

City of Placerville
MEMORANDUM

DATE: March 17, 2008

TO: City Council

FROM: Steve Youel, Director of Community Services

SUBJECT: Recreation and Parks Division Facility and Equipment Rentals

RECOMMENDATION

That the City Council adopt a resolution establishing rental rates and policies for the use of City property as referenced in Attachments A through H.

BACKGROUND

The City of Placerville Recreation and Parks Division has several facilities available for rentals. Among these facilities are Town Hall, Scout Hall, Lions Park Fields and Gazebo, and the Liberty Claim Pavilion at Gold Bug Mine. Along with facility rentals, the City also rents out a barbecue and sells an annual tennis court key. After a thorough evaluation of facility rental policies and fees, staff has determined that a variety of changes are needed. These include the addition of liability insurance requirements, changes to specific rental rules; the creation of cancellation policies, and fee adjustments. A complete summary of fee changes is located in Attachment A.

ANALYSIS

Lions Park Gazebo and Gold Bug Park Liberty Pavilion Rentals

The Gazebo area at Lions Park has a shade structure with picnic tables and a large barbecue. It can accommodate up to 50 people. The current rental fee of \$30 per day was established in 2001 and there is no cancellation policy.

The Liberty Pavilion at Gold Bug Park consists of a large shade structure with ten picnic tables that can accommodate up to 80 people. A rental fee of \$50 per day was established when the facility opened in 2002. Due to the size of the shade structure, many times there were two rentals authorized for the same time period. In the event of a cancellation, the renter forfeits \$12.50 (25%) of the rental fee.

Both of these areas are typically reserved by individuals or businesses for community social gatherings and events. As mentioned previously, each facility has a specific application, fee structure and rules. To simplify the rental process, staff is recommending that the same fees and rules be used for both the Liberty Pavilion and the Gazebo at Lions Park. Given the larger size of the Liberty Pavilion, two parties can be accommodated at the same time for \$50 per party or one party can elect to rent the Liberty Pavilion in its entirety for \$100. Staff has expanded the rules to include more specific directions for renters and the possible need to provide additional

liability insurance. Staff is also recommending that the rental fee for the Gazebo be raised to \$50 per day, the same fee currently charged for the Liberty Pavilion (see Attachment B).

A survey of similar facilities in the area demonstrates that a \$50 rental fee is within the range typically charged by other agencies.

**RENTAL FEE COMPARISON BY AGENCY
LIBERTY PAVILION AND LIONS PARK GAZEBO**

Agency/Facility	Rental Fee	Occupancy
City of Placerville <i>Liberty Pavilion</i> CURRENT	\$50 per day (2 party max. per day)	80
City of Placerville <i>Liberty Pavilion</i> PROPOSED	\$50 per day - half use \$100 per day - full use	80
City of Placerville <i>Lions Park Gazebo</i> CURRENT	\$30 per day	50
City of Placerville <i>Lions Park Gazebo</i> PROPOSED	\$50 per day	50
Cameron Park CSD <i>"Flag Pole"</i>	\$125 per day	50
Cameron Park CSD <i>Gazebo</i>	\$225 per day	100
El Dorado Hills CSD <i>Bertelsen Gazebo</i>	\$100 for 2 hours, \$20 each additional hour	225
City of Folsom <i>Gazebo</i>	\$50 per day	50
City of Folsom <i>Pavilion</i>	\$50 per day	120
Sunrise Recreation <i>Community Park</i>	\$110 per day	50

Lions Park and Rotary Park Field Rentals

The City's Lions Park is equipped with two softball fields. Local softball teams, playing in the City-sponsored league may rent fields for practices. Since these teams are City-league participants, the application process is limited, league rules are in effect and fees are set to recover direct costs of field use. In addition, fields can be rented by individuals or organizations for hourly use. The current rental fee is \$10.00 per 2 hour time block and there is no cancellation policy.

The Rotary Park ball field is currently not available for public rentals. The field is used primarily by local Little League teams through a special use agreement with the City. At this time, staff is recommending that the City establish rental policies for Rotary Park, similar to those at Lions Park, in the event that staff receives a request to rent the field.

The City currently has incomplete policies and procedures for softball field rentals and rental rates for Lions Park have not been adjusted since 2001. Proposed revisions to the policies include a liability insurance component when required, conditions regarding cancellations, an increased rental rate, security deposit requirement and a special use agreement when applicable (see Attachment B).

In establishing rental fees, staff conducted a survey of what other agencies are charging in the area. A summary of the survey is shown in the table below. Each agency charges fees slightly differently. Some agencies charge separate rates for blocks of time, the use of lights, equipment and field preparation. Others include some or all of the charges within one rental fee.

**RENTAL FEE COMPARISON BY AGENCY
FIELD RENTALS**

	Rental Fee (each field)	Lights Fee (each field)
City of Placerville Lions Park CURRENT	\$10 per 1.5 hour block (no lights)	\$7 hourly
City of Placerville Rotary Park CURRENT	N/A	N/A
City of Placerville Lions & Rotary Park PROPOSED	\$15 hourly	\$20 hourly
City of Auburn	\$15-\$27 hourly	\$25 hourly
Cameron Park CSD	Not Available	N/A
El Dorado Hills CSD	\$50 - 2 hour minimum \$25 each additional 1 hour	\$30 hourly
Fulton-El Camino	\$20 per 2 hour block	\$14 hourly
City of Rocklin	\$20 hourly	\$20 hourly
City of Roseville	\$20 hourly	\$15 hourly
City of Yuba City	\$75 daily	\$25 hourly

Tournaments at Lions Park and Rotary Park

Requests are routinely made by the public to conduct softball tournaments at Lions Park. In order to accommodate this request, and potential future requests for the use of Rotary Park, staff has established policies and rental rates specific to tournaments at Lions Park and Rotary Park (see Attachment C).

In addition to the daily rental fee, a \$250 security/cleaning deposit is required for each field, a \$400 security deposit is required per scoreboard if the scoreboards will be used at Lions Park and

a \$50 security/cleaning deposit is required if reserving the Gazebo at Lions Park. All rentals require a \$1,000,000 Liability Policy naming the City of Placerville additionally insured.

In establishing tournament rental rates, staff conducted a survey of what other agencies are charging in the area. A summary of the survey is shown in the table below.

**RENTAL FEE COMPARISON BY AGENCY
SOFTBALL FIELD TOURNAMENTS**

	Rental Fee (each field)	Lights Fee (each field)	Field Prep (each field)	Scoreboard & Equipment Use (each field)	Maintenance Staff & Refuse
City of Placerville CURRENT	\$90 daily \$60 ½ day	\$7 hourly \$7 hourly	Included Included	Included Included	Included Included
City of Placerville PROPOSED	\$200 daily, plus \$25 application fee	Included	Included	Included* (*not available at Rotary Park)	Included
City of Auburn	\$15-\$19 hourly	\$25 hourly	\$25 daily	Included	\$10 daily
Cameron Park CSD	\$150 daily	Included	Included	Included	\$25 daily, plus \$20 hourly
Fulton-El Camino	\$150 daily	\$14 hourly	\$31 daily	Included	Included
City of Rocklin	\$200 daily	\$20 hourly	\$40 daily	Included	Included
City of Roseville	\$20 hourly	\$15 hourly	\$25 daily	\$55 daily	\$80-\$180 daily
City of Yuba City	\$75 daily	\$25 hourly	\$25 daily	Included	\$25 hourly

Town Hall and Scout Hall Rentals

The Town Hall building is available for rent by individuals, businesses and organizations. The Main Hall in the downstairs portion of the facility is the largest room and accommodates seating for up to 130 people. This room has access to the kitchen and is used for large meetings or community social gatherings. Alcohol is not allowed and the halls are not available for events such as wedding receptions or parties, except with permission from City Council. Upstairs, there are two additional rooms which are typically used for classes or meetings. Food and beverages are not allowed in the two upstairs rooms at Town Hall which limits activities that can be accommodated.

Our Scout Hall building is a relatively small hall, and can accommodate groups of 30 or less. This hall is used primarily for meetings, classes, or small social gatherings. As part of the City's

original purchase agreement, Scout Hall is made available to Scout groups at no charge. All other individuals or groups pay a rental fee.

For both buildings, renters are charged based upon the user group and the type of function being held. For example, senior citizen groups pay a lower hourly rate than individuals renting for a community social function. Currently, there are four user group fee categories:

- USER GROUP A: Recreational activities sponsored and conducted by a recognized local senior citizen group
- USER GROUP B: All meetings with no intent of sales or future sales potential
- USER GROUP C: Social Events that are community organization in nature
- USER GROUP D: Others - any event that does not fit in any of the above categories

In addition to the hourly rental fee, there is a 3 hour rental minimum and a \$300 cleaning deposit. Events held on weekends or evenings are charged an additional \$15 to open and close the buildings. Events held past midnight are charged 1 ½ times the hourly rate, determined by the user group category. All rentals require a \$1,000,000 Liability Policy naming the City additionally insured.

Staff has identified inconsistencies within the existing rental policies for both buildings. The user groups are not well-defined, causing confusion over the amount to be charged. In addition, there are no clear cancellation timelines.

Staff is proposing new rental guidelines and fees for both buildings (see Attachment D). Staff is recommending a change to the fee structure which reduces the number of fee categories to three user groups:

- USER GROUP A: City sponsored or co-sponsored events and groups, City employee organizations and official City committees
- USER GROUP B: Non-Profit organizations that are community oriented in nature
- USER GROUP C: All other

In addition, the proposed rental rules specify cancellation deadlines, liability insurance requirements, and other rules specific to each hall. The proposed rules now allow for events such as wedding receptions or parties; however, alcohol is still not allowed without prior approval from City Council. In the event staff feels a rental request may require an event monitor, the Community Services Director has the authority to staff the rental, and the renter will be subject to an hourly Event Monitor fee of \$52.00. Staff is recommending rate increases for all hall rentals. In establishing the proposed fees, staff surveyed other agencies as well as other local venues available for rentals. A summary of the survey is prepared in the following tables.

**TOWN HALL – MAIN HALL
RENTAL FEE COMPARISON BY RECREATION DEPARTMENTS
AND LOCAL VENUES**

	Hourly Rental Fee	Maximum Occupancy
City of Placerville Town Hall—Main Hall CURRENT	User Group A - \$12 User Group B - \$20 User Group C - \$29 User Group D - \$34 3 hr. minimum	130
City of Placerville Town Hall—Main Hall PROPOSED	User Group A - \$0 User Group B - \$40 User Group C - \$50 3 hr. minimum	130
El Dorado Hills CSD Pavilion	\$54-\$85	199
City of Folsom Rotary Clubhouse	\$60-\$80	170
Sunrise Recreation Banquet Room	\$63 per hour, up to three hours \$50 each additional hour	200
Elk Grove CSD Laguna Hall	\$50	200
Shakespeare Club (Placerville)	\$300 per day (Monday-Thursday) \$600 per day (Friday-Sunday)	196
Lions Club (Placerville)	\$300 per day 2pm-midnight weekdays \$300 per day 8am-midnight (Sat & Sun)	250
Hangtown Grange (Placerville)	\$175 per day	100
Firefighters Hall (Diamond Springs)	\$200 daily without kitchen \$325 daily with kitchen	185

**TOWN HALL – UPSTAIRS LARGE
RENTAL FEE COMPARISON BY RECREATION DEPARTMENTS
AND LOCAL VENUES**

	Hourly Rental Fee	Maximum Occupancy
City of Placerville Town Hall—Up stairs Large CURRENT	User Group A - \$8 User Group B - \$14 User Group C - \$21 User Group D - \$29 3 hr. minimum	80
City of Placerville Town Hall—Up Stairs Large PROPOSED	User Group A - \$0 User Group B - \$28 User Group C - \$36 3 hr. minimum	80
Best Western Meeting Room	\$250 Half Day \$500 Full Day	45
El Dorado Fairgrounds Organ Room	\$35 per hour - 2 hr. min. (Monday-Thursday only) \$265 per day (7 days a week)	150
El Dorado Fairgrounds Corcer Room	\$30 per hour - 2 hr. min. (Monday-Thursday only) \$240 per day (7 days a week)	125
Yuba City	\$250 2 hr. minimum \$50 each add'l hr.	59

**TOWN HALL – UPSTAIRS SMALL
RENTAL FEE COMPARISON BY RECREATION DEPARTMENTS
AND LOCAL VENUES**

	Hourly Rental Fee	Maximum Occupancy
City of Placerville Town Hall—Up stairs Small CURRENT	User Group A - \$6 User Group B - \$10.50 User Group C - \$12 User Group D - \$18 3 hr. minimum	25
City of Placerville Town Hall—Up Stairs Small PROPOSED	User Group A - \$0 User Group B - \$23 User Group C - \$31 3 hr. minimum	25
El Dorado Hills CSD Senior Lounge	\$32-\$47 2 hr minimum	25
City of Folsom Rotary Clubhouse	\$15-\$20 2 hr minimum	25
Elk Grove Small Meeting Room	\$25 per hr plus set up and cleaning 2 hr. minimum	30
Best Western Meeting Room	\$250 Half Day \$500 Half Day	45

**SCOUT HALL
RENTAL FEE COMPARISON BY RECREATION DEPARTMENTS
AND LOCAL VENUES**

	Hourly Rental Fee	Maximum Occupancy
City of Placerville Scout Hall CURRENT	User Group A - \$6 User Group B - \$12 User Group C - \$17 User Group D - \$23 3 hr. minimum	35
City of Placerville Scout Hall PROPOSED	User Group A - \$0 User Group B - \$28 User Group C - \$36 3 hr. minimum	35
El Dorado Hills Double Classroom	\$32-\$47 2 hr. minimum	40
Best Western Meeting Room	\$250 half day \$500 full day	45
EDC Fairgrounds Board Room	\$25 per hr \$185 per day 2 hr. minimum	30
Yuba City	\$250 2 hr. minimum \$50 each add'l hr.	59

Filming on City Property

Requests are frequently made to film television commercials and movies on City property. In order to accommodate requests, staff has established policies and rental rates specific to filming on City property. Staff consulted with Kathleen Dodge, the Executive Director of El Dorado Lake Tahoe Film and Media Office. With her assistance, staff has been able to determine fair rates that are consistent with what is being charged throughout the County (see Attachment E).

Special Events on City Property

The City often receives requests to conduct Special Events on City property, including fundraisers, awareness walks, large parties, weddings, parades or candlelight vigils. Staff defines a special event as any meeting, assembly, street fair, parade or other event open to the public and proposed to be conducted in or upon public property to include, but not limited to streets or parks of the City where City services may be impacted or any gathering of 51 individuals or more (private or public). When held on City property, staff recommends that a formal agreement be required and organizers be subject to liability insurance requirements. Organizers will also be required to adhere to health and safety regulations as they may apply to their event. In order to accommodate requests, staff has established policies and rental rates specific to conducting Special Events on City property (see Attachment F). In establishing rates, staff conducted a survey of what other agencies are charging in the area. In general, most Municipal Agencies consider each special event application individually and determine a rental rate which compensates the City for any loss of revenue, any use of City resources and the amount of property consumed by the event. A summary of the survey is shown in the table below.

**SPECIAL EVENT FEE COMPARISION
BY RECREATION DEPARTMENTS**

	Fees
City of Placerville CURRENT	Based on Event
City of Placerville PROPOSED	\$100 Application Fee All other fees determined on a case-by-case basis, once application is approved.
City of Folsom	\$52 Application Fee All other fees determined on a case-by-case basis, once application is approved.
City of Roseville	No fees associated with Special Event permits.

Tennis Court Key Fees

The tennis courts located at Lions Park are locked, but accessible to the general public who purchase an annual key. By keeping the courts locked, the facility is better protected against vandalism and inappropriate use. In addition, the revenue generated by key sales offset the costs incurred by the City to maintain the tennis courts. Currently, there are no formal policies, other than those posted at the facility, that are issued with tennis court keys. Staff has developed formal policies which will be provided to individuals purchasing keys (see Attachment G).

Portable Barbeque Rentals

The Recreation Division has a barbecue unit available for rental to the public. These rentals are typically made by individuals or organizations planning a large group barbecue. The cost is \$30 per day, and staff is not recommending an increase at this time. Currently, there are no formal policies, other than a rental application form, which governs the rental of the barbecue. Staff has developed formal policies that will now accompany any barbecue rental (see Attachment H).

Payment Deadlines and Cancellation Policies

Within our current facility rental guidelines, there are a variety of payment deadlines and cancellation policies. Some facility rentals require a non-refundable deposit, with full payment due 4-14 days prior to the event. Others rentals require payment in full at the time of booking. In the event of a cancellation, the Recreation Division does not have a clear policy. This has caused problems when cancellations occur with short notice. The City is obligated to refund a large portion of the rental fee and often has no opportunity to rent the facility to another user. For this reason, staff recommends implementing a uniform payment procedure and cancellation policy for all facility and equipment rentals. For all facility and equipment rentals, full payment will be required at the time of reserving the facility. In the event of a cancellation, a full refund is available if cancelling 61 or more days prior to the event. Cancellations within 30-60 days of the event will receive a 50% refund. Cancellations within 29 days of the event will result in a forfeiture of all rental fees. In all cancellation situations, the security/cleaning deposit will be returned.

Exceptions to this cancellation policy will include agreements for filming on City property, special events, and tennis court key fees. Due to the unique nature of these agreements, staff recommends that these programs be offered with a “No Refund” policy.

Staff surveyed other agencies to determine their payment and cancellation policies. The summary of their policies is listed in the following table.

**REFUND POLICY COMPARISON BY
RECREATION DEPARTMENTS**

	Payment Due	Cancellation Policy (amount forfeited)
City of Placerville Town Hall—Main Hall CURRENT	25% down, Balance due 14 days prior to event	25% of rental fee for all cancellations
City of Placerville Town Hall—Main Hall PROPOSED	100% down Plus security deposit	61+ days: Full Refund 30-60 days: 50% Less than 30 days: All Rental Fees Forfeited
El Dorado Hills CSD Pavilion	100% down Plus security deposit	90+ days: \$30 30-90 days: 50% Less than 30 days: All Rental Fees Forfeited
City of Folsom Rotary Clubhouse	50% down, Balance due 60 days prior to event	180+ days: \$25% 60-180 days: 50% Less than 60 days: All Rental Fees Forfeited
Sunrise Recreation Banquet Room	\$188 down plus security deposit, Balance due 90 days prior to event	90+ days: \$200 30-90 days: 50% Less than 30 days: All Rental Fees Forfeited
Elk Grove CSD Laguna Hall	\$400 down, Balance due 60 days prior to event	180+ days: \$100 60-180 days: \$400 30-60 days: \$600 Less than 30 days: All Rental Fees Forfeited

Long Term Tenants

Currently, there are several groups who regularly utilize City facilities. Examples include Hangtown Little League, local church groups, El Dorado High School, and Senior Softball. These regular tenants currently use City facilities, some without a formal agreement as to rates and policies. Staff would like to formalize use agreements with all current and future long-term tenants, and consider these groups’ requests for discounted rental rates. Staff is proposing the following policy:

“Groups who meet on an ongoing daily, weekly or monthly basis may request a discounted rate to be determined on a case by case basis by City Council and will require a memorandum of understanding between the renter and the City of Placerville.”

FISCAL IMPACT

The first table (2007-08 Facility Rental Summary) identifies the amount of rental activity for each facility over the past twelve months and the revenue generated under the existing rental rate structure. The second table (2008-09 Facility Rental Projections) illustrates the amount of revenue that would be generated under the proposed rates during the same period of time. It is staffs opinion that the proposed rental rates will not have a negative effect on the number of rental requests on an annual basis and will therefore generate an additional \$3,898 each year.

2007-08 Facility Rental Summaries

Facility	# of Rentals	Current Rental Rates	2007 Revenue
Town Hall Main Hall	23	\$12-\$34 hourly	\$1825.00
Town Hall Upstairs Large	2	\$8-\$29 hourly	\$157.00
Town Hall Upstairs Small	3	\$6-\$18 hourly	\$121.00
Scout Hall	1	\$6-\$23 hourly	\$46.00
Lions Park Gazebo	32	\$30 daily	\$900.00
Gold Bug Pavilion	5	\$50 daily	\$250.00
Softball Fields	28	\$10 per 2 hrs.	\$280.00
Softball Tournaments	2	\$90 daily per field	\$360.00
Special Events	1	Based on Event	\$122.00
Filming	3	\$250-\$600 daily	\$1348.00
Barbeque	3	\$30 daily	\$90.00
Tennis Courts	81	\$20 annually	\$1620
Total			\$7,189.00

2008-09 Facility Rental Projections

Facility	# of Rentals	Proposed Rental Rates	Projected Revenue	2007-08 Actual Revenue	Additional Revenue Projection
Town Hall Main Hall	23	\$40-\$50 hourly	\$3110.00	\$1825.00	\$1285.00
Town Hall Upstairs Large	2	\$28-\$36 hourly	\$248.00	\$157.00	\$91.00
Town Hall Upstairs Small	3	\$23-\$31 hourly	\$265.00	\$121.00	\$144.00
Scout Hall	1	\$28-\$36 hourly	\$72.00	\$46.00	\$26.00
Lions Park Gazebo	32	\$50 daily	\$1600.00	\$960.00	\$640.00
Gold Bug Pavilion	5	\$50 daily - half use \$100 daily - full use	\$250.00	\$250.00	\$0.00
Field Rental (per field)	28	\$15 hourly	\$840.00	\$280.00	\$560.00
Softball Tournaments	2	\$200 daily per field plus \$25 application fee	\$850.00	\$360.00	\$490.00
Special Events	20	Based on Event plus \$50 application fee	\$2000.00	\$1780.00	\$220.00
Filming	3	\$250-\$600 daily	\$1800.00	\$1358.00	\$442.00
Barbeque	3	\$30 daily	\$90.00	\$90.00	\$0.00
Tennis Courts	81	\$20 annually	\$1620.00	\$1620.00	\$0.00
Total			\$12,745.00	\$8,847.00	\$3,898.00

The proposed rental rates are competitive with other facilities in the surrounding area and achieve the City's goals of keeping public facilities affordable and available to the community. Without the proposed increase to rental rates, the existing condition of City facilities may be compromised.

Prepared by:

Steve Youel, Director of Community Services

Attachments:

- A Proposed Facility Fee Changes Summary
- B Specific Rules & Information Governing Use of Gazebo, Pavilion & Softball Fields
- C Specific Rules & Information Governing the Use of Lions Park or Rotary Park for Softball Tournaments
- D Specific Rules & Information Governing Use of Town Hall & Scout Hall
- E Specific Rules & Information Governing the Use of City Property for Commercial Filming/Photography
- F Specific Rules & Information Governing the Use of City Property for Special Events
- G Specific Rules & Information Governing the Use of Lions Park Tennis Courts
- H Specific Rules & Information Governing the Use of the Barbecue Unit

Approved for Submittal to City Council:

Reviewed for Fiscal Analysis:

John Driscoll,
City Manager/City Attorney

Dave Warren,
Finance Director

**CITY OF PLACERVILLE
SPECIFIC RULES AND INFORMATION GOVERNING THE USE OF
LIONS PARK TENNIS COURTS**

KEY FEE**\$20 per calendar year**

1. Full payment is due at the time of key purchase.
2. The purchase of Lions Park Tennis Court Key does not include exclusive use of the courts or other park facilities. These facilities remain open to other park visitors. The tennis courts may be utilized by more than one user at the same time.
3. Renter must have their key on hand during use of the tennis courts.
4. If the tennis court facility or equipment is damaged by a person or persons in your group, the total costs of repairs will be the responsibility of the renter.
5. Renters are required to clean up the tennis court after use, removing all trash and placing it in receptacles provided.
6. Amplified sound systems and music are not permitted in the tennis courts.
7. Parking availability is not guaranteed and may be limited due to other scheduled events or drop-in use.
8. Park hours for Lions Park are 8:00 AM to one hour after sunset.
9. Overnight Camping is not permitted at Lions Park.
10. Alcoholic beverages are not permitted within the tennis courts. Alcoholic beverages with alcohol content of twelve percent (12%) or less is permissible outside the tennis courts, in the park area.
11. Public agencies which have facilities that the Recreation Division uses may be charged rates which are negotiated through a memorandum of understanding or reciprocal use agreement.
12. Keys are good for the period of one calendar year, and the lock is typically changed on December 31st of each year. New keys must be purchased annually.
13. The Recreation and Parks Commission may make exceptions to these rules for extraordinary conditions.
14. Rain out Policy: Refunds are not provided for inclement weather.
15. Lions Park tennis court key fees are non-refundable.
16. Tennis court users are required to adhere to all posted facility rules, as well as those contained within this document.

17. The purchase of a tennis court key permits the user and guest(s) to enter the facility. Please do not allow other non-key holders to enter the facility.
18. Tennis court users should notify the Recreation Division immediately to report any vandalism or damage to the facility or equipment.
19. The City may revoke permission to utilize tennis court keys if it is determined that a user is violating rules governing the use of said facilities.
20. Commercial use of tennis courts is prohibited.

**CITY OF PLACERVILLE
SPECIFIC RULES AND INFORMATION GOVERNING THE USE OF
CITY PROPERTY FOR SPECIAL EVENTS**

APPLICATION FEE	\$100
EVENT MONITOR	\$52 per hour, during business hours \$75 per hour, past normal business hours
LOST REVENUE	As calculated by City
RESTORATION	As calculated by City
EQUIPMENT & MISC.	As calculated by City
ADDITIONAL PERSONNEL	As calculated by City

1. Completed application packet along with application fee must be submitted to The City of Placerville Recreation & Parks Division, 549 Main Street, Placerville, CA 95667. Application fee is non-refundable. Complete application packet may also include:
 - a. City Business License (Finance Department)
 - b. City Encroachment Permit (Engineering Department)
2. The City reserves the right to cancel an event or contract if there is false or incomplete application information that will substantially affect the risks, or circumstances of use.
3. Proof of liability insurance and a Letter of Endorsement naming the City of Placerville as additionally insured in the amount of \$1,000,000 is required. The Insurance Certificate and Letter of Endorsement shall include "City of Placerville" along with specific location of use in the additionally insured section.
4. Special event shall mean any meeting, assembly, group of 51 or more (private or public), street fair, parade or other event open to the public and proposed to be conducted in or upon public property to include, but not limited to streets or parks of the City where City services may be impacted.
5. A Collection Agreement may be required if it is determined that permittee's event will result in the need for additional City resources, lost revenue, restoration or overtime hours past normal business hours. Additional City resources may include, but is not limited to, personnel, equipment and supplies.
6. Once an application is approved, full payment along with applicable additional fees is due within 2 working days. Fees must be made payable to the "City of Placerville". All fees are non-refundable.

7. The Permittee shall designate a representative on site at the event before activities may commence, who shall be the sole field representative of the permittee in dealing with the authorized City of Placerville monitor. Said representative shall be employed on behalf of the permittee's employees or contractors to communicate with the monitor, and to receive and comply with all communications and decisions of the monitor.
8. A copy of the permit and the stipulations shall be kept available on location at all times, for review by City personnel upon request. All persons (e.g., permittees, contractors, subcontractors) working at the site will be familiar with the permit stipulations. Non-compliance with permit stipulations may result in cancellation of the permit, or other adverse actions against the permittee. Any changes to an approved permit will require re-submittal of application accompanied by a \$25 fee made payable to The City of Placerville.
9. Availability of all authorized areas for event activities is subject to the restrictions based on their compatibility with other authorized activities as well as area carrying capacity limits.
10. The permittee shall confine all activities within areas specifically defined by the map at the specified times and dates. That includes public lands adjacent to permitted property. If the location or other limitations in this special event authorization are deemed not appropriate by the permittee, no action shall be undertaken by the permittee at other times or on other areas or lands within the City of Placerville until said changes are approved by the City of Placerville.
11. The area shall be kept clear of trash and debris and all trash and debris generated by the special event shall be removed immediately after the event concludes.
12. Permittees are required to adhere to all local health and safety regulations. The consumption and sale of alcohol is not permitted, unless it has been approved by the Placerville Police Department and the Recreation and Parks Division. In addition, all sales of food or other concessions must be approved by the Recreation and Parks Division.
13. No person will sell, vend, peddle, expose, offer for sale or distribute after sale to the public, any merchandise, service or property or sell tickets for any event nor will any person solicit or collect donations of money to other goods from the public without prior approval from the City's Parks & Recreation Division. City approval must be obtained at least 30 days before the scheduled use to sell any non-food product or goods.
14. Animals must be on a leash and under control of their owner at all times.
15. Event operations shall be conducted in such a manner as to avoid creating safety hazards to other visitors and users and to the event participants. The permittee shall use signs, flagging, help of individuals, or other authorized safety devices for the safe conduct of the event and the protection of other users and visitors before, during and after event activities. Extra caution shall be used by the permittee during the "dry" season (July through October) with regard to vehicles or equipment used around dry grasses.

16. Application and rental fees will not be refunded once a special event permit has been processed.
17. Permittee is responsible for any damages associated with the use of said property. Total costs of repairs and restoration will be the sole responsibility of permittee.
18. There is no power source or water source available for use.
19. Parking availability is not guaranteed and may be limited due to other scheduled events or drop-in use.
20. Facilities may be scheduled a maximum of 1 year in advance.
21. The Recreation and Parks Commission may make exceptions to these stipulations for extraordinary conditions.
22. Applicants shall select an alternate "rain date" in the event of inclement weather. The City reserves the right to cancel any activities due to weather, unsafe conditions, or other reasons that might endanger the health, safety, or welfare of the public.

**CITY OF PLACERVILLE
SPECIFIC STIPULATIONS AND INFORMATION GOVERNING THE USE OF
CITY PROPERTY FOR COMMERCIAL FILMING/PHOTOGRAPHY**

DAILY FILMING PERMIT RATES

	Fee	Prep/Strike
1-30 People	\$250 per day	\$125 per day
31-60 People	\$500 per day	\$250 per day
Over 60 People	\$600 per day	\$300 per day

DAILY COMMERCIAL STILL PHOTOGRAPHY PERMIT RATES

	Fee	Prep/Strike
1-10 People	\$100 per day	\$50 per day
11-30 People	\$150 per day	\$75 per day
Over 30 People	\$250 per day	\$125 per day

FILMING MONITOR **\$52 per hour, during business hours**
\$75 per hour, past normal business hours

LOST REVENUE **As calculated by City (see Collections Agreement)**

RESTORATION **As calculated by City (see Collections Agreement)**

EQUIPMENT & MISC. **As calculated by City (see Collections Agreement)**

1. Completed application packet along with proof of liability insurance naming the City of Placerville additionally insured, must be submitted to The City of Placerville Recreation & Parks Division, 549 Main Street, Placerville, CA 95667. Complete application packet includes:
 - a. Use Application including site map indicating specific desired location (Recreation & Parks Division)
 - b. Specific Stipulations and Information Governing the Use of City Property for Commercial Filming/Photography with all appropriate signatures (Recreation & Parks Division)
 - c. Special Effects and Hazardous Conditions Worksheet (Recreation & Parks Division)
 - d. Proof of liability insurance and a Letter of Endorsement naming the City of Placerville additionally insured
 - e. City Business License (Finance Dept.)
 - f. City Encroachment Permit (Engineering Dept.)
 - g. A storyboard to accelerate permit processing
2. The City reserves the right to cancel an event or contract if there is false or incomplete application information that will substantially affect the risks, or circumstances of use.

3. Proof of liability insurance and a Letter of Endorsement naming the City of Placerville as additionally insured in the amount of \$1,000,000 is required. The Insurance Certificate and Letter of Endorsement should include "City of Placerville" along with specific location of use in the additionally insured section. If any aircraft is used, FAA approval is required along with an additional insurance certificate and Letter of Endorsement in the amount of \$5,000,000 with the City of Placerville listed as additionally insured. All insurance certificates and letters of endorsement must be submitted along with application packet.
4. All props and vehicles used must be listed on the application, as well as a detailed description of activities. Stunts, precision driving, pyrotechnics, explosive devices, airplanes, or helicopters used must be listed. The speed limit through all areas is 5 miles per hour. Sharp turns and donuts are not allowed.
5. A Collection Agreement may be required if it is determined that permittee's project will result in the need for additional City resources, lost revenue, restoration or overtime hours past normal business hours. Additional City resources may include, but is not limited to, personnel, equipment and supplies.
6. Once an application is approved, full payment along with applicable additional fees is due within 2 working days. Fees must be made payable to the "City of Placerville". All fees are non-refundable.
7. The Permittee shall designate a representative for field operations before activities may commence, who shall be the sole field representative of the permittee's employees or contractors in dealing with the authorized City of Placerville monitor. Said representative shall be employed on behalf of the permittee's employees or contractors to communicate with the monitor, and to receive and comply with all communications and decisions of the monitor.
8. A copy of the permit and the stipulations shall be kept available on location at all times, for review by City personnel upon request. All persons (e.g., permittees, contractors, subcontractors) working at the site will be familiar with the permit stipulations. Non-compliance with permit stipulations may result in cancellation of the permit, or other adverse actions against the permittee. Any changes to an approved permit will require re-submittal of application accompanied by a \$100 fee made payable to The City of Placerville. Application and rental fees will not be refunded once a filming permit has been processed.
9. Availability of all authorized areas for commercial filming activities is subject to the restrictions based on their compatibility with other authorized activities as well as area carrying capacity limits.
10. The permittee shall confine all activities within areas specifically defined by the map at the specified times and dates. That includes public lands adjacent to permitted property. If the location or other limitations in this filming authorization are deemed not appropriate by the permittee, no action shall be undertaken by the permittee at other times or on other areas or lands within the City of Placerville until said changes are approved by the City of Placerville. Anytime filming activities move off City property, the local Film Commission must be notified.

11. The area shall be kept clear of trash and debris and all trash and debris generated by the filming operation shall be removed immediately after completing filming operations. Waste and other discharges from camping vehicles or other equipment is prohibited.
12. The City of Placerville must be notified of any commercial filming involving exotics (i.e, plants and animals not native to the foothills east of the Sacramento region) or domestic species. The permitted filmers are responsible for controlling and cleaning up after these species, including feces, to avoid the dissemination of seeds or diseases on City property. Animals not endemic to the area shall be under the control of qualified handlers at all times. Animals shall not be allowed to feed on natural vegetation. Permittee is responsible for providing appropriate feed and water for the animals. Animals shall be fed non-germinating pellets or certified weed-free hay for two days prior to filming on City property as well as during filming on City property. Animals will be either tied to a parked vehicle; contained in a free standing fenced corral; and/or housed within a trailer in a parking area or road, when not in use. All animal "waste" shall be removed from the public lands on a daily basis. Transmission of diseases from domestic animals to wildlife will be avoided through appropriate action (vaccines, avoidance of contact, etc.)
13. Filming operations shall be conducted in such a manner as to avoid creating safety hazards to other visitors and users and to the filming crews. The permittee shall use signs, flagging, help of individuals, or other authorized safety devices for the safe conduct of the filming operation and the protection of other users and visitors before, during and after filming activities. Extra caution shall be used by the permittee during the "dry" season (July through October) with regard to vehicles or equipment used around dry grasses.
14. For movie projects, acknowledgement through the film credits shall be given to the City of Placerville along with location name for portions of the movie filmed on City property.
15. Permittee is responsible for any damages associated with the use of said property. Total costs of repairs and restoration will be the sole responsibility of permittee.
16. Amplified sound systems and music are not permitted, except for radios which must be kept at a volume low enough to be audible to the immediate filming area only.
17. There is no power source or water source available for use.
18. Parking availability is not guaranteed and may be limited due to other scheduled events or drop-in use.
19. Facilities may be scheduled a maximum of 1 year in advance.
20. The Recreation and Parks Commission may make exceptions to these stipulations for extraordinary conditions.
21. Applicants shall select an alternate "rain date" in the event of inclement weather. The City reserves the right to cancel any activities due to weather, unsafe conditions, or other reasons that might endanger the health, safety, or welfare of the public.

**CITY OF PLACERVILLE
SPECIFIC RULES AND INFORMATION GOVERNING THE USE OF
TOWN HALL & SCOUT HALL**

RENTAL FEES*

	Group A	Group B	Group C
Town Hall Main Hall (per hour)	\$0	\$40	\$50
Town Hall Upstairs Large Room (per hour)	\$0	\$28	\$36
Town Hall Upstairs Small Room (per hour)	\$0	\$23	\$31
Scout Hall (per hour)	\$0	\$28	\$36

*All rentals will be charged 1.5 times the hourly rate for any hours past midnight.

GROUP A: City sponsored or co-sponsored events and groups, City employee organizations and official City committees.

GROUP B: Non-Profit organizations.

GROUP C: All Other.

EVENT MONITOR	\$52 per hour, during business hours \$75 per hour, past normal business hours
OPENING/CLOSING FEE	\$ 50
SECURITY/CLEANING DEPOSIT	\$300

1. The full rental fee along with the \$300 security/cleaning deposit and completed application is required at the time of booking to schedule the facility.
2. All groups will be charged a minimum of 3 hours and a \$300 security/cleaning deposit. All or a portion of this fee will be refunded depending upon the condition of the building after the event (as well as the return of keys within one (1) business day of event for Scout Hall Rentals).
3. All rentals require a \$1,000,000 Liability Insurance Policy naming the City of Placerville additionally insured and must specify the event and date of event. In addition, the City recommends that the event holder names any co-sponsors additionally insured as well. Liability insurance may be available for purchase through the Recreation Division.
4. The Recreation and Parks Division may require additional deposits and/or the presence of licensed security personnel or a facility monitor during the event at the expense of the renter.
5. The facility may be scheduled a maximum of 1 year in advance.
6. Renters agree to return said premises in the same condition as the premises were before use of same. If a person or persons in your group damages the building, the total cost of repairs and or cleaning will be the responsibility of the renter.

7. **Town Hall Rental** – A City employee will be opening and closing the facility based upon the usage times. They will take care of locking the facility and setting the thermostat. Please wipe clean and stack tables and chairs. It is not necessary to mop the floor unless there are spills. Sweeping the floor is required.
8. **Scout Hall Rental** - A key for Scout Hall may be picked up the day before your rental and must be returned the next business day. Outside doors, front and back are to be locked when leaving the building along with the inside hallway door. Turn thermostat back to the setting indicated on the wall and turn off all lights. Please wipe clean tables and chairs. It is not necessary to mop the floor unless there are spills. Sweeping the floor is required.
9. It is the renter's responsibility not to exceed the maximum occupant load in Town Hall and Scout Hall. The maximum occupant load in downstairs Town Hall is 130 participants or 96 participants with tables. The maximum occupant load at Scout Hall is 35 participants with tables. If the load is exceeded, the Fire Department is required to enforce the occupant load and a fee will be charged to the renter for the Fire Department to do so.
10. Decorating of rooms must be cleared through the Recreation and Parks Division. Cellophane tape, adhesives, nails, screws, staples etc. are not permitted on the walls, woodwork or fixtures (masking tape is recommended). Use of glitter, birdseed and rice is not permitted.
11. Any group using the kitchen must leave counter tops, stove and all equipment in the same condition as when the event began.
12. All serving of food must take place in the Town Hall Main Hall located downstairs and not in the kitchen. Food and beverages are not allowed in the upstairs area of Town Hall. Alcohol is not permitted in either building without prior approval from City Council.
13. Parking availability is not guaranteed and may be limited due to other rentals or general public use. The Tortilla Flats Restaurant Parking Lot is not available for Town Hall parking.
14. No candles are allowed unless permission is granted from the Recreation & Parks Division and a permit is obtained from the Fire Department.
15. **SMOKING IS NOT ALLOWED IN ANY CITY FACILITY.**
16. Emergency contact numbers are located on the kitchen cabinetry of Town Hall and Scout Hall.
17. Public agencies which have facilities that the Recreation Division uses may be charged rates which are negotiated through a memorandum of understanding or reciprocal use agreement.
18. Groups who meet on an ongoing daily, weekly or monthly basis may request a discounted rate to be determined on a case by case basis and will require a memorandum of understanding between the renter and the City of Placerville.
19. Town Hall is a multi-use facility and other groups may be renting other portions of the facility during your rental. Please contact the Recreation Division to determine other facility use during your rental and potential parking conflicts.
20. Cancellations within 61 or more days of the event will receive a full refund. Cancellations within 30-60 days of the event will forfeit 50% of rental fee. Cancellations within 29 days of event will forfeit 100% of rental fee. Security/cleaning deposits will be returned if an event is cancelled.

**CITY OF PLACERVILLE
SPECIFIC RULES AND INFORMATION GOVERNING THE USE OF
LIONS PARK & ROTARY PARK FOR TOURNAMENTS**

BALL FIELDS	\$200 per day (per field) \$25 application fee (includes one field prep and lights)
GAZEBO RENTAL FEE	\$50 per day (when needed)
SECURITY/CLEANING DEPOSITS	\$250 per field \$400 per scoreboard (if used) \$50 for Gazebo

1. Full Payment along with applicable \$25 application fee and security/cleaning deposits are due at the time of booking to reserve the Ball Fields and Gazebo. Applications must be submitted at least 30 days in advance. The City reserves the right to cancel an event or contract if there is false or incomplete application information that will substantially affect the risks, or circumstances of a rental.
2. The security deposit(s) will be returned in whole, or in part, depending upon the condition of the facility and equipment after the event. The following is a partial list of conditions which can result in a complete forfeiture of the security deposit:
 - Excess litter around the facility. Renter should make every effort to return the park to the condition in which it was found. All trash needs to be placed in receptacles provided.
 - Any damage to the facility or property.
 - Overnight campers. Camping overnight is not permitted at Lions Park or Rotary Park. Park hours must be observed.
3. Tournament rentals require a \$1,000,000 Liability Insurance Policy naming the City of Placerville additionally insured and must specify the event and date of event. In addition, the City recommends that the event holder names any co-sponsors additionally insured as well. Liability insurance may be available for purchase through the Recreation Division.
4. Applicants are required to name a tournament director who will ensure the enforcement of all of the rules and guidelines within this guide and those posted at the facility.
5. The Recreation and Parks Division may require additional deposits and/or the presence of licensed security personnel or a facility monitor during the event at the expense of the renter.
6. The Rental of Lions Park Gazebo or Ball Fields and Rotary Park Field does not include exclusive use of other park facilities. These facilities remain open to other park visitors.

7. The Lions Park Gazebo accommodates 50 people and is a single private rental.
8. Rental Groups must have their completed sales receipt on hand during the event. The rental agreement will serve as evidence of a confirmed reservation.
9. Conflicts with another group occupying the gazebo/softball field space which cannot be resolved by the concerned parties should be handled by contacting the Placerville Recreation and Parks Division at (530) 642-5232. If no one is available, call the Placerville Police Department at (530) 642-5210 or non-emergency (530) 642-5280.
10. If the gazebo/softball field is damaged by a person or persons in your group, the total costs of repairs will be the responsibility of the renter.
11. Any posting of flyers, tournament schedules, advertisements and other notices may be posted in designated areas only and must be approved in advance by City staff. Flyers must be removed at the end of the event by the event holder.
12. Masking tape may be used on picnic tables; however, use of staples, tacks, nails or screws are not permitted. Renters are required to clean up the gazebo/softball field after an event including: removing all food and trash from tables and floor, removing all decorations, and placing all trash in receptacles provided.
13. Attractions such as dunk tanks, inflatable devices, pony rides, live bands, carnival booths etcetera, are not permitted.
14. There is no power source or water source available for use by renters.
15. Amplified sound systems and music are not permitted, except for radios which must be kept at a volume low enough to be audible to the immediate gazebo/pavilion area only.
16. Parking availability is not guaranteed and may be limited due to other scheduled events or drop-in use.
17. Park hours for Lions Park are 8:00 AM to one hour after sunset or 10:30 PM when field lights are on. Rotary Park hours are dawn to dusk or 10:00 PM when field lights are on. The Softball Complex will be open one hour before the starting time of the first game of the tournament unless prior arrangements are made.
18. Overnight Camping is not permitted at Lions Park, or Rotary Park.
19. For scheduled softball tournaments, the field will be in playing condition 30 minutes prior to the start of your first scheduled game. The fields will be dragged, lined, watered, and the bases in place before the first game of the day. It is the tournament director's responsibility to organize the game schedule and prep schedule AND TO KEEP PLAYERS OFF THE FIELD DURING THE PREPS. The pitching rubber will be placed at 50'; the bases set at 65', and the foul lines and batter's boxes (fast pitch only), will be chalked unless other arrangements are made. Ongoing field conditions and raking, watering and lining is the responsibility of the tournament director if so desired throughout the day. Special requests, such as chalking a pitching circle, using a different length pitching rubber, etc., must be made to the City's Parks and Recreation Division at least two weeks prior to the tournament.

20. Motor vehicles other than emergency and City vehicles are not permitted in the field areas through any locked gate. With permission, tournament officials may unload equipment and supplies with the understanding that they must immediately return vehicles to the parking lot.
21. Alcoholic beverages with alcohol content of twelve percent (12%) or less is permissible at Lions Park. Alcoholic beverages is not allowed at Rotary Park. Sale of alcohol is not permitted, unless it has been approved by the Placerville Police Department and the Recreation and Parks Division. In addition, all sales of food or other concessions must be approved by the Recreation and Parks Division.
22. No person will sell, vend, peddle, expose, offer for sale or distribute after sale to the public, any merchandise, service or property or sell tickets for any event nor will any person solicit or collect donations of money to other goods from the public without prior approval from the City's Parks & Recreation Division. City approval must be obtained at least 30 days before the scheduled use to sell any non-food product or goods.
23. Public agencies which have facilities that the Recreation Division uses may be charged rates which are negotiated through a memorandum of understanding or reciprocal use agreement.
24. Groups who meet on an ongoing daily, weekly or monthly basis may request a discounted rate to be determined on a case by case basis and will require a memorandum of understanding between the renter and the City of Placerville.
25. Facilities may be scheduled a maximum of 1 year in advance.
26. The Recreation and Parks Commission may make exceptions to these rules for extraordinary conditions.
27. Rain out Policy: Reservation fees will be refunded if your event is cancelled due to rain or snow. You may choose to either receive a full refund or receive a credit for a future date, depending upon facility availability. The City reserves the right to cancel any activities due to weather, unsafe playing conditions, or other reasons that might endanger the health, safety, or welfare of the public. If the City cancels events for any of the above reasons prior to the event beginning, a full refund of the security deposit and rental fees will be issued. If events are canceled by the City once in progress, a prorated refund or alternate date will be offered.
28. Cancellations within 61 or more days of the event will receive a full refund.
Cancellations within 30-60 days of the event will forfeit 50% of rental fee.
Cancellations within 29 days of event will forfeit 100% of rental fee.
Security/cleaning deposits will be returned if an event is cancelled.

**CITY OF PLACERVILLE
SPECIFIC RULES AND INFORMATION GOVERNING THE USE OF
GAZEBO, PAVILION AND FIELDS**

LIONS PARK GAZEBO RENTAL FEE	\$50 per day
GOLD BUG PARK PAVILION RENTAL FEE	\$50 per day (half use) \$100 per day (full use)
FIELD RENTAL FEE (each field)	\$15 per hour
LIGHTS (when applicable)	\$20 per hour
SECURITY/CLEANING DEPOSIT	\$50

1. Full Payment along with \$50.00 security/cleaning deposit is due at the time of booking to reserve the Gazebo, Pavilion or Fields. No security/cleaning deposit will be required for City-sponsored league softball teams renting the fields for practice.
2. Rental requests with over 50 individuals are considered Special Events and require a Special Event Application in addition to the Gazebo, Pavilion and Field Rental Application.
3. Softball Tournament rentals are subject to different rules. Reservations must be made using the Softball Tournament application.
4. Some rentals may require a \$1,000,000 Liability Insurance Policy naming the City of Placerville additionally insured and must specify the event and date of event. In addition, the City recommends that the event holder names any co-sponsors additionally insured as well. Liability insurance may be available for purchase through the Recreation Division.
5. The Recreation and Parks Division may require additional deposits and/or the presence of licensed security personnel or a facility monitor during the event at the expense of the renter.
6. The Rental of Lions Park Gazebo or Fields, Rotary Park Field and Gold Bug's Pavilion does not include exclusive use of other park facilities. These facilities remain open to other park visitors.
7. The Gold Bug Pavilion accommodates approximately 80 people. The facility may be utilized by more than one user at the same time. The Lions Park Gazebo accommodates 50 people and is a single private rental.
8. Rental Groups must have their completed sales receipt on hand during the event. The rental agreement will serve as evidence of a confirmed reservation.
9. Conflicts with another group occupying the gazebo/pavilion/field space which cannot be resolved by the concerned parties should be handled by contacting the Placerville Recreation and Parks Division at (530) 642-5232. If no one is available, call the Placerville Police Department at (530) 642-5210 or non-emergency (530) 642-5280.

10. If the gazebo/pavilion/field is damaged by a person or persons in your group, the total costs of repairs will be the responsibility of the renter.
11. Masking tape may be used on picnic tables; however, use of staples, tacks, nails or screws are not permitted. Renters are required to clean up the gazebo/pavilion/field after an event including: removing all food and trash from tables and floor, removing all decorations, and placing all trash in receptacles provided.
12. Attractions such as dunk tanks, inflatable devices, pony rides, live bands, amplified sound systems, and carnival booths are not permitted.
13. Radios must be kept at a volume low enough to be audible to the immediate gazebo/pavilion area only.
14. There is no power source or water source available for use by renters.
15. Parking availability is not guaranteed and may be limited due to other scheduled events or drop-in use.
16. Park hours for Lions Park are 8:00 AM to one hour after sunset or 10:30 PM when field lights are on. Gold Bug Park grounds hours are 8:30 AM to 5:00 PM. Rotary Park hours are dawn to dusk or 10:00 PM when field light are on.
17. Overnight Camping is not permitted at Lions Park, Gold Bug Park or Rotary Park.
18. Alcoholic beverages with alcohol content of twelve percent (12%) or less is permissible at Lions Park and the Gold Bug Pavilion. Alcoholic beverages are not allowed at Rotary Park. Sale of alcohol is not permitted, unless it has been approved by the Placerville Police Department and the Recreation and Parks Division. In addition, all sales of food or other concessions must be approved by the Recreation and Parks Division.
19. Public agencies which have facilities that the Recreation Division uses may be charged rates which are negotiated through a memorandum of understanding or reciprocal use agreement.
20. Groups who meet on an ongoing daily, weekly or monthly basis may request a discounted rate to be determined on a case by case basis and will require a memorandum of understanding between the renter and the City of Placerville.
21. Facilities may be scheduled a maximum of 1 year in advance.
22. The Recreation and Parks Commission may make exceptions to these rules for extraordinary conditions.
23. Rain out Policy: Reservation fees will be refunded if your event is cancelled due to rain or snow. You may choose to either receive a full refund or receive a credit for a future date, depending upon facility availability.
24. Cancellations within 61 or more days of the event will receive a full refund. Cancellations within 30-60 days of the event will forfeit 50% of rental fee. Cancellations within 29 days of event will forfeit 100% of rental fee. Security/cleaning deposits will be returned if an event is cancelled.

PROPOSED FACILITY FEE CHANGES SUMMARY

	CURRENT FEES	PROPOSED FEES
TOWN HALL		
Main Hall - Downstairs		
User Group A	\$12 per hour	\$0 per hour
User Group B	\$20 per hour \$143 daily	\$40 per hour
User Group C	\$29 per hour \$200 daily	\$50 per hour
User Group D	\$34 per hour \$260 daily	N/A
Main Hall - Upstairs Large		
User Group A	\$ 8 per hour	\$0 per hour
User Group B	\$14 per hour	\$28 per hour
User Group C	\$21 per hour	\$36 per hour
User Group D	\$29 per hour \$184 daily	N/A
Main Hall - Upstairs Small		
User Group A	\$ 6 per hour	\$0 per hour
User Group B	\$10.50 per hour	\$23 per hour
User Group C	\$12 per hour	\$31 per hour
User Group D	\$18 per hour \$138 daily	N/A
Additional Fees		
Event Monitor	N/A	\$52 per hour \$75 per hour overtime
Open & Close Fee	\$15	\$50
SCOUT HALL		
User Group A	\$ 6 per hour	\$0 per hour
User Group B	\$12 per hour	\$28 per hour
User Group C	\$17 per hour \$138 daily	\$36 per hour
User Group D	\$23 per hour \$172 daily	N/A

User Group Descriptions:

- GROUP A: City sponsored or co-sponsored events and groups, City employee organizations and official City committees.
- GROUP B: Non-Profit organizations that are community oriented in nature.
- GROUP C: All Other.

	CURRENT FEES	PROPOSED FEES
LIONS PARK		
Gazebo Rental	\$30 daily	\$50 daily
Field Rental	\$10 per 2 hour block	\$15 per hour
Field Lights	\$7 per hour	\$20 per hour
TOURNAMENTS (Lions Park & Rotary Park)		
Application Fee	\$25	\$25
Field Rental (per field)	\$90 daily	\$200 daily
Lights	\$7 per hour	included
GOLD BUG PARK		
Pavilion Rental	\$50 daily (2 party max. per day)	\$50 daily - half use \$100 daily - full use
COMMERCIAL FILMING/PHOTOGRAPHY PERMITS		
Filming 1-30 People	N/A	\$250 per day \$125 prep/strike
Filming 31-60 People	N/A	\$500 per day \$250 prep/strike
Filming Over 60 People	N/A	\$600 per day \$300 prep/strike
Photography 1-10 People	N/A	\$100 per day \$50 prep/strike
Photography 11-30 People	N/A	\$150 per day \$75 prep/strike
Photography Over 30 People	N/A	\$250 per day \$125 prep/strike
Filming Monitor	N/A	\$52 per hour \$75 per hour overtime
Additional Fees	N/A	To be determined by Collections Agreement
SPECIAL EVENT PERMITS		
Application Fee	N/A	\$50
Event Monitor	N/A	\$52 per hour \$75 per hour overtime
Additional Fees	N/A	To be determined by Collections Agreement
TENNIS COURT KEYS		
Key Purchase	\$20 annually	\$20 annually
BARBECUE RENTAL		
Daily Rental	\$30 daily	\$30 daily

**CITY OF PLACERVILLE
SPECIFIC RULES AND INFORMATION GOVERNING THE USE OF
THE BARBECUE UNIT**

RENTAL FEE **\$30 per day**

SECURITY/CLEANING DEPOSIT **\$375**

1. Full payment and security/cleaning deposit is due at the time of barbecue rental.
2. If the barbecue is damaged by a person or persons in your group, the total costs of repairs will be the responsibility of the renter.
3. Renters are required to clean the barbecue, including briquette tray and grill prior to returning the unit. Failure to do so will result in forfeiture of deposit and loss of future privileges to rent said unit.
4. Applicant is solely responsible for the safe usage of the barbecue unit. The City of Placerville is not responsible for injuries resulting from the transport or use of the barbecue unit.
5. Public agencies which have facilities that the Recreation Division uses may be charged rates which are negotiated through a memorandum of understanding or reciprocal use agreement.
6. The Recreation and Parks Commission may make exceptions to these rules for extraordinary conditions.
7. Rain out Policy: reservation fees will be refunded if your event is cancelled due to rain or snow. You may choose to either receive a full refund or receive a credit for a future date, depending upon barbecue unit availability.
8. Renters should notify the Recreation Division to report any damage to the barbecue unit.
9. Cancellations within 61 or more days of the event will receive a full refund. Cancellations within 30-60 days of the event will forfeit 50% of rental fee. Cancellations within 29 days of event will forfeit 100% of rental fee. Security/cleaning deposits will be returned if an event is cancelled.