



## Legislation Details (With Text)

**File #:** 18-0290 **Version:** 1  
**Type:** Consent - Staff Report **Status:** Agenda Ready  
**In control:** City Council Regular Meeting  
**On agenda:** 12/18/2018 **Final action:**  
**Title:** Updated Facility Reservation Policy and Facility and Park Reservation Fees (Parks and Recreation Director Leyman).  
APPROVE

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Facility Reservation Policy, 2. Proposed Facility Reservations Fee Chart, 3. Proposed Park Reservations Fee Chart

Date	Ver.	Action By	Action	Result
12/18/2018	1	City Council Regular Meeting		
12/18/2018	1	City Council Regular Meeting	continued to a future meeting	

**TO:**

Honorable Mayor and Members of the City Council

**THROUGH:**

Bruce Moe, City Manager

**FROM:**

Mark Leyman, Parks and Recreation Director

Jessica Vincent, Recreation Manager

Michael Hudak, Recreation Supervisor

Stephanie Kou, Recreation Supervisor

**SUBJECT:**

Updated Facility Reservation Policy and Facility and Park Reservation Fees (Parks and Recreation Director Leyman).

**APPROVE**

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**RECOMMENDATION:**

Staff recommends that the City Council approve the updated Facility Reservation Policy and Facility and Park Reservation Fees.

**FISCAL IMPLICATIONS:**

If approved, staff anticipates an increase of approximately \$30,000 in facility and park rentals on an annual basis, based on historical use. Staff recommends implementing the new parks and facility reservation fees on January 1, 2019. Staff will review the fees on an annual basis and consider increasing fees periodically based on market rates and inflation.

## **BACKGROUND:**

During the May 15, 2018, City Council meeting, staff presented the initial Facility Reservation Policy and received direction from City Council to present the Facility Reservation Policy and fees as a separate item from the Field Use & Allocation Policy. The Facility Reservation Policy is a working document that has been used internally as a guide for staff to effectively reserve the picnic pads and community rooms. The policy provides use regulations, an application and scheduling procedures to accommodate groups that would like to use City facilities.

## **DISCUSSION:**

The purpose of the Facility Reservation Policy is to provide use regulations, an application process and scheduling procedures to accommodate residents and individuals who would like to use City facilities. Facility use and rentals are available to the public for civic, social, educational, athletic, cultural activities and limited commercial use. This policy aims to ensure a transparent, efficient process with clear guidelines for users.

Staff added one change to the policy to address facility use for political and religious organizations. The specific language added to the policy states:

### *Political and Religious Reservation Language*

“Facilities will not be used for religious worship or other religious purposes, political fundraisers, political advocacy or other partisan campaign events, or the sale of goods or services. Candidate or ballot issue forums that present all viewpoints may be accepted.”

### *Updated Facility & Park Reservation Fees*

After researching local benchmark cities’ fees, staff is proposing a simple fee structure that is consistent with other local organizations including: Beverly Hills, Hawthorne, Lawndale, Redondo Beach, and Newport Beach. Additionally, based on current user data, staff identified that there were four major categories of users, Youth Non-Profit, Non-Profit Resident, Residents and Non-Residents. Staff is recommending combining the Resident Non-Profits providing non-recreation and recreation activities in the Resident category and eliminating the Non-Profit Non-Resident and Private and For-Profit rates.

Staff recommends that the City Council approve the updated Facility Reservation Policy and Facility and Park Reservation Fees.

## **PUBLIC OUTREACH/INTEREST:**

The Facility Reservation Policy was presented to the Parks and Recreation Commission at their March 26, 2018, and April 23, 2018, meetings, and at the May 15, 2018, City Council meeting.

## **LEGAL REVIEW**

The City Attorney has reviewed this report and determined that no additional legal analysis is necessary.

**Attachments:**

1. Facility Reservation Policy
2. Proposed Facility Reservations Fee Chart
3. Proposed Park Reservations Fee Chart