



CITY OF SAN CARLOS
COST OF SERVICES FEE SCHEDULE (Effective July 1, 2015)
Schedule of Parks and Recreation Department Fees

Service	Fee			
	Primary Rate	Unit	Rate	Unit
PARKS AND RECREATION DEPARTMENT FEES				
Parks, Facility, Room, and Amenity Rentals:				
Adult Community Center:				
Park View and Patio Room	\$832	For 3 Hours (2)	\$86	Per Additional Hour (10)
Park View Banquet Room	\$666	For 3 Hours (2)	\$86	Per Additional Hour (10)
Non-Profit Use of Park View Banquet Room	\$85	Per Hour, Plus Janitorial for Weekend Use (11)	n/a	n/a
Patio, Chestnut, or Billiard Room	\$401	For 3 Hours (2)	\$86	Per Additional Hour (10)
Non-Profit Use of Patio / Chestnut / Billiard Room	\$39	Per Hour, Plus Janitorial for Weekend Use (11)	n/a	n/a
Additional Services as Required Per Rental:				
Facility Attendant	\$27	Per Hour	n/a	n/a
Janitorial Services	\$100	Per Event or Actual Cost (4)	n/a	n/a
Insurance	Actual Cost	n/a	n/a	n/a
Deposit - Parkview, Patio, Billiard Rooms	\$500	Per Event	n/a	n/a
Deposit - Patio and Chestnut Rooms	\$250	Per Event	n/a	n/a
Youth Center:				
Gym:				
Special or Athletic Events	\$337	For 3 Hours (5)	\$86	Per Additional Hour (10)
Non-Profit Use of Gym	\$75	Per Hour, Plus Janitorial as Needed (12)	n/a	n/a
Dance Studio or Crafts Room	\$225	For 3 Hours (6)	\$56	Per Additional Hour (10)
Non-Profit Use of Dance or Crafts Rooms	\$39	Per Hour for Residents, Plus Janitorial for Weekend Use (13)	n/a	n/a
Additional Services as Required Per Rental:				
Facility Attendant	\$27	Per Hour	n/a	n/a
Janitorial Services	\$100	Per Event or Actual Cost (4)	n/a	n/a
Insurance	Actual Cost	n/a	n/a	n/a
Deposit	\$250	Per Event	n/a	n/a
San Carlos Library Community Room Rental	\$55	Per Event	n/a	n/a
Picnic Sites (March - October):				
Playground Picnic Area, Burton Park (up to 100 participants)	\$130	Per Event	n/a	n/a
Laureola West Side Picnic Area, Laureola Park	\$130	Per Event	n/a	n/a
Les Mundell Grove, Burton Park	\$88	Per Event	n/a	n/a
Bocce Area, Burton Park	\$88	Per Event	n/a	n/a
Tot Lot Picnic Area, Burton Park	\$68	Per Event	n/a	n/a
Arguello Park: Sunny Site (July - October) Shady Site (March - October)	\$68	Per Event	n/a	n/a
Crestview Park Picnic Area	\$68	Per Event	n/a	n/a
Bocce Ball Court 1, Burton Park	\$15	Per Hour	n/a	n/a
Bocce Ball Court 2, Burton Park	\$15	Per Hour	n/a	n/a



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Special Event Permit:				
New Request	\$225	Per Event (1)	n/a	n/a
Repeat Request	\$140	Per Event (1)	n/a	n/a
City Staff On-Site Time	Negotiated Per Event Based on Hourly Rates	n/a	n/a	n/a
Athletics				
Light Use - Fields	\$28	Per Hour	n/a	n/a
Sports League Field Use Fee:				
San Carlos Youth Softball (Girls)	\$16	Per Player	n/a	n/a
Youth Baseball	\$35	Per Player	n/a	n/a
Soccer	\$48	Per Player	n/a	n/a
Baseball Sports Tournament				
New Request Permit Fee	\$225	Per Event	n/a	n/a
Repeat Request Permit Fee	\$140	Per Event	n/a	n/a
Field Use Fee	\$17	Per Hour	n/a	n/a
Soccer Sports Tournament				
New Request Permit Fee	\$225	Per Event	n/a	n/a
Repeat Request Permit Fee	\$140	Per Event	n/a	n/a
Field Use Fee	\$17	Per Hour	n/a	n/a
Tennis				
Resident Tennis Club	\$11	Per Court, Per Hour	n/a	n/a
Non-Resident Tennis Club	\$17	Per Court, Per Hour	n/a	n/a
Miscellaneous				
Park Fitness Group Rental	\$21	Per Hour	n/a	n/a
Administrative Fees				
Class Registration	\$5	Per Registrant	n/a	n/a
Refund	\$10	Per Registrant	n/a	n/a
Technology Fee	\$2	Per Registrant	n/a	n/a



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PARKS AND RECREATION DEPARTMENT FEES				

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 + H]

- 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 technology fee
- G = Prevailing department / City administrative fee
- H = 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.

Hourly rates for City Staff:

Full-time staff members of the Recreation Division	\$142	Per Hour
Full-time staff members of the Maintenance Division	\$128	Per Hour
Part-time staff members of the Recreation Division	\$27	Per Hour

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 \$112 per hour;
- 20 minutes of Police staff time at \$116 per hour;
- 10 minutes of Planning staff time at \$175 per hour, and;
- 10 minutes of Building staff time at \$146 per hour.

[2] Fee includes kitchen use and facility staff. Additional charge for insurance as needed.

[3] Includes facility staff. Additional charge for janitorial services and insurance as needed.

[4] Included in room rental fees. This is an additional fee for meeting rooms as needed.

[5] Includes janitorial, tarp and facility staff. Additional charges for insurance apply.

[6] Includes facility staff.

[7] Facility rental available for Youth related events only.

[8] Category applies \$51 City landscape contractor hourly rate for these services instead of PW Maintenance rate.

[10] Includes room rental and facility staff.

[11] Additional Charge for Insurance as Needed.

[12] Includes Facility Attendant. Additional charge for insurance and tarp set-up as needed.

[13] Additional Charges for Janitorial and Insurance as Needed. Non-Residents pay full fee.