

ATTACHMENT A – Fee Schedule

**COMMUNITY CENTER
FACILITY USE
RESERVATION AND FEE POLICY**

GROUP PRIORITY	CLASSIFICATION	Fees
GROUP I	Municipal (i.e. City organized, conducted, and operated programs, meetings and events)	No Charge
GROUP II	Resident Recreational, Educational (public) and Service/Civic Non-Profit Community Groups and Public Agencies. (i.e. civic groups, service organizations, public school districts, youth sports groups, senior citizen groups, Foundations, etc., whose purpose and programs are beneficial to the general public)	No Charge
GROUP III	Private Party, Special Interest Groups and Commercial Groups (i.e. religious, political groups, private educational organizations, resident private parties, special interest clubs, home owners associations, business organizations, nonprofit organizations, etc.)	Cost will be 100% of fees listed below

A. Fee.

Applicant shall pay a use fee to the City in accordance with the following rates:

North Room: \$100.00 per hour or \$500.00 per day maximum.

West Room: \$40.00 per hour or \$200.00 per day maximum.

Kitchen: \$20.00 per hour or \$100.00 per day maximum.

B. Cleaning/Security Deposit.

Applicant shall post a cleaning and security deposit with the City. The cleaning/security deposit amount shall be in accordance with the following rates:

1. Private person or organization serving alcoholic beverages: \$500 per event.
2. All others: \$250 per event.

C. Key Deposit.

Applicant shall post a key deposit in the amount of \$25 with the City. The key deposit shall be refunded provided that the keys are returned the first business day following the event.

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D. ALCOHOL “LICENSE” FEE

Permittee is required to pay any ABC licensing fees directly to the Alcohol Beverage Control (ABC) office. A caterer who is serving alcohol probably has paid this fee and received a license. It is the responsibility of the Permittee to confirm compliance of this requirement and provide proof to Center Coordinator prior to use of the facility.

E. LIABILITY AND ALCOHOL “INSURANCE” FEE

All users are required to have liability insurance and alcohol insurance, as applicable. Applicant may provide own Certificate of Insurance with the City, and its officers, employees, volunteers and agents listed as an “Additional Insured” by endorsement, or the facility users have the ability to purchase liability insurance and alcohol insurance via the City per the Risk Manager’s Special Event Insurance Premium Policy. FEES MUST BE PAID PRIOR TO USE. Fees vary depending on type of activity and number of participants.

F. FINANCE FEE

There will be a \$35.00 fee charged for returned checks or any insufficient funds payment. These fees will be deposited into an account designated by the Finance Office.

G. STAFF FEE

When Facility Attendants are requested to supervise activities above and beyond normal hours of operation (upon staff availability and approval by the Community Center Coordinator) the applicant will be charged a \$30 hourly rate per staff/person utilized for supervision.

H. LATE FEE

When a group is late in leaving the facility above and beyond its listed permit ending time, a late fee will be charged based on the hourly rate per room and the hourly rate for staff. Permittee will be mailed an invoice for late fees, which is payable upon receipt. Payment is required prior to any future use. Failure to pay this fee or repetitive late usage may result in discontinuation of future facility use.

I. CANCELLATION FEE

When a Permittee cancels a Facility Use Permit (as outlined in Section III, Item D), prior to using the facility, the Permittee will be charged a \$20 cancellation fee.

J. NO SHOW FEE

When a user does not show up for use of the facility without prior notice of cancellation (per Section III, Item D) the user will forfeit all rental fees. No refunds will be issued.

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K. ADDITIONAL FEES

The City Manager or designee as deemed necessary may set other operational fees. These fees can include but are not limited to:

- Room set-up fees. (When applicant's event requires set-up for tables, chairs and dance floor etc.)
- Equipment rental fees. The Community Center Coordinator will keep on file a list of equipment available to rent in the facility per use per day. Center equipment will not be rented or loaned for off-site use.

L. FEE PAYMENT

ALL FEES MUST BE PAID IN FULL PRIOR TO USING THE FACILITY. At the authorization of the City Manager or designee, a payment plan may be established for specified multi-date Contract/Permits.

ALL FEES SHALL BE PAID AT:

CITY OF SAN JACINTO, FINANCE DEPARTMENT
595 S. SAN JACINTO AVENUE
SAN JACINTO, CA 92583