

APPROVED
02-17-2016
BOARD OF RECREATION
AND PARK COMMISSIONERS

REPORT OF GENERAL MANAGER

NO. 16-053

DATE February 17, 2016

C.D. 9

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: EXPO CENTER – AMENDMENT TO THE SCHEDULE OF RATES AND FEES

R. Barajas _____ K. Regan _____
H. Fujita _____ * N. Williams NDW
V. Israel _____



General Manager

Approved ✓ Disapproved _____ Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Approve an amendment to the EXPO Center section of the Department of Recreation and Parks' (RAP) Schedule of Rates and Fees, as detailed in the attached Schedule effective upon approval by the Board; and,
2. Authorize staff to amend the Schedule of Rates and Fees to incorporate these changes.

SUMMARY:

Each year, RAP 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 operational costs, and to generate new revenues. As the cost of providing services to the public continues to rise, RAP remains committed to providing quality and affordable recreational opportunities to the City's residents and visitors. However, it will be necessary to increase rates and fees to enable RAP to fulfill this commitment.

The specific changes are identified in the Attachment. Only those sections of the Rates and Fees Manual proposed for revision are included in the Attachment with new items identified by **bold** text, and items proposed for deletion indicated by ~~strikeout~~ text.

EXPO Center is a recreation center in South Los Angeles comprised of approximately six acres. EXPO Center conducts many programs, meetings, and special events for the public. EXPO Center is also a popular site for community events and rentals.

REPORT OF GENERAL MANAGER

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FISCAL IMPACT STATEMENT:

A modest increase in revenue will be created with the proposed increase in rates and fees, which is unlikely to significantly impact the Department of Recreation and Parks General Fund. There will also be a minimal increase in fees deposited to the facility's Municipal Recreation Programs (MRP) Fund accounts that will be used to fund staff and maintenance needs.

This report was prepared by Belinda Jackson, Executive Director, EXPO Center.

EXPO CENTER
(Revised 07/12 02/16)

100% of all rental fees to be deposited into EXPO Center's Special Fund Account.

EXPO Center's Roy C. Anderson Recreation Center

Facility Use Fees

	<u>Social Gatherings w/Refreshments first 3 hours</u>	<u>Fee Generating Activities/ Business first 3 hours*</u>	<u>Each additional hour</u>
<u>Room Rental</u>			
50 person maximum	\$100.00	\$225.00	\$30.00
100 person maximum	\$200.00	\$400.00	\$40.00
100+	\$300.00	\$600.00	\$50.00
Comrie Hall	\$300.00	\$600.00	\$50.00

Additional Charges

Reservation Deposit	50% of total fees
Kitchen Fee	\$150.00/day
Cancellation Fees	50% of total fees, 3 weeks notice
Clean Up/Breakage	\$100.00 minimum
Refundable Deposit	
Table Rental**	\$50.00 for 10 or less \$100.00 for 10 or more
Chair Rental**	\$50.00 for less than 100 chairs \$100.00 for 100 or more

	<u>First 3 hours</u>	<u>Each Additional hour</u>
<u>Gymnasium Rental Fee:</u>		
Single Gym	\$200.00	\$ 40.00
Double Gym	\$400.00	\$100.00

EXPO CENTER - (continued)

<u>Additional Charges</u>	<u>Single Gym</u>	<u>Double Gym</u>
Reservation Deposit (Min)	\$100.00	\$200.00
 <u>Refundable Security Deposit</u>		
Groups of 100 or less	\$100.00	\$200.00
Groups of 101 or more	\$200.00	\$300.00
 <u>Cancellation Fees</u>		
9 – 20 days prior to event	25% of all fees paid	
8 day or less prior to event	50% of all fees paid	
 Gym Floor Covering		
	\$1,500.00	
Use of scoreboard and operator	\$10.00/hour plus staff fees	
Use of Stage Sound and Lighting System (includes required technician)	\$435.00/hour	

Staff Fees: At the discretion of the EXPO Center Executive Director, some events or activities may require additional maintenance, security, traffic control, and/or event monitor staffing, due to size, location, scope of activities or other factors. Part-time staff fees are established in the FEES section. Full-time staff fees will be charged at the current overtime rate.

EXPO CENTER - (continued)

FACILITY USE PERMIT PROCEDURES

Permit Processing:

- Tours for permit groups are scheduled by appointment only. Please call 213-763-0114 Ext. 214 to make a reservation. Patrons requiring additional site tours and consultations will be assessed additional staff fees (see fees section.)
- Permit forms can be picked up at the Special Events office located on the first floor of the Roy A. Anderson Recreation Center, 3980 Bill Robertson Lane., Los Angeles, CA 90037.
- Facility Use Application must be submitted 6 weeks prior to the event date. No exception! Written notice of cancellation must be submitted to the Expo Center office at least 4 weeks prior to the event.
- Final payments must be made no later than 3 weeks prior to the event.
- Submit a plot plan layout 4 weeks prior to the event or event space will not be confirmed.
- Hours for facility use are from 8:00 AM - 12:00 AM. Other hours must be pre-approved. ~~Please note: All parking arrangements must be made with Classic Parking at (213) 749-5654. Expo Center does not provide any parking for events.~~
- EXPO Special Events Office Hours 10:00 AM-4:00 PM Monday-Friday.

Fees:

- Checks or money orders must be made out to the City of Los Angeles. **NO CASH ACCEPTED.**
- All requests for the use of EXPO Center facilities will be assessed a \$35.00 non-refundable Facility Use Application processing fee. City and other governmental entities are exempt from this fee.
- A minimum clean-up deposit of \$100.00. The deposit fee is subject to change based on the nature of the event.
- At the end of the event, a walk-through of the facility will be conducted to assure that there is no damage to the facility.
- Any event requiring cooking will require an additional deposit fee of \$250.00.
- A \$35.00 fee is required for the picture permit.
- Any changes and/or alterations within 4 days of the event are subject to additional fees.
- The Board of Recreation and Park Commissioners has established a NO-FEE Waiver Policy.
- There are no fee waivers for special programs, groups, non-profits, etc.

EXPO CENTER - (continued)

- Cost for event staff time is ~~\$20.00~~ **\$22.00** per hour. (An increase may occur due to salary increases from the City).
- If event terminates prior to the scheduled time due to security or other issues not caused by the City, the City shall retain all fees and deposits.
- If any equipment, furniture, supplies, or other items are left on premises after 24 hours of event, deposit will be retained by EXPO Center for storage fees.

Outdoor Events:

- Trash cans/plastic bags will be provided for an additional fee.
- Roll off bin is required.
- Astroturf is required for cooking and serving food.
- Cooking oils need to be disposed offsite and not on Expo Center facility.

Additional Information:

- Smoking is prohibited on all City property. Alcohol consumption requires a permit and prior authorization from RAP General Manager.
- All material (decoration, banners, etc.) that are attached to walls, fences, etc. must be pre-approved by the event coordinator.
- Extension cords and other equipment must be clearly stated on Facility Use Application. Additional fees may be assessed.

Rules for Alcohol:

- The RAP General Manager has the authority to approve up to 5 events serving alcohol per calendar year in accordance with RAP's Alcohol Policy.
- When the alcoholic beverages are to be served, for every 100 participants expected, the permittee shall employ the services of one uniformed security officer, but not less than two officers per event.

Elevator Use:

- Elevator use is restricted to persons with disabilities. Children under the age of 18 are not allowed in elevator without an adult.

EXPO CENTER - (continued)

EXPO Center's Rules

To ensure a refund of the clean-up deposit fee, please adhere to the following rules:

Kitchen Use:

- Wipe down the countertops and drawers.
- Sweep the floor if there is dry food or trash. The floor must be swept and trash must be placed in the trash container.

Room Use:

- Pick up any debris or food off the floor.

Hallway Use:

- Dispose all food in trash.
- Sweep the floors if there is debris or food.

Gym Use:

- Absolutely no food or drinks in the gym.

Outside Boardwalk or Outdoor Amphitheater:

- Any form of trash needs to be picked up.
- Trash cans must be disposed of in the bins.

EXPO CENTER - (continued)

LA84/John C. Argue Swim Stadium
(Revised 07/12 02/16)

PRIVATE USE (Pool is closed to the public)

Special Note: 100% of all exclusive pool permit rental fees to be deposited into EXPO Center's Swimming Pool MRP Fund Account. All reservations require an advance of 50% of the total fees.

Required Lifeguards

EXPO Center (Aquatic Division) has budgeted staff to provide lifeguard coverage of pools during normally scheduled hours of operation only. The facility use fees stated below, for use of facilities when pools are normally closed, shall include an additional lifeguard fee at the current part-time staff fee per the FEES page (to be deposited into MRP Fund Account), based on the following formula for minimum lifeguard staff requirements. ~~(higher lifeguard ratio than standard pools due to the two swimming pools at the site)~~ **Additional charges may apply at the discretion of the Executive Director or designee.**

<u>Participants</u>	<u>Lifeguards</u>
1-50 persons	3 Lifeguards
51-100 persons	4 Lifeguards
101-200 persons	5 Lifeguards
201-300 persons	7 Lifeguards
ADDITIONAL STAFF	At the discretion of the Aquatic Director
MAINTENANCE FEE	\$100.00 per locker room
EQUIPMENT RENTAL	(See Aquatic Pool Facility Manager III)

Permit Charges

Private exclusive use per swimming pool.

<u>Participants</u>	<u>Per hour, 3 hour minimum</u>
1-50 persons	\$90.00 \$100.00
51-100 persons	\$145.00 \$190.00
101-200 persons	\$200.00 \$360.00
201-300 persons	\$345.00 \$520.00

EXPO CENTER - (continued)

If admission is charged for the event, a flat fee of \$100.00 to be deposited into the facility's MRP Fund Account will be assessed.

Board of Education/Community College Facility Use Fee

All educational use will be based on a 2 to 50/Lifeguard to student ratio with teacher supervision on deck.

Classes/Team Practices (2 hour minimum) Parties (1 hour minimum)

<u>Participants</u>	<u>Per hour,3 hour minimum</u>
1-50 persons	\$12.00 per hour \$40.00/hour
51-100 persons	\$24.00 per hour \$60.00/hour
Swim Meets (3 hour minimum)	\$35.00 per hour \$75.00/hour

Private Educational Institution Facility Use Fee:

~~All educational use will be based on a 2 to 50/lifeguard to student ratio with at least one certified instructor under Title 24 on deck; otherwise, the standard lifeguard staffing formula will apply. Fees listed under Aquatics General page.~~

Training Group Pool Use (long and short courses):

~~Fees listed under Aquatics General page. If the facility is closed to the public, the ratio is 2 lifeguards per 50 swimmers.~~

EXPO CENTER - (continued)

Ahmanson Senior Center

Special Note: 100% of all rental fees to be deposited into EXPO Center's Special Fund Account.

<u>Facility Use Fees</u>	<u>First 3 hours</u>	<u>Each Additional Hour</u>
Ballroom	\$300.00	\$50.00
Kitchen	\$ 75.00	None
Patio Areas(ea.)	\$175.00	\$40.00
 <u>Additional Charges</u>		
Public Address System (Set up Fee)	\$ 25.00	
Refundable Clean-up deposit	\$100.00	

EXPO CENTER - (continued)

William M. Keck Outdoor Amphitheater

Special Note: 100% of all rental fees to be deposited into EXPO Center's Special Fund Account. All reservations require an advance of 50% of the total fees.

<u>Facility Use Fees</u>		<u>Additional Charges</u>	
First 2 hours	\$500.00	Electronic Hook-Up Fee	\$ 50.00
Each additional hour	\$100.00	Refundable Clean-up Deposit	\$500.00

Other Fees: At the discretion of the EXPO Center Executive Director, some events or activities may require additional maintenance, security, traffic control, and/or event monitoring staffing, or require additional dumpsters, portable toilets, or other items due to size, location, scope of activities, or other factors. Part-time staff fees are established in the FEES section. Full-time staff fees will be charged at the "current overtime rate." All applicable fees will be quoted on the request based on actual costs.

Ralph M. Parsons Pre-School

(Multipurpose Room & Kitchen Available Saturdays and Sundays only)

Special Note: 100% of all rental fees to be deposited into EXPO Center's Special Fund Account. All reservations require an advance of 50% of the total fees.

<u>Facility Use Fees</u>		<u>Additional Charges</u>	
First 2 hours	\$100.00	Staffing (Per hour)	\$20.00
Each additional hour	\$ 25.00	Kitchen Fee	\$25.00

EXPO CENTER - (continued)

Exposition Park Rose Garden
(Revised 12/14 02/16)

FACILITY USE FEES

90% of funds to be deposited into EXPO Center's Special Fund Account.

10% of funds to be deposited into the Special Revenue Account.

<u>Gazebos</u>	<u>First 3 hours</u>	<u>Additional hour</u>
1-50 persons	\$250.00	\$50.00
51-200 persons	\$350.00	\$50.00
 <u>East & West Garden Areas</u>	 \$300.00	 \$75.00
 <u>Fountain Area</u>	 \$500.00	 \$100.00

Above fees include photography permit.

ADDITIONAL CHARGES

Refundable Deposit ~~\$500~~ **\$200**

Deposit may be higher based on the nature of the event at the discretion of the Executive Director or designee. Minimum payment to guarantee reservation. Payable within ten (10) days of the initial reservation. 50 % of total rental costs.

Rehearsal Fee \$50.00

Outdoor wedding rehearsals may be scheduled within 60 days of event, Monday through Thursday, 4:00 pm – 7:00 pm.

Equipment Rental

Folding Chairs	\$1.00 per chair
Refundable/replacement deposit	\$100.00
Canopies	\$50.00 each (includes set-up)

Miscellaneous

Group Picnic/Visits	\$30.00 per group
Souvenir Photos	\$10.00 per photo

Clean up Fee

If clean-up is not completed by designated time, the additional hour rate will be charged for each hour or portion of the hour.

EXPO CENTER (Exposition Park Rose Garden) – (continued)

ADDITIONAL STAFFING NEEDS

At the discretion of the EXPO Center Executive Director or equivalent manager, some events or activities may require additional maintenance, security, traffic control, and/or monitor staffing, or equipment or materials such as trash dumpsters or portable toilets, due to size, location, scope of activities or other factors. This may include requirements for hiring one or more Security Officers for the time period before, during, and after an event.

CANCELLATION FEES

Cancellation prior to 60 days	50% of refundable deposit
Cancellation within 60 days of event	50% of all fees
Postponement prior to 60 days of Event	50% of Refundable Deposit

<u>COMMERCIAL PHOTOGRAPHY</u>	\$200.00
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GUIDELINES TO PHOTOGRAPHY SALES PERMIT

- Vendor must complete an application for Photography Sales permit. Permits will be issued to one photographer per day per facility as arranged by the Executive Director.
- Permittee must adhere to all conditions of the permit.
- Permittee is solely responsible for adherence to all Federal, State, and Local taxes.
- Recreation and Parks makes no guarantee of any minimum business volume.

PAYMENT OF FEES

The total amount of all rental fees and deposits due shall be paid in full at least 60 days prior to the scheduled date of use. Otherwise the reservation may be cancelled.

DEPARTMENT USE

Requests for use of this facility for no use fees or charges, except for reimbursement of staff and other direct costs, must be approved by the General Manager or an appointed designee. Saturday, Sunday, or Holiday use is not allowed. The Facility Use Form shall be signed by an Assistant General Manager. Staff fees apply with a 4 hour minimum for Department Use. See rates established in General Information section of Schedule of Rates and Fees. A fund and account must be identified for transfer of reimbursement or a D-Time Work Order provided.

EXPO CENTER - (continued)

EXPO CENTER - SPECIAL EVENT FEES ON "EXPO CENTER EVENT DAYS" s

EXPOSITION PARK – MAJOR AND SPECIAL EVENT DAYS (Revised 02/16)

100% of fees are to be deposited to the EXPO Center Special Fund Account with exception of staff fees which are to be deposited to accounts from which they were expended. **Exposition Park special and major event days are scheduled event dates with an expectation of 25,000 or more spectators.**

EXCLUSIVE USE – FACILITY USE FEES (Revised 07/12 **02/16**)

	<u>Rate Per Area Per Day or Portion Thereof</u>
Amphitheater	\$2,250.00
Boardwalk Area (non-parking)	\$1,000.00
Swim Stadium Lobby Area	\$ 500.00
Comrie Hall	\$1,500.00
Conference Room	\$ 800.00
ExpoXPO Center Front Lawn	\$1,250.00
Gymnasium (per gym)	\$2,250.00
Multi – Purpose Room (per for 3 rooms)	\$450.00 \$1,500.00
Pool & Deck Area	\$4,375.00
Rental of pools includes lifeguards, as well as access to restrooms and changing areas.	
Senior Center (includes patios)	\$1,650.00
Rose Garden – (Selected locations)	\$3,125.00
South Lawn (West)	\$3,750.00
Soboroff Sports Field	\$2,000.00

EXPO CENTER - (continued)

Parking

All parking fees include the City of Los Angeles 10% Parking Occupancy Tax. Parking fees are in addition to any film permit fees collected by the Film LA Office. Special event parking is defined as expecting 25,000 – 29,999 spectators. Major event parking is defined as expecting 30,000 or more spectators. Fees may vary based on the nature of each event and a fair market rate comparable to parking fees charged by other Exposition Park entities.

Passenger vehicle	\$ 25.00 - \$ 75.00 (per stall)
Buses/Oversized/Trailers	\$ 50.00 - \$125.00 (per stall)

Additional Fees

Reservation Deposit 50% of total fees is required no later than 90 days prior to event.

Cancellation Fees

31-90 days prior to event	25% of all fees paid
30 days or less prior to event	50% of all fees paid

Equipment rental Fee schedule on request, based on actual costs.

Other Fees:

At the discretion of the EXPO Center Executive Director, some events or activities may require additional maintenance, security, traffic control and/or event monitoring staffing, or require additional dumpsters, portable toilets, or other items due to size, location, scope of activities or other factors. Part-time staff fees are established in the FEES section. Full-time staff fees will be charged at the "current overtime rate." All applicable fees will be quoted on request and based on actual costs.

EXPO CENTER - (continued)

EXPO CENTER

SPECIAL USE FEES AND PROCEDURES

(Established 03/06 Revised 07/12 **02/16**)

SPECIAL USE (City and other Governmental Agencies)

Special Use is available on weekdays, Monday through Friday, from 8:00 AM to 9:00 PM 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, or work meetings. Special Use is subject to approval by the RAP General Manager **or designee**. All staff related costs must be paid to EXPO Center for the cost of the Department employee(s) required to be on duty.

THE FOLLOWING CONDITIONS APPLY TO ALL SPECIAL USES:

Authorization for Special Use

- Requests for use of facilities must be submitted in writing by the requesting agencies' General Manager or the General Manager's designee, ~~and approved by the RAP General Manager or the Expo Center 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.

SPECIAL USE FEES

	RAP Use	City/Governmental Agencies
Use Fee	No Charge	50% of fees
Kitchen Fee	No Charge	N/A
Cancellation Fee	No Charge	No Charge
Cancellation within 48 hours	No Charge	No Charge

EXPO CENTER - (continued)

PROHIBITED SPECIAL USE EVENTS

Revenue producing events, and subletting or assignments for Non-profit groups of Special Use is not permitted.

EXPO CENTER FILM PERMIT FEES

(Revised 07/1202/16)

Film Permit Fees

70% to Department of Recreation and Parks General Fund Account
30% to be deposited in EXPO Center Special Fund Account

Rate Per Area Per Day

Amphitheater	\$2,800.00
Boardwalk Area	\$1,250.00
Swim Stadium Lobby Area	\$ 625.00
Community Room	\$1,875.00
Expo Center Front Lawn	\$1,575.00
Gymnasium (per gym)	\$2,800.00
Multi – Purpose Room (per room)	\$ 575.00

EXPO CENTER - (continued)

Pool & Deck Area Rental of pools access to restrooms and changing areas.	\$5,475.00
Senior Center (includes patios)	\$2,050.00

FEE EXEMPTIONS

EXPO CENTER - (continued)

SOBOROFF SPORTS FIELD
Artificial Turf Field
(Established 07/12)

100% of all rental fees to be deposited into EXPO Center's Special Fund Account. All reservations require an advance of 50% of the total fees no later than 90 days prior to event.

FIELD USE FEE

ADULT RENTAL GROUPS

	Non-Fee Generating	Fee Generating
Day Play	\$55.00 per hour	\$110.00 per hour
Night with Lights	\$60.00 per hour	\$120.00 per hour

YOUTH LEAGUE RENTAL GROUPS

	Non-Fee Generating	Fee Generating
Day Play	\$15.00 per hour	\$30.00 per hour
Night with Lights	\$20.00 per hour	\$40.00 per hour

USE OF PLAYFIELD REQUIRING THE INSTALLATION OF TERRACOVER

Playfield (Daily Rental)	\$3,750.00
Set-up & Take Down	\$17,500.00 (mandatory)

CANCELLATION FEES

31-90 days prior to event	25% of all fees paid
30 days or less prior to event	50% of all fees paid

INSURANCE

See the INSURANCE REQUIREMENTS section for further details.

OTHER FEES

At the discretion of the EXPO Center Executive Director, some events or activities may require additional maintenance, security, traffic control, and/or event monitor staffing, due to size, location, scope of activities, or other factors. Part-time staff fees are established in the FEES section. Full-time staff fees will be charged at the current overtime rate.