

CITY OF SAN CARLOS
COST OF SERVICES (USER FEES) FY 2019-20
Schedule of Parks and Recreation Department Fees

Adopted

Service	Notes	Category (R=Resident, NR=Non-Resident, NP=Non-Profit)	Proposed Fees		
			Weekday Hourly (Mon-Fri 5PM)	Weekend (Fri 5PM - Sun) - 3 hr. minimum	Weekend Hourly Additional
Parks, Facility, Room, and Amenity Rentals					
Adult Community Center Room Rentals					
Park View Room	[2]	R	\$ 75	\$ 718	\$ 93
		NR	\$ 90	\$ 862	\$ 112
		NP	\$ 53	\$ 503	\$ 65
Patio Room	[2]	R	\$ 59	\$ 430	\$ 93
		NR	\$ 71	\$ 516	\$ 112
		NP	\$ 42	\$ 301	\$ 65
Park View Patio Room	[2]	R	\$ 93	\$ 892	\$ 93
		NR	\$ 112	\$ 1,070	\$ 112
		NP	\$ 65	\$ 624	\$ 65
Game Room	[2]	R	Not Available	\$ 430	\$ 93
		NR	Not Available	\$ 516	\$ 112
		NP	Not Available	\$ 301	\$ 65
Chestnut Room	[2]	R	\$ 59	\$ 430	\$ 93
		NR	\$ 71	\$ 516	\$ 112
		NP	\$ 42	\$ 301	\$ 65
Loft	[2]	R	\$ 59	\$ 430	\$ 93
		NR	\$ 71	\$ 516	\$ 112
		NP	\$ 42	\$ 301	\$ 65
<i>Rental Application Fee : \$25 (non-refundable; will be applied to the rental fee)</i>					
<i>Patio Fee with ACC rental : \$50 (may only be rented in conjunction with the Patio Room, Parkview Room, or Game Room)</i>					
<i>Kitchen Fee : \$50 R, NR and NP (limited use; restrictions apply - information included in the rental packet)</i>					
Youth Center Facility Rentals					
Gym (Full)	[2][3]	R	\$ 99	\$ 379	\$ 107
		NR	\$ 118	\$ 487	\$ 129
		NP	\$ 69	\$ 265	\$ 75
Gym (Half)	[2][3]	R	\$ 61	Not Available	Not Available
		NR	\$ 73	Not Available	Not Available
		NP	\$ 43	Not Available	Not Available
Dance Studio	[2][3]	R	\$ 54	\$ 246	\$ 61
		NR	\$ 64	\$ 295	\$ 73
		NP	\$ 38	\$ 172	\$ 43
Arts & Crafts Room	[2][3]	R	\$ 43	\$ 220	\$ 54
		NR	\$ 51	\$ 264	\$ 71
		NP	\$ 30	\$ 154	\$ 38
Homework Room	[2][3]	R	\$ 43	\$ 220	\$ 54
		NR	\$ 51	\$ 264	\$ 71
		NP	\$ 30	\$ 154	\$ 38
<i>Kitchen Fee : \$25 R, NP and NR (limited use; restrictions apply - information included in the rental packet)</i>					
Additional Services as Required Per Rental (Adult & Youth Centers):					
Facility Attendant			\$50 Per Hour	\$50 Per Hour	
Janitorial Services			\$140 Per Event or Actual Cost	\$140 Per Event or Actual Cost	
Insurance			Actual Cost	Actual Cost	
Deposit - Parkview, Patio, Billiard Rooms			n/a	\$500 Per Event	
Deposit - Patio, Chestnut Rooms, Gym			n/a	\$250 Per Event	
San Carlos Library Community Room Rental			\$61 Per Event	n/a	
<i>Rental Application Fee : \$25 (non-refundable; will be applied to the rental fee)</i>					

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Service	Notes	Primary Rate	Unit
Picnic Sites Rentals (March - October)			
Laureola West Side Picnic Area, Laureola Park	[4]	\$ 135	Per Event
Playground Picnic Area, Burton Park	[4]	\$ 135	Per Event
Les Mundell Grove, Burton Park	[4]	\$ 91	Per Event
Chestnut Picnic Area, Burton Park	[4]	\$ 91	Per Event
Tot Lot Picnic Area, Burton Park	[4]	\$ 71	Per Event
Arguello Park: Sunny Site, Shady Site	[4]	\$ 71	Per Event
Crestview Park Picnic Area	[4]	\$ 71	Per Event
Bocce Ball			
Court 1, Burton Park		\$ 16	Per Hour
Court 2, Burton Park		\$ 16	Per Hour
Special Event Permit			
New Request	[1]	\$ 268	Per Event
Repeat Request	[1]	\$ 161	Per Event
<i>City Staff On-Site Time - Per Event Based on Hourly Rate of \$28 per hour, with minimum of 2 hours</i>			
Athletics ("Per Season/Per Quarter")			
Light Use (Fields)		\$ 31	Per Hour
Sports League Field Use Fee:			
San Carlos Youth Softball (Girls)		\$ 36	Per Player
Youth Baseball		\$ 36	Per Player
Soccer		\$ 50	Per Player
Baseball / Soccer Sports Tournament:			
New Request Permit Fee		\$ 268	Per Event
Repeat Request Permit Fee		\$ 161	Per Event
Field Use Fee		\$ 21	Per Hour
Tennis:			
Tennis Club Permitted Use		\$ 13	Per Hour, Per Court
Non-Resident Tennis Club		\$ 18	Per Hour, Per Court
Miscellaneous			
Park Fitness Group Rental		\$ 23	Per Hour
Administrative fees (apply to class registration only)			
Registration		\$ 10	Per Registrant
Refund		\$ 16	Per Registrant
Block Party Permit		Fee Waived	
For services requested of City staff which have no fee listed in this fee schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the established hourly rates for this department/division. Additionally, the City will pass-through to the applicant any discrete costs incurred from the use of external service providers if required to process the specific application.			
PW Maintenance Staff		\$ 177	
Full-Time		\$ 156	
Part-Time		\$ 50	

Recreational Programs

Fees imposed for recreational programs offered by the City shall be set at the discretion of the Parks and Recreation Director, not to exceed the cost of the individual programs. The City's full cost of implementing an individual program may be calculated as follows:

Program Cost of Service = [(A x B) + C + D + E + F + G]

A = Estimated time for City staff to implement the individual program.

B = Applicable hourly rates for the staff functions involved in the implementation of the individual program (below).

C = Actual cost incurred by the City for any outside service provider involved in the individual program.

D = Actual Cost incurred by the City for any specific materials acquired for use during the individual program

E = Prevailing facility rental and/or field use fees imposed by the City and reflected in its Master Fee Schedule

F = Prevailing department / City administrative fee

G = Actual costs incurred by the City to rent and/or use facilities/fields from other entities

The calculated cost of service above represents the maximum fee that could be imposed by the City for an individual recreation program. The City may recover between 0% and 100% of the cost of service. Cost recovery targets may vary by individual program, at the discretion of the Parks and Recreation Director as determined during the seasonal development of the City's program offerings. The City may also set differential fee for resident and non-resident participants as long as neither fee exceeds the cost of service. Any person with a home San Carlos mailing address is considered a resident. A San Carlos PO Box or business address will not be taken as proof of residency. A non-resident is someone who lives in another City. Non-resident fees will be charged at 20% of the class fee up to a \$20 maximum per class.

[Notes]

- [1] In addition to Parks and Recreation staff time, time is spent by other City departments. Breakdown of other departments time and hourly rate information involved in approving special event permits is as follows:
20 minutes of Public Works staff time at \$185 per hour;
20 minutes of Police staff time at \$97 per hour;
10 minutes of Planning staff time at \$202 per hour, and;
10 minutes of Building staff time at \$233 per hour.
- [2] Includes facility staff. Additional charge for janitorial services and insurance as needed.
- [3] Facility rental available for Youth related events only
- [4] Additional Charge for Insurance as Needed