



City of Palo Alto

Policy and Services Committee Staff Report

(ID # 5858)

Report Type: Agenda Items

Meeting Date: 6/9/2015

Summary Title: Strengthening City Engagement with Neighborhoods

Title: Referral of Colleagues Memo Regarding Strengthening City Engagement with Neighborhoods

From: City Manager

Lead Department: City Manager

Recommendation

Staff recommends that the Policy & Services Committee discuss the seven actions outlined in the Colleagues Memo, provide further direction, and refer the item to the City Council.

Background

On April 20, 2015, the City Council took up a Colleagues' Memo from Mayor Holman, Council Members Burt, Schmid, and Wolbach regarding Strengthening City Engagement with Neighborhoods. The Council referred to the Memo to the Policy & Services Committee.

The memorandum seeks to build on existing engagement platforms and add more face-to-face contact with neighborhood organizations. The authors suggest seven actions to achieve this goal.

Discussion

The seven points, listed in bold, are outlined below accompanied by the staff response. Staff has provided recommendations, suggestions and some clarifying questions to further develop and address the various issues that have been raised.

Potential Program Components:

- 1. Recognize neighborhood associations and provide placement on the City Community Partners webpage, <http://www.cityofpaloalto.org/partners> with links to a map of the general neighborhood area and to the association website or other contact information. The City should review the process for recognition in consultation with neighborhoods and explore agreement on some basic standards and requirements regarding governance and association responsibilities for outreach and inclusion, as a recognized neighborhood association.**

Staff acknowledges that the City's Community Partners website lacks information and links to neighborhood associations, maps, and contact information. The City's website does have a map of neighborhoods and it is attached for the Committee to review. The existing map identifies 30 neighborhoods (not 37 as indicated in the Colleagues Memo).

Recognizing the potential for disagreements over the organization, boundaries, and other descriptions of a neighborhood, staff agrees that thought should be given to how neighborhood recognition is granted. Specifically, staff would like to research other municipalities as well as state and national neighborhood associations. Options for recognition could range from a *laissez-faire* approach to a formal process with specific criteria leading to City Council approval. In order to determine an approach that is likely to fit current Palo Alto needs, a small advisory group of existing neighborhood leaders could be formed to work with staff on identifying key requirements. Minimum standards should be developed, including a commitment to free and open membership, non-discrimination, and transparency of operations.

- 2. For recognized neighborhood associations, the City should explore guidelines and costs for providing periodic free use of available public facilities for public meetings and events as well as insurance coverage under the City's policy.**

Staff recommends that a survey of existing neighborhood associations be conducted to determine the scale and scope of intended use. Factors such as number of uses per year, duration, types of events, fee or non-fee events, and whether alcohol is desired would impact the financial analysis of this action. Alternatively, the Committee could make recommendations that set boundaries for such free use and staff can conduct the analysis with those boundaries. Staff has also included the Fiscal Year 2015 Community Service Department's (CSD) Municipal Fee Chapter to provide the Committee with facility rental fees. Additionally, as the Committee is aware, a pending item on the Committee's schedule of items is the discussion about CSD facility rental fees.

- 3. Provide small, one-time start-up grants for neighborhood associations to be used to attend the United Neighborhoods of Santa Clara County's Annual Conference and toward neighborhood association initiation activities.**

Staff believes that start-up support and/or governance training funds for neighborhood associations would be a nominal investment in starting and maintaining productive associations. Staff recommends that either as part of a survey or through the advisory group, association leaders be polled about the specific types of training needed for their nonprofit administration and governance. At the time of this report's publication, details about the cost of attending the United Neighborhoods of Santa Clara County's Annual Conference (UNSCC) was not available. Staff has contacted the organization to learn more about this particular

group and the conference costs. The UNSCC annual membership for each neighborhood association is \$200 per the organization's website. Additionally the City offers the Know Your Neighbors Grant Program which provides citizens, homeowner association's or neighborhood association's grants for up to \$1,000. The Committee could look at expanding the scope and budget of this program. The program is currently funded annually with \$25,000.

- 4. Support neighborhood associations in distributing relevant City information to members, including information about upcoming community meetings or events, notification about proposed projects in their neighborhoods, City initiatives, emergency preparation events, County proposals, Public Works or Utilities projects, Caltrain, VTA or neighboring communities' plans.**

Staff is unclear about the specific nature of this request. It appears that neighborhood associations would be asked to distribute City information; however, existing channels are available to meet informal notification needs. For formal notification needs, such as for development proposals, it is unclear to what extent neighborhood associations could satisfy notification requirements. If the suggestion is that the City distributes literature and announcements through USPS mail for the associations, expectations of the magnitude of this service would be needed. Staff seeks further direction from the Committee with regard to this action. A primary existing neighborhood association resource is to utilize the social media site Nextdoor.com. Also, residents and other interested parties can sign up for the City's numerous social media sites and email distribution lists:

Social Media: www.cityofpaloalto.org/socialmedia

Email Distribution List: www.cityofpaloalto.org/gov/depts/cou.

- 5. Each neighborhood association will be encouraged to identify a designated "Communications Officer" as information liaison with the City.**

Staff believes that a Communication Officer within each association could add value to strengthen engagement with the City, if serving as a consistent means of connecting neighbors that are not currently reached. As mentioned in #4, the officer could assist the association leader by ensuring that citizens are connected to the City's social media sites and email lists. Additionally the officer could email or post messages on neighborhood Nextdoor groups, potentially extending the reach of messages from the City. Further details about the duties of this volunteer position can be discussed vetted through the advisory group, if recommended by the Committee.

- 6. Hold annual town hall-style meetings with City Council representatives and appropriate City staff and focused on different regions of Palo Alto. The meetings shall encourage both individual and neighborhood association participation.**

Staff seeks further direction from the Committee with regards to the town hall-style meetings. Specifically: how many regions does the Committee consider appropriate; would these be full Council meetings compliant with the Brown Act, or limited to less than a quorum of Council; would the meetings occur at community centers, citizen's homes, school sites, parks, or churches; on weekends, weekdays, afternoons, or evenings; what is the ideal duration; and any specific scope. How do members see these as different as the outreach being conducted for Our Palo Alto? While a valuable means of communication with neighborhoods, this could also require significant resources to implement citywide.

7. Evaluate creation of an Ombudsperson program with the neighborhoods to follow up on neighborhood or resident issues and facilitate conflict resolution when needed.

Staff recommends that in the short term, neighborhood association leaders begin to promote the use the PaloAlto311 app. The app allows residents to submit maintenance issues 24 hours a day, 7 days a week. In the longer term, and as the Committee provides direction, staff believes the development of a Communications Liaison discussed in #5 could provide support in this area as well. Staff seeks direction from the Committee with regards to conflict resolution. Specifically, who is the conflict between, neighbors, citizens and the City? The City currently supports the Palo Alto Mediation Program annually with a \$65,000 contribution. The organization provides services for neighbors, tenants, landlords, employers, co-workers, local businesses, or other persons or organizations in the community. This information can be shared with citizens immediately: www.paloaltomediation.com.

The Committee may wish to advance some of these potential components ahead of others that will take more time to develop.

Resource Impact

As indicated in the memo, staff time and resources to support this program may be significant depending on scope and program components. At this stage, in forwarding the memo for initial discussion, staff is not ready to make a recommendation on staffing and budgetary needs. To conduct the basic scope of outreach necessary to solicit input and evaluate the elements described above, staff anticipates a work effort of 80 hours or more over a period of 30-60 days. This would be prioritized among other work plan elements.

Staff would like to engage in a detailed discussion with the Committee to further understand the expectations and then build a work plan and budget for City Council review.

Attachments:

- April 20, 2015 Colleagues Memorandum (PDF)
- Neighborhood Map from City Website (PDF)
- Fiscal Year 2015 Municipal Fee Schedule - Community Services Department (PDF)



CITY OF PALO ALTO OFFICE OF THE CITY CLERK

April 20, 2015

The Honorable City Council
Palo Alto, California

Colleagues' Memo From Mayor Holman, Council Members Burt, Schmid, and Wolbach Regarding Strengthening City Engagement with Neighborhoods (Continued from March 16, 2015)

GOAL

Palo Alto residents are engaged and care deeply about proposals that enhance or may harm our quality of life. To further support strong neighborhood participation in civic affairs, we propose initiating several actions to better integrate the understanding, consideration, and actions of our City government with neighborhoods' interests and concerns.

BACKGROUND

The City has made great strides in making information available including the very informative Development Services Construction Updates and the Open Data Portal. Use of various social media channels such as Facebook, Twitter, and Next Door have enhanced City outreach and communication with citizens and neighborhoods. This memo seeks to build on those accomplishments with additional focus on communication with neighborhoods, adding much more face-to-face contact.

Palo Alto is comprised of 37 neighborhoods, each impacted by decisions that are considered or made by City government. Whether the event is led or supported by City planners, Public Works, Utilities, the City Manager's Office, outside agencies such as VTA, Caltrans, or even developments in another community, it is incumbent on the City to make best efforts to inform its citizens. Further, the neighborhoods often have very different characteristics and interests from one another as acknowledged in our Comprehensive Plan Goal L-3: "Safe, attractive residential neighborhoods, each with its own distinct character and within walking distance of shopping, services, schools and/or other gathering places".

The current "Know Your Neighbors" Grant Program provides grants for promoting neighbors getting to know one other. While this program has been very popular, frequent comments about the program include that the grant money is spent on permits for use of public facilities or street closure permits for block parties, leaving little funding for the event itself. The proposed programs below would be the City's first comprehensive neighborhood engagement initiative.

RECOMMENDATION

Based on research of other cities' programs and community members' comments, we recommend that the following proposed City actions be referred to the Policy and Services

Committee:

1. Recognize neighborhood associations and provide placement on the City Community Partners webpage, <http://www.cityofpaloalto.org/partners> with links to a map of the general neighborhood area and to the association website or other contact information. The City should review the process for recognition in consultation with neighborhoods and explore agreement on some basic standards and requirements regarding governance and association responsibilities for outreach and inclusion, as a recognized neighborhood association.
2. For recognized neighborhood associations, the City should explore guidelines and costs for providing periodic free use of available public facilities for public meetings and events as well as insurance coverage under the City's policy.
3. Provide small, one-time start-up grants for neighborhood associations to be used to attend the United Neighborhoods of Santa Clara County's Annual Conference and toward neighborhood association initiation activities.
4. Support neighborhood associations in distributing relevant City information to members, including information about upcoming community meetings or events, notification about proposed projects in their neighborhoods, City initiatives, emergency preparation events, County proposals, Public Works or Utilities projects, Caltrain, VTA or neighboring communities' plans.
5. Each neighborhood association will be encouraged to identify a designated "Communications Officer" as information liaison with the City.
6. Hold annual town hall-style meetings with City Council representatives and appropriate City staff and focused on different regions of Palo Alto. The meetings shall encourage both individual and neighborhood association participation.
7. Evaluate creation of an Ombudsperson program with the neighborhoods to follow up on neighborhood or resident issues and facilitate conflict resolution when needed.

DISCUSSION:

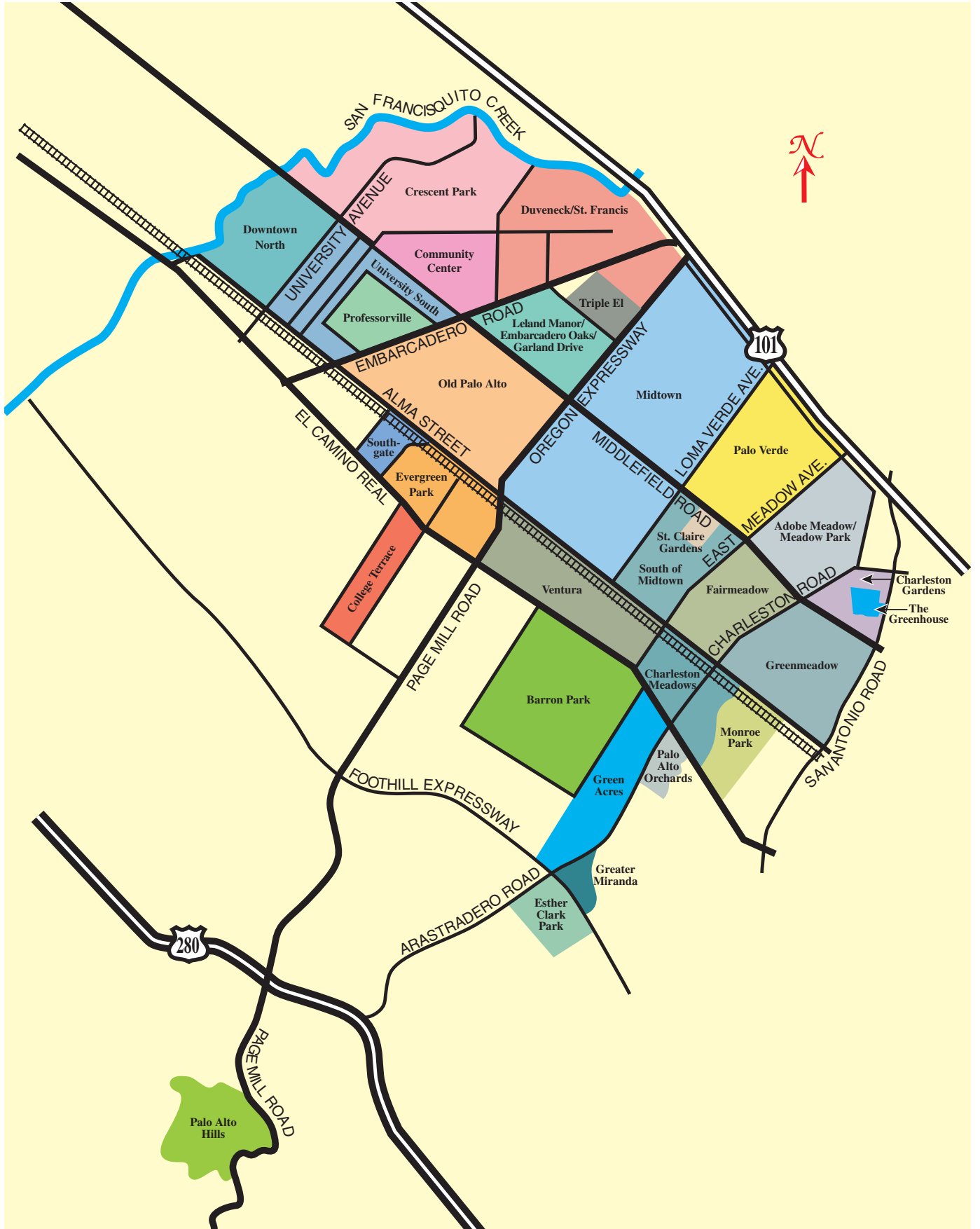
Certain of these proposals may be adopted and implemented ahead of others. It is our intention that the town hall-style meetings would commence early this year, and the Ombudsman program would likely take more time and possibly need to be considered in the budget cycle.

STAFF IMPACT:

Staff impact and resources necessary to support this program may be significant, depending on the scope of the program components ultimately adopted. Research and discussion regarding impacts of the program will be necessary, including legal and risk implications along with staffing and funding aspects. These need not be deterrents to proceeding, just

acknowledgment that a more formal and interlinked relationship will also require some more explicit standards and monitoring and reporting. The most effective city neighborhood programs are formalized in this regard. Staff acknowledges that this discussion can first take place during the Policy and Services referral and discussion.

Department Head: Beth Minor, Acting City Clerk





CITY OF
**PALO
ALTO**

**Fiscal Year 2015
Community Services**

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COMMUNITY SERVICES DEPARTMENT

Arts and Sciences

	FY 2014 FEE		FY 2015 FEE	
Admissions				
Ticket Processing Fee	\$0.00 - \$4.00		\$0.00 - \$4.00	
Performing Arts				
Patron Facility Use Fee for Community Theatre	\$2.00		\$2.00	
Children's Theatre Adults	\$10.00 - \$22.00		\$10.00 - \$22.00	
Children's Theatre Children	\$5.00 - \$22.00		\$5.00 - \$22.00	
Visual and Performing Arts				
Special Workshops and Presentations (including Children's Theatre workshop fees)	\$5.00 - \$2,100.00		\$5.00 - \$2,100.00	
Permits				
Permit to perform in Arts and Sciences sponsored concert series. (Interested parties must apply and be selected by Program Coordinator.)				
Registrations				
	Resident Fee	Non-Resident Fee	Resident Fee	Non-Resident Fee
Junior Museum Science Outreach Program	\$1,082.00-\$54,075.00 per program	Fee plus up to 50%	\$1,082.00-\$54,075.00 per program	Fee plus up to 50%
Junior Museum Science Outreach Unit	\$55.00 - \$1,082.00 per unit	Fee plus up to 50% (if majority of participants are non-residents)	\$55.00 - \$1,082.00 per unit	Fee plus up to 50% (if majority of participants are non-residents)
Junior Museum and Zoo Group Admission (for organized groups of 15 to 25, larger groups shall be subdivided with additional group admission fee)	\$55.00 - \$135.00	Fee plus up to 50%	\$55.00 - \$135.00	Fee plus up to 50%
Junior Museum & Zoo birthday parties	\$297.00 - \$541.00	Fee plus up to 50%	\$297.00 - \$541.00	Fee plus up to 50%
Children's Theatre birthday parties	\$297.00 - \$541.00	Fee plus up to 50%	\$297.00 - \$541.00	Fee plus up to 50%
Children's Theatre per show production per participant fee*****	\$54.00 - \$324.00	Fee plus up to 50%	\$54.00 - \$324.00	Fee plus up to 50%
Administrative fee per registration, additional	\$0.00 - \$27.00		\$0.00 - \$27.00	
Arts and Sciences Activities*				
Children's Theatre Enrichment	\$54.00-\$270.00/day	\$108.00-\$540.00/day	\$54.00-\$270.00/day	\$108.00-\$540.00/day
Tours	Palo Alto & Ravenswood School Districts, \$3.00 - \$5.00/student	\$81.00 - \$135/group	Palo Alto & Ravenswood School Districts, \$3.00 - \$5.00/student	\$81.00 - \$135/group
Instructional Classes and camps **& ***	\$6.00 - \$865.00	Fee plus up to 50%	\$6.00 - \$865.00	Fee plus up to 50%
Drop-in Activities*** & ****	\$4.00 - \$53.00	\$4.00 - \$53.00	\$4.00 - \$53.00	\$4.00 - \$53.00

COMMUNITY SERVICES DEPARTMENT
Arts and Sciences

	FY 2014 FEE		FY 2015 FEE	
Workshop Supplies	\$0.50 - \$79.00	\$0.50 - \$79.00	\$0.50 - \$79.00	\$0.50 - \$79.00
Cancellation Charge	Up to 100% of fees paid		Up to 100% of fees paid	
Locker Rental	\$21.00 - \$26.00 per season		\$15.00 (small) per season	\$26.00 (large) per season

* The Director of Community Services is authorized to offer promotional fee discounts of up to 25% for purposes of promotion and marketing of programs. Such discounts are intended to maximize revenue and/or participation.

** Art Center Foundation members are eligible for a 20% discount on one (1) Studio class per Foundation membership year (\$100.00 and above) to be reimbursed to the City from the Art Center Foundation.

*** A 25% or 50% fee discount through the Fee Reduction Program may be provided for low-income youth, seniors, and/or disabled adult residents. Income eligibility is determined using the Community Development Block Grant (CDBG) Low-Income Guidelines. The Low-Income Guidelines are established at 80% of the Santa Clara County median income level. The income level for disabled residents is established as 100% of the Santa Clara County Median Income. Each youth, senior, and/or disabled adult accepted into the program may receive an annual subsidy up to \$300. Discount percentage will be based on income level. Discount may not be applied in conjunction with any other discount program.

**** For every 10 hours of time purchased in a Visual Arts Studio drop-in program, one hour is given free.

***** Either fee or in-lieu funding agreement with Friends of Palo Alto Children's Theatre.

COMMUNITY SERVICES DEPARTMENT

Golf Services*

	FY 2014 FEE	FY 2015 FEE
Golf Course-Special Fees**	July 1, 2013 - June 30, 2014	July 1, 2014 - June 30, 2015
League Reservation Fee	\$250.00 - \$450.00 per team	\$250.00 - \$450.00 per team
Tournament Reservation Fee	\$1.00 - \$5.00 per player	\$1.00 - \$5.00 per player
Youth age 16 and under	During special promotional periods only: Free Green Fee with paying adult. All other fees charged.	During special promotional periods only: Free Green Fee with paying adult. All other fees charged.
Green Fee - Admissions		
WEEKDAYS (Daily fees unless otherwise noted)		
Daily Fee	Resident: \$37.00 - \$42.00 Non-Res: \$39.00 - \$44.00	Resident: \$37.00 - \$42.00 Non-Res: \$39.00 - \$44.00
9 Holes when available	\$23.00 - \$25.00	\$23.00 - \$25.00
Mid-day Rate (1 hour before Twilight Rates)	\$32.00 - \$35.00	\$32.00 - \$35.00
Senior (non-resident 60 and over)	\$32.00 - \$35.00	\$32.00 - \$35.00
Senior (resident 60 and over)	\$27.00 - \$30.00	\$27.00 - \$30.00
Student (21 and under)	\$26.00 - \$29.00	\$26.00 - \$29.00
Junior (17 and under) after 1:00 pm Sept 1 through April 30	\$12.00 - \$16.00	\$12.00 - \$16.00
Northern California Golf Association Junior (NCGA Jr) Fee - must also be a member of NCGA after 2:00 p.m.	\$10.00 - \$12.00	\$10.00 - \$12.00
Twilight Rates		
Nov 1 through Feb 28 after 12:00 pm March 1 through April 30 after 1:30 pm May 1 through August 31 after 2:30 pm Sept 1 through Oct 31 after 1:30 pm	\$28.00 - \$32.00	\$28.00 - \$32.00
Super Twilight Rates		
Nov 1 through Feb 28 after 2:00 pm March 1 through April 30 after 3:30 pm May 1 through August 31 after 4:30 pm Sept 1 through Oct 31 after 3:30 pm	\$24.00 - \$28.00	\$24.00 - \$28.00
WEEKEND/PRIME TIME RATES (Daily fees unless otherwise noted): <i>New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day and the day after, Christmas Day</i>		
Daily Fee	Resident: \$47.00 - \$52.00 Non-Res: \$49.00 - \$54.00	Resident: \$47.00 - \$52.00 Non-Res: \$49.00 - \$54.00
9 Holes when available	\$26.00 - \$29.00	\$26.00 - \$29.00
Mid-day Rate 1 hour before Twilight Rates	\$42.00 - \$46.00	\$42.00 - \$46.00
Student (21 and under)	\$29.00 - \$32.00	\$29.00 - \$32.00
Junior (17 and under) after 1:00 pm Sept 1 through April 30	\$15.00 - \$18.00	\$15.00 - \$18.00
Northern California Golf Association Junior (NCGA Jr) Fee - must also be a member of NCGA after 2:00 p.m.	\$10.00 - \$12.00	\$10.00 - \$12.00
Twilight Rates		
Nov 1 through Feb 28 after 12:00pm March 1 through April 30 after 1:30pm May 1 through August 31 after 2:30pm Sept 1 through Oct 31 after 1:30pm	\$33.00 - \$37.00	\$33.00 - \$37.00

COMMUNITY SERVICES DEPARTMENT

Golf Services*

	FY 2014 FEE	FY 2015 FEE
Super Twilight Rates		
Nov 1 through Feb 28 after 2:00pm	\$26.00 - \$30.00	\$26.00 - \$30.00
March 1 through April 30 after 3:30pm		
May 1 through August 31 after 4:30pm		
Sept 1 through Oct 31 after 3:30pm		
Senior Non-resident 10 play discount card - weekdays	\$299.00 - \$329.00	\$299.00 - \$329.00
Available to Student 21 and under		
10-play card - valid any time	\$199.00 - \$219.00	\$199.00 - \$219.00
Student - weekdays only, unlimited play	\$105.00 - \$115.00	\$105.00 - \$115.00
Student Annual Play Card - unlimited weekday play/after 11:00 am weekends and holidays	\$999.00 - \$1099.00	\$999.00 - \$1099.00
Seniors -Resident only- 10 play discount card-weekday only		
<i>Senior Resident discount cards are available only to verified residents, 60 years and older, in possession of a valid Palo Alto Municipal Golf Course Identification Card, and are valid for Weekday use only.</i>	\$235.00 - \$259.00	\$235.00 - \$259.00
Senior-Resident Monthly discount Play Card - Valid Monday through Friday	\$125.00 - \$135.00	\$125.00 - \$135.00
Shotgun Start Tournament Fees		
Weekdays	\$59.00 - \$65.00	\$59.00 - \$65.00
Weekends powercart, reservation fee, prize fund	\$70.00 - \$85.00	\$70.00 - \$85.00
1) A \$500.00 non-refundable deposit is due when the tournament is booked. 2) The balance of fees for the tournament contract is due 10 days prior to the tournament date. 3) Tee Off Times: 8:00 a.m. or 12:00 p.m., Standard time 7:00 a.m. or 1:00 p.m., Daylight Savings time 4) Minimum Number of Players: 120 Maximum Number of Players: 144 5) Fees apply rain or shine, no cancellations		
Cart Rental Fees		
Power Cart - 18 Holes	\$26.00 - \$37.00	\$26.00 - \$37.00
Power Cart - 9 Holes	\$13.00 - \$17.00	\$13.00 - \$17.00
Power Cart 4-bagger	\$30.00 - \$34.00	\$30.00 - \$34.00
Single Rider - 18 Holes	\$15.00 - \$19.00	\$15.00 - \$19.00
Hand Cart - 18 Holes	\$4.00 - \$8.00	\$4.00 - \$8.00
Hand Cart - 9 Holes	\$2.00 - \$5.00	\$2.00 - \$5.00
Driving Range Fees		
Small Bucket	\$3.00 - \$5.00	\$3.00 - \$5.00
Medium Bucket	\$6.00 - \$9.00	\$6.00 - \$9.00
Large Bucket	\$10.00 - \$14.00	\$10.00 - \$14.00
Jumbo Bucket	\$10.00 - \$12.00	\$10.00 - \$12.00
Medium Bucket Card - 10	\$60.00 - \$80.00	\$60.00 - \$80.00
Large bucket Card - 10	\$90.00 - \$110.00	\$90.00 - \$110.00
Club Rentals		
Pro-line Clubs - 9 Holes	\$19.00 - \$22.00	\$19.00 - \$22.00
Pro-line Clubs -18 Holes	\$28.00 - \$32.00	\$28.00 - \$32.00
Off Premise Rental - 19 Holes	\$45.00 - \$55.00	\$45.00 - \$55.00

* During Fiscal Year 2015, the Golf Course, except for the driving range, is scheduled to be closed for construction.

** The Director of Community Services is authorized to establish and use promotional fees in order to encourage optimum play and to maximize revenue generation for the municipal golf course. Weekday and weekend green fees may be adjusted to no more than 35% below the posted fees in the creation of promotional fees.

COMMUNITY SERVICES DEPARTMENT

Recreation Activities

	FY 2014 FEE	FY 2015 FEE		
Facility Admissions				
General Recreation				
Dance parties*	\$1.00 - \$11.00	\$1.00 - \$11.00		
Group rate*	\$16.00 - \$81.00	\$16.00 - \$81.00		
Individual entry rate*	\$5.00 - \$27.00	\$5.00 - \$27.00		
Special Events*	\$1.00 - \$22.00	\$1.00 - \$22.00		
Card replacement fee	\$1.00 - \$5.00	\$1.00 - \$5.00		
Swimming				
	Resident Admission Daily	Non-Resident Admission Daily	Resident Admission Daily	Non-Resident Admission Daily
Swimming Pools – Rinconada Complex and PAUSD pools when operated by the City				
Infant (age 2 and under)	\$0.00-\$3.00	\$0.00-\$4.00	\$0.00-\$3.00	\$0.00-\$4.00
Youth (17 and under)	\$3.00-\$6.00	\$4.00-\$8.00	\$3.00-\$6.00	\$4.00-\$8.00
Adult (18 and over)	\$4.00-\$6.00	\$5.00-\$9.00	\$4.00-\$6.00	\$5.00-\$9.00
Senior (60 and over) and Senior Lap	\$3.00-\$5.00	\$3.00-\$5.00	\$3.00-\$5.00	\$3.00-\$5.00
Lap Swimming	\$4.00-\$6.00	\$4.00-\$6.00	\$4.00-\$6.00	\$4.00-\$6.00
	Resident Fee	Non-Resident Fee	Resident Fee	Non-Resident Fee
Membership Card / Swim Pass*				
Youth (17 and under)	\$2.50 - \$5.00/admission	\$2.50 - \$6.00/admission	\$2.50 - \$5.00/admission	\$2.50 - \$6.00/admission
Adult (18 and over)	\$3.00 - \$6.00/admission	\$3.00 - \$8.00/admission	\$3.00 - \$6.00/admission	\$3.00 - \$8.00/admission
Senior (60 and over)	\$2.00 - \$4.00/admission	\$2.00 - \$5.00/admission	\$2.00 - \$4.00/admission	\$2.00 - \$5.00/admission
Registrations				
	Resident Admission Daily	Non-Resident Admission Daily	Resident Admission Daily	Non-Resident Admission Daily
Drop-in Activities*	\$1.00 - \$108.00		\$1.00 - \$108.00	
Instructional Classes and Camps*	\$2.00 - \$865.00	Fee plus up to 50%	\$2.00 - \$865.00	Fee plus up to 50%
Individual Youth Sport Registration*	\$162.00-\$324.00	Fee plus up to 50%	\$162.00-\$324.00	Fee plus up to 50%
Sport Team Registration (Youth and Adult)	\$27.00 - \$973.00	Fee plus up to 50% (if majority of participants are non-residents)	\$27.00 - \$973.00	Fee plus up to 50% (if majority of participants are non-residents)
Cancellation Charge	Up to 100% of fees paid		Up to 100% of fees paid	
Tennis Court Reservations for Tournaments and USTA League Play	\$5.00 - \$16.00/hour	\$7.50 - \$24.00/hour	\$5.00 - \$16.00/hour	\$7.50 - \$24.00/hour
Tournament Entry Fees	\$3.00 - \$433.00		\$3.00 - \$433.00	
Workshop Fees	\$1.00 - \$216.00		\$1.00 - \$216.00	
Concessions / Merchandise				
Snack food at special events	\$0.50 - \$11.00		\$0.50 - \$11.00	
Merchandise (such as recreation t-shirts, sweat shirts, pens, mugs, etc.)	\$1.00 to \$108.00		\$1.00 to \$108.00	

The Director of Community Services is authorized to offer promotional fee discounts of up to 25% for purposes of promotion and marketing of programs. Such discounts are intended to maximize revenue and/or participation.

* A 25% or 50% fee discount through the Fee Reduction Program may be provided for low-income youth (age 17 and under), senior (age 60 and over), and/or disabled adult residents. Income eligibility is determined using the Community Development Block Grant (CDBG) Low-Income Guidelines. The Low-Income Guidelines are established at 80% of the Santa Clara County median income level. The income level for disabled residents is established as 100% of the Santa Clara County Median Income. Each youth, senior, and/or disabled adult accepted into the program may receive an annual subsidy up to \$300. Discount percentage will be based on income level. Discount may not be applied in conjunction with any other discount program.

COMMUNITY SERVICES DEPARTMENT

Open Space and Parks

	FY 2014 FEE	FY 2015 FEE		
Facility Admissions				
General Recreation				
Open Space and Parks Special Use Permit	\$324.00 - \$2,163.00	\$324.00 - \$2,163.00		
Special Events	\$1.00 - \$108.00	\$1.00 - \$108.00		
Playground Inspection Fee	\$162.00/inspection	\$162.00/inspection		
Field Inspector Hourly Fee	\$83.00/hour	\$83.00/hour		
Community Garden				
Organic Garden Plots*	\$0.75/square foot/year	\$0.75/square foot/year		
Senior Rate	25% discount	25% discount		
Garden Plot Clean-up/Security Deposit	\$100.00 - \$200.00 per garden plot	\$100.00 - \$200.00 per garden plot		
Open Space Activities				
Registrations				
	Resident Fee	Non-Resident Fee	Resident Fee	Non-Resident Fee
Cancellation Charge	Up to 100% of fees paid		Up to 100% of fees paid	
Drop-in Activities*	\$1.00-\$108.00		\$1.00-\$108.00	
Interpretive Programs, including Tours and Birthday Parties	\$2.00 - \$757.00	\$2.00 - \$811.00	\$2.00 - \$757.00	\$2.00 - \$811.00
Instructional Classes and Camps*	\$2.00 - \$865.00	Fee plus up to 50%	\$2.00 - \$865.00	Fee plus up to 50%

* A 25% or 50% fee discount through the Fee Reduction Program may be provided for low-income youth (17 and under), seniors (60 and over), and/or disabled adult residents. Income eligibility is determined using the Community Development Block Grant (CDBG) Low-Income Guidelines. The Low-Income Guidelines are established at 80% of the Santa Clara County median income level. The income level for disabled residents is established as 100% of the Santa Clara County Median Income. Each youth (17 and under), senior (60 and over), and/or disabled adult accepted into the program may receive an annual subsidy up to \$300. The discount percentage will be based on income level. The discount may not be applied in conjunction with any other discount program. Volunteer Garden Liaisons will have their garden fee waived in appreciation for their service to assist in managing the garden. (Approved by Parks and Recreation Commission on June 21, 2011.)

COMMUNITY SERVICES DEPARTMENT

Rentals and Reservations

Classifications of Use and Fees

Class I - City Use and City-Sponsored Activities: No charge for facility rental for events or activities, however, fees for attendants, equipment rental, and special uses may apply. (Note: City facility use for City co-sponsored groups will be considered on a case by case basis.)

Class II - 501(c)3 Non-Profit Organizations: IRS recognized non-profit 501(c)3 organizations may receive a 50% reduction on basic facility rental rates upon verification. Only facility rental rates may be reduced and all other fees, such as staffing and equipment, are charged at the full rate. Non-profit organizations charging or collecting fees or raising funds are not eligible for reduced rates and basic fees will apply. *This does not apply to class registration fees.*

Class III - Individuals, Groups, Organizations, and Businesses not charging fees: Basic rental fees apply.

Class IV - Business or Commercial Use: Individuals, groups, organizations, and businesses charging, collecting, or raising funds may rent facilities and equipment at the basic rate plus 75%. The Art Center is not available for CLASS IV usage.

	FY 2014 FEE		FY 2015 FEE	
	Resident Fee	Non-Resident Fee	Resident Fee	Non-Resident Fee
Banner Space Rental	\$27.00 - \$108.00/week	\$40.50 - \$162.00/week	\$27.00 - \$108.00/week	\$40.50 - \$162.00/week
Cancellation Fee	One-third of total charges		One-third of total charges	
Cleaning and Damage Deposit	\$300.00 - \$1,000.00		\$300.00 - \$1,000.00	
General Liability Insurance	By Quote		By Quote	
Special Use Permit	\$324.00 - \$2163.00		\$324.00 - \$2163.00	

Individual Spaces

Art Center*

Auditorium	\$119.00/hour	\$179.00/hour	\$119.00/hour	\$179.00/hour
Historic Courtyard	\$77.00/hour	\$116.00/hour	\$77.00/hour	\$116.00/hour
Green Room	\$50.00/hour	\$75.00/hour	\$50.00/hour	\$75.00/hour
Kitchen / Preschool Classroom	\$34.00/hour	\$51.00/hour	\$34.00/hour	\$51.00/hour
Lobby	\$77.00/hour	\$116.00/hour	\$77.00/hour	\$116.00/hour
Meeting Room	\$77.00/hour	\$116.00/hour	\$77.00/hour	\$116.00/hour
Sculpture Garden	\$102.00/hour	\$153.00/hour	\$102.00/hour	\$153.00/hour
Studio A	Not Available	Not Available	\$50/hour	\$75/hour
Studio B	Not Available	Not Available	\$50/hour	\$75/hour
Ceramics Studio	Not Available	Not Available	\$50/hour	\$75/hour
Project LOOK! Studio	Not Available	Not Available	\$50/hour	\$75/hour
Children's Clay Studio	Not Available	Not Available	\$50/hour	\$75/hour
Children's Outdoor Classroom	Not Available	Not Available	\$50/hour	\$75/hour

Junior Museum and Zoo

Science Lab	\$60.00/hour	\$90.00/hour	\$60.00/hour	\$90.00/hour
Clay Room	\$92.00/hour	\$138/hour	\$92.00/hour	\$138/hour
Exhibit Hall	\$216.00/hour	\$324.00/hour	\$216.00/hour	\$324.00/hour
Other Rooms	\$60.00/hour	\$90.00/hour	\$60.00/hour	\$90.00/hour
Zoo**	\$216.00/hour	\$324.00/hour	\$216.00/hour	\$324.00/hour

Lucie Stern Community Center

Ballroom (Room S)	\$152.00/hour	\$228.00/hour	\$167.00/hour	\$249.00/hour
Community Room (Room R)	\$110.00/hour	\$165.00/hour	\$125.00/hour	\$185.00/hour
Fireside Room (Room D)	\$88.00/hour	\$132.00/hour	\$95.00/hour	\$145.00/hour
Kitchen	\$32.00/hour	\$48.00/hour	\$35.00/hour	\$55.00/hour
Patio	\$90.00/hour	\$135.00/hour	\$90.00/hour	\$135.00/hour
Weddings (Saturdays & Sundays)	See Package Rentals		See Package Rentals	

COMMUNITY SERVICES DEPARTMENT

Rentals and Reservations

Mitchell Park Community Center				
El Palo Alto Room (Ballroom)	\$208.00/hour	\$312.00/hour	\$208.00/hour	\$312.00/hour
El Palo Alto East or West only	\$104.00/hour	\$156.00/hour	\$104.00/hour	\$156.00/hour
Adobe North Tech Lab	\$104.00/hour	\$156.00/hour	\$104.00/hour	\$156.00/hour
Adobe South or Matadero Meeting/Class Room	\$82.00/hour	\$123.00/hour	\$82.00/hour	\$123.00/hour
Catering Kitchen	\$60.00/hour	\$90.00/hour	\$60.00/hour	\$90.00/hour
Weddings (Saturdays & Sundays)	See Package Rentals		See Package Rentals	
Children's Theatre				
Auditorium and Stage (fee based on number of attendees)	\$158.00-\$2,100.00/hour	\$237.00-\$3,150.00/hour	\$158.00-\$2,100.00/hour	\$237.00-\$3,150.00/hour
Dance Studio (fee based on number of attendees)	\$32.00-\$1,050.00/hour	\$48.00-\$1,575.00/hour	\$32.00-\$1,050.00/hour	\$48.00-\$1,575.00/hour
Castle Stage and Secret Garden (fee based on number of attendees)	\$315.00-\$2,625.00/hour	\$473.00-\$3,938.00/hour	\$315.00-\$2,625.00/hour	\$473.00-\$3,938.00/hour
Community Theatre				
Auditorium and Stage (fee based on number of attendees)	\$210.00-\$3,150.00/hour	\$315.00-\$4,725.00/hour	\$210.00-\$3,150.00/hour	\$315.00-\$4,725.00/hour
Green Room and Dressing Rooms (fee based on number of attendees)	\$42.00 - \$1,050.00/hour	\$63.00 - \$1,575.00/hour	\$42.00 - \$1,050.00/hour	\$63.00 - \$1,575.00/hour
Rehearsal Hall (fee based on number of attendees)	\$42.00 - \$1,050.00/hour	\$63.00 - \$1,575.00/hour	\$42.00 - \$1,050.00/hour	\$63.00 - \$1,575.00/hour
Lawn Bowling Green's Kitchen and Meeting Facility	\$110.00/hour	\$165.00/hour	\$110.00/hour	\$165.00/hour
Baylands Nature Interpretive Center-Meeting Room	\$83.00/hour	\$94.00/hour	\$83.00/hour	\$94.00/hour
Arastradero Gateway Educational Facility***	\$83.00/hour	Not Available	\$83.00/hour	Not Available
Foothills Nature Interpretive Center Classroom- residents only	\$83.00/hour	Not Available	\$83.00/hour	Not Available
Mitchell and Rinconada Parks - Bowl Areas	\$8.00-\$81.00/hour	\$16.00-\$162.00/hour	\$8.00-\$81.00/hour	\$16.00-\$162.00/hour
Peers Park, Mitchell Park Field House- residents only	\$22.00/hour	Not Available	\$22.00/hour	Not Available
Alma Plaza Community Room	\$110.00/hour	\$165.00/hour	\$110.00/hour	\$165.00/hour
Swimming Pool Rentals - Rinconada Competition Pool or Children's Pool				
Palo Alto Swim Club and Palo Alto Masters Swim Club	\$4.00-\$6.00/hour per lane or \$55.00 - \$75.00 for all swim lanes	Not Available	\$4.00-\$6.00/hour per lane or \$55.00 - \$75.00 for all swim lanes	Not Available
1-25 people	\$75.00 - \$100.00/hour	\$95.00 - \$115.00/hour	\$75.00 - \$100.00/hour	\$95.00 - \$115.00/hour
26-50 people	\$95.00 - \$115.00/hour	\$129.00 - \$145.00/hour	\$95.00 - \$115.00/hour	\$129.00 - \$145.00/hour
51-75 people	\$125.00 - \$140.00/hour	\$169.00 - \$185.00/hour	\$125.00 - \$140.00/hour	\$169.00 - \$185.00/hour
76-100 people	\$155.00 - \$175.00/hour	\$225.00 - \$245.00/hour	\$155.00 - \$175.00/hour	\$225.00 - \$245.00/hour

COMMUNITY SERVICES DEPARTMENT

Rentals and Reservations

Picnic Area Reservations - Mitchell Park (Arbor, East Meadow, Pine Grove, Redwood); Rinconada Park				
1-15 people	\$11.00/group	\$16.00/group	\$15.00/group	\$19.00/group
Picnic Area Reservations - Mitchell Park (Arbor, East Meadow, Pine Grove, Redwood); Rinconada Park (Sequoia)				
Arbor Group Site	\$43.00	Not Available	\$43.00	Not Available
East Meadow Group Site	\$65.00	Not Available	\$65.00	Not Available
Pine Grove Group Site	\$119.00	Not Available	\$119.00	Not Available
Redwood Group Site	\$97.00	Not Available	\$97.00	Not Available
Sequoia Group Site	\$54.00	Not Available	\$54.00	Not Available
Foothills Park Reservations				
Oak Grove (150 people maximum),				
1-25 people	\$76.00	Not Available	\$80.00	Not Available
26-100 people (Oak Grove only)	\$130.00	Not Available	\$135.00	Not Available
101-150 people (Oak Grove only)	\$173.00	Not Available	\$180.00	Not Available
Towle Camp	\$30.00 per campsite	Not Available	\$35.00 per campsite	Not Available
Package Rentals				
Art Center*				
Auditorium and Green Room	\$119.00/hour	\$179.00/hour	\$119.00/hour	\$179.00/hour
Jr. Museum and Zoo				
All Available Space and Zoo**	\$540.00/hour	\$810.00/hour	\$540.00/hour	\$810.00/hour
Children's Theatre				
All Available Space and Garden (fee based on number of attendees)	\$1,050.00 - \$5,250.00/hour	\$1,575.00 - \$7,875.00/hour	\$1,050.00 - \$5,250.00/hour	\$1,575.00 - \$7,875.00/hour
Lucie Stern Community Center				
Weddings (Saturdays & Sundays) - Includes facility attendant	\$330.00/hour	\$495.00/hour	\$360.00/hour	\$545.00/hour
Exclusive Use Package - Includes facility attendant	\$300.00/hour	\$450.00/hour	\$330.00/hour	\$495.00/hour
Fireside Room and Patio Package	\$116.00/hour	\$174.00/hour	\$129.00/hour	\$189.00/hour
Community Room and Patio Package	\$138.00/hour	\$207.00/hour	\$149.00/hour	\$229.00/hour
Mitchell Park Community Center				
Weddings (Saturdays & Sundays) - Includes facility attendant	\$498.00/hour	\$747.00/hour	\$498.00/hour	\$747.00/hour
Exclusive Use Package - Includes facility attendant	\$473.00/hour	\$709.00/hour	\$473.00/hour	\$709.00/hour
El Palo Alto Room & Kitchen	\$254.00/hour	\$381.00/hour	\$254.00/hour	\$381.00/hour
Adobe North Tech Lab and South Meeting/Classroom	\$177.00/hour	\$265.00/hour	\$177.00/hour	\$265.00/hour
Birthday Package - Includes game room, basketball court, and party host	\$208.00/hour	\$312.00/hour	\$208.00/hour	\$312.00/hour
Swimming Pool Rentals – Rinconada Complex/Exclusive Use Package – 2 hour minimum				
1-25 people	\$90.00 - \$150.00/hour	\$115.00 - \$160.00/hour	\$90.00 - \$150.00/hour	\$115.00 - \$160.00/hour
26-50 people	\$130.00 - \$190.00/hour	\$140.00 - \$200.00/hour	\$130.00 - \$190.00/hour	\$140.00 - \$200.00/hour
51-75 people	\$170.00 - \$230.00/hour	\$180.00 - \$240.00/hour	\$170.00 - \$230.00/hour	\$180.00 - \$240.00/hour
76-100 people	\$200.00 - \$260.00/hour	\$210.00 - \$270.00/hour	\$200.00 - \$260.00/hour	\$210.00 - \$270.00/hour
101 people or more	\$250.00 - \$310.00/hour	\$260.00 - \$320.00/hour	\$250.00 - \$310.00/hour	\$260.00 - \$320.00/hour

COMMUNITY SERVICES DEPARTMENT

Rentals and Reservations

Athletic Fields

1) Facilities in this category include:

Athletic Field Use Deposit	\$25.00 - \$500.00	\$37.50 - \$750.00	\$25.00 - \$500.00	\$37.50 - \$750.00
Lights (<i>Only Baseball & Softball Fields at El Camino Park and Baylands Athletic Center</i>)	\$27.00/use		\$27.00/use	
Tennis Courts (USTA and Palo Alto Tennis Club only)	\$5.00 - \$16.00/hour	\$8.00 - \$22.50/hour	\$5.00 - \$16.00/hour	\$8.00 - \$22.50/hour
Grass Fields	\$46.00 - \$81.00/hour	\$83.00 - \$162.00/hour	\$46.00 - \$81.00/hour	\$83.00 - \$162.00/hour
Grass Fields - Palo Alto Based Non-Profit Organizations	\$25.00 - \$54.00/hour	Not Applicable	\$25.00 - \$54.00/hour	Not Applicable
Grass Fields - Palo Alto Based Youth Sports Organizations (When 51% or more of participants are Palo Alto residents.)	\$3.00 - \$27.00/hour	Not Applicable	\$3.00 - \$27.00/hour	Not Applicable
Synthetic Turf Fields - <i>Stanford Palo Alto Playing Fields and Cubberley Football Field</i>	\$61.00 - \$162.00/hour	\$138.00 - \$216.00/hour	\$61.00 - \$162.00/hour	\$138.00 - \$216.00/hour
Synthetic Turf Fields - Palo Alto Based Non-Profit Organizations	\$44.00 - \$108.00/hour	Not Applicable	\$44.00 - \$108.00/hour	Not Applicable
Synthetic Turf Fields - Palo Alto Based Youth Sports Organizations (When 51% or more of participants are Palo Alto residents.)	\$33.00 - \$54.00/hour	Not Applicable	\$33.00 - \$54.00/hour	Not Applicable

Rental Facility Attendant Charges

Facility Attendant and/or Assistant	\$30.00/hour	\$30.00/hour
Facility Attendant and/or Assistant - overtime and holidays	\$45.00/hour	\$45.00/hour
Custodial Services	\$32.00/hour	\$32.00/hour
Custodial Services – overtime and holidays	\$48.00/hour	\$48.00/hour
Damage and Cleaning Deposit	\$25.00 - \$1,000.00	\$25.00 - \$1,000.00
Lifeguard	\$20.00/hour	\$20.00/hour
Lifeguard - overtime and holidays	\$33.00/hour	\$33.00/hour
Palo Alto Junior Museum & Zoo Attendant	\$28.00/hour per attendant	\$28.00/hour per attendant
Palo Alto Junior Museum & Zoo Attendant – overtime and holidays	\$42.00/hour per attendant	\$42.00/hour per attendant
Park Ranger	\$59.00/hour regular	\$59.00/hour regular

COMMUNITY SERVICES DEPARTMENT

Rentals and Reservations

Special Equipment

1) Permittee is required to reimburse the City for any damage or loss to facilities or equipment.

Coffee Urn	\$11.00/use	\$16.50/use	\$11.00/use	\$16.50/use
Easel (wooden, 3-legged) at the Art Center	\$4.00 per day	\$5.00 per day	\$4.00 per day	\$5.00 per day
Grand Piano	\$81.00/use	\$121.50/use	\$81.00/use	\$121.50/use
Art Center Grand Piano	\$77.00/use	\$116.00/use	\$77.00/use	\$116.00/use
Portable Movie Projector - 16mm	\$11.00/use	\$16.50/use	\$11.00/use	\$16.50/use
Podium with Microphone	\$32.00/use	\$48.00/use	\$32.00/use	\$48.00/use
Canoe (Foothills Park)	\$17.00	Not Applicable	\$20.00	Not Applicable
Personal Floatation Device (Foothills)	\$2.00/use	Not Applicable	\$2.00/use	Not Applicable
Portable Public Address System	\$11.00/use	\$16.50/use	\$11.00/use	\$16.50/use
Portable Digital Projector	\$65.00/use	\$97.50/use	\$65.00/use	\$97.50/use
Built in Digital Projection System	\$65.00/use	\$97.50/use	\$65.00/use	\$97.50/use
At Cubberley Center: Tables - 6' or Round (when not part of a facility rental)	\$6.00/table	\$9.00/table	\$6.00/table	\$9.00/table
At Cubberley Center: Chairs - Folding Metal (when not part of a facility rental)	\$1.00/chair	\$1.50/chair	\$1.00/chair	\$1.50/chair
Upright Piano	\$11.00/use	\$16.50/use	\$11.00/use	\$16.50/use
Television	\$29.00/use	\$43.50/use	\$29.00/use	\$43.50/use
Facility Rental Liability Insurance	An optional fee for required liability insurance is charged at a rate dictated by the City's insurance vendor.	An optional fee for required liability insurance is charged at a rate dictated by the City's insurance vendor.	An optional fee for required liability insurance is charged at a rate dictated by the City's insurance vendor.	An optional fee for required liability insurance is charged at a rate dictated by the City's insurance vendor.
Gymnastics Mats	\$27.00/use	\$40.50/use	\$27.00/use	\$40.50/use
Gymnastics Equipment	\$5.00 per piece	\$7.50 per piece	\$5.00 per piece	\$7.50 per piece

* A 15% discount on the room fee is given to those booking a space at the Art Center for 5 or more hours.

** A two-hour minimum is required for Zoo rental.

***Arastradero Gateway Educational Facility rental limited to educational usage.

CUBBERLEY COMMUNITY CENTER

Facility Rental

CUBBERLEY COMMUNITY CENTER								
Facility Rental								
	FY 2014 FEE				FY 2015 FEE			
	REGULAR WEEKLY RENTALS ¹		INFREQUENT RENTALS ¹		REGULAR WEEKLY RENTALS ¹		INFREQUENT RENTALS ¹	
	Non-Profit Rates ²	Basic Rates ²	Non-Profit Rates ²	Basic Rates ²	Non-Profit Rates ²	Basic Rates	Non-Profit Rates ²	Basic Rates
Meeting/Activity Rooms								
1) Non-profit music/dance/theatre groups, in-residence at Cubberley, may receive a 25% discount on room rental fees when used for weekly rehearsals.								
Small								
(Less than 1,000 sq. ft.)	\$23.00/hr	\$29.00/hr	\$28.00/hr	\$35.00/hr	\$25.00/hr	\$32.00/hr	\$31.00/hr	\$39.00/hr
Medium								
(1,000-2,000 sq. ft.)	\$29.00/hr	\$35.00/hr	\$38.00/hr	\$45.00/hr	\$32.00/hr	\$39.00/hr	\$42.00/hr	\$50.00/hr
Large								
(2,000-4,000 sq. ft.)	\$36.00/hr	\$46.00/hr	\$45.00/hr	\$58.00/hr	\$40.00/hr	\$51.00/hr	\$50.00/hr	\$64.00/hr
Other								
Amphitheater (Grass)	\$17.00/hr	\$22.00/hr	\$24.00/hr	\$32.00/hr	\$19.00/hr	\$24.00/hr	\$26.00/hr	\$35.00/hr
Auditorium (includes kitchen)	\$52.00/hr	\$84.00/hr	\$86.00/hr	\$124.00/hr	\$57.00/hr	\$92.00/hr	\$95.00/hr	\$136.00/hr
Dance Studio	\$32.00/hr	\$37.00/hr	\$40.00/hr	\$47.00/hr	\$35.00/hr	\$40.00/hr	\$44.00/hr	\$52.00/hr
Gym A	\$49.00/hr	\$75.00/hr	\$61.00/hr	\$92.00/hr	\$54.00/hr	\$83.00/hr	\$67.00/hr	\$101.00/hr
Gym B	\$55.00/hr	\$82.00/hr	\$72.00/hr	\$110.00/hr	\$61.00/hr	\$90.00/hr	\$79.00/hr	\$121.00/hr
H-1 Lecture Room	\$38.00/hr	\$48.00/hr	\$47.00/hr	\$60.00/hr	\$42.00/hr	\$53.00/hr	\$52.00/hr	\$66.00/hr
Pavilion	\$84.00/hr	\$107.00/hr	\$110.00/hr	\$134.00/hr	\$92.00/hr	\$118.00/hr	\$121.00/hr	\$147.00/hr
Surcharge for Street Shoe Use	\$17.00/hr	\$17.00/hr	\$17.00/hr	\$17.00/hr	\$19.00/hr	\$19.00/hr	\$19.00/hr	\$19.00/hr
Exclusive storage space (if available)	\$1.00 per square foot, per month				\$1.00 per square foot, per month			
Office/Program space (if available)	\$1.31/square foot/ month	\$1.58/square foot/ month	Not Applicable	Not Applicable	\$1.31/square foot/ month	\$1.58/square foot/ month	Not Applicable	Not Applicable
Key security deposit	\$55.00/key				\$55.00/key			
Cleaning/damage deposits	\$150.00 - \$2,000.00, depending upon size and type of event				\$150.00 - \$2,000.00, depending upon size and type of event			
Late Payment Fee (if not paid by the scheduled due date)	\$68.00/month				\$68.00/month			
Additional Charges: Facility rental rates are subject to additional charges for personnel, equipment and set-up requirements, and administration.								

**CUBBERLEY COMMUNITY CENTER
Personnel Rates**

	FY 2014 FEE		FY 2015 FEE	
	Regular Time	Overtime and City Holidays	Regular Time	Overtime and City Holidays
Custodial staff ³	\$29.00 - \$34.00/hr	\$44.00 - \$51.00/hr	\$29.00 - \$34.00/hr	\$44.00 - \$51.00/hr
Theatre Technician ³	\$29.00 - \$34.00/hr	\$44.00 - \$51.00/hr	\$29.00 - \$34.00/hr	\$44.00 - \$51.00/hr
Theatre Ushers ⁽³⁾⁽⁴⁾	\$23.00 - \$27.00/hr	\$35.00 - \$41.00/hr	\$23.00 - \$27.00/hr	\$35.00 - \$41.00/hr

CUBBERLEY COMMUNITY CENTER

Theatre - Rental Fee Schedule

	FY 2014 FEE		FY 2015 FEE	
	Non-Profit Rates ²	Basic Rates	Non-Profit Rates ²	Basic Rates
Dressing Rooms - Rentals				
Dressing Room, M-3 ⁶	\$18.00/hr	\$22.00/hr	\$18.00/hr	\$22.00/hr
Dressing Room, M-2 ⁶	\$21.00/hr	\$25.00/hr	\$21.00/hr	\$25.00/hr
Dressing Room, M-4 ⁶	\$21.00/hr	\$25.00/hr	\$21.00/hr	\$25.00/hr
Theatre Packages - Rentals				
Performance Day Package ⁽³⁾⁽⁴⁾⁽⁵⁾⁽⁸⁾⁽⁹⁾	\$924.00	\$1,320.00	\$924.00	\$1,320.00
Additional Performance ⁽⁸⁾⁽⁹⁾	\$224.00	\$320.00	\$224.00	\$320.00
Additional performance hours past four per performance ⁽⁸⁾⁽⁹⁾	\$77.00	\$110.00	\$77.00	\$110.00
Additional performance hours past ten ⁸	\$133.00	\$190.00/hr	\$133.00	\$190.00/hr
Production Day Package ⁽³⁾⁽⁷⁾⁽⁸⁾⁽⁹⁾	\$770.00	\$1,100.00	\$770.00	\$1,100.00
Additional production hours past ten ⁸	\$112.00/hr	\$160.00/hr	\$112.00/hr	\$160.00/hr
Rehearsal Day Package ⁽³⁾⁽⁸⁾⁽⁹⁾⁽¹⁾	\$567.00	\$810.00	\$567.00	\$810.00
Additional rehearsal hours past ten ⁸	\$77.00/hr	\$110/hr	\$77.00/hr	\$110/hr
Dark Day Package ⁽¹⁰⁾	\$175.00	\$250.00	\$175.00	\$250.00

CUBBERLEY COMMUNITY CENTER

Special Equipment and Service Fees

	FY 2014 FEE	FY 2015 FEE
Piano (7' grand)	\$42.00 per use plus moving and tuning costs	\$42.00 per use plus moving and tuning costs
Piano (upright concert)	\$24.00 per use plus moving and tuning costs	\$24.00 per use plus moving and tuning costs
Public Address System w/ 2 cord microphones	\$58.00 per use plus labor	\$58.00 per use plus labor
Additional Equipment: lighting, audio-visual, or staging	\$5.00 - \$158.00 per item plus labor	\$5.00 - \$158.00 per item plus labor
Padded Chairs	\$0.50 per item plus labor	\$0.50 per item plus labor
6' Round tables	\$7.00 per item plus labor	\$7.00 per item plus labor
Non-reusable Materials/Supplies	\$0.50 - \$105.00 per item	\$0.50 - \$105.00 per item
Cubberley Banner Marquee	\$11.00 - \$53.00 per week	\$11.00 - \$53.00 per week

Cubberley Community Center Notes:

¹ Reduced fees for regular weekly rentals, defined as groups or individuals who rent facilities one or more days per week on a consistent weekly basis for a minimum of three months. Infrequent rentals are all rentals other than regular weekly rentals.

² To qualify for non-profit rates, groups must provide documentation of federal tax exempt status when facility use application is filed.

³ Fee package includes event supervisor, the M-11 dressing room and all dedicated theatre equipment. Additional technical staff may be required.

⁴ Rental groups may use volunteers in ushering positions subject to approval by the theatre manager and in compliance with all rules and procedures.

⁵ Performance defined as activity on stage with a live audience present. Performance packages include one performance block up to four hours.

⁶ M-2, M-3 and M-4 dressing room fees assessed only when used as dressing rooms for theatre rentals.

⁷ Production is defined as videography of onstage activity without a live audience or similar usage.

⁸ A 20% discount is given for bookings on off-peak days (Monday through Thursday).

⁹ A 20% discount is given for half-day rentals (five or less hours either concluding before 2 p.m. or starting after 4 p.m.) or rentals of five hours or less booked before or after an existing rental on the same day. This discount will not apply to multi-day bookings where the client's technical setup does not allow for other clients to rent between bookings.

¹⁰ A Dark day is defined as no activity in the building. This is so clients may leave their setup in place between rental days. Peak days are not available as Dark Days.

¹¹ All other building use falls under this category, including rehearsals, load-in and restore days.