow the legal service and sale of alcoholic beverages.
- G. No alcohol shall be sold, served, or consumed at events designed for persons under 21 years of age or at youth oriented events. The service of alcohol is restricted to intended guests.
- H. All alcoholic beverages are required to be sold, served and consumed inside the reserved room or courtyard. Alcohol possession or consumption is prohibited in hallways, restrooms, parking lot and surrounding park property.

I. A current certificate of insurance with acceptable evidence of Liquor Liability coverage with a one million dollar (\$1,000,000) liability limit naming the City of Fullerton as additional insured is required at the expense of the applicant.

J. No alcoholic beverages are allowed during the regular operating hours of the Center's programs except as allowed under these regulations.

#### .VI. Food Policy

The community center is equipped with a commercial preparation kitchen. The kitchen may be used only with advance written permission, **collection of the \$125 kitchen fee, and receipt of the caterer's health permit and proof of insurance. The city provides a list of approved caterers, and no kitchen fee will be charged for reservation if they are selected by the applicant.** ~~Events serving over 15 guests must use the caterers on the City Approved Catering list.~~ Only caterers on the City approved catering list may prepare food on site. All Orange County Health Department codes and regulations regarding food service must be observed.

#### VII. Insurance and Security Requirements

A. Appropriate insurance will be required of facility users in compliance with current requirements established by the City of Fullerton Risk Management Division.

B. Specifically at dances but at other occasions as well, if the Director of Parks and Recreation or the Chief of Police consider it necessary, the assignment of one or more licensed or sworn security officers may be required. The cost of any security officers and/or the cost of the City providing other personnel necessary to the occurrence of the event, shall be borne by the group or individual sponsoring the activity.

C. The requesting agency or person shall indemnify the City of Fullerton and its officers, officials, agents, and employees against and will hold the same harmless from any and all actions, claims, damages to persons or property, penalties, obligations, or liabilities which may be asserted or claimed by any person, firm, entity, corporation, or other organization arising out of or in connection with the use of City facilities by said requesting agency or person, except those occurrences arising from the sole negligence or willful misconduct of the City of Fullerton, its officers, officials, agents, or employees.

#### VIII. Fitness Room and Fullerton Fit Club

The Fullerton Community Center offers a fitness room which features various cardiovascular exercise machines and weight lifting equipment. The Fitness Room is open during normal business hours and is subject to change due to

Attachment 4 - Parks and Recreation Fee Schedule Redline  
special events and unscheduled maintenance. The Fullerton Fit Club includes use of the Fitness room and Fit Club exercise classes which are scheduled during morning and evening hours, Monday through Saturday.

#### A. Fit Club Fees

	<u>Resident</u>	<u>Non-Resident</u>
Class Drop-In	\$5	\$5
1-Month Pass	\$15	\$20
6-Month Pass	<del>\$60</del> <b>\$80</b>	<del>\$80</del> <b>\$100</b>

#### ~~B. Fitness Room Prices~~

<del>Resident:</del>	<del>\$10 per month / \$50 for 6 months</del>
<del></del>	<del>\$2 per day drop-in fee</del>
<del>Nonresident:</del>	<del>\$12 per month / \$62 for 6 months</del>
<del></del>	<del>\$3 per day drop-in fee</del>

#### B. Table Tennis Fees

	<u>Resident</u>	<u>Non-Resident</u>
Drop-In Fee	\$3	\$4
3-Month Pass	\$25	\$25
6-Month Pass	\$40	\$50

#### IX. Vendor Fees for City Events

**Vendor focused City events will include booth fees and have a limited number of spaces available that will be sold on a first-come-first-serve basis.**

#### A. Commercial Event Booth Rates

Grand Hall Booth	\$300
Hallway & Courtyard	\$200
Electricity	\$25

#### B. Community Fair Booth Rates

Gym Booth	\$100
Hallway & Courtyard	\$65
Electricity	\$25
Non-Profit Discount	\$20

Exhibit D

CITY OF FULLERTON  
PARKS AND RECREATION DEPARTMENT

~~2018-19~~ **2019-20**  
POLICY USE STATEMENT AND FEE SCHEDULE  
REGULATING USE OF  
MAPLE COMMUNITY CENTER

I. Purpose

The Maple Community Center serves as a focal point for services and programs that help meet the recreational and social needs of youth and families. The Center takes a leadership role in helping to increase community pride and cultural awareness by hosting annual community events.

II. Hours of Operation

The regular hours of operation are Sunday through Thursday, 8 AM to 10 PM and Friday / Saturday, 8 AM -12 AM. City-sponsored activities have scheduling priority at the Center ~~at all times~~.

III. Use by Outside Groups, Agencies and Individuals

The Center may be rented by outside groups, agencies and individuals during available times, evenings, and weekends; however, priority will be given to Maple Center activities ~~at all times~~.

A. Application by outside groups, agencies and individuals shall be limited to responsible persons or groups. A facility use application must be filed with the Center Supervisor or the Parks and Recreation Coordinator. Permission to use the Center is granted in writing and will not be confirmed until the Center Supervisor or the Parks and Recreation Coordinator signs the application.

B. All applicants must be 18 years of age when signing an application. When representing a group, an applicant must be a member of the applying organization.

C. The applicant shall not advertise its use of the Center until confirmation of reservation is received per a signed contract and 50% of non-refundable fees have been made.

Attachment 4 - Parks and Recreation Fee Schedule Redline

D. Qualifying User Group Categories

City Council, City departments, other county, state, federal, and municipal governments that conduct activities may be charged a use fee and may be charged for staff time which shall be determined on a case-by-case basis by the Director of Parks and Recreation.

Group 1 - Fullerton-Based: **individuals**, nonprofit and public schools. ~~civic, service, athletic organizations, and political groups that conduct nonprofit-oriented community service activities, events and programs.~~

Group 2 – Fullerton-Based: **individuals**, businesses, ~~private schools and other Fullerton-based organizations not in group 1~~. Group 1 rentals which, are profit-oriented or intended to raise funds.

Group 3 - Non-Fullerton based: **individuals, businesses**, nonprofit, ~~civic, service, religious, and athletic organizations and all other groups requesting the facility for approved events that conduct nonprofit-oriented community service activities, events and programs.~~

~~Group 4 — Non-Fullerton-Based Individuals, businesses and Group 3 rentals which, are profit-oriented or intended to raise funds.~~

E. Hourly Rental Fee ~~/Refundable Security and Cleaning Deposit~~

	<u>Group 1</u> <u>Residents</u>	<u>Group 1</u>	<u>Group 2</u>	<u>Group 3</u>	<u>Group</u> <u>4</u>
1. <u>Hourly Rental Rates*</u>					
<b>Weekday Rates</b> <b>(Mon-Fri)</b>	<del>\$80</del> <b>\$70</b>	<del>\$50</del> <b>\$70</b>	<del>\$80</del> <b>\$85</b>	<del>\$85</del> <b>\$100</b>	<del>\$90</del>
<b>Weekend Rates</b> <b>(Sat-Sun)</b>	\$80	<del>\$65</del> <b>\$80</b>	<del>\$95</del> <b>\$80</b>	<b>\$110</b>	

**\*Active Military & Veterans can receive a 10% discount with proof of their Military/Veterans Identification Card at the time of booking.**

<u>2. Additional Fees &amp; Deposits</u>	<u>All Groups</u>
<del>Amplified Music Fee</del>	<del>\$50</del>
<del>Amplified Music Deposit</del>	<del>\$250</del>
<del>Equipment Rental</del>	<del>\$60</del>
AV Equipment Rental	<del>\$100</del> <b>\$50</b>
Bounce House Fee	<del>\$40</del> <b>\$50</b>
<del>Bounce House Deposit</del>	<del>\$100</del>
<del>Kitchenette Fee</del>	<del>\$25</del>
<del>Kitchenette Deposit</del>	<del>\$50</del>
Outdoor Heat Lamp	\$25 each
Hourly Staff Fee	<del>\$25</del> <b>/hour</b>
Facility Deposit (Refundable)	<del>\$100</del> <b>\$400</b>
Alcohol Fee	\$80
Alcohol Deposit ( <b>Refundable</b> )	\$300
Security Guard	\$25 /hour

3. Extended Use - When the facility is scheduled beyond regular operating hours, the users will be charged a per hour staff fee for each staff person.

4. Unauthorized extension of rental will be charged the corresponding per hour rate plus a per hour fee for each staff person.

#### F. Maximum Capacity

	<u>Dining</u>	<u>Assembly</u>
Attendance	164	351

#### G. Rules and Regulations

1. Application for use of the Center shall be made and conducted, in accordance with the rules and regulations contained in the following section. Applicants will be charged according to the fee schedule as set forth in this resolution. Reservations may not be made more than one (1) year in advance. A \$10 processing fee will be charged for reservations made less than two (2) weeks in advance and will be granted if time permits.

2. Users shall be financially responsible for personal injury or property damage arising from use of the Center. If there is damage to the Center, equipment, or park area during the time rented, the user will be liable for any costs incurred associated with its repair or replacement. Damages

#### Attachment 4 - Parks and Recreation Fee Schedule Redline

may exceed the original deposit. Damages must be reported to staff immediately.

3. To reserve the Center, the applicant must pay a nonrefundable fee equal to 50% of the rental fee at the time the reservation is made. Sixty (60) days prior to the event the remaining nonrefundable fees are due. Thirty (30) days prior to the event, the remaining refundable deposits and insurance fees are due along with the signed contract. Failure to pay in full, or return a signed contract, will result in cancellation of reservation. Users are responsible for making on time payments with or without notices.

4. Applicants wishing to cancel a reservation must do so in writing. Nonrefundable rental fees will be refunded as follows:

60 or more days prior to the event	50%
30 to 59 days prior to the event	25%
Less than 30 days prior to event	No Refund

5. Renters are required to confine their events to the specified time and location listed on their rental contract.

6. All events must end by 12 midnight and users must be out of the Center by 12:30 am.

7. No smoking allowed inside the Center, Patio or within 20 feet of the building. Drinking is limited to inside building and gated patio. It is the user's responsibility to enforce this rule. Failure to comply will result in forfeiture of the deposit.

8. No group or individual shall be allowed to reserve a facility on a regular basis.

~~9. Security Services — At the discretion of the Director of Parks and Recreation, any group of any size may be required to have a licensed or sworn security officer present. Security services will be arranged for by the City at the applicant's expense. Information regarding charges for security guard services will be provided at the time of facility booking. Any function where the following conditions are taking place there will be a requirement of one licensed or sworn security officer on site for the length of the rental.~~

- a. **Users who are serving alcohol for guests.**
- b. **Users who are providing amplified music.**
- c. **Users whose group exceeds 100 guests.**



10. Rental contracts may be revoked due to any violation of regulations. Contracts shall not be transferred, assigned or sublet.

11. Reservations may be revoked whenever use of the facility may interfere with any emergency requirements of the City, such as urgent maintenance or construction required to meet public health and safety standards or when a facility is needed for any emergency or disaster related purpose declared by the City.

12. Users are responsible for areas used during facility rental. The facility must be cleaned and returned to the condition found at the beginning of usage. If the applicant fails to do so, the actual cost of cleaning will be deducted from the facility deposit. If the cost exceeds the deposit amount, the balance of cost will be billed to the user.

13. Deposits will be refunded to you within three (3) weeks after your event if it has been determined that you have followed the rules of your contract, the grounds/building were left clean, and there has been no damage to the facility or the equipment.

#### IV. Use of Alcohol Policy

The City of Fullerton will allow the use of alcohol only under controlled circumstances. The use of alcohol is intended for private groups and individuals renting the facility. The following regulations will be strictly enforced:

A. Alcohol may be used only with advance written permission by the Director of Parks and Recreation and must be requested at the time the facility use application is made.

B. The service of alcohol is limited to a maximum of five (5) hours and must be served by an approved caterer or certified bartender.

C. Additional fees for serving alcoholic beverages are as follows: an \$80 alcohol use fee, an insurance fee (for special events only - premium determined by Risk Management), a security officer fee, and a \$300 refundable deposit.

D. Any function where alcohol is to be served will require a minimum of one licensed or sworn security officer. At the discretion of the Director of Parks and Recreation, any group of any size may be required to have a licensed or sworn security officer present.

E. No alcoholic beverages are allowed during the regular operating hours of the Center's programs except as allowed under these regulations.

#### Attachment 4 - Parks and Recreation Fee Schedule Redline

F. Applicants will remove all beverage containers, empty or full, from the premises immediately following the approved function. Failure to comply will result in forfeiture of deposit.

G. All alcoholic beverages are required to be served and consumed inside Grand Room and Patio only. Alcohol is prohibited in restrooms, parking lot and surrounding park property.

I. Drinks served in glass bottles are not allowed.

#### V. Food Policy

~~The kitchenette may be used only with advance written permission from the City staff.~~ All food must be prepared offsite using either private or personal catering services. Food may be warmed and served using City facilities and equipment. All Orange County Health Department codes and regulations regarding food service must be observed. Food must be removed after event. Only liquids down sink. Kitchenette includes sink, refrigerator and microwave.

#### VI. Use of Amplified Music Policy

The City of Fullerton will allow amplified music only under controlled circumstances. The intended use of the Center does not include use as a dance or concert hall. The use of amplified music is limited to approved special events. The following rules will be strictly enforced.

A. Amplified music may be used only with advance written permission from the Director of Parks and Recreation and must be requested at the time the facility use application is made.

B. Music must be kept at a reasonable volume as determined by City staff.

~~C. Depending on the type of activity, a deposit of \$250 may be required.~~ Failure to comply with any of the above rules will result in forfeiture of **the facility** deposit.

#### VII. Use of Audio/Visual Equipment Policy

A. Staff will set up and take down all equipment. Only staff will adjust volume and additional settings.

B. AV equipment includes: Microphone, Microphone ~~s~~Stand, **Television, Projector, Laptop**, Speakers and Amplifier

C. Users are responsible to provide appropriate electronics for their specific audio/visual needs. Equipment may not be compatible with all electronic devices.

#### VIII. Insurance and Security Requirements

A. Appropriate insurance will be required of facility users in conformance with current requirements established by the City of Fullerton Risk Management Division.

~~B. At the discretion of the Director of Parks and Recreation or the Chief of Police consider it necessary, the assignment of one or more licensed or sworn security officers may be required. The cost of any security officers and/or the cost of the City providing other personnel necessary to the occurrence of the event, shall be borne by the group or individual sponsoring the activity.~~ **Any function where the following conditions are taking place there will be a requirement of one licensed or sworn security officer on site for the length of the rental.**

- 1. Users who are serving alcohol**
- 2. Users who are providing amplified music**
- 3. Users whose group exceeds 100 guests**

C. The requesting agency or person shall indemnify the City of Fullerton and its officers, officials, agents, and employees against and will hold the same harmless from any and all actions, claims, damages to persons or property, penalties, obligations, or liabilities which may be asserted or claimed by any person, firm, entity, corporation, or other organization arising out of or in connection with the use of City facilities by said requesting agency or person, except those occurrences arising from the sole negligence or willful misconduct of the City of Fullerton, its officers, officials, agents, or employees.

Exhibit E

CITY OF FULLERTON  
PARKS AND RECREATION DEPARTMENT

~~2018-19~~ 2019-20  
POLICY USE STATEMENT AND FEE SCHEDULE  
REGULATING USE OF  
FULLERTON MUSEUM CENTER

I. Purpose

The primary objectives of the Fullerton Museum Center include the development, coordination, and display of exhibitions and educational programs of scientific, historical, and cultural objects.

II. Facility Rental Program - Operational Goals

The facility rental goals for the Fullerton Museum Center are listed below:

- A. Promote support for nonprofit groups and educational/cultural organizations by providing a low-cost facility rental program;
- B. Provide a resource for facility rental needs for residents, organizations, and corporations; and
- C. Promote the Museum's exhibitions and programs through tours available with rentals.

III. Use By Outside Groups and Agencies

A. The Museum Center may be rented by outside groups; however, priority will be given to Museum rental for cultural activities. Proposed use of facilities or events shall not interfere with the public enjoyment of the Museum; deter from the health, safety, moral welfare, or recreation of the general public; cause unusual or extraordinary expense to the City of Fullerton or the Fullerton Museum Center Association; or draw crowds in excess of the capacity of the facilities. Groups and individuals using the facilities shall abide by all laws and regulations, including fire and safety regulations, and Municipal Code restrictions pertaining to the use of City facilities. If damage is done to any facility, equipment, or park area during the rental time, user will be liable for any costs incurred associated with its repair or replacement.

- 1. Applicants shall be financially responsible for personal injury or property damage arising from use of the facility, meetings, or activities.

Attachment 4 - Parks and Recreation Fee Schedule Redline

- 2. Reservations must be made at least three (3) weeks in advance, or not more than twelve (12) months in advance.
- 3. To reserve the Center, the applicant must pay a nonrefundable fee equal to 50% of the rental fee at the time the reservation is made. Thirty (30) days prior to the event, the remaining rental fees, nonrefundable fees, refundable deposits and insurance fees are due. All rental fees must be paid two (2) weeks prior to the event. Failure to pay in full will result in cancellation of reservation.
- 4. Reservations and fees are required for use of the kitchen and/or patio space.
- 5. Due to the scheduling of a variety of classes, events, and activities at the Museum Center, applicants are required to confine their events to a specified time and location.
- 6. Available equipment may be checked out upon completion of a separate request form. A deposit and/or fee may be charged for equipment.
- 7. Cancellation of meetings and activities by users shall be made no less than two (2) weeks prior to the scheduled use of the Center without forfeiting any deposit collected by the City. The failure of such notification may result in forfeiture of deposit.
- 8. Permits may be revoked due to any violation of regulations.
- 9. Permits shall not be transferred, assigned or sublet.
- 10. The applicant shall not advertise its use of the Museum Center until confirmation of reservation is received. Any references to the Museum Center or the City of Fullerton in advertising shall be limited to location only. Use of the Fullerton Museum Center in no way implies Museum/City sponsorship or affiliation of renter's programs or organization. This clause must be printed on all flyers circulated. Failure to comply with these rules may result in forfeiture of deposit.
- 11. All persons must be 18 years of age (or 21 years of age when use of alcohol is requested) when signing an application and must be a member of the applying organization.
- 12. The use of alcohol is permitted only when requested in advance and approval is given in writing by the Director of Parks and Recreation.



13. All state required alcohol permits are the responsibility of the applicant. All inquiries should be made to the State Alcohol Beverage Control Board located in Santa Ana, California.

14. The use of amplification equipment is permitted only when requested in advance and approval is given in writing by the Museum Center Supervisor.

15. All groups using the Museum Center must complete activities by 12 midnight.

16. Smoking is not allowed inside the Museum Center. Smoking is allowed, outdoors ONLY at least 20 ft away from any Museum entrance or open window. It is the user's responsibility to enforce this rule. Failure to comply will result in forfeiture of deposit.

17. Groups will be charged according to the fee schedule, as set forth in this Resolution.

18. No group or individual shall be allowed to reserve a facility for more than four (4) consecutive weeks on one specific weekday (i.e. four Mondays, etc.).

19. Youth Group reservations must be completed by an adult sponsor. For every fifteen (15) minors using the facility, at least one (1) adult chaperon must be present. The names of the chaperoned shall be furnished to the Museum Center 48 hours prior to the use of the facility.

20. The Parks and Recreation Department reserves the right at any time to refuse use of any facility to any group or individual who has violated any of the conditions, rules or regulations governing the use of the facilities. Reservations may also be revoked upon ten (10) days written notice from the Director of Parks and Recreation whenever the use of a building or facility may interfere with City program activities.

21. Groups with an estimated attendance of over 75 persons, that are also serving alcohol, must pay an additional fee equal to the actual cost plus benefits per hour for a licensed or sworn security officer in addition to all other fees charged. Any group of any size may be required, at the discretion of the Director of Parks and Recreation, to have a security officer present. They must also pay an alcohol use fee of \$150 and an alcohol use deposit of \$300. The alcohol fee and deposit are in addition to the standard facility use fee and deposit.

## Attachment 4 - Parks and Recreation Fee Schedule Redline

### B. Qualifying User Group Categories

City sponsored/City Council, other City departments, and other county, state, federal, and municipal governments that conduct official activities directly sponsored by these agencies may be charged a use fee and may be charged for staff time to be determined on a case-by-case basis by the Director of Parks and Recreation.

Group 1: Fullerton-Based: Nonprofit ~~Fullerton-based~~ civic, service, religious, cultural, and athletic organizations that conduct nonprofit oriented community service activities, events, and programs and activities other than fund-raising events, receptions or parties. Organization must have a 501(c)(3) classification with headquarters in Fullerton.

Group 2: Individuals, commercial businesses, and professional firms that conduct company oriented or other activities which are: 1) profit-oriented or intended to raise funds or 2) not open to the general public.

Group 3: Non-Fullerton Based: Nonprofit ~~non-Fullerton~~ based civic, service, nonprofit athletic organizations, commercial, religious, political, or cultural groups with a 501(c)(3) classification. (Activities other than fund-raising events, receptions or parties.)

### C. Rental Fees for Auditorium, Classroom, Conference Room and Patio

#### 1. Capacity

	<u>Auditorium</u>	<u>Classroom</u>	<u>Conference Room</u>	<u>Patio</u>
Maximum Assembly:	65	40	16	80
Maximum with Tables:	40	30	16	<del>80</del> 80

#### 2. Fees - **Active Military & Veterans can receive a 10% discount with proof of their Military/Veterans Identification Card at the time of booking.**

	<u>Auditorium</u>		<u>Class Room</u>	<u>Conference Room</u>	<u>Patio</u>
	Hourly Rental Fee / Security & Cleaning Fee / Hourly Staff Fee				
Group 1	\$55 / \$100 / \$25				
Group 2	\$80 / \$100 / \$25				
Group 3	<del>\$70</del> <b>\$105</b> / \$100 / \$25				
			<u>Class Room</u>	<u>Conference Room</u>	<u>Patio</u>
			Hourly Rental Fee / Security & Cleaning Fee / Hourly Staff Fee		
Group 1:	\$45 / <del>\$50</del> <b>\$75</b> / \$25	\$45 / <del>\$100</del> <b>\$50</b> / \$25	\$45 / <del>\$50</del> <b>\$75</b> / \$25		
Group 2:					

~~\$60~~ ~~\$70~~ / ~~\$75~~ ~~\$50~~ / \$25   ~~\$60~~ ~~\$70~~ / \$100 / \$25   ~~\$50~~ ~~\$60~~ / ~~\$50~~ ~~\$75~~ / \$25

Group 3:

~~\$60~~ ~~\$75~~ / ~~\$50~~ ~~\$75~~ / \$25   ~~\$60~~ ~~\$75~~ / ~~\$100~~ ~~\$50~~ / \$25   ~~\$40~~ ~~\$75~~ / ~~\$50~~ ~~\$75~~ / \$25

Additional fees may apply:

Staff Fee	\$25 per hour
Outdoor Heater Rental	\$25 each
<del>Kitchen Use Fee</del>	<del>\$75</del>
<del>Kitchen Cleaning Deposit</del>	<del>\$50</del>
Alcohol Use Fee	\$80
Alcohol Use Deposit	\$300
<del>Amplified Music Deposit</del>	<del>\$250</del>
<b>Amplified Music Fee</b>	<b>\$50</b>
<b>Facility Deposit</b>	<b>\$100</b>
Tour Fee	\$4 / person (\$40 minimum)
Custodial Services Fee	\$35 per hour

D. Use of Gallery Space

The City of Fullerton will allow use of the gallery/exhibition space only under controlled circumstances and only when rental use will not interfere with normal exhibition installation. Gallery exhibition space will not be rented out when an exhibition is occupying the exhibition area either during installation period or on exhibit. Request for gallery/exhibition space must be made in writing to the Museum Center Manager. Requests must state the nature of the activity; projected attendance; any special circumstances such as alcohol service and dancing; and exact hours needed for setup and for the activity.

Rental Fee/Refundable Security & Cleaning Deposit / Staff Fee

All user groups     \$3,000 flat fee / \$1,000 / Staffing fee\*

\*Appropriate hourly fees for gallery security staff, security officers, and custodial staff as determined by the Museum Center Manager.

IV. Alcohol Policy

The City of Fullerton will allow the use of alcohol only under controlled circumstances. The use of alcohol is intended for private groups renting the facility. Alcohol may only be served when requested in advance and approved by the Director of Parks and Recreation. Alcoholic beverages are not allowed to be brought to the Museum Center by individuals during regular hours of operation.

Attachment 4 - Parks and Recreation Fee Schedule Redline

The following regulations will be strictly enforced:

- A. The use of alcoholic beverages will be permitted by written permission only and must be requested at the time the facility use application is made.
- B. An additional alcohol use fee will be charged to any permittee serving alcoholic beverages. An additional refundable alcohol use deposit will also be required.
- C. At the discretion of the Director of Parks and Recreation any group of any size may be required to have a security officer present. In addition, a minimum of one staff person is required.
- D. Permittee will be held responsible for any damages resulting from their function and shall incur all costs of damages to equipment or the facility.
- E. Permittee will remove all beverage containers, empty or full, from the premises immediately following the approved function. Failure to comply will result in forfeiture of deposit.
- F. Permittee is responsible for obtaining all necessary State of California beverage control permits to allow legal sale of alcoholic beverages.

V. Amplified Music Policy

The City of Fullerton will allow amplified music only under controlled circumstances. The intended use of the Museum Center does not include use as a dance or concert hall. The use of amplified music is limited to receptions, community-based fund-raising events, and approved special events (i.e., lectures, educational programs).

The following rules will be strictly enforced:

- A. Amplified music may be used only with advance written permission from the Director of Parks and Recreation and must be requested at the time the facility use application is made.
- B. Music must be kept at a reasonable volume to be determined by City staff on site.
- C. ~~Depending on the type of activity, a deposit of \$250 may be required.~~ Failure to comply with any rules will result in forfeiture of **facility** deposit.
- D. Permittee will be held responsible for any damages resulting from their function and shall incur all costs of damages to equipment or the facility.

## VI. General Use Limitations and Restrictions

All users of the Fullerton Museum Center shall be subject to the general use limitations, restrictions and current fees.

A. The use of alcoholic beverages will be permitted by written permission only and must be requested at the time the facility use application is made.

B. No alcoholic beverages are allowed during the regular operating hours of the Museum Center except as allowed under these regulations.

C. Amplified music is not allowed unless requested in advance and approved in writing by the Director of Parks and Recreation.

D. Except for seeing-eye dogs **and registered service animals**, animals are not allowed in the Museum Center.

E. Applicants are responsible for arranging equipment, utensils, chairs, tables, and other items to meet their special needs. In addition, when an event is concluded, applicants are responsible for returning all items used to their original places, properly disposing of garbage and cleaning whatever is necessary. It is essential that the Museum Center be left in the condition existing prior to its use.

F. Decorations are allowed, but must have prior approval and must be made of documented flame resistant materials. No nails, tacks, tape, or any other material that will damage or deface walls or ceilings may be used. All decorations must be removed by user immediately following the activity.

## VII. Food Regulations

Permission to serve food must be obtained from the Museum Center Manager in advance.

A. Groups serving food must have the function entirely catered by a caterer who is approved by the Museum Center. To receive approval, the group must provide the Museum staff with the name and address of the proposed caterer.

B. Groups serving food must also meet all Orange County Health Department health code regulations.

## VIII. Tours

Organizations who wish to arrange a tour of the Museum Center's exhibition, may issue a request on the rental application form. An additional fee of \$4 per

Attachment 4 - Parks and Recreation Fee Schedule Redline  
person (minimum of \$40) will be required during the time of rental. Museum tours are to be arranged and approved by the Museum Center Managers. Rental parties will be notified in writing of the exhibition tour details pending availability of docents, security requirements, and exhibition schedules.

## IX. Museum Exhibition Galleries

No exhibition space is offered as a part of a facility rental. The Museum's regular operating hours remain in effect during any rental, and all rules and regulations regarding the exhibition space/galleries remain in effect.

## X. Insurance and Security Requirements

A. Appropriate insurance will be required of facility users in conformance with current requirements established by the City of Fullerton Risk Management Division.

~~B. At the discretion of the Director of Parks and Recreation or the Chief of Police consider it necessary, the assignment of one or more licensed or sworn security officers may be required. The cost of any security officers and/or the cost of the City providing other personnel necessary to the occurrence of the event, shall be borne by the group or individual sponsoring the activity.~~

**Security guards are required, at the expense of the applicant, during the entire rental time whenever alcohol is sold or served, amplified music or attendance that exceeds 75 guests. The number of officers will be determined by event type, expected attendance, and other factors. Applicant must use City-approved security guard vendors.**

C. The requesting agency or person shall indemnify the City of Fullerton and its officers, officials, agents, and employees against and will hold the same harmless from any and all actions, claims, damages to persons or property, penalties, obligations, or liabilities which may be asserted or claimed by any person, firm, entity, corporation, or other organization arising out of or in connection with the use of City facilities by said requesting agency or person, except those occurrences arising from the sole negligence or willful misconduct of the City of Fullerton, its officers, officials, agents, or employees.

Exhibit F

CITY OF FULLERTON  
PARKS AND RECREATION DEPARTMENT

~~2018-19~~ 2019-20  
POLICY USE STATEMENT AND FEE SCHEDULE  
REGULATING USE OF  
FULLERTON DOWNTOWN PLAZA

I. Purpose

The primary objective of the Fullerton Downtown Plaza is to provide a setting for cultural, social, recreational, human service, leisure time activities, and programs in the City of Fullerton. The City may charge a fee to offset maintenance, utilities, supervision, equipment use, and administrative expenses due to the use of the plaza.

II. Use By Outside Groups and Agencies

A. The Plaza may be rented by outside groups. Proposed use of facilities or events shall not interfere with the public enjoyment of the Plaza or Museum Center; deter from the health, safety, moral welfare, or recreation of the general public; cause unusual or extraordinary expense to the City of Fullerton; or draw crowds in excess of the capacity of the facilities. Groups and individuals using the facilities shall abide by all laws and regulations, including fire and safety regulations, and Municipal Code restrictions pertaining to the use of City facilities. If damage is done to any facility, equipment, or park area during the time you are using it, you will be liable for any costs incurred associated with its repair or replacement.

1. Applicants shall be financially responsible for personal injury or property damage arising from use of the facility, meetings, or activities.

**If there is damage to the facility, equipment, or park area during the time rented, the user will be liable for any costs incurred associated with its repair or replacement.**

2. Reservations must be made at least thirty (30) days in advance. To reserve the Plaza, a nonrefundable fee equal to 50% of the rental fee is required to reserve a desired date.

3. Thirty (30) days prior to the event the remaining nonrefundable fees, refundable deposits and insurance fees are due. Failure to pay in full will result in cancellation of reservation.

Attachment 4 - Parks and Recreation Fee Schedule Redline

4. Due to the scheduling of a variety of classes, events, and activities at the Plaza, applicants are required to confine their events to a specified time and location.

5. Available equipment may be checked out upon completion of a separate request form. A deposit and/or fee may be charged for equipment.

6. Cancellation of meetings and activities by users shall be made no less than sixty (60) days prior to the scheduled use of the Plaza without forfeiting any deposit collected by the City. The failure of such notification may result in forfeiture of deposit.

7. Permits may be revoked due to any violation of regulations.

8. Permits shall not be transferred, assigned or sublet.

9. The applicant shall not advertise its use of the Plaza until confirmation of reservation is received. Any references to the Plaza or the City of Fullerton in advertising shall be limited to location only. Use of the Plaza in no way implies City sponsorship or affiliation of renter's programs or organization. This clause must be printed on all flyers circulated. All advertising using the Plaza, City, and/or Museum must be authorized by City staff. Failure to comply with these rules may result in forfeiture of deposit.

10. All persons must be 18 years of age (or 21 years of age when use of alcohol is requested) when signing an application and must be a member of the applying organization.

11. The use of alcohol is permitted only when requested in advance and approval is given in writing by the Director of Parks and Recreation.

12. All state required alcohol permits are the responsibility of the applicant. All inquiries should be made to the State Alcohol Beverage Control Board located in Santa Ana, California.

13. The use of amplification equipment is permitted only when requested in advance and approval is given in writing by City staff.

14. All groups using the Plaza must complete event/activities by 10 PM and vacate the premises no later than 11 PM.

15. Groups will be charged according to the fee schedule, as set forth in this Resolution.

16. No group or individual shall be allowed to reserve a facility for more than two (2) consecutive weeks on one specific weekday (i.e. two Mondays, etc.).

17. Youth group reservations must be completed by an adult sponsor. For every fifteen (15) minors using the facility, at least one (1) adult chaperon must be present. The names of the chaperoned shall be furnished to City staff 48 hours prior to the use of the facility.

18. The Parks and Recreation Department reserves the right at any time to refuse use of any facility to any group or individual who has violated any of the conditions, rules or regulations governing the use of the facilities. Reservations may also be revoked upon ten (10) days written notice from the Director of Parks and Recreation whenever the use of a building or facility may interfere with City program activities.

~~19. **Security Services - Groups with an estimated attendance of over 75 persons, that are also serving alcohol, must pay an additional fee equal to the actual cost plus benefits per hour for a licensed or sworn security officer in addition to all other fees charged. Any group of any size may be required, at the discretion of the Director, to have a security officer guard present. They must also pay an alcohol use fee of \$165 and an alcohol use deposit of \$500. The alcohol fee and deposit are in addition to the standard facility use fee and deposit.**~~

**Security guards are required, at the expense of the applicant, during the entire rental time whenever alcohol is sold or served, amplified music, or attendance that exceeds 75 guests. The number of officers will be determined by event type, expected attendance, and other factors. Applicant must use City-approved security guard vendors.**

20. Groups with an estimated attendance of over 150 persons, which are also serving food, alcohol and/or craft activities, must pay an additional fee equal to the actual cost plus benefits per hour for the staff time and service of power washing. The power washing fees are applied at the discretion of the Director and are in addition to the standard facility use fees and deposits.

#### B. Rental **Rates**, Fees, **Deposits** for Plaza

1. Hourly Rental Fee - minimum rental is four (4) hours - **Active Military & Veterans can receive a 10% discount with proof of their Military/Veterans Identification Card at the time of booking.**

##### Group 1

#### Attachment 4 - Parks and Recreation Fee Schedule Redline

Up to 150 persons	\$88 / 4 hours
151 to 350	\$105 / 4 hours
351 to 650	\$138 / 4 hours
651 to 1,000	\$154 / 4 hours

##### Group 2

Up to 150 persons	\$400 / 4 hours & \$90 / each additional hour
151 to 350	\$500 / 4 hours & \$110 / each additional hour
351 to 650	\$600 / 4 hours & \$130 / each additional hour
651 to 1,000	\$700 / 4 hours & \$150 / each additional hour

##### Group 3

Up to 150 persons	\$99 / 4 hours
151 to 350	\$121 / 4 hours
351 to 650	\$160 / 4 hours
651 to 1,000	\$198 / 4 hours

#### 2. Additional fees and deposits:

<b>Cleaning Deposit</b>	<b>\$250</b>
Alcohol Use Fee	<del>\$165</del> <b>\$250</b>
<del>Cleaning Deposit</del>	<del>\$250</del>
Alcohol Use Deposit	<del>\$500</del> <b>\$250</b>
Amplified Music Fee	<del>\$50</del> <b>\$80</b>
Amplified Music Deposit	\$250
Staff Fee	\$25 / hour
Power Washing	\$650
Custodial Fee	\$35 / hour
<b>Security Guard Fee</b>	<b>\$25 / hour</b>

#### C. Qualifying User Group Categories

City sponsored/City Council, other City departments, and other county state, federal, and municipal governments that conduct official activities directly sponsored by these agencies may be charged a use fee and may be charged for staff time to be determined on a case-by-case basis by the Director of Parks and Recreation.

Group 1: **Fullerton Based:** Nonprofit Fullerton-based civic, service, religious, cultural, and athletic organizations that conduct nonprofit oriented community service activities, events, and programs (other than fund-raising events, receptions or parties). Organization must have a 501(c)(3) classification with headquarters in Fullerton. Events which include a fund-raising activity will be charged the Group 2 fee.



Group 2: Individuals, commercial or professional firms that conduct company oriented or other activities which are: 1) profit-oriented or intended to raise funds or 2) not open to the general public.

Group 3: **Non-Fullerton Based:** Nonprofit ~~non-Fullerton-based~~ civic, services, nonprofit athletic organizations, commercial, religious, political, or cultural groups with a 501(c)(3) classification. Events which include a fund-raising activity, will be charged the Group 2 fee.

### III. Alcohol Policy

The City of Fullerton will allow the use of alcohol only under controlled circumstances. The use of alcohol is intended for private groups **and individuals** renting the facility. Alcohol may only be served when requested in advance and approved by the Director of Parks and Recreation. Alcoholic beverages are not allowed to be brought to the Museum Center by individuals during regular hours of operation.

The following regulations will be strictly enforced:

A. The use of alcoholic beverages will be permitted by written permission only and must be requested at the time the facility use application is made.

B. An additional ~~\$165~~ **\$250** fee (above the appropriate rental fee) will be charged to any permittee serving alcoholic beverages. An additional ~~\$500~~ **\$250** refundable deposit (above the appropriate standard deposit) will also be required.

C. **Security guards or sworn officers are required, at the expense of the applicant, during the entire rental time whenever alcohol is sold or served. The number of officers will be determined by event type, expected attendance, and other factors. Applicant must use City approved security guard vendors. Any function identified by Risk Management as a Class I or II event with an estimated attendance of 250 and over and where alcohol is to be served will require a minimum of one licensed or sworn security officer at an hourly rate equal to the actual cost plus benefits of providing the officer. At the discretion of the Director of Parks and Recreation, any group of any size may be required to have a security officer present.** In addition, a minimum of **two one** staff person at a rate of \$25 per hour is required.

D. Permittee will be held responsible for any damages resulting from their function and shall incur all costs of damages to equipment or the facility.

### Attachment 4 - Parks and Recreation Fee Schedule Redline

E. Permittee will remove all beverage containers, empty or full, from the premises immediately following the approved function. Failure to comply will result in forfeiture of deposit.

F. Permittee is responsible for obtaining all necessary State of California beverage control permits to allow legal sale of alcoholic beverages.

G. **All alcoholic beverages are required to be sold, served and consumed inside the plaza.**

### IV. Amplified Music Policy

The City of Fullerton will allow amplified music only under controlled circumstances. The use of amplified music is limited to receptions, community based fund-raising events, and approved special events (i.e., lectures, educational programs).

The following rules will be strictly enforced:

A. Amplified music may be used only with advance written permission from the Director of Parks and Recreation and must be requested at the time the facility use application is made.

B. Music must be kept at a reasonable volume to be determined by City staff on site.

C. Depending on the type of activity, a deposit of \$250 may be required. Failure to comply with any rules will result in forfeiture of deposit.

D. Permittee will be held responsible for any damages resulting from their function and shall incur all costs of damages to equipment or the facility.

### V. General Use Limitations and Restrictions

All users of the Plaza shall be subject to the general use limitations, restrictions and current fees.

A. The use of alcoholic beverages will be permitted by written permission only and must be requested at the time the facility use application is made.

B. No alcoholic beverages are allowed at the Plaza except as allowed under these regulations.

C. Amplified music is not allowed unless requested in advance and approved in writing by the Director of Parks and Recreation.

D. Applicants are responsible for arranging equipment, utensils, chairs, tables, and other items to meet their special needs. In addition, when an event is concluded, applicants are responsible for returning all items used to their original places, properly disposing of garbage and cleaning whatever is necessary. It is essential that the Plaza be left in the condition existing prior to its use.

E. Decorations are allowed, but must have prior approval and must be made of documented flame resistant materials. No nails, tacks, tape, or any other material that will damage or deface walls or structures may be used. All decorations must be removed by user immediately following the activity.

#### VI. Food Regulations

A. Permission to serve food must be obtained from City staff in advance. A group serving food must have the function entirely catered by a caterer who is approved by the City. To receive approval, the group must provide City staff with the name and address of the proposed caterer.

B. Groups serving food must meet all Orange County Health Department and State of California health code regulations.

#### VII. Insurance and Security Requirements

A. Appropriate insurance will be required of facility users in conformance with current requirements established by the City of Fullerton Risk Management Division.

~~B. At the discretion of the Director of Parks and Recreation or the Chief of Police consider it necessary, the assignment of one or more licensed or sworn security officers may be required. The cost of any security officers and/or the cost of the City providing other personnel necessary to the occurrence of the event, shall be borne by the group or individual sponsoring the activity.~~

B. The requesting agency or person shall indemnify the City of Fullerton and its officers, officials, agents, and employees against and will hold the same harmless from any and all actions, claims, damages to persons or property, penalties, obligations, or liabilities which may be asserted or claimed by any person, firm, entity, corporation, or other organization arising out of or in connection with the use of City facilities by said requesting agency or person, except those occurrences arising from the sole negligence or willful misconduct of the City of Fullerton, its officers, officials, agents, or employees.

## Exhibit G

CITY OF FULLERTON  
PARKS AND RECREATION DEPARTMENT~~2018-19~~ **2019-20**  
POLICY STATEMENT AND FEE SCHEDULE  
PERTAINING TO PARK DWELLING FEESI. Purpose

Per Fullerton Municipal Code Sections 21.12.010 - 21.12.040, the purpose of the park dwelling fee is to implement the goals and policies of the Resource Management Element of the City's General Plan which calls for the creation of open spaces throughout the community and the provision of a comprehensive and unified system of parks and recreation facilities accessible to all residents. All money collected as fees imposed shall be deposited in the Park Dwelling Fund and shall be used solely for the acquisition, development, and improvement of public parks and recreational facilities in the city, as proposed by the City's five-year Capital Improvement Program.

II. Formula (per Resolution 8685)

$$\frac{\text{Cost/Acre (Land Acquisition)} + \text{Cost/Acre (Land Development)} \times \text{Parkland Acres}}{1,000 \text{ population} \times \text{Residents/Acquisition Development Park Std. Dwelling Unit}} \times 1,000$$

III. Fee

$$\del{2018-19} \text{ 2019-20} = \$12,020 \text{ per dwelling unit}$$

**IV. Accessory Dwelling Units are exempted from paying Park Dwelling Fees per Resolution 2019-XX**