

CITY COUNCIL

For City Clerk's Use:

☐ **APPROVED** ☐ **DENIED**

Reso No. _____ File No. _____

Ord No. _____

Agenda Item No.: 13

Date: January 11, 2012

TO: Honorable Mayor and Members of the City Council
FROM: Jerry Van Leeuwen, Director of Community Services
SUBJECT: Facility Use Policy and Fee Schedule

RECOMMENDATION:

It is requested that Council approve the Facility Use Policy.

FISCAL ANALYSIS:

The proposed facility use fees will increase revenue to the City based on reservations made. The fees are based on market analysis and do not exceed the cost to provide the facilities.

BACKGROUND:

The City of Escondido has many facilities, ranging from areas within a park to Council Chambers that are made available for rent to community groups, not for profit organizations, and private and commercial groups. From time to time, the rental fees for these facilities are reviewed. Attached to this staff report is the Facility Use Policy. This document has been reviewed, revised and updated, and is presented for Council review and approval. In addition, the fees charged for rental groups have been evaluated and are presented for consideration. As previously, the Fee Policy identifies specific user groups and assigns different fees to the various categories.

One proposed change is for tournament fees at Ryan Park. Currently, an eighth field is under construction and will be available for play in June of 2012. The eighth field increases the desirability of the site for tournament play. In cooperation with the Escondido Soccer Club, staff is proposing a unique fee structure that will increase revenues, assuming the fields are rented more frequently. The improved facility at Ryan Park will also attract tournaments from beyond the local region, providing significant economic benefit to local restaurants, stores and hotels.

Staff is not presenting a tournament fee structure for Kit Carson Park. If Council approves a partnership with Stone Brewing in the near future, staff will return with a fee structure based on the improved facilities.

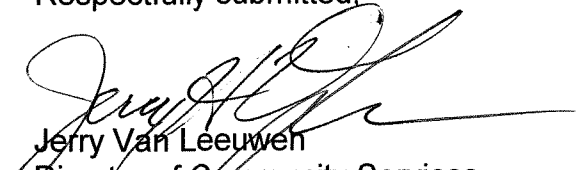
Staff based the fee structure on a market conditions model, not a cost recovery model. Clearly the initial investments in the facilities, annual maintenance and operational costs are substantial, and the proposed fees will not recapture those investments and ongoing costs. However, the market is driven

in part by the practices of other cities and private companies in the region. If a full cost recovery model were implemented, it is unlikely that any significant business would be forthcoming. Therefore, the suggested fees are based on the local market conditions. Staff continues to work with our local groups to keep fees reasonable and to encourage participation by user groups in maintenance and field preparation. These efforts assist the City to make the fields and facilities available at affordable rates.

Additionally, staff is requesting Council to approve the Facility Use Policy and fee schedule for the Community Room located in the new Police and Fire facility. This room will be available for rent by community groups, not for profit organizations, and private groups and commercial groups. The fee policy identifies specific user groups and assigns fees accordingly. These fees have been evaluated by safety staff and are presented for consideration.

Staff is also preparing a plan for the use of Daley Ranch House for events. Recommendations for uses and a fee policy will be forthcoming this spring and will be incorporate into the Facility Use Policy following Council approval.

Respectfully submitted,



Jerry Van Leeuwen
Director of Community Services

Escondido Community Services Department

Facility Use Policy

Policy Procedures Fees

CONTENTS

	Page
Purpose	2
General Policies	2
Reservation Procedures.....	5
Refund Procedures	5
Appeal Process	6
Classification of Users	7
Fee Schedules	
Meeting Rooms	8
Group Picnic Areas	11
Specialized Park Areas (Fitness course, tennis courts, pools)	12
Amphitheatre	13
Escondido Sports Center	14
Sports Fields	16
Softball & Baseball Tournament Policy.....	18
Ryan Park Tournament Policy.....	21
Joslyn Senior Center	24
Queen Califia's Magical Circle Garden.....	27

FACILITY USE POLICY

PURPOSE

Policies, rules, and fees are necessary in the operation of public facilities to ensure that such facilities can be operated and maintained for the benefit of all community residents. Additionally, the control of facilities through the application and permit process is necessary to ensure equitable use and availability to all residents. Responsibility for administering facility use is delegated to the City Manager and is executed by the Community Services Department. This policy shall be interpreted to encourage maximum public use and enjoyment of City facilities.

GENERAL POLICIES

1. Buildings, facilities, and equipment of the City of Escondido are primarily designed to accommodate the programs, activities, and meetings of various City Departments, the City Council, and City boards and commissions. Consequently, all City of Escondido uses shall have first priority. Facilities shall be made available to non-City groups on a first-come, first-served basis, and appropriate fees shall be assessed for all user groups.
2. Facilities may not be reserved by groups that have less than 12 people. Facilities may have higher minimum requirements based on the type of facility.
3. A facility use application must be completed for all reservations of facilities. Only an individual 18 years of age or older can complete and sign a facility use application.
4. At all gatherings of young people that are under 18 years of age, one adult for every 20 youth in attendance must be present throughout the activity.
5. Groups must adhere to all City, police, and fire codes during the use of facilities.
6. Permission to sell/serve alcoholic beverages may be granted by the Director of Community Services or his designated representative, with specific conditions outlined on the "Application and Permit for Use and Sale of Alcoholic Beverages" available at the Community Services Department. The request must be submitted a minimum of sixty (60) days in advance of the proposed usage of City facilities. Permission will not be granted to sell/serve alcoholic beverages at events held in City Hall facilities during normal business hours.
7. Smoking is not permitted in City buildings, or within twenty (20) feet outside per state code. It shall be unlawful to smoke in an area between twenty (20) feet and eighty (80) feet from the entrance, exit, or operable window of a City-owned building if signs are posted at the specified distance from the building entrance that indicate such prohibition. No person shall smoke outside of a public place where a sign is posted prohibiting smoking in such area. It shall be unlawful to possess a lighted or burning tobacco product or tobacco-related product at any time within the boundaries of any park, public open space or trail, including designated parking areas of any such city recreational area.
8. No animals are permitted in City facilities and parks without specific authorization by the Department responsible for approving the permit, with the exception of service animals for

a disabled person, and excluding Kit Carson Park, where dogs must remain on leash at all times, and Dog Park.

9. Amplified music will be allowed within buildings with the written approval of the Community Services Department. Request for use of amplified music within buildings must be submitted at the time an application for use of the building is submitted.
10. No amplified sound is allowed in park areas, excluding the Kit Carson Park Amphitheatre. Each group is responsible for controlling noise that would be disturbing to other facility users or the surrounding neighborhood.
11. In addition to any permits required for usage of City facilities, a Special Event Permit Application may also be required. The Escondido Municipal Code defines a special event as the temporary use of public property, including but not limited to streets, sidewalks, parks, and lakes for the purpose of conducting a parade or other special enterprise, or any event which significantly impacts or substantially restricts the public's normal, typical, or customary use, level of use, or ability to use such property. An application for a Special Event Permit may be filed as early as 365 days before the event, but it must be received no later than 60 days before the proposed event date. A nonrefundable processing fee of \$75 must accompany all applications to cover administrative costs
12. Any business or individual conducting a commercial activity in City facilities and parks (i.e., vendors, caterers) is required to have an Escondido business license. If such activity is occurring as part of a group's approved usage of City facilities, the group is responsible for ensuring that a business license is obtained by the business or individual at least two business days in advance of the activity.
13. Any usage of special equipment, including but not limited to air jumps, inflatable games, rock climbing walls or dunk tanks, in City parks or facilities may require special permits, liability insurance, etc. It is the applicant's responsibility to notify the Department at least one week in advance of all such usage.
14. Groups utilizing City facilities may be required to provide liability insurance coverage naming the City of Escondido as an additionally insured party and/or waivers signed by each participant. The additional insurance coverage and/or waivers must meet the standards established by the City Attorney.
15. Any group requesting permission to use any designated facility shall indemnify and hold harmless the City and their officers, employees, and agents from all liability or claim of liability by reason of injury or damage to person (including death) and/or property occurring as a result of their use of said facilities.
16. No advertising or other public notice of a proposed usage of City facilities or parks shall occur without the approval of the facility use permit for the requested facilities and parks. Any advertising or ticket sales undertaken by the sponsor is undertaken at the sponsor's risk, should the application be disapproved.
17. Organizations reserving facilities may not charge admission to events scheduled in these facilities nor shall there be auctioning games or selling of merchandise, goods, wares, or

activities to raise money without the approval of the Community Services Director, and/or assessment of appropriate fees. This will not apply to the sale of items to bonafide members of nonprofit organizations within their own group.

18. Decorations, displays, and exhibits in conjunction with activities are permitted with approval of the Community Services Department staff. Groups using facilities are solely responsible for providing display material, mounting, and removal of material following the activity.
19. Fees for the use of City facilities are established to recover operating and maintenance costs for their usage. Specific fees are listed within the attached subsections. Any facilities or equipment not specified may be assessed a reasonable fee based upon the intent of the fee schedule. The fee will be determined after reviewing the request.
20. Organizations renting City meeting facilities are responsible for providing their own refreshments and other housekeeping details.
21. Any damage to equipment or to City facilities or parks shall be the responsibility of the group involved. A refundable reservation/cleaning/damage deposit will be required by any group using City equipment or offering food and/or beverages. All or a portion of such deposits may be withheld to further comply with established rules, following an inspection, if it is determined that the facility or park was not left in the condition that it was received. If the cleanup/damage exceeds the deposit fee, the group will be held responsible for paying the additional costs.
22. The placement of any advertising, display, or sign within park areas requires approval by the Community Services Department. No banners, signs, flyers, or other advertising that may be detrimental to the public health, safety, or well-being, or which contain products not intended for consumption or use by minors of all ages shall be placed within a park area. This shall include such programs, activities, or products in any form, including organizational logos, characters, or product names. A list of all banners, signs, etc. that will be displayed during any event scheduled in park areas, including details of all pertinent information, shall be submitted to the Community Services Director or his designated representative prior to the event. If an Escondido-based, nonprofit organization desires to include signage for products or organizations that do not specifically meet the above criteria, they may request an exception to the policy, which will be reviewed and approved by the Director of Community Services or his designated representative.
23. The use of City facilities shall not be granted or permitted to any individual, society, group, or organization that has, as its objectives, the overthrow or advancing of the overthrow of the present form of government of the United States or the State of California by force or violence or other unlawful means.
24. The use of the facilities shall be denied to an individual or group who abuses or violates regulations or engages in activities that disturb the operation of the City facilities.
25. The City Council has the authority to consider a request for exclusions to this policy.

PROCEDURES

Reservations

1. The Community Services Department shall maintain an inventory of City facilities available for use by the public upon request. This inventory shall also identify the department/division responsible for processing the reservation of the facility.
2. A signed Facility Use Application must be returned to the Community Services Department by the required minimum days in advance of a reservation, as specified by facility and/or type of event. Exceptions for minimum reservation time are noted in the Amphitheatre Use and Tournament Policy. No reservation shall be approved until the application is submitted, reviewed, and appropriate fees are paid.
3. Appropriate deposits must be submitted with the application. Final payment is due a minimum of thirty (30) days prior to the first use date. All payments should be made payable to the "City of Escondido."
4. The City may refuse to reserve facilities for the following reasons:
 - a. Not available.
 - b. Unsatisfactory record in prior use.
 - c. When a hazardous condition threatens the participants, spectators, staff, facility, equipment, or building.
 - d. If all requirements of State and local laws, the Facility Use Policy, the City Council, or the Community Services Commission are not met.
 - e. If the activity is not compatible with accepted legal and moral standards or could be detrimental to the best interests of the Community and/or the Community Services Department.

Refunds

1. If the application for reservation is not approved or if conditions after approval require cancellation of the reservation by the Department, all fees paid in advance will be refunded.
2. If a group cancels its reservation, a refund of fees paid will be made only if the Department is notified of the cancellation at least thirty (30) days prior to the date of the activity/event. Refunds for cancellation of a permit by the applicant will be assessed a 25 percent handling charge. Cancellations made less than thirty (30) days before the activity/event date are non-refundable.

Appeal of Aggrieved Parties

1. The Community and Older Adult Services Commission will review appeals for use of parks, the Joslyn Senior Center, and recreation facilities.
2. Any person aggrieved by a decision of the Community Services Director with respect to these policies, rules, and fees governing the use of City facilities may appeal to the Community and Older Adult Services Commission by filing a notice of appeal with the Community Services Director not later than ten (10) days after said decision has been communicated to the aggrieved party.
 - 2.1. Upon receiving an appeal, the Commission shall fix a time and place for the hearing of such appeal. The time of said appeal shall be within a reasonable time after the filing of the appeal.
 - 2.2. The Community Services Director shall give notice to the person making such an appeal of the time and place of hearing by serving it personally or by depositing it in the United States Post Office at Escondido, California, postage prepaid, addressed to such person at his or her last known address.
 - 2.3. Any person aggrieved by a recommendation of the Community and Older Adult Services Commission, with respect to these policies, rules, and fees governing the use of all City facilities may appeal to the City Council by filing a notice of appeal with the City Clerk not later than ten (10) days after said recommendation has been communicated to the aggrieved party.
 - 2.4. Upon receiving an appeal, the City Council shall fix a time and place for the hearing of such appeal. The time of said appeal shall be within a reasonable time after the filing of the appeal.
 - 2.5. The City Clerk shall give notice to the person making such an appeal of the time and place of hearing by serving it personally or by depositing it in the United States Post Office of Escondido, California, postage prepaid, addressed to such person at his or her last known address.

CLASSIFICATION OF USERS

Any group utilizing City of Escondido facilities and parks will be classified in one of the following categories for the purpose of determining fees. With the exception of City uses, which have first priority, all other applications are considered on a first-come, first-served basis for available space.

Class A – City of Escondido

Events and meetings organized and conducted by the City of Escondido, or events and meetings cosponsored by the City of Escondido. A minimum of one City employee must attend co-sponsored meetings. No fee is associated with Class A events regardless of facility location.

Examples: City meetings, recreation classes and programs

Class B – Resident Youth Organizations

These are locally organized nonprofit (must be able to show proof of 501(c)(3) status) youth groups whose membership is comprised of at least seventy-five percent City residents under the age of 17 years.

Examples: Recognized Escondido-based youth sports organizations, Boy Scouts and Girls Scouts based in Escondido, Escondido YMCA youth activities, and Escondido Boys and Girls Club youth activities

Class C – Resident Not-for-Profit Organizations and other Governmental Agencies

These are Escondido resident-based not-for-profit organizations whose membership is comprised of at least seventy-five percent Escondido residents, and other governmental agencies.

Examples: Escondido Kiwanis Club; Escondido school districts; board of directors/coaches/parent meetings held by Escondido-based youth sports organizations, YMCA, and Boys and Girls Club; Escondido private schools; Escondido homeowner associations; and the County of San Diego.

Class D – Non-Resident Organizations and Private Parties

These are non-Escondido based youth organizations and not-for-profit organizations and private parties.

Examples: Vista Boys and Girls Club, San Marcos Kiwanis Club, school districts and private schools outside of Escondido, family gatherings, private parties, and weddings.

Class E – Commercial

These are commercial groups or users affiliated with commercial industries who are promoting a business.

Examples: Profit-making organizations, seminars, trade shows, film companies, network marketing distributors, franchisees, etc.

Class F – Issue/Candidate Forums and Community Meetings

These are public or candidate bipartisan forums open to the public, sponsored by not-for-profit civic or social organizations that are designed to educate or increase public awareness about governmental issues. These meetings shall allow for presenting both sides of an issue and entry to the activity shall not be restricted. No fee is associated with Class F events regardless of facility location.

Examples: League of Women Voters, Escondido Citizens Ecology Committee

FEES SCHEDULE

Meeting Rooms

- Reservations for buildings other than City Hall will be taken on a quarterly basis. The dates of these quarters will be established by the Director of Community Services or his designated representative. For specific facilities, longer advanced reservation periods may be established.
- Groups utilizing buildings other than City Hall may reserve the facility for a maximum of two uses per week with a maximum total of eight hours. A maximum of four meeting dates can be included on one permit. Permits may only be renewed between the third and fourth use.
- Usage of City Hall meeting rooms is restricted to two uses per year by any one organization. Reservations may be made up to 365 days in advance with a minimum of forty-five (45) days in advance. Any exceptions must be approved by the Community Services Director or his designee.
- Fees listed are based on an hourly rate with a two-hour minimum during the normal hours of operation for the requested facility.
- When room setup is included as part of the standard room rental fee, the applicant will have the opportunity to select one of the standard room setups for the particular room being reserved. If the applicant desires a special setup or modification of the standard room configuration, a diagram must be submitted at least two weeks in advance of the reservation date and must be approved by City staff.
- An additional fee will be required to cover the operation of the facility if it is used outside of the normal hours of operation. This fee may include staff costs (overtime or holiday pay) in addition to other services required, such as heating and air conditioning. Any additional fees shall be determined by the Director of Community Services or his designated representative.

City Hall	Class B	Class C	Class D	Class E
Council Chambers	\$25	\$30	\$55	\$75
*Council Chambers Restrooms	\$15	\$15	\$15	\$15
Mitchell Room (includes kitchen/patio)	\$45	\$50	\$75	\$95
Dome Area	\$100/day	\$100/day	\$50	\$70
Fountain Area	\$100/day	\$100/day	\$50	\$70

Training Room 1	\$40	\$45	\$55	\$65
Staff Fees (Non-operational hours)	\$30	\$30	\$30	\$30
Staff Fees (Holidays)	\$75	\$75	\$75	\$75
AV Staff Fee	\$17	\$17	\$17	\$17
Reservation/Cleaning/ Damage Deposit	Minimum \$250	Minimum \$250	Minimum \$250	Minimum \$250
Laptop/LCD Projector	\$25	\$25	\$25	\$25
Portable PA System	\$25	\$25	\$25	\$25
CD Player with Speakers	\$25	\$25	\$25	\$25
Television & VCR/DVD player	\$25	\$25	\$25	\$25

*No charge for the Council Chamber restrooms if the Council Chambers or Training Room 1 is reserved.

COMMUNITY CENTERS – Mathes, Oak Hill Activity Center, Washington Park Recreation Building, East Valley

Mathes Community Center	Class B	Class C	Class D	Class E
Meeting Room	\$15	\$20	\$40	\$65
*Dance/Exercise Room	\$20	\$25	\$40	\$75
Oak Hill Activity Center	\$20	\$25	\$45	\$70
Washington Park Rec. Bldg.	\$15	\$20	\$25	\$55
East Valley Community Center				
Citrus Room	\$15	\$20	\$40	\$65
Grove Room	\$15	\$20	\$40	\$65

Community Room	\$15	\$20	\$40	\$65
Vineyard Room Kitchen (per use)	\$15	\$20	\$30	\$30
Vineyard Room	\$27	\$35	\$55	\$80
*Dance/Exercise Room	\$20	\$25	\$40	\$75
*Gymnasium (half gym)	\$20	\$30	\$40	\$50
*Gymnasium (full gym)	\$35	\$50	\$60	\$95
Court Setup Fee	\$15	\$15	\$15	\$15
Game Setup Fee	\$15	\$15	\$15	\$15
Television & VCR/DVD player	\$5	\$10	\$10	\$20
Portable P.A. System	\$5	\$10	\$10	\$20
Digital Projector	\$10	\$20	\$20	\$40
Staff Fee (Non-operational hours)	\$20	\$20	\$20	\$20
Staff Fee (Holidays)	\$30	\$30	\$30	\$30

*Due to the special flooring, no hard-soled shoes, food, or drink are allowed in these facilities. The Community Services Director or his designated representative will make the final determination as to whether a proposed usage is appropriate for these facilities.

GROUP PICNIC AREAS – Kit Carson Park (KCP) & Jesmond Dene Park

- Any group of 50 or more persons desiring to use a park area must apply for a facility use permit.
- Preference will be given to Escondido residents by allowing them to apply for a facility use permit up to six months in advance of the desired use date. Nonresidents may apply for a permit from seven business days to sixty (60) days prior to the desired use date.
- Reservations are only held until 12:00 noon on the day of the reservation.
- During the period of June 1 through September 30, reservations on Saturdays will be limited to groups no larger than 100 people in each El Arroyo picnic area (maximum combined limit of 200 people in the entire El Arroyo areas).
- The use of the gazebo is included in the rental of El Arroyo #1. The gazebo cannot be reserved by itself.

Jesmond Dene Picnic Areas #1 and #2 12 to 50 people (per area)	Class B, C & D \$50	Class E \$70
KCP – El Arroyo Picnic Areas #1 and #2		
12 to 200 people (one area)	\$95	\$120
201 to 600 people (two areas required)	\$180	\$280
Cleaning Deposit	\$100	\$100
KCP – Tree Lake Picnic Areas		
Tree Lake # 1 – 12 to 80 people	\$80	\$110
Tree Lake # 2 – 12 to 50 people	\$50	\$70
KCP – Ray Love Area – 12 to 50 people	\$50	\$70
Special Equipment/Inflatable Processing Fee (Per Permit)	\$20	\$20

SPECIALIZED PARK FACILITIES – Kit Carson Fitness Course & Park Areas, Tennis Courts, & Pools

Kit Carson Fitness Course & Park Areas

All groups and businesses, including personal trainers, using a park area for conducting private group fitness sessions must reserve space for one-hour minimum. Permits will be limited to a three-month term.

Fee	Class B, C & D	Class E
	\$10/hour	\$15/hour

Tennis Courts – Kit Carson, Mountain View, & Washington Parks

Tennis courts may be reserved for use by a recognized organization or group desiring one or more courts for tournament play or other special usage.

Fee (per court)	Class B, C & D	Class E
	\$5/hour	\$10/hour

Municipal Swimming Pools – James A. Stone & Washington Park

The maximum size of the group permitted in the pool is 185 persons. Fees for use of the pools are listed as hourly fees; however, permits will only be given on a two-hour minimum usage.

	Class B	Class C	Class D	Class E
Pool Fee	\$70	\$75	\$90	\$125
*Lifeguard Fee	\$20	\$20	\$20	\$20

*A minimum of two lifeguards is required. Special conditions may require a higher lifeguard to participant ratio.

AMPHITHEATRE – Kit Carson Park

- Applications for usage of the Kit Carson Park Amphitheatre shall be filed with the Community Services Department not less than forty-five (45) days prior to the proposed date of usage and not more than six (6) months in advance. All fees are due no later than 30 days prior to the first proposed date of usage.
- The actual time of performances or events held in the amphitheatre shall be limited to the hours between 10:00 a.m. and 10:00 p.m. Cleanup of the amphitheatre shall be completed by 11:00 p.m. Any special requests for times outside of these hours will require City approval.
- During the summer season (May 1 through September 30), the use of the amphitheater shall be restricted to cultural activities, such as concerts, plays, etc. The amphitheatre is not intended for use by private parties at any time of year.
- It shall be up to the discretionary judgment of the Community Services Director or his designated representative to approve an amphitheatre permit involving less than 300 persons.
- The Kit Carson Park Amphitheatre includes a ticket office, rest rooms, and a concession area. If the area outside the enclosed amphitheatre is needed for an event, a Special Event Permit Application may be required in addition to the application and permit for the usage of Kit Carson Park Amphitheatre.
- Noise levels in the amphitheatre shall not exceed a one-hour average sound level of 80 db at 50 feet from the noise source.

Amphitheatre Fees	Class B	Class C	Class D	Class E
Setup/tear down time	\$15	\$15	\$25	\$45
Performance time	\$25	\$30	\$65	\$125
PA system (2-hr. minimum)	\$20	\$20	\$25	\$25
Staff Fee	\$25	\$25	\$25	\$25
Rehearsal time	Negotiable	Negotiable	Negotiable	Negotiable
*Cleaning Deposit	Negotiable	Negotiable	Negotiable	Negotiable

*Cleaning Deposit – The amount will vary depending on the nature of the proposed usage.

ESCONDIDO SPORTS CENTER – Kit Carson Park

The Escondido Sports Center is a fee-based facility intended for use by City programs and activities, which will have priority use of the facility. Consequently, the Center may not be available for outside groups, independent leagues, camps, and other programs not associated with the City. If non-programmed time becomes available, appropriate fees will be assessed for all users groups.

- Fees listed are based on hourly rates during the normal hours of operation for the facility, which will be established by the Director of Community Services or his designated representative.
- An additional fee will be required to cover the operation of the facility if the proposed use is outside of the established hours of operation. This fee may include staff costs (overtime or holiday pay) in addition to other services required. The Director of Community Services or his designated representative shall determine the fee.
- The Escondido Sports Center facilities have been designed for specific activities. Any proposed use that differs from those established will be reviewed prior to approval by the Director of Community Services or his designated representative. All established rules for the Sports Center must be adhered to by facility users, including equipment requirements.

Roller Hockey or Soccer Arena Uses

- The Director of Community Services or his designated representative shall establish reservation periods based on league seasons. Reservations for the use of the arenas will be accepted to coincide with Escondido Sports Center league seasons. Following each league registration period, an arena availability schedule will be established and will be available to interested groups/teams. Reservations for the available times will be taken on a first-come, first-served basis. A maximum of thirteen (13) uses per reservation (maximum of one hour each), per team/organization may be made based on these league seasons.
1. Reservation of these facilities may be made by recognized teams or organizations for games or practices with the following restrictions:
 - 1.1. A maximum of one use per week.
 - 1.2. Arenas may only be reserved on a one-hour minimum/maximum basis.
 - 1.3. During prime seasons, teams may be restricted to the use of one-half of an arena depending upon availability. Fees will be adjusted accordingly.
 2. City programs and activities will take precedence over other reservations. Reservations will be taken in order of priority as follows:
 - 2.1. Recreational youth teams currently enrolled in an Escondido Sports Center league. The cost of these practice sessions will be included in league registration fees.
 - 2.2. Competitive youth teams currently enrolled in an Escondido Sports Center league.
 - 2.3. Adult teams currently enrolled in an Escondido Sports Center league.
 - 2.4. Private parties or practices.
 - 2.5. Special events, tournaments, filming, etc.

Skate Park Uses

- Groups reserving the skate park are restricted to use during non-program hours. All reservations will require a two-hour minimum usage.

Fees are based on hourly rate.

Escondido Sport Center	Class B	Class C	Class D	Class E
Daytime use of Soccer/Hockey Arena	\$35	\$45	\$55	\$90
Soccer/Hockey Arena with lights	\$40	\$55	\$65	\$100
Daytime use of Skate Park	\$50	\$65	\$75	\$150
Skate Park with lights	\$60	\$80	\$90	\$160
Staff Fees (Non-operational hours)	\$25	\$25	\$25	\$25
Staff Fees (Holidays)	\$30	\$30	\$30	\$30

SPORTS FIELDS –Kit Carson, Ryan, Washington, & Jesmond Dene Parks

- Groups reserving lighted and unlighted ball fields are restricted to the following times and uses:
 1. Four uses per permit/organization
 2. Maximum of one use per week
 3. Ball fields may only be reserved on a two-hour minimum/maximum basis.
 4. Groups or individuals that apply to use school facilities, which have been improved and/or lighted by the City, are required to pay the fees listed in the policy.
 5. Permits may only be renewed between the third and fourth use.
- Reservations for games or organized programs may take precedence over practices. Recognized resident youth sports organizations will be allowed to utilize sports fields during daylight hours at no charge. When these youth organizations use the lights, they will be assessed a percentage of the electrical usage as determined by City Council action. Other local youth groups and organizations may use the fields at no cost during daylight hours; however, they must pay the Class B fees for use of the lights.
- Fees for use of sports facilities are listed as hourly fees, however, permits will only be given on a two-hour minimum/maximum usage. See Tournament Policy for use of facilities for tournament play.

Fields/Lights	Class B	Class C	Class D	Class E
Daytime use of Baseball/Softball Field	\$5	\$10	\$15	\$25
Use of Baseball/Softball Field with lights	\$12	\$17	\$22	\$37
Daytime use of Soccer Field	\$5	\$10	\$15	\$25
Use of Soccer Field with lights	\$12	\$17	\$22	\$37

SCHOOL SPORTS FIELDS – Middle & High Schools

- The City has installed lights on these Escondido school district facilities. The City of Escondido issues permits for usage of the fields after dark, and permits for daytime usage must be obtained from the school districts. Groups that want to utilize these facilities must first check with the Community Services Department prior to approaching the District.

Del Dios Middle School	Class B	Class C	Class D	Class E
Baseball Field with lights	\$12	\$17	\$22	\$35

Hidden Valley Middle School				
Baseball Field with lights	\$12	\$17	\$22	\$35
Football/Soccer Field with lights	\$12	\$17	\$22	\$35
Grant Middle School				
Football/Soccer Field with lights	\$12	\$17	\$22	\$35
Escondido High School				
Pete Coscaract Varsity Field with lights	\$17	\$27	\$32	\$37
Junior Varsity Baseball Field with lights	\$17	\$27	\$32	\$37
West Soccer/Football Field with lights	\$17	\$27	\$32	\$37

SOFTBALL & BASEBALL TOURNAMENT POLICY

PURPOSE

To establish a policy regulating the utilization of City-owned athletic fields by non-City organizations for tournament play.

- I. Preference for tournament dates shall be considered in accordance with the following criteria:
 - A. Community Services Department tournaments or tournaments cosponsored by the department.
 - B. Charitable, nonprofit organizations servicing primarily the Escondido community or schools serving the Escondido community.
 - C. Charitable, nonprofit organizations serving areas outside the Escondido community.
 - D. All other groups.
- II. The Community Services Department will establish available tournament dates in September of each year for the following 12-month period beginning January 1. These dates will be made available to groups interested in hosting tournaments. Requests will be taken on a first-come, first-served basis by the aforementioned criteria and must be filed a minimum of sixty (60) days prior to the tournament date.
- III. All publicity (flyers, public service announcements, posters, web sites, and social media, etc.) must first receive department approval prior to being distributed/posted online.
- IV. **Tournament Fees** – Other than the Reservation Deposit, all other fees are due to the Community Services Department by 12:00 p.m. on the Wednesday prior to the dates permitted for use. Payment can be made with cash, cashier's check, or credit card.

Reservation Deposit – A \$60 per field, nonrefundable deposit is required to hold a tournament date. This deposit must be paid at the time a use permit is filed with the Community Services Department. This deposit will be applied to the balance due. However, if one or more of the scheduled fields are not needed for the tournament, the \$60 per field, nonrefundable deposit may not be applied toward the remainder of the balance due. If the tournament dates are not approved, this deposit will be refunded.

Damage Deposit – A \$250 refundable damage deposit will be required.

Field Preparation – A \$20 per field fee will be charged. Organizations wanting to prep their own fields must have approval from the Community Services Department.

Staffing – Tournaments with 18 or more teams will be required to pay a \$20 per hour staff fee. Staff will supervise the complex, facility access, emergency and injury assistance, opening/closing of facility, and enforce all Department rules and regulations and City ordinances. Staff will be scheduled according to tournament needs. Tournaments under 18 teams will be charged a minimum two (2) hour staff fee for closing/securing fields at the conclusion of the tournament.

Maintenance Staffing – A \$30 per hour fee, per park maintenance staff will be required. A minimum of one maintenance staff is required for tournaments with up to 17 teams. Two maintenance staff may be required for tournaments with 18 or more teams. Assigned hours are at the discretion of the Director of Community Services or his designee.

Fees	Class B	Class C	Class D	Class E
Daytime use of Baseball/Softball Field	Free	\$10	\$17	\$25
Use of Baseball/Softball Field with lights	\$10	\$22	\$27	\$35

V. Policies and Procedures

- A. In the event of cancellation, it is the applicant's responsibility to notify the Community Services Department (and tournament participants) at least thirty (30) days prior to the permit date if they want a refund. All refundable use fees and deposits will be returned if cancelled at least thirty (30) days prior to reservations. Those dates cancelled less than thirty (30) days in advance will be assessed a 25 percent handling fee.
- B. Special approval must be obtained for activities beyond the park closing time of 10:30 p.m. and for the use of amplified music or a public address system. A letter requesting approval should be addressed to the Director of Community Services and should be submitted a minimum of forty-five (45) days in advance.
- C. The sale of any and all items (i.e., programs, T-shirts, souvenirs, etc.) are not permitted without the express written permission of the Community Services Department. An Escondido Business License shall be required for all onsite selling of items.
- D. The City has contracts with local organizations to provide concession service for all activities within the Kit Carson Park athletic area, and therefore, the sale of any food or drink items will not be allowed.
- E. Alcoholic beverages may not be sold, given away, or consumed within park areas per City ordinance. (see General Policies, item 6)
- F. No glass containers are allowed in the parks, per City ordinance.

- G. Liability and property damage insurance, in the amount of \$1 million or more, is required for each tournament date requested. All applicants must provide a certificate of insurance with a separate endorsement naming the City of Escondido as an additionally insured party to the satisfaction of the City Attorney. Electronic or faxed 1 copies of the insurance certificate/endorsement shall be submitted to the Community Services Department for approval at least thirty (30) days prior to the tournament date.
- I. Groups and/or organizations will be allowed a maximum of two tournaments per year based on availability. You may not sublet your tournament dates to another organization. Cancellations due to inclement weather, etc., shall result in a complete refund or the tournament will be rescheduled to another available date at the applicant's option.
- K. Violations of City ordinances or permit conditions (alcohol on the premises, etc.) by any group will result in the immediate revocation of the permit and the cancellation of the remainder of the tournament. Groups shall forfeit **all** deposits, and they will not be allowed to file for future reservations for twelve months from the date of the violation.
- L. Only Community Services Department staff, or an organization or crew approved by the Department prior to the tournament, shall perform field maintenance. A fee will be charged for the use of City staff.

RYAN PARK TOURNAMENT POLICY

PURPOSE

To establish a policy regulating the utilization of City-owned athletic fields by non-City organizations for tournament play.

- I. Preference for tournament dates shall be considered in accordance with the following criteria:
 - A. Community Services Department tournaments or tournaments cosponsored by the department.
 - B. Escondido Youth sports organizations that are recognized in the field allocation process.
 - C. Charitable, nonprofit organizations servicing primarily the Escondido community, or schools serving the Escondido community.
 - D. Charitable nonprofit organizations serving areas outside the Escondido community.
 - E. All other groups.
 - F. There shall be no more than six tournaments held annually at Ryan Park, in order to maintain the quality of the turf.
 - H. Tournaments will not be scheduled when they interrupt regularly scheduled season games.
- II. The Community Services Department will accept requests for tournament dates starting July 1 through October 30 of each year, for the following 12-month calendar year, January through Dec. 31. Requests will be considered, based on the aforementioned criteria, and must be filed by October 30. Applications submitted after October 30 will not be accepted.
- III. All publicity (flyers, public service announcements, posters, web sites, social media, etc.) must first receive department approval prior to being distributed/posted online.
- IV. **Tournament Fees** – Other than the Reservation Deposit, all other fees are due to the Community Services Department by 12:00 p.m. on the Wednesday prior to the dates permitted for use. Payment can be made with cash, cashier's check, or credit card.

Reservation Deposit – A \$100 per field nonrefundable deposit is required to hold a tournament date. This deposit must be paid at the time a use permit is filed with the Community Services Department. This deposit will be applied to the balance due. However, if one or more of the scheduled fields are not needed for the tournament, the \$100 per field nonrefundable deposit may not be applied toward the remainder of

the balance due. If the tournament dates are not approved, this deposit will be refunded.

Damage Deposit – A \$500 refundable damage deposit will be required.

Field Preparation – A \$20 per field fee will be charged. Organizations wanting to prep field must have approval from the Community Services Department.

Facility Supervision – The City of Escondido requires supervision of the facility for all soccer tournaments. On behalf of the City facility supervision will be coordinated by the Escondido Soccer Club. Facility supervision includes, but is not limited to, supervision of the complex, facility access, emergency and injury assistance, opening/closing of the facility, and enforcement of all Department rules and regulations and City ordinances during tournaments. Supervisors will be scheduled according to tournament needs. Tournaments up to 59 teams require one staff; 60+ teams may require two staff persons. Any fees charged to user groups by Escondido Soccer Club for services must be reviewed by the Director of Community Services or his designee prior to the tournament.

Maintenance Staff –Tournaments up to 59 teams require one staff; 60+ teams may require two staff persons. Assigned hours are at the discretion of the Director of Community Services or his designee.

Fees	Class B, C, D	Class E
Daytime use of fields	\$150/field/day	\$200/field/day
Daytime use of fields (Holidays)	\$250/field/day	\$300/field/day
Use of lights	\$30/field/evening	\$30/field/evening
Maintenance Staff	\$30/hour	\$30/hour

V. Policies and Procedures

- A. In the event of cancellation, it is the applicant's responsibility to notify the Community Services Department (and tournament participants) at least thirty (30) days prior to the permit date if they want a refund. All refundable use fees and cleaning/damage deposits will be returned if cancelled at least thirty (30) days prior to reservations. Those dates cancelled less than thirty (30) days in advance will be assessed a 25 percent handling fee on the refundable fees.
- B. The park closes at 10:00 p.m. All activities must end by 10:00 p.m. **No exceptions.**

- C. Special approval for amplified music and public address systems is required. A letter requesting approval and addressed to the Director of Community Services must be submitted a minimum of forty-five (45) days in advance.
- D. The sale of any and all items (i.e., programs, T-shirts, souvenirs, etc.) is not permitted without the express written permission of the Community Services Department. An Escondido Business License shall be required for all onsite selling of items.
- E. The City has contracts with local nonprofit organizations to provide concession services for all activities within the Ryan Park athletic area, and therefore, the sale of any food or drink items will not be allowed.
- F. Alcoholic beverages may not be sold, given away, or consumed within park areas per City ordinance. (See General Policies, item 6)
- G. No glass containers are allowed in the parks, per City ordinance.
- H. Liability and property damage insurance, in the amount of \$1 million or more, is required for each tournament date requested. All applicants must provide a certificate of insurance with a separate endorsement naming the City of Escondido as an additionally insured party to the satisfaction of the City Attorney. Electronic or fax copies of the insurance certificate/endorsement shall be submitted to the Community Services Department for approval at least thirty (30) days prior to the tournament date.
- I. Groups and/or organizations will be allowed a maximum of two tournaments per year based on availability. You may not sublet your tournament dates to another organization.
- J. Cancellations due to inclement weather, etc., shall result in a complete refund or the tournament will be rescheduled to another available date at the applicant's option. The City shall be the final determinant of whether a field is playable during inclement weather.
- K. Violations of City ordinances or permit conditions (alcohol on the premises, etc.) by any group will result in the immediate revocation of the permit and the cancellation of the remainder of the tournament. Groups shall forfeit **all** deposits, and they will not be allowed to file for future reservations for twelve months from the date of the violation.
- L. The City may require organizations to provide portable restrooms for the tournament. The cost for the restrooms shall be paid for by the organizations requesting use of the fields. The number of units required will be at the City's discretion.

JOSLYN SENIOR CENTER (JSC)

Classification of Users at the JSC

Joslyn Senior Center facilities are available primarily for the use of older adults, 50 years and older. City uses will have first priority followed by senior organizations serving Escondido Seniors. Senior activities will have priority between 8 a.m. to 3 p.m., Monday through Friday, and Sundays.

Non-senior groups will pay a higher fee for use, consistent with other similar City facilities. All other organizations and private use requests will be accepted based on availability, and applications will be considered on a first-come, first-served basis.

Class A – City of Escondido

Older adult events organized and conducted by the City of Escondido, or cosponsored by the City of Escondido. No fee is associated with Class A events.

Examples: City meetings, classes, or programs; Joslyn Enterprises, Inc., Senior Service Council of Escondido

Class B – Resident Senior Organizations

These are locally organized, nonprofit (must be able to show proof of 501(c)(3) status) senior organizations.

Examples: Senior Anglers, Song Spinners, Jewish War Vets.

Class C – Resident Not-for-Profit Users and Government Organizations

Senior – These are Escondido resident-based, not-for-profit organizations and other governmental agencies serving Escondido seniors.

Examples: Parliamentarians, California Retired Teachers, NARFE, Senior Community HOAs, etc.

Non-Senior – These are Escondido resident-based, not-for-profit organizations, private parties, and other governmental agencies that are serving ages below 50.

Examples: Escondido Kiwanis Club, Escondido school districts, Escondido private schools, Escondido homeowner associations, and governmental agencies.

Class D – Non-Resident, Not-for-Profit Organizations and Private Parties

These are not-for-profit organizations that are not Escondido-based or private parties

Examples: Whirlaways, San Marcos Kiwanis Club, school districts other than Escondido, family gatherings, private parties, memorials, weddings

Class E – Commercial

These are commercial groups or users affiliated with commercial industries.

Examples: Profit-making organizations, seminars, trade shows, film companies, dance lessons, network marketing distributors, franchisee, health insurance companies, etc.

Class F – Issue/Candidate Forums and Community Meetings

These are public or candidate bipartisan forums open to the public, sponsored by not-for-profit civic or social organizations that are designed to educate or increase public awareness about governmental issues. These meetings shall allow for presenting both sides of an issue, and entry to the activity shall not be restricted. No fee is associated with Class F events regardless of facility location.

Examples: League of Women Voters, Escondido Citizens Ecology Committee,

- Reservations for ongoing meetings at the Joslyn Senior Center will be accepted or renewed **on an annual basis from January 1 to December 31**. Reservation periods have been established by the Director of Community Services or his designated representative.
- Fees listed are based **on an hourly basis** during the normal hours of operation for the requested facility, with a two-hour minimum for evening and weekend use.
- An additional fee may be required to cover the operation of the facility if it is used outside of the normal hours of operation. This fee may include staff costs (overtime or holiday pay) in addition to other services required, such as heating and air conditioning. Any additional fees shall be determined by the Director of Community

All fees are based on an hourly rate.

Joslyn Senior Center	Class B Senior Only	Class C Senior	Class C Non- Senior	Class D	Class E	Class F
Main Building						
Room 3	\$10	\$15	\$25	\$45	\$70	NC*
Room 4	\$5	\$10	\$15	\$35	\$60	NC
Room 5	\$5	\$10	\$20	\$40	\$65	NC
Auditorium	\$20	\$25	\$40	\$60	\$90	NC
Auditorium Kitchen	\$5	\$10	\$20	\$30	\$50	NC
Dorothy E. Boeger Bldg.						NC
Meeting Room	\$10	\$15	\$25	\$45	\$70	NC
Nutrition Building						
Room 1	\$10	\$15	\$25	\$45	\$70	NC
West Court Gazebo	\$10	\$15	\$25	\$45	\$70	NC
Joslyn Equipment						
Television & VCR	\$5	\$5	\$10	\$10	\$20	NC
Digital Projector	\$10	\$10	\$20	\$20	\$40	NC
P.A. System	\$5	\$5	\$10	\$10	\$20	NC
Staff Fees (Per Staff Person)						
Non-operational Hours	\$20	\$20	\$20	\$20	\$20	\$20
Holidays	\$25	\$25	\$25	\$25	\$25	\$25

*NC = No charge

Cleaning Deposit: Users will be required to pay a cleaning deposit; the amount will vary depending on the nature of the proposed usage.

QUEEN CALIFIA'S MAGICAL CIRCLE GARDEN – KIT CARSON PARK

On a limited basis, the Queen Califia's Magical Circle Garden may be reserved for private/closed gatherings. Reservations may be made up to 365 days in advance of an event with a minimum of forty-five (45) days.

Rules and Regulations for the Use of Queen Califia's Magical Circle Garden

1. A completed Facility Use Permit Application is required when making reservations.
2. A copy of the schedule and number of guests must be submitted at least two (2) weeks prior to the event date. A maximum of 100 guests is allowed.
3. The sculpture garden will be closed to the public during the event. Park rangers and City employees will be notified of the closing prior to the event.
4. Queen Califia's Magical Circle is a sculpture garden and must be treated with respect.
5. Any breakage to the sculptures, removal of any mosaics for souvenirs, or damage to the sculpture garden shall be the responsibility of the group involved, and shall be paid for by that group.
6. Other than water, liquids and food are not allowed at the sculpture garden.
7. Only acoustical music is allowed. All music must be contained within the sculpture garden, in consideration to the neighbors and other park users. **Absolutely no amplified sound.**
8. No throwing/dispersing of anything such as rice, birdseed, glitter, confetti or silly string is allowed at any time. Rose petals are permitted.
9. All decorations must be self-contained and removed after the event. No decorations may be attached to any of the sculptures, the walls, or any part of the sculpture garden. No open flames or candles are permitted; however flameless candles are permitted.
10. Balloons are permitted; however, they must not be released into the air.
11. Any chairs, wedding canopies, or any other furniture setup for the event must have rubber tips and cannot be attached to any of the sculptures.
12. Event must be cleaned up, and off the premises, an hour after the end of the event. If not cleaned up and off the premises within the time limit, the City will charge \$30 per hour, per maintenance personnel.
13. All cars must be parked in the adjacent parking lot. The wedding party may be dropped off at the front entrance of the sculpture garden and the cars returned to the parking lot.
14. Children must be supervised by adults at all times.

Classification of Users for the Queen Califia's Magical Circle Garden

Any group utilizing the Queen Califia's Magical Circle sculpture garden will be classified in one of the following categories for the purpose of determining fees. With the exception of City uses, which have first priority, all other applications are considered on a first-come, first-served basis for available space. All events must be approved by both the City and the Niki Charitable Art Foundation.

Class A – City of Escondido

Events organized and conducted by the City of Escondido or events cosponsored by the City of Escondido. No fee is associated with Class A events.

Examples: City meetings, classes, or programs

Class B – Resident

These are not-for-profit, Escondido-based arts-related organizations.

Examples: Escondido Arts Partnership and local music groups

Class C – Non Resident

These are not-for-profit art-related organizations that are not Escondido-based.

Examples: SD Art Alliance, student film projects, etc.

Class D – Private Parties

These are private parties.

Examples: Weddings

Class E – Commercial

These are commercial groups or users who are affiliated with commercial industries.

Examples: Film industry, commercial art industry, etc.

Class F – Issue/Candidate Forums and Community Meetings

Not applicable: The sculpture garden is not to be used for any Class F function.

- Fees listed are a flat rate, with a two-hour minimum for weekend and weekday events. The sculpture garden hours are determined by the Kit Carson Park hours.
- An additional fee may be required to cover the use of the garden if it is used outside of the normal hours of operation. This fee may include staff costs in addition to other services required, such as security. Any additional fees shall be determined by the Director of Community Services or his designated representative.

Fees	Class B	Class C	Class D	Class E
	\$250	\$500	\$1,000	\$1,500

Escondido Police and Fire Headquarters Community Room Rental Use Policy

Policy Procedures Fees

TABLE OF CONTENTS

	Page
Purpose	2
General Policies.....	2
Reservation, Equipment and Preparation Procedures.....	5
Refunds	6
Appeal Process.....	6
Classification of Users	7
Fee Schedules	8
Room Setups	10
Application Form	11

FACILITY USE POLICY

PURPOSE

Policies, rules, and fees are necessary in the operation of public facilities to ensure that such facilities can be operated and maintained for the benefit of all community residents. Additionally, the control of facilities through the application and permit process is necessary to ensure equitable use and availability to all residents. Responsibility for administering facility use is delegated to the City Manager and is executed by the Escondido Police and Fire Departments. This policy shall be interpreted to encourage maximum public use and enjoyment of the Escondido Police and Fire Headquarters Community Room.

GENERAL POLICIES

1. The Police and Fire Community Room, facilities, and equipment are primarily designed to accommodate the programs, activities, and meetings of the Police and Fire Departments, and other City Organizations. Consequently, all City of Escondido uses shall have first priority. The Community Room shall be made available to non-City groups on a first-come, first-served basis, and appropriate fees shall be assessed for all user groups.
2. The public lobby vestibules are not a part of the Community Room rental use. Lobby entrance restrooms and the Community Rooms hospitality area are included as part of the rental agreement. Ample parking will be available in the south public parking lot. The patio adjacent to the Community Room may be rented as an additional request and fees for its use.
3. Facilities may not be reserved by groups that have less than 12 people. Facilities may have higher minimum requirements based on the type of facility.
4. A facility use application must be completed for all reservations of facilities. Only an individual 18 years of age or older can complete and sign a facility use application.
5. At all gatherings of young people that are under 18 years of age, one adult for every 20 youth in attendance must be present throughout the activity.
6. Alcoholic beverages are not permitted.
7. Smoking is not permitted in City building, or within (20) feet outside per state code. It shall be unlawful to smoke in an area between twenty (20) feet and eighty (80) feet from the entrance, exit, or operable window of a City-owned building if signs are posted at the specified distance from the building entrance that indicate such prohibition. No person shall smoke outside of a public place where a sign is posted prohibiting smoking in such area.

8. Groups must adhere to all City, police, and fire codes during the use of facilities.
9. No animals are permitted in the Police and Fire building without specific authorization by the Police and Fire staff responsible for approving the permit, with the exception of service animals for a disabled person.
10. No amplified sound of any kind will be allowed without prior review and approval of Police and Fire staff. Request for use of the amplified sound must be submitted at the time an application for use of the facility is submitted. Each group is responsible for controlling noise that would be disturbing to other facility users or the surrounding area.
11. Any business or individual conducting a commercial activity in the Community Room, i.e., vendors, caterers, is required to have an Escondido business license. If such activity is occurring as part of a group's approved usage of the Community Room, the group is responsible for ensuring that a business license is obtained by the business or individual at least two business days in advance of the activity.
12. Usage of any special equipment brought into the Community Room must have Police and Fire staff approval and may require special permits, liability insurance, etc., whichever is applicable. It is the applicant's responsibility to notify the Department thirty (30) days in advance of the event of all such usage.
13. Groups utilizing the facilities may be required to provide liability insurance coverage naming the City of Escondido as an additionally insured party and/or waivers signed by each participant. The additional insurance coverage and/or waivers must meet the standards established by the City Attorney. The insurance policy will be due 14 days before room use commences.
14. The City of Escondido, its officers, employees, volunteers, and contract personnel, are not liable for accidents, injuries or loss of individual property in connection with its facility, grounds and equipment. Depending upon the risk factor of approved use of the facility, the City may require liability insurance in an amount up to \$5,000,000.00. Liability insurance is subject to approval by the City Attorney, and must include without limitations, the following parameters: name the City of Escondido, its officers, employees, volunteers and contract personnel as an additional insured, and the insurance company must meet the most current rating and other criteria established by the City of Escondido approved standards.
15. All applicants required to have the above described insurance must provide a certificate of insurance with an endorsement naming the City of Escondido as an additionally insured party to the satisfaction of the City Attorney. Original copies of the insurance certificate/endorsement shall be submitted to the Escondido Police and Fire Administrative staff for approval thirty (30) days prior to the scheduled event.
16. Any group requesting permission to use the Community Room shall indemnify and hold harmless the City and their officers, employees, and agents from all liability or claim of liability by reason of injury or damage to person (including death) and/or property occurring as a result of their use of said facilities.

17. No advertising or other public notice of a proposed usage of the Police and Fire Headquarters Building shall occur without the approval of the facility use permit. Any advertising or ticket sales undertaken by the sponsor is undertaken at the sponsor's risk, should the application be disapproved.
18. Organizations reserving the Community Room may not charge admission to events scheduled in the Community Room nor shall there be auctioning games or selling of merchandise, goods, wares, or activities to raise money without the approval of Police and Fire staff, and/or assessment of appropriate fees. This will not apply to the sale of items to bonafide members of nonprofit organizations within their own group.
19. Requests for decorations, displays, and exhibits in conjunction with activities must be submitted for review thirty (30) days in advance of the event and approval by Police and Fire staff. Groups using facilities are solely responsible for providing display material, mounting surfaces, and removal of material following the activity. Facility walls and surfaces will not be used for mounting.
20. Fees, if applicable, for the Community Room and/or Outside Patio, are established to recover operating and maintenance costs for their usage. Specific fees are listed within those attached subsections (please refer to the attached fee schedule on page 8). Any additional equipment requested by the applicant and if available in City inventory, may be assessed a reasonable fee based upon the intent of the fee schedule. The fee, if any, will be determined after reviewing the request and the applicant will be informed of the additional fees.
21. Persons using the Community Room and/or Patio are responsible for providing their own refreshments and other housekeeping details. No red or purple colored drinks are allowed. No cooking or barbecuing of any food is allowed. Heating or warming of food by use of facility microwave, or applicant provided warming plates and/or sterno flame may be permitted.
22. Any damage to equipment or to the Community Room and/or patio shall be the responsibility of the group involved. A refundable cleaning/damage deposit of two hundred fifty (\$250) will be required. All or a portion of such deposits may be withheld to comply with established rules, following an inspection, if it is determined that the facility was not left in the condition that it was received. If the cleanup/damage exceeds the deposit fee, the group will be held responsible for paying the additional costs.
23. The placement of any advertising, display, or sign requires approval by Police and Fire staff. No banners, signs, flyers, or other advertising deemed to be detrimental to the public health, safety, or well being or which contain products not intended for consumption or use by minors of all ages shall be allowed. This shall include such programs, activities, or products in any form, including organizational logos, characters, or product names. A list of all banners, signs, etc. that will be displayed during any event scheduled, including details of all pertinent information, shall be submitted to the Police and Fire staff 14 days prior to the event. Should an Escondido-based, nonprofit organization wish to include signage for products or organizations that do not specifically meet the above criteria, they may

request an exception to the policy, which will be reviewed and approved by Police and Fire staff.

24. The use of City facilities shall not be granted or permitted to any individual, society, group or organization that has, as its objectives, the overthrow or advancing of the overthrow of the present form of government of the United States or the State of California by force or violence or other unlawful means.
25. The use of the Community Room shall be denied to an individual or group who abuses or violates regulations or engages in activities that disturb the operation of the Police and Fire Headquarters. Police and Fire staff have the authority to cancel or terminate any event due to pending or actual emergency conditions or in the event City staff requires immediate access and use of the Community Room to resolve any problem action or event.
26. The City Council has the authority to consider a request for exclusions to this policy.
27. In addition to any permits required for usage of City Facilities, including the Police and Fire Community Room and surrounding area, a Special Event Permit Application may also be required. The Escondido Municipal Code defines a special event as the temporary use of public property, including but not limited to streets, sidewalks, parks, and lakes for the purpose of conducting a parade or other special enterprise, or any event which significantly impacts or substantially restricts the public's normal, typical, or customary use, level of use, or ability to use such property. An application for Special Event Permit may be filed as early as 365 days before the event, but it must be received no later than sixty (60) days before the proposed event date. A nonrefundable processing fee of seventy-five (\$75) must accompany all applications to cover administrative costs.

PROCEDURES

Reservations, Equipment and Preparation:

1. A standard reservation form must be completed by an individual or group representative who is at least 18 years old; a specific individual who is 18 years or older must sign the form as the representative of the organization requesting the reservation. A signed reservation form must be returned in person to the Police and Fire Headquarters Front Lobby by personnel. All reservation forms must be returned to the Police and Fire Headquarters no less than forty five (45) business days prior to the date of the event. No reservation can be approved/confirmed until an application is submitted and the appropriate fees paid.
2. The Community Room and/or patio may be reserved three (3) months in advance. A signed facility use form must be received forty-five (45) business days prior to the requested use date. Reservations will not be accepted by groups of less than 12 people or groups of more than 75 people. Cancellation of reservations must be received thirty (30) days prior to the room use date for refunds of fees paid. A 25% handling charge of the rental fee will be assessed for cancellations made less than three (3) days prior to the room use date and for any fees not paid on time. In addition, in instances when fees are not paid on time, all reservations will be canceled by the City.
3. Reservations will not be approved for any group or individual other than City sponsored groups, for use of this facility on an on-going basis. All classification groups B thru F are permitted up to two meetings per month. The reservation frequency use is to ensure that the Community Room will be available to all intended users in a fair and equitable manner.
4. A facility use application must be completed and submitted forty-five (45) days prior to the requested use date for all reservations of the Community Room. Reservations can not be confirmed unless the application is received and approved. Upon initial application approval, a \$250.00 refundable deposit must be received no later than thirty-five (35) days prior to the scheduled event. Deposits are refundable after the event date if the facility is left clean and in good order. Only an individual 18 years of age or older can complete and sign a facility use application. Use of the facility is not transferable to another person or group.
5. Appropriate fees and deposits, etc., must be submitted with the application. All payments should be made payable to the "City of Escondido." Final payment is due a minimum of thirty (30) days prior to the first use date.
6. The Police and Fire Headquarters shall maintain an inventory of Community Room equipment and facility surfaces condition status checklist. An inventory and condition inspection checklist will be reviewed and documented prior to event usage and at the closing of the event proceeding. This checklist will be reviewed by both the Facility Coordinator and the person responsible for the facilities rental use.

7. When room setup is included as part of the standard room rental fee, the applicant will have the opportunity to select one of the standard room setups, maintained by the Police and Fire staff. If the applicant desires a special setup or modification of the standard room configuration, it must be diagramed and labeled on the City's Room and/or Patio diagram configuration sheet. If other than the standard configurations are requested, the Building Maintenance Division must approve it prior to confirmation of the reservation. A special setup fee will be charged (see attached fee schedule), in addition to the standard room rental fee, for any modification requested to the standard room configurations.
8. The City may refuse to reserve facilities for the following reasons:
 - a. Not available.
 - b. Priority use by Police, Fire, other City Departments and/or other Governmental agencies.
 - c. Unsatisfactory record in prior use.
 - d. When a hazardous condition threatens the participants, spectators, staff, facility, equipment, or building.
 - e. If all requirements of State and local laws, this policy, the City Council, or the Police and Fire Departments are not met.
 - f. If the activity is not compatible with accepted legal and moral standards or could be detrimental to the policies, rules, and practices of the Police and Fire Departments.

Refunds:

1. If the application for reservation is not approved or if conditions after approval require cancellation of the reservation by the Department, all fees paid in advance will be refunded.
2. If a group cancels its reservation, a refund of fees paid will be made only if the Department is notified of the cancellation at least thirty (30) days prior to the date of the activity/event. Refunds for cancellation of a permit by the applicant will be assessed a 25% handling charge. Cancellations made less than thirty (30) days before the activity/event date are non-refundable.

Appeal of Aggrieved Parties:

1. The designated Police and Fire staff will review appeals for use of the Community Room.
2. Any person aggrieved by a decision of the Police and Fire staff with respect to these policies, rules, and fees governing the use of the Community Room facility may appeal to the **City Manager's office** by filing a notice of appeal with the **City Manager's office** not later than ten (10) days after said decision has been communicated to the aggrieved party.
 - 2.1. Upon receiving an appeal, the Reviewing Agent shall fix a time and place for the hearing of such appeal. The time of said appeal shall be within a reasonable time after the filing of the appeal.
 - 2.2. The Reviewing Agent shall give notice to the person making such an appeal of the time and place of hearing by serving it personally or by depositing it in the United

States Post Office at Escondido, California, postage prepaid, addressed to such person at his or her last known address.

- 2.3. Any person aggrieved by a recommendation of the City Manager's Reviewing Agent, with respect to these policies, rules, and fees governing the use of all City facilities may appeal to the City Council by filing a notice of appeal with the City Clerk not later than ten (10) days after said recommendation has been communicated to the aggrieved party.
- 2.4. Upon receiving an appeal, the City Council shall fix a time and place for the hearing of such appeal. The time of said appeal shall be within a reasonable time after the filing of the appeal.
- 2.5. The City Clerk shall give notice to the person making such an appeal of the time and place of hearing by serving it personally or by depositing it in the United States Post Office of Escondido, California, postage prepaid, addressed to such person at his or her last known address.

CLASSIFICATION OF USERS

Any group utilizing City of Escondido facilities will be classified in one of the following categories for the purpose of determining fees. With the exception of City uses, which have first priority, all other applications are considered on a first-come, first-served basis for available space.

Class A - City of Escondido

Events and meetings organized and conducted by the City of Escondido; or events and meetings co-sponsored by the City of Escondido. A minimum of one City employee or Police or Fire designated representative must attend cosponsored meetings. No fee is associated with Class A events regardless of facility location.

Examples: City meetings, recreation classes and programs.

Class B - Resident Youth Organizations

These are locally organized nonprofit (must be able to show proof of 501(c)(3) youth groups whose membership is comprised of at least 75% City residents under the age of 17 years.

Examples: Recognized Escondido-based youth sports organizations, Boy Scouts and Girls Scouts in Escondido, Escondido YMCA youth activities, and the Escondido Boys and Girls Club youth activities.

Class C - Resident Not-for Profit Organizations and other Governmental Agencies

These are Escondido-based not-for-profit organizations whose membership is comprised of at least 75% Escondido residents, and other governmental agencies.

Examples: Escondido Kiwanis Club, Escondido school districts, board of directors/coaches/parent meetings held by Escondido-based youth sports organizations, YMCA, and Boys and Girls Club; Escondido private schools, Escondido homeowner associations; and the County of San Diego.

Class D - Non-Resident Organizations and Private Parties

These are non-Escondido youth organizations and not-for-profit organizations and private parties.

Examples: Vista Boys and Girls Club, San Marcos Kiwanis Club, school districts and private schools outside of Escondido, family gatherings, private parties and weddings.

Class E - Commercial

These are commercial groups or users affiliated with commercial industries who are promoting a business.

Examples: Profit-making organizations, seminars, trade shows, film companies, network marketing distributors, franchisees, etc.

Class F - Issue/Candidate Forums and Community Meetings

These are public or candidate bipartisan forums open to the public, sponsored by not-for-profit civic or social organizations that are designed to educate or increase public awareness about governmental issues. These meetings shall allow for presenting both sides of an issue and entry to the activity shall not be restricted. No fee is associated with Class F events regardless of facility location.

Examples: League of Women Voters, Escondido Citizens Ecology Committee

FEES SCHEDULE

Meeting Room

- Fees listed are based on an hourly rate with a two-hour minimum during the normal hours of operation for the Police and Fire Headquarters Building.
- An additional fee will be required to cover the operation of the facility if it is used outside of the normal hours of operation. This fee may include staff costs (overtime or holiday pay) in addition to other services required, such as heating and air conditioning. Any additional fees shall be determined by designated Police and Fire staff.

Police and Fire Community Room (includes Hospitality Area)	<u>Class B</u>	<u>Class C</u>	<u>Class D</u>	<u>Class E</u>
Staff Fees	\$45.00	\$50.00	\$75.00	\$95.00
AV Staff Fee	\$20.00	\$20.00	\$20.00	\$20.00
Overhead Projector	\$25.00	\$25.00	\$25.00	\$25.00
Wireless & Hardwired P.A. System	\$25.00	\$25.00	\$25.00	\$25.00
Flat Screen T.V. Monitor/DVD	\$25.00	\$25.00	\$25.00	\$25.00
Staff Fee Non Operational Hours	\$30.00	\$30.00	\$30.00	\$30.00
Staff Fee Holidays	\$75.00	\$75.00	\$75.00	\$75.00
Reservation/Cleaning/Damage Deposit	\$250.00	\$250.00	\$250.00	\$250.00

Note: Police and Fire Headquarters Regular Business Hours are:
Monday – Thursday, 8:00 AM to 5:00 PM
Fridays – 11:00 AM to 12:00 Noon, and 3:00 PM to 4:00 PM



City of Escondido
Police Department
1163 N. Centre City Pkwy.
Escondido, CA 92026
760-839-4721

Permit # _____
Special Event # _____

Monday thru Thursday from 8:00 a.m. to 5:00 p.m.

APPLICATION AND PERMIT FOR USE OF POLICE AND FIRE HEADQUARTERS COMMUNITY ROOM

Facility(ies) Requested : ☐ Community Room ☐ Community Room Outside Patio

Name of Organization/Company/Customer: _____

Is the host organization/company a bona fide tax exempt nonprofit entity? ☐ Yes ☐ No

(If yes, a copy of the 501 (c) tax exemption letter is required and must be attached to the application)

Date(s) Requested: _____ Setup Time: _____

Day of Event Contact: _____ Event Time: _____

Street Address: _____ Clean-up Time: _____

City/State/Zip: _____ E-mail: _____

Daytime Phone: _____ Alternate Phone: _____

Type/Purpose of

Event: _____

Expected attendance (12 or more but less than 76): _____

Is this event open to the public? ☐ Yes ☐ No Will you be serving food and/or drinks? ☐ Yes ☐ No

Will you be hiring any of the following services?: ☐ Vendors ☐ DJ ☐ Photographer ☐ Caterer

If yes, please provide the company's name and their Escondido business license # for each hired vendor/company.

Note for event organizers: Written authorization submitted on the company's letterhead is required, which authorizes the event organizer to apply for use of facilities on customer's behalf. Permit cannot be submitted without the letter.

Will you have amplified sound and/or music at this event? ☐ Yes ☐ No If yes, specify: _____

Will your event include retail sales? ☐ Yes ☐ No If yes, please specify: _____

Will you be holding a raffle/drawing? ☐ Yes ☐ No *(If yes, a special permit may be required)* Are you charging a fee? ☐ Yes ☐ No Amount: \$ _____ Purpose of fee? _____

Request use of City Equipment: ☐ Overhead Projection/Screen ☐ Flatscreen Monitors DVD/VCR/Cable

FOR INTERNAL USE ONLY

Diagram Submitted: _____ AV needs: _____
Building Maint staff notified: _____ AV staff notified: _____
Permit granted this _____ day of _____, 20____ By: _____
Remarks: _____
Return deposit to: _____

RULES AND REGULATIONS

The following are excerpts from the "Police and Fire Departments Facility Use Policy." A complete policy is available at the Police and Fire Headquarters Building.

1. All City uses shall have first priority. Reservations may be made up to three months in advance of event date (exceptions to this time frame may be approved by Police and Fire staff), with a minimum of forty-five (45) days in advance.
2. The facility may not be reserved as meeting places for regularly established organizational meetings.
3. No smoking is allowed inside City-owned buildings, or within twenty (20) feet outside per state code. It shall be unlawful to possess a lighted or burning tobacco product or tobacco-related product at any time within the boundaries of any park, including designated parking areas of any such City recreational area.
4. Groups must adhere to all city, county and state codes during the use of the building.
5. Any breakage of equipment or damage to the facility shall be the responsibility of the group involved and shall be paid for by that group.
6. Police and Fire staff shall have the right to cancel any event scheduled or permit issued for due cause.
7. Animals are not allowed in any City facility or park, with the exception of service animals for disabled persons.
8. In the event of cancellation, it is the applicant's responsibility to notify Police and Fire staff a minimum of thirty (30) days prior to the reservation date. Refunds will be assessed a 25% handling fee. Cancellations less than thirty (30) days before the event date are non-refundable.
9. A \$250 deposit is required to hold the event date. Remaining fees are due a minimum of thirty (30) days prior to the event date. Deposits are refundable after the event date if the facility is left clean and in good order.
10. Red color liquids are not permitted inside any building or on the concrete areas. Barbeques and other food cooking is not permitted.
11. A setup diagram is required for facility use. *(If using a standard A, B, or C setup in the Community Room, no diagram is required.)* Diagram(s) must be submitted at least two (2) weeks prior to the event date.
12. All amplified sound and music, if approved, must be turned off by 11:00 pm. Event must be cleaned up and off the premises by 11:00 p.m. including Facility inspection and sign off.
13. No throwing/dispersing of anything such as rice, birdseed, glitter, confetti or silly string is allowed at anytime.
14. A processing fee of \$25 may be added to any valid permit for changes made, i.e. date of event, location of event, adding equipment, changing event times, etc.
15. City property is not to be removed from the facility at any time during the event. For indoor reservations, pictures and items on walls are not to be moved, removed or covered at any time, including the American flag.
16. If having decorations, no tacks, nails, push pins, or tape are allowed in or on the walls. Balloons are permitted. Do not release balloons into the air outside. Do not prop open any doors. Candles are not permitted.
17. I understand and agree by applying for this permit that I am responsible for the conduct of the attendees, and that any violation of the rules and condition of issuance of the permit by any attendee may result in the immediate cancellation of this permit, once issued, by any public officer or police officer of the City of Escondido. I agree to abide by the rules and certify that I, on behalf of the applicant or organization, am also

authorized to commit that organization, and thereof agree to be financially responsible for any cost and fees that may be incurred by or on behalf of the event to the City of Escondido.

18. Security cameras may record event proceedings.
19. Applicant agrees to indemnify, defend, and hold harmless, the City of Escondido and its officers, agents, and employees from any and all liability or claim of liability, including attorney fees, arising by reason of personal injury, death or property damage which results from either the City's or applicant's negligent, reckless or intentional acts, errors, or omissions, or any dangerous conditions of property. Whenever required by the City, applicant shall provide liability insurance in a form acceptable to the City Attorney.

I certify that the above information is correct.

(Print Name)

(Company, if applicable)

(Signature)

(Date)