

APPROVED

MAR 15 2006

REPORT OF GENERAL MANAGER

NO.06-68

DATE March 15, 2006

BOARD OF RECREATION
and PARK COMMISSIONERS

C.D. 8

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: EXPOSITION PARK INTERGENERATIONAL COMMUNITY CENTER (EPICC)
AMENDMENT TO THE SCHEDULE OF RATES AND FEES FOR SPECIAL
USE

J. Combs _____
H. Fujita _____
S. Huntley _____
B. Jensen _____

J. Kolb _____
F. Mok _____
*K. Regan YUK
M. Shull _____

Robert H. Jensen (Sr)
General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

That the Board:

1. Approve the change to Special Use fees in the Schedule of Rates and Fees for the Exposition Park Intergenerational Community Center (EPICC); and
2. Authorize staff to amend the Schedule of Rates and Fees to incorporate this change effective immediately

SUMMARY:

Each year, Department staff reviews the Schedule of Rates and Fees and recommends changes in order to clarify policy issues that have been raised in the previous year, to revise fees to more accurately recover Department costs, and to generate new revenues. As the cost of providing services to the public continues to rise, the Department remains committed to providing quality and affordable recreation opportunities to the City's residents and visitors. This commitment is reflected in this mid-year proposed rate and fee change for EPICC in an effort to keep fee increases to a minimum for groups with missions that are aligned with EPICC, while not charging other Department and governmental agencies.

EPICC currently retains 100% of permit fees collected for the facility's Municipal Recreation Program (MRP) Account to fund EPICC's programs, services, and maintenance requirements.

REPORT OF GENERAL MANAGER

PG. 2

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Each year EPICC receives dozens of facility use requests from groups currently exempt from payment of fees. These special usage requests generate from City agencies and other governmental and non-profit agencies.

Approval of this request would allow staff to charge non-profit youth and community groups specified fees at 50% of the normal building use fee and would make EPICC "Special Use Fees" consistent with those charged at other community recreation centers and rental facilities.

Revenue generated will be deposited into EPICC's MRP account to increase available staff, operational resources and to help off-set maintenance costs for specialized services required at EPICC.

City and other governmental agencies' special use will remain free of facility use charges, providing the agencies comply with outlined procedures.

FISCAL IMPACT STATEMENT:

Staff estimates the adoption of these proposed changes to the Department's Schedule of Rates and Fees will generate approximately \$45,000 annually deposited into the EPICC MRP Account.

Report prepared by Belinda Jackson, Executive Director, EPICC

EXPOSITION PARK INTERGENERATIONAL COMMUNITY CENTER (EPICC)
SPECIAL USE FEES AND PROCEDURES

SPECIAL USE (City and other Governmental Agencies)

Special Use is available on weekdays, Monday through Friday, from 8:00 a.m. to 9:00 p.m. for City of Los Angeles Departments and agencies. Other government agencies may qualify for the Special Use Rate subject to availability and the purpose of the event. The purpose of such usage should involve training, work meetings, and other governmental business activities, subject to approval by the General Manager or the General Manager's designee. Staff charges may be levied if deemed necessary by the EPICC Executive Director or designee.

SPECIAL USE (Non-Profit Agencies)

Special Use is available on week days, Monday through Friday, from 8:00 a.m. to 9:00 p.m. and Saturday from 8:00 a.m. to 6:00 p.m.

The following groups may be issued permits for non-sports use of EPICC at a 50% reduced rate (subject to non-discrimination certification) except for the refundable clean-up/breakage deposit. If the facility is used for fee generating activities, whether collected on or off site, full facility use fees will apply.

- Civic and Service Clubs, Chambers of Commerce
- Youth groups sponsored by the United Way agencies
- Character-building agencies
- Recognized Self-Help Groups
- Educational groups sponsored by official educational agencies or accredited schools
- Groups sponsored by governmental agencies (coordinating councils, 4-H, etc.) must provide 501-C3 documentation (or the equivalent)
- Non-profit public and private agencies with recreation as their prime objectives (documentation required)

THE FOLLOWING CONDITIONS APPLY TO ALL SPECIAL USES:

Authorization for Special Use

Requests for use of facilities must be submitted in writing and approved by the General Manager or the EPICC Executive Director.

Scheduling of Special Use Events

Use of the facility is subject to availability determined by the following guidelines:

- Special use may be scheduled only 60 days in advance of the event date. The City of Los Angeles Department of Recreation and Parks is exempt from this guideline.
- Any group may not exceed two days per week.
- None of the above guidelines precludes a Special Use agency from maintaining or procuring additional dates or hours under the regular rate provisions.
- Permitting of Special Use may require additional hourly staffing fees.

EPICC Special Use Fees and Procedures (Cont'd.)

SPECIAL USE FEES	APPROVED NON-PROFIT	GOVERNMENT
Use Fee	50% of fees	No Charge
Kitchen Fee	N/A	No Charge
Cancellation Fee	\$50.00	No Charge
Cancellation within 48 hours	\$75.00	No Charge

PROHIBITED SPECIAL USE EVENTS

Revenue producing events, subletting or assignments of Special Use is not permitted.