

# COMMUNITY SERVICES DEPARTMENT

## MASTER FEE AND CHARGE SCHEDULE

---

### 1.1 EMPLOYEE COST INDEX (ECI) ADJUSTMENT

- 1.1.1 Effective July 1, 2020, fees will be automatically adjusted annually by the percentage change in the Employee Cost Index (ECI) for state and local government workers, total compensation (not seasonally adjusted), during the 12-month period ending on December 31<sup>st</sup> of the immediately preceding calendar year, as published by the United States Bureau of Labor Statistics.
- 1.1.2 The adjustment will apply to fees directly related to City staffing.
- 1.1.3 The fee adjustment will not exceed 4% annually.
- 1.1.4 Adjusted fees will be rounded up to the nearest whole dollar.

### 1.2 USER GROUP CLASSIFICATIONS

Group	Organizations	Event Types
City	City of Rancho Cucamonga, Rancho Cucamonga Fire Protection District, Rancho Cucamonga Police Department	Agency mission-based programs, events, meetings, etc.
CSD	City of Rancho Cucamonga Community Services Department	Agency mission-based programs, events, meetings, etc.
1	Other governmental agencies (County, State, School District, Water District)	Events providing a direct benefit to City of Rancho Cucamonga residents (ex. public events, meetings, hearings, etc.)
2	Eligible non-profits; resident civic and athletic organizations; resident churches; resident public and private schools (including clubs, associations, boosters, etc.).	Events in support of the organization's mission (ex. public events, religious services, organizational meetings, or fundraisers).
	Other governmental agencies (County, State, School District, Water District)	Employee meetings and trainings.
3	Resident private party; employee organizations; political organizations, candidate campaigns; City of Rancho Cucamonga employees.	All approved functions.
	User Group 1 and 2 (private social events not in support of organization's mission)	Other approved functions.
	Non-resident non-profits; non-resident civic and athletic organizations; non-resident churches; non-resident public and private schools (including clubs, associations, boosters, etc.).	Events in support of the organization's mission (ex. public events, religious services, organizational meetings, or fundraisers).
4	Resident commercial / business	All approved functions.
	Non-resident non-profits, non-resident civic and athletic organizations; non-resident churches; non-resident public and private schools (including clubs, associations, boosters, etc.).	Other approved functions.
5	Non-resident commercial / business	All approved functions.

### 1.3 GENERAL FEES

Item	Location	Fee	Unit
ActiveNet Transaction Fee	All Locations	4.00%	Per transaction

**EXHIBIT A**

Application Processing Fee	All Indoor Facilities	\$35.00	Per application
Application Processing Fee	Parks and Sports Fields	\$25.00	Per application
Application Processing Fee (with alcohol)	All Locations	\$50.00	Per application
Alcohol Use Deposit	All Locations	\$500	Per rental
Additional Rental Deposit	All Locations	As determined by event/rental requirements	Per rental
Equipment Replacement Fee	All Locations	\$2.00	Per class / activity registration
Class and Activity Refund Fee	All Locations	\$10.00	Per class / activity registration

**1.4 NON-RESIDENT FEES**

Item	Location	Fee	Unit
Classes, workshops, programs (Duration: 1 day or less)	All Locations	Exempt	Per class / activity registration
Classes, workshops, programs and activities (Duration: 1 day or more)	All Locations	\$13.00	Per class / activity registration
Senior programs (Duration: 0 to 5 weeks)	All Locations	\$4.00	Per class / activity registration
Senior programs (Duration: 6+ weeks)	All Locations	\$12.00	Per class / activity registration

**1.5 STAFFING FEES**

Staff Title	Location	Fee	Unit
Event / Rental Staff	All Locations	Fully burdened staff rate (top pay step x fringe benefit rate)	Per hour
Front of House Staff Services	VG Cultural Center	\$320.00	Per show
Private Security	All Locations	As determined by service contract	Per hour

**1.6 INDOOR FACILITY RENTALS****1.6.1 Facility Room Rental Cancellation and Rescheduling Fees:**

Room Category	Location	Fee*	Unit
Small	All Locations	\$25.00	Per rental
Medium	All Locations	\$50.00	Per rental
Large	All Locations	\$50.00	Per rental
Banquet Hall	Lions Center West, RC Family Resource Center	\$50.00	Per rental
Event Hall (medium, large)	Central Park, VG Cultural Center	\$75.00	Per rental
Courts (exterior, interior)	RC Sports Center	\$50.00	Per rental
Courtyard	Central Park, VG Cultural Center	\$50.00	Per rental

**EXHIBIT A**

Kitchen	Central Park	\$25.00	Per rental
Theatre	VG Cultural Center	\$100.00	Per rental

*\*Subject to refund window*

**1.6.2 Neighborhood Center Rental Fees:**

Room Category	Rental Deposit*	OPERATING HOURS					EXTENDED HOURS				
		Group 1	Group 2	Group 3	Group 4	Group 5	Group 1	Group 2	Group 3	Group 4	Group 5
Small	\$100.00	No Fee	\$25.00	\$38.00	\$50.00	\$63.00	No Fee	\$31.00	\$47.00	\$63.00	\$78.00
Medium	\$100.00	No Fee	\$30.00	\$45.00	\$60.00	\$75.00	No Fee	\$38.00	\$56.00	\$75.00	\$94.00
Large	\$250.00	No Fee	\$35.00	\$53.00	\$70.00	\$88.00	No Fee	\$44.00	\$66.00	\$88.00	\$109.00
Banquet Hall	\$250.00	No Fee	\$40.00	\$60.00	\$80.00	\$100.00	No Fee	\$50.00	\$75.00	\$100.00	\$125.00

*\*As approved by the Community Services Director, deposit may be reduced if multiple rooms are rented.*

**1.6.3 Community Center Rental Fees:**

Room Category	Rental Deposit*	OPERATING HOURS					EXTENDED HOURS				
		Group 1	Group 2	Group 3	Group 4	Group 5	Group 1	Group 2	Group 3	Group 4	Group 5
Small	\$100.00	No Use	\$30.00	\$45.00	\$60.00	\$75.00	No Use	\$38.00	\$56.00	\$75.00	\$94.00
Medium	\$250.00	No Use	\$35.00	\$53.00	\$70.00	\$88.00	No Use	\$44.00	\$66.00	\$88.00	\$109.00
Large	\$250.00	No Use	\$40.00	\$60.00	\$80.00	\$100.00	No Use	\$50.00	\$75.00	\$100.00	\$125.00
Event Hall (Medium)	\$500.00	No Use	\$70.00	\$126.00	\$140.00	\$182.00	No Use	\$91.00	\$164.00	\$182.00	\$237.00
Event Hall (Large)	\$500.00	No Use	\$100.00	\$180.00	\$200.00	\$260.00	No Use	\$130.00	\$234.00	\$260.00	\$338.00
Courtyard	\$500.00	No Use	\$30.00	\$45.00	\$60.00	\$75.00	No Use	\$38.00	\$56.00	\$75.00	\$94.00
Kitchen	\$0.00	No Use	\$25.00	\$38.00	\$50.00	\$63.00	No Use	\$31.00	\$47.00	\$63.00	\$78.00
Courts (exterior)	\$200.00	No Use	\$23.00	\$34.00	\$45.00	\$56.00	No Use	\$23.00	\$34.00	\$45.00	\$56.00
Courts (interior)	\$200.00	No Use	\$40.00	\$60.00	\$80.00	\$100.00	No Use	\$40.00	\$60.00	\$80.00	\$100.00

*\*As approved by the Community Services Director, deposit may be reduced if multiple rooms are rented.*

Room Category	Rental Deposit*	PREMIUM HOURS				
		Group 1	Group 2	Group 3	Group 4	Group 5
Event Hall (Medium)	\$500.00	No Use	\$118.00	\$213.00	\$237.00	\$308.00
Event Hall (Large)	\$500.00	No Use	\$169.00	\$304.00	\$338.00	\$439.00

*\*As approved by the Community Services Director, deposit may be reduced if multiple rooms are rented.*

**1.6.4 Specialty Center Rental Fees:**

	OPERATING HOURS	EXTENDED HOURS
--	-----------------	----------------

**EXHIBIT A**

Room Category	Rental Deposit*	Group 1	Group 2	Group 3	Group 4	Group 5	Group 1	Group 2	Group 3	Group 4	Group 5
Small	\$100.00	No Use	\$30.00	\$45.00	\$60.00	\$75.00	No Use	\$38.00	\$56.00	\$75.00	\$94.00
Medium	\$500.00	No Use	\$58.00	\$86.00	\$115.00	\$144.00	No Use	\$72.00	\$108.00	\$144.00	\$180.00
Large	\$500.00	No Use	\$75.00	\$113.00	\$150.00	\$188.00	No Use	\$94.00	\$141.00	\$188.00	\$234.00
Event Hall (large)	\$500.00	No Use	\$100.00	\$180.00	\$200.00	\$260.00	No Use	\$130.00	\$234.00	\$260.00	\$338.00
Courtyard	\$500.00	No Use	\$75.00	\$113.00	\$150.00	\$188.00	No Use	\$94.00	\$141.00	\$188.00	\$234.00
Theatre** (practice days)	\$1,000.00 to \$1,500.00	No Use	\$100.00	\$125.00	\$125.00	\$125.00	No Use	\$285.00	\$285.00	\$285.00	\$285.00
Theatre** (perform days)	\$1,000.00 to \$1,500.00	No Use	\$184.00	\$230.00	\$230.00	\$230.00	No Use	\$285.00	\$285.00	\$285.00	\$285.00

\*As approved by the Community Services Director, deposit may be reduced if multiple rooms are rented.

\*\*Theatre: For extended periods of rental, negotiated fees may be approved by the Community Services Director.

**1.6.5 Facility Equipment Use Fees (Neighborhood and Community Centers):**

Item	Location*	Fee	Unit
Additional Stage Piece (minimum 2)	All Locations	\$25.00	Each per day
Basketball Court Flooring	RC Sports Center	\$100.00	Per event
Central Park Special Event Package	Central Park	15% discount (room rental)	Per event
Central Park Wedding Ceremony / Lecture Package	Central Park Mesa Courtyard	\$500.00	Per event
Cocktail Table	All Locations	\$15.00	Each per day
Easel	All Locations	\$5.00	Each per day
Folding Chairs	All Locations	\$3.00	Each per day
Large Power (over 30 amps)	All Locations	\$1.00	Per amp per day
Microphone	All Locations	\$25.00	Each per day
Microphone (headset)	All Locations	\$25.00	Each per day
Mobile Dry Erase Whiteboard	All Locations	\$25.00	Each per day
Outdoor Portable Heater (with propane)	All Locations	\$75.00	Each per day
Podium	All Locations	\$25.00	Each per day
Portable Bar	All Locations	\$50.00	Each per day
Projector (portable)	All Locations	\$50.00	Each per day
Projector (mounted) with Built-In Screen	Central Park Event Hall	\$75.00	Each per day
Public Address System (portable)	All Locations	\$75.00	Each per day
RC Sports Center Party Package	RC Sports Center	\$300.00	Per event
Screen (portable)	All Locations	\$25.00	Each per day
Sound Box with Wired Microphone	All Locations	\$25.00	Each per day
Stage Steps	All Locations	\$25.00	Each per day

\*Subject to availability at facility location

**1.6.6 Facility Equipment Use Fees (Victoria Gardens Cultural Center):**

Item	Location	Fee	Unit
Audio Console (portable)	VG Cultural Center	\$150.00	Per event
Baby Grand Piano and Tuning Package	Lewis Family Playhouse	\$550.00	Each per day
Basic Lighting Package*	Celebration Hall	\$1,500.00	Per event

**EXHIBIT A**

Cocktail Table with Linen	VG Cultural Center	\$30.00	Each per day
Customized Monogram Gobo Package	VG Cultural Center	\$250.00	Per event
Disco Ball Package	Celebration Hall, Studio Theatre, Lewis Family Playhouse	\$200.00	Per event
Linen	VG Cultural Center	Established per use based on selection	Per event
Linen Cleaning Fee (black tablecloths)	VG Cultural Center	\$7.00	Per piece
Linen Napkins	VG Cultural Center	\$1.00	Each per day
Microphone (wireless)	VG Cultural Center	\$50.00, max of \$200 per week	Each per day
Orchestra Pit Conversion	Lewis Family Playhouse	\$1,200.00	Per event
Ottoman	VG Cultural Center	\$200.00	Each per day
Outdoor Concert Sound Package*	Imagination Courtyard	\$1,500.00	Per event
Piano Tuning (upon request)	VG Cultural Center	\$200.00	
Power - Large (over 30 amps)	VG Cultural Center	\$1.00	Per amp per day
Projector (portable)	VG Cultural Center	\$50.00	Each per day
Projector (mounted) with Built-In Screen	Celebration Hall	\$200.00, max of \$600 per week	Each per day
Projector (LFP)	Lewis Family Playhouse	\$300.00	Each per day
Public Address System (portable)	VG Cultural Center	\$175.00	Each per day
Screen (portable)	VG Cultural Center	\$50.00	Each per day
Screen Dress Kit	VG Cultural Center	\$100.00	Each per day
Single Lighting Fixture	VG Cultural Center	\$60.00	Per light
Specialized AV or Rigging Equipment*	VG Cultural Center	Established per use based on type of equipment	Per event
Specialty Equipment Fee ( <i>equipment rented by City for customer use</i> )	VG Cultural Center	Cost of rental + 20%	Per event
Stage (portable) – Single 4' x 8' deck	VG Cultural Center	\$50.00	Each per day
Stage (portable) – Small, up to 12' x 16'	VG Cultural Center	\$150.00	Each per day
Stage (portable) – Large, up to 16' x 24'	VG Cultural Center	\$300.00	Each per day
Stage Package (portable)*	VG Cultural Center	\$500.00	Per event
Standard Facility Audio / Visual*	VG Cultural Center	Included with rental	Per event
Uplighting Package	VG Cultural Center	\$50.00	Per light
Upright Piano and Tuning Package	VG Cultural Center	\$400.00	Each per day
VGCC Wedding Ceremony Package*	VG Cultural Center	\$1,000.00	Per event
Votive with Tealight	VG Cultural Center	\$0.20	Each per day

\*Listed fee is the minimum base rate. Base Rates are subject to change based on individual client needs, City staff recommendations, and availability of on-site equipment.

**1.6.7 Service Fees (Victoria Gardens Cultural Center):**

Item	Location	Fee	Unit
In-house Beverage Service	VG Cultural Center	Based on order	Per event
Marketing Direct Mailer	VG Cultural Center	\$250.00 + postage	Per list
Marketing Email Blast	VG Cultural Center	Based on quantity	Per email
Marketing Freestanding Poster	VG Cultural Center	\$50.00	Per week

**EXHIBIT A**

Merchandise Sales by Vendors	VG Cultural Center	10% – 30% (as negotiated)	Per event
------------------------------	--------------------	------------------------------	-----------

**1.6.8 Box Office Fees:**

Item	Location	Fee	Unit
Box Office Services	VG Cultural Center	\$250.00	Per event
Handling Fee ( <i>School Shows</i> )	VG Cultural Center	\$0.50	Per ticket
Handling Fee ( <i>Produced Shows</i> )	VG Cultural Center	\$1.00	Per ticket
Handling Fee ( <i>Specialty Series</i> )	VG Cultural Center	\$1.50	Per ticket
Handling Fee ( <i>All other Uses &amp; Rentals</i> )	VG Cultural Center	\$2.00	Per ticket
Exchange Fee	VG Cultural Center	\$2.00	Per ticket
Internet Fees	VG Cultural Center	\$2.00 + web host fees, not to exceed \$6.00 per ticket	Per order
Mailing Fee	VG Cultural Center	\$1.50	Per ticket
Reprint Fee	VG Cultural Center	\$2.00	Per ticket
Ticket Printing Only	VG Cultural Center	\$75.00	Per event

**1.6.9 Marquee Fees:**

Item	Location	Fee	Unit
Additional slide added to scheduled rotation	VG Cultural Center	\$35.00	Per slide
Artwork Setup fee	VG Cultural Center	\$75.00	Per slide
Exclusive Use of Marquee	VG Cultural Center	\$250.00	Per hour
Intermittent Inclusion of one slide in the weekly schedule	VG Cultural Center	\$250.00	Per week
Turn off Marquee	VG Cultural Center	\$75.00	Per hour

**1.7 OUTDOOR PARK FACILITY RENTAL FEES****1.7.1 Community Softball Field and Soccer Field Rental Fees:**

Time Frame	Rental Deposit	Group 1	Group 2	Group 3	Group 4	Group 5
Field Rental (0 to 2 hours)	\$200.00	No Fee	\$30.00	\$40.00	\$79.00	\$79.00
Field Rental (2 to 4 hours)	\$200.00	No Fee	\$60.00	\$80.00	\$131.00	\$131.00
Field Rental (All day)	\$200.00	No Fee	\$120.00	\$160.00	\$210.00	\$210.00

**1.7.2 Miscellaneous Outdoor Facility Rental Fees:**

Item	Location	Fee	Unit
City Park Storage Fee	Parks	\$78.00	Per season

**EXHIBIT A**

Field Preparation Fee	Epicenter Softball Fields	Actual Costs	Per field
Lighted Sports Venue Fee ( <i>All Community Services Department approved youth sports organizations</i> )	All Lighted Fields	As determined by the Public Works Services Department	Per field, per hour
Lighted Sports Venue Fees ( <i>all other sports organizations</i> )	All Lighted Fields	As determined by the Public Works Services Department	Per field, per hour
Moon Bounce/Inflatable House and/or Specialized Entertainment Equipment Fee	All Parks and Fields (excluding Epicenter)	\$27.00	Each per event
Snack Bar	All Locations	\$25.00	Per day
Stadium Light Fee	Epicenter Stadium	As determined by the Public Works Services Department	Per hour
Tournament Light Fee	Epicenter Softball Fields	\$300.00	Per field, per day
Tournament Vendor Fee	Epicenter Sports Fields	\$100.00	Per vendor, per tournament

**1.7.3 Park Maintenance Fee:**

Location	Unit	Group 1	Group 2	Group 3	Group 4	Group 5
Parks, Special Event Areas	Per each rental transaction	No Fee	\$3.00	\$3.00	\$6.00	\$6.00
Sports Fields	Per field per day	No Fee	\$20.00	\$20.00	\$40.00	\$40.00

**1.7.4 Park Shelter Rental Fees:**

Picnic Shelters	OFF PEAK SEASON					PEAK SEASON				
	Group 1	Group 2	Group 3	Group 4	Group 5	Group 1	Group 2	Group 3	Group 4	Group 5
Small Shelter (3 hour)	No use	\$36.00	\$51.00	\$66.00	\$66.00	No use	\$39.00	\$54.00	\$69.00	\$69.00
Small Shelter (All Day)	No use	\$96.00	\$136.00	\$176.00	\$176.00	No use	\$104.00	\$144.00	\$184.00	\$184.00
Large Shelter (3 hour)	No use	\$54.00	\$72.00	\$90.00	\$90.00	No use	\$57.00	\$75.00	\$93.00	\$93.00
Large Shelter (All Day)	No use	\$144.00	\$192.00	\$240.00	\$240.00	No use	\$152.00	\$200.00	\$248.00	\$248.00

**1.7.5 Special Event Area Rental Fees:**

Site	Unit	Group 1	Group 2	Group 3	Group 4	Group 5
Red Hill Community Park	Per hour	No use	\$78.00	\$105.00	\$157.00	\$157.00

Heritage Community Park	Per hour	No use	\$53.00	\$78.00	\$105.00	\$105.00
Central Park	Per hour	No use	\$78.00	\$105.00	\$157.00	\$157.00
Central Park Bridge	Per hour	No use	No Fee	\$53.00	\$78.00	\$78.00
Central Park Pavilion	Per hour	No use	\$35.00	\$47.00	\$59.00	\$59.00
PET Staging Area	Per hour	No use	\$26.00	\$53.00	\$105.00	\$105.00

**1.8 EPICENTER SPORTS COMPLEX RENTALS**

**1.8.1 Epicenter Filming and Photography Rental Fees:**

Item	Location	Fee	Unit
Film Permit	Epicenter	As determined by the Planning Department	Per event
Filming/Photography Deposit	Epicenter	25% of total rental fee	Per event
Filming in the Epicenter Stadium	Epicenter Stadium	\$3,000 to \$6,000 depending on filming requirements, plus actual costs for City services.	Per day
Filming in a Parking Lot	Epicenter Parking Lots and Special Events Area	\$1,000 to \$3,000 depending on filming requirements, plus actual costs for City services.	Per day
Still Photography (Commercial / For Profit purposes)	Epicenter	\$500 to \$2,000 depending on photography requirements, plus actual costs for City services.	Per day
Still Photography (Not for Commercial / For Profit purposes)	Epicenter	\$250.00 to \$500.00 depending on photography requirements, plus actual costs for City services.	Per day

**1.8.2 Epicenter Parking and Special Event Area Rental Fees:**

Site	Deposit	With Stadium Rental	Without Stadium Rental	Additional Move-In / Move-Out Days
Parking Lot A	25% of total rental fee	\$300.00 per day	\$700.00 per day	50% of Daily Event Rental Rate
Parking Lot B	25% of total rental fee	\$300.00 per day	\$700.00 per day	50% of Daily Event Rental Rate
Parking Lot C	25% of total rental fee	\$300.00 per day	\$700.00 per day	50% of Daily Event Rental Rate
Parking Lot D	25% of total rental fee	\$200.00 per day	\$500.00 per day	50% of Daily Event Rental Rate
Parking Lot G (front only)	25% of total rental fee	\$300.00 per day	\$700.00 per day	50% of Daily Event Rental Rate
Special Event Area (grass area between parking lots A and B)	25% of total rental fee	\$100.00 per hour	\$100.00 per hour	50% of Daily Event Rental Rate

1.8.3 Epicenter Sports Fields Rental Fees:

Time Frame	Rental Deposit	WEEKDAY AND WEEKEND HOURS					CITY HOLIDAY HOURS				
		Group 1	Group 2	Group 3	Group 4	Group 5	Group 1	Group 2	Group 3	Group 4	Group 5
Field Rental (0 to 2 hours)	\$400.00	\$53.00	\$53.00	\$158.00	\$158.00	\$158.00	\$78.00	\$78.00	\$236.00	\$236.00	\$236.00
Field Rental (2 to 4 hours)	\$400.00	\$105.00	\$105.00	\$262.00	\$262.00	\$262.00	\$157.00	\$157.00	\$393.00	\$393.00	\$393.00
Field Rental (All day)	\$400.00	\$210.00	\$210.00	\$367.00	\$367.00	\$367.00	\$315.00	\$315.00	\$551.00	\$551.00	\$551.00

1.8.4 Epicenter Stadium (LoanMart Field) Rental Fees:

	Deposit	Event Category 1	Event Category 2	Event Category 3	Additional Move-In / Move-Out Days
<b>No. of Event Attendees</b>	-	<b>500 or less</b>	<b>501-1,999</b>	<b>2,000+</b>	-
Stadium Rental (Includes café areas)	25% of total rental fee	\$1,500 per day	\$2,500 per day	\$4,000 per day	50% of Daily Event Rental Rate
Sky Box Rental (Available with Stadium Rental only)	25% of total rental fee	\$50.00 per hour	\$50.00 per hour	\$50.00 per hour	50% of Daily Event Rental Rate
Pavilion (3 <sup>rd</sup> base)	25% of total rental fee	\$75.00 per hour	\$75.00 per hour	\$75.00 per hour	50% of Daily Event Rental Rate
Plaza (1 <sup>st</sup> base)	25% of total rental fee	\$85.00 per hour	\$85.00 per hour	\$85.00 per hour	50% of Daily Event Rental Rate