RANCHO CUCAMONGA

FACILITY RENTAL

FEES and PROCEDURES

RCpark.com

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SECTION 1: MASTER FEE AND CHARGE SCHEDULE

(Section revised: 06/04/2020)

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 31st 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
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	$500.00	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	$330.00	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
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:

		OPERATING HOURS					EXTENDED HOURS				
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 Fee	$26.00	$39.00	$52.00	$65.00	No Fee	$32.00	$48.00	$65.00	$81.00
Medium	$100.00	No Fee	$31.00	$46.00	$62.00	$78.00	No Fee	$39.00	$58.00	$78.00	$97.00
Large	$250.00	No Fee	$36.00	$55.00	$72.00	$91.00	No Fee	$45.00	$68.00	$91.00	$113.00
Banquet Hall	$250.00	No Fee	$41.00	$62.00	$83.00	$103.00	No Fee	$52.00	$78.00	$103.00	$129.00

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

1.6.3 Community Center Rental Fees:

		OPERATING HOURS					EXTENDED HOURS				
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	$31.00	$46.00	$62.00	$78.00	No Use	$39.00	$58.00	$78.00	$97.00
Medium	$250.00	No Use	$36.00	$55.00	$72.00	$91.00	No Use	$45.00	$68.00	$91.00	$113.00
Large	$250.00	No Use	$41.00	$62.00	$83.00	$103.00	No Use	$52.00	$78.00	$103.00	$129.00
Event Hall *(Medium)*	$500.00	No Use	$72.00	$130.00	$145.00	$188.00	No Use	$94.00	$169.00	$188.00	$244.00
Event Hall *(Large)*	$500.00	No Use	$103.00	$186.00	$206.00	$268.00	No Use	$134.00	$241.00	$268.00	$348.00
Courtyard	$500.00	No Use	$31.00	$46.00	$62.00	$78.00	No Use	$39.00	$58.00	$78.00	$97.00
Kitchen	$0.00	No Use	$26.00	$39.00	$52.00	$65.00	No Use	$32.00	$48.00	$65.00	$81.00
Courts *(exterior)*	$200.00	No Use	$24.00	$35.00	$46.00	$58.00	No Use	$24.00	$35.00	$46.00	$58.00
Courts *(interior)*	$200.00	No Use	$41.00	$62.00	$83.00	$103.00	No Use	$41.00	$62.00	$83.00	$103.00

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

		PREMIUM HOURS				
Room Category	Rental Deposit*	Group 1	Group 2	Group 3	Group 4	Group 5
Event Hall *(Medium)*	$500.00	No Use	$122.00	$220.00	$244.00	$317.00
Event Hall *(Large)*	$500.00	No Use	$174.00	$313.00	$348.00	$452.00

**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				
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	$31.00	$46.00	$62.00	$78.00	No Use	$39.00	$58.00	$78.00	$97.00
Medium	$500.00	No Use	$60.00	$89.00	$119.00	$149.00	No Use	$74.00	$112.00	$149.00	$186.00
Large	$500.00	No Use	$78.00	$117.00	$155.00	$194.00	No Use	$97.00	$146.00	$194.00	$241.00
Event Hall *(Large)*	$500.00	No Use	$103.00	$186.00	$206.00	$268.00	No Use	$134.00	$241.00	$268.00	$348.00
Courtyard	$500.00	No Use	$78.00	$117.00	$155.00	$194.00	No Use	$97.00	$146.00	$194.00	$241.00

Theatre** *(practice days)*	$1,000.00 to $1,500.00	No Use	$103.00	$129.00	$129.00	$129.00	No Use	$294.00	$294.00	$294.00	$294.00
Theatre** *(perform days)*	$1,000.00 to $1,500.00	No Use	$190.00	$237.00	$237.00	$237.00	No Use	$294.00	$294.00	$294.00	$294.00

**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	$103.00	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	$515.00	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	$309.00	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	$566.00	Each per day
Basic Lighting Package*	Celebration Hall	$1,544.00	Per event
Cocktail Table with Linen	VG Cultural Center	$30.00	Each per day
Customized Monogram Gobo Package	VG Cultural Center	$258.00	Per event
Disco Ball Package	Celebration Hall, Studio Theatre, Lewis Family Playhouse	$206.00	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	$1,235.00	Per event
Ottoman	VG Cultural Center	$200.00	Each per day
Outdoor Concert Sound Package*	Imagination Courtyard	$1,544.00	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 *(equipment rented by City for customer use)*	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	$515.00	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	$412.00	Each per day
VGCC Wedding Ceremony Package*	VG Cultural Center	$1,750.00	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
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 *(School Shows)*	VG Cultural Center	$0.50	Per ticket
Handling Fee *(Produced Shows)*	VG Cultural Center	$1.00	Per ticket
Handling Fee *(Specialty Series)*	VG Cultural Center	$1.50	Per ticket
Handling Fee *(All other Uses & Rentals)*	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
Field Preparation Fee	Epicenter Softball Fields	Actual Costs	Per field
Lighted Sports Venue Fee *(All Community Services Department approved youth sports organizations)*	All Lighted Fields	As determined by the Public Works Services Department	Per field, per hour
Lighted Sports Venue Fees *(all other sports organizations)*	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:

	OFF-PEAK SEASON					PEAK SEASON				
Picnic Shelters	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:

		WEEKDAY AND WEEKEND HOURS					CITY HOLIDAY HOURS				
Time Frame	Rental Deposit	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
No. of Event Attendees	-	*500 or less*	*501-1,999*	*2,000+*	-
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 *(3rd 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 *(1st base)*	25% of total rental fee	$85.00 per hour	$85.00 per hour	$85.00 per hour	50% of Daily Event Rental Rate

SECTION 2: FACILITY USE FEE DESCRIPTIONS AND PROCEDURES

(Section revised: 07/01/2020)

2.1 GENERAL FEES AND CHARGES

2.1.1 Assessment of Fees and Charges:

Base rental fees are calculated according to User Group Classification, day(s) and time(s) of use, and rental space size/type. Based on the type of rental, additional fees may also include: equipment, maintenance, utilities, additional staffing, insurance, permits, and licenses.

Current fees are listed on the Community Services Department Master Fee Schedule. Additional information is also available in the department's Facility Rental Procedure.

2.1.2 Alcohol Use Fee and Deposit:

Alcohol use is permitted at both indoor and outdoor facility rentals, however it is subject to approval by the City. If alcohol use is requested and approved, additional permits/licenses and security are required, as well as an additional rental deposit and an application fee.

For additional information, please refer to the Community Services Department's Alcoholic Beverage Use Procedures and the City' of Rancho Cucamonga's Municipal Code (Code 1980, § 12.04.010; Ord. No. 946 § 3, 2019).

2.1.3 Application Processing Fee:

A non-refundable application processing fee will be applied to every rental request, except those users that are exempt from rental fees as specified in the Facility Reservation Policy. Depending on the type of request, rentals will be charged either the standard application processing fee or the alcohol application processing fee. Rentals will not be charged both application processing fees.

2.1.4 Cancellation / Rescheduling Fees:

Indoor Facility Rentals: In the event the renter requests a cancellation or rescheduling of their rental event after 7 calendar days from the time of the approval of the Permit, a cancellation or rescheduling fee is withheld from any fees paid and/or the rental deposit.

Outdoor Facility Rentals: Not subject to a cancellation or rescheduling fee.

2.1.5 City Staff Fees:

Indoor Facility Rentals: One staff person is included in room rental fees, with the exception of the following room categories: kitchen, theatre, courts, and courtyard (Community Center only).

Outdoor Facility Rentals: Rental fees do not include a staff person.

Additional City Staff: The Community Services Department reserves the right to require additional staffing at any event/activity with the cost being paid by the applicant.

2.1.6 Class and Recreational Activity Fees:

The Community Services Department offers a variety of classes and recreational activities for all age groups. For a list of available classes and activities, as well as related fees, please refer to the Community Services Department website at www.RCpark.com or the most current version of the Grapevine Recreation Guide, the department's quarterly publication.

2.1.7 Equipment Replacement Fee:

An Equipment Replacement Fee will be charged per class or activity registration that will be applied to a fund to repair or replace equipment in Community Services facilities. This fee does not apply to drop-in programs, free programs or facility rentals (both indoors and outdoors).

2.1.8 Insurance Fees:

The Community Services Department may request, at the cost of the applicant, additional liability insurance naming the City of Rancho Cucamonga as additionally insured. Applicants need to provide a Certificate of Insurance in the amount determined by the City's Risk Management Coordinator. Applicants may also need to provide proof of Workers Compensation insurance as well as auto insurance as determined by the City's Risk Management Coordinator. A certificate of liability insurance may be purchased through the City of Rancho Cucamonga.

2.1.9 Non-Resident Fee:

Non-residents of the City of Rancho Cucamonga shall pay a separate fee for each City sponsored class or program, (each team member, each season in sports) payable at the time of registration. One day classes and workshops are exempt.

2.1.10 Overtime Fee:

For rentals that go over in time from their rental contract and/or are requesting an early entry on the day of, a fee will be assessed at a rate of time-and-a-half for both the rental rate and staff costs. Overtime fees will be accessed in 30-minute increments.

2.1.11 Refund Policy (classes and activities):

Community Services Department programs are structured on a cost-covering basis, and fees based upon the market rate of similar programs in nearby jurisdictions.

Classes, workshops, and programs: Refunds and transfers will be issued in full if requested prior to the start of the program. After the start of the program, participants may request a refund before the second program meeting date, minus a program refund fee. After the second program meeting date, no refunds will be issued.

Youth Sports/Pee Wee Sports: Refunds/credits will be issued one month prior to league games. Less than one month prior to league games refunds/credits will be issued minus a program refund fee. After the first league game or Pee Wee practice, no refunds/credits will be issued.

2.1.12 Refund Policy (rentals):

Refunds of facility, park, field, and shelter rental fees (excluding the Application and Cancellation/Rescheduling Fee) will be processed as listed below.

	Days Prior to Scheduled Rental		
	30 or more calendar days	***15 to 29 calendar days***	***Less than 15 calendar days***
Small Medium Large Banquet Kitchen Courts Courtyard	Full refund of rental fees and equipment fees. Full refund of rental deposit*	50% refund of all rental and equipment fees. Full refund of rental deposit*	Full forfeiture of all fees, including rental fees and equipment fees. Full refund of rental deposit*

**All or a portion of the rental deposit may be retained to cover any unpaid fees.*

	Days Prior to Scheduled Rental		
	60 or more calendar days	***30 to 59 calendar days***	***Less than 30 calendar days***
Event Hall (medium) Event Hall (large) Theatre	Full refund of rental fees, equipment fees, and rental deposit.	50% refund of all rental fees and equipment fees. Full refund of rental deposit*	Full forfeiture of all fees, including rental fees and equipment fees. Full refund of rental deposit*

**All or a portion of the rental deposit may be retained to cover any unpaid fees.*

	Days Prior to Scheduled Rental	
	14 or more calendar days	***Less than 14 calendar days***
Sports Fields Park Picnic Shelters Park Special Event Areas	Full refund of rental fees, park maintenance fee, and rental deposit.	Forfeiture of all rental fees and park maintenance fee. Full refund of rental deposit.

	Days Prior to Scheduled Rental
Epicenter Stadium	Per the terms of individual client contracts

2.1.13 Rental Deposits:

A Rental Deposit is charged for all rentals, except those users that are exempt from rental fees, as specified in the facility reservation policy at City facilities. The deposit is refundable if there is no damage to the facility, no overage of time, no remaining balance is due, and the renter has been compliant with the rental policies of the Department. Please refer to the Refund Policy section for additional information.

Additional Rental Deposit: The Community Services Department reserves the right to require an additional deposit depending upon event/rental requirements and the City's liability exposure. An additional damage deposit may also be required by the Public Works Department based on use, as well as wear and tear potential.

2.1.14 Security Fee:

The Community Services Department reserves the right to require security at any event/activity with the cost being paid by the applicant. Security requirements for each rental are determined by the size of the event, nature of the event, impact on the facility, alcohol use, and other factors.

2.1.15 Service Fee:

A non-refundable transaction fee will be charged for each financial transaction processed through the City's Active Net software system. The fee will be charged to all customers registering for fee-based programs or facility rentals. This fee does not apply to free programs, donations, drop-ins, or financial transactions processed through ProVenue, the Box Office's ticketing software.

2.1.16 User Group 2 Classification:

Non-profit organizations that provide a significant service to the community may be eligible to use City facilities under the discounted Group 2 fee classification. Non-profit organizations must be approved by the Community Services Department and events must be in support of the organization's mission.

Non-profit organizations that are not approved to receive facility use under the Group 2 fee classification will be charged the appropriate fees for the group classification criteria under which they qualify.

For additional information, please refer to the Community Service Department's Non-Profit Organization Use of Reservable Spaces – Eligibility Requirements procedure.

2.2 Indoor Facility Rental Fees and Charges

2.2.1 Basic Lighting Package Fee:

The Basic Lighting Package is specific to rentals in Celebration Hall at the Victoria Gardens Cultural Center and is recommended for 2/3 of the room. It is inclusive of 18 Freedom Par uplights, 16 Source 4 Lekos lights, and staff expenses for installation. A custom lighting design package would be recommended for use of the entire event hall or other rooms within the facility.

2.2.2 Basketball Flooring Fee:

The Basketball Flooring Fee is specific to the interior courts at the RC Sports Center. It is inclusive of installation and removal of a floor cover, as well as related staff expenses.

2.2.3 Box Office Fees:

Box Office Services: The City will sell tickets for rental clients. This fee is inclusive of staff costs.

Internet Fees: Fee per ticket order plus extra charges applied by the Department's web host, tickets.com. This fee is based on the price of the ticket.

Ticket Printing Only: This fee is inclusive of a set up charge, cost of ticket paper stock, and printing the ticket.

2.2.4 Central Park Special Event Package Fee:

The Central Park Special Event Package is available for Saturday rental of Rancho Cucamonga Hall, David Dreier Hall, and Mesa Courtyard. An eight (8) hour minimum rental of all three rooms is required. The package is inclusive of tables, chairs, and up to three staff members.

2.2.5 Central Park Wedding Ceremony / Lecture Package Fee:

The Wedding Ceremony / Lecture Package is specific to Mesa Courtyard at Central Park. It includes a one-hour rehearsal or AV check, four hours for the ceremony or lecture, 150 folding chairs, microphone, and PA system.

2.2.6 Customized Monogram Gobo Package Fee:

The Customized Monogram Gobo Package Fee is specific to the Victoria Gardens Cultural Center. It is inclusive of the gobo, customization, lighting instrument, and staff expenses for coordination and installation.

2.2.7 Designated User Group 1 Rental Facilities:

Lions Center East/West and the RC Family Resource Center are the designated rental facilities for Group 1 users.

2.2.8 Disco Ball Package Fee:

The Disco Ball Package Fee is specific to the Victoria Gardens Cultural Center. It is inclusive of the disco ball, motor, and rigging, as well as technician staff expenses.

2.2.9 Front of House Staffing Services Fee:

Front of House Staffing Services are available for rentals of the Lewis Family Playhouse. Staffing includes: one House Manager who directs staff and volunteers, as well as manages overall operations; four Front of House crew members who prepare event equipment (i.e. ticket scanners, radios, flashlights, etc), sell merchandise (if requested), and assist with audience management and conflict resolution; and up to fifteen volunteers who serve as ushers, greet the audience, and direct them to their seats, restrooms, etc.

2.2.10 Indoor Rental Facility and Room Categories:

The Community Services Department has three categories of indoor rental facilities: Neighborhood Center, Community Center, and Specialty Center. Each facility contains room categories determined by square footage and/or available amenities. Facility and room categories are listed below.

	Neighborhood Center	Community Center	Specialty Center
Facility	***Lions Center East / West RC Family Resource Center***	***Central Park RC Sports Center***	***Victoria Gardens Cultural Center Epicenter Stadium***
Small	Aggazzoti, Galleano, Guasti, Opici, Thomas, Virginia Dare	Bear Flat, Big Horn, Chipmunk, Crafts Den, Fox, Gold Ridge, Grizzly Gulch, Raccoon, Timber Mountain	VGCC Conference Room, Dressing Room, Green Room, VGCC Patio (west), VGCC Patio (south)
	Grenache, Muscat	Champions, RCSC Patio	

Medium	Rancho de Philo, San Antonio	Cardio Peak, Clay Creek, Creative Corner, Dance Trail, Game Point	1/3 Celebration Hall, Studio Theatre
	RCFRC Patio, Royalty, Zinfandel North, Zinfandel South	Champions & Patio	n/a
Large	Regina	Alta Loma, Bear Flat & Grizzly Gulch, Cucamonga, Dreier East, Dreier West, Etiwanda, Gold Ridge & Timber Mountain	2/3 Celebration Hall, Mainstreet Lobby
	Grenache & Patio, Mission, Royalty & Patio, Zinfandel North & South	n/a	n/a
Banquet Hall	Brookside & Kitchen	n/a	n/a
	Mission & Zinfandel		
Event Hall *(medium)*	n/a	David Dreier Hall	n/a
Event Hall *(large)*	n/a	Rancho Cucamonga Hall	Celebration Hall
Courtyard	n/a	Mesa Courtyard	Imagination Courtyard
Theatre	n/a	n/a	Lewis Family Playhouse
Kitchen	n/a	Community Center	n/a
Courts	n/a	Exterior, Interior	n/a

2.2.11 Indoor Facility Rental Hours:

Operating Hours Use: Rental usage during weekday Business Operational Hours with regularly scheduled staff. Minimum rental charges may be required.

Extended Hours Use: Rental usage beginning at 5:00 pm on Friday, all day Saturday, all day Sunday, and times prior to and after weekday Business Operational Hours. This excludes Central Park Event Halls on Saturday. Minimum rental charges may be required.

Premium Hours Use: Rental usage of Central Park Event Halls all day Saturday. A six (6) hour minimum rental charge is required.

For additional information, please refer to the Community Services Department's Business and Holiday Facility Operational Hours Procedure.

2.2.12 Marquee Fees:

Rental clients at the Victoria Gardens Cultural Center may pay to use the facility's marquee. There are several options:

- Exclusive use of the marquee during a VGCC rental event. Use is limited to event hours only and cannot exceed 6 hours.
- Intermittent inclusion of one slide in the weekly schedule for a VGCC rental event. This includes the artwork setup fee and can begin up to 3-weeks prior to event date.
- Turn off Marquee during a private courtyard rental event. Use is limited to event hours only and cannot exceed 2 hours.

2.2.13 Outdoor Concert Sound Package Fee:

The Concert Sound Package is available for rentals of the Imagination Courtyard at the Victoria Gardens Cultural Center. It is

inclusive of three hours of rental use, four microphones, four speakers on stands, two monitors, one mixer console, and technician staffing expenses.

2.2.14 RC Sports Center Party Package Fee:

The RC Sports Center Party Package is for up to 12 kids for three hours. It is inclusive of party supplies, use of the Champion Room and patio, use of one court, and one staff member.

2.2.15 Stage Package Fee:

The portable Stage Package is specific to the Victoria Gardens Cultural Center. It is inclusive of 6 stage decks, 24 legs, 3 skirts, stairs, and staff expenses for installation.

2.2.16 Victoria Gardens Cultural Center Wedding Package Fee:

The Wedding Package at the Victoria Gardens Cultural Center can be added to a room rental and includes: white or ivory chiffon backdrop; 130 white chairs; rose petals in the color of your choice; PA System with audio technician; fusion water for all guests; and a bridal room with mirrors, clothing rack, tissues, iPod radio, and fusion water.

2.3 OUTDOOR FACILITY RENTAL FEES AND CHARGES

2.3.1 Epicenter Sports Fields:

The Epicenter Sports complex has three adult softball fields and one regulation Little League field available to rent. Fields are available to rent for 2 hours, 4 hours, or the full day.

When renting the softball fields during evening, weekend, and holiday hours, all three fields must be rented together. Individual field rentals are not permitted during these times periods. The softball field rental fee includes initial field dragging and watering.

2.3.2 Epicenter Sports Field Rental Hours:

Weekday Hours Use: Rental usage Monday thru Friday.

Weekend Hours Use: Rental usage Saturday and Sunday.

City Holiday Hours Use: Rental usage on the following City observed holidays: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving Day, Christmas Eve, Christmas Day, Observed City Facility Closure (December 26-30), and New Year's Eve.

For additional information, please refer to the Community Services Department's Business and Holiday Facility Operating Hours Policy.

2.3.3 Filming in City Parks:

Filming for commercial / business purposes in neighborhood and community parks is approved based upon availability of park

space and requires a Film Permit. It may require a Temporary Use Permit and any applicable fees or staff costs for City services. Film Permit application processes and fees are subject to the Planning Department's criteria and fees.

2.3.4 Lighted Sports Venue Fee:

In December of 2015, City Council approved to have all users pay for use of lights at City sports facilities, including sports fields, tennis courts, and equestrian bullpens. The City's "Lights on Sites" Sports Lighting System is a web-based software that allows users to pay via a smartphone or tablet.

All Community Services Department approved non-profit youth sports organizations will pay a reduced light fee for sports fields. All other sports field organizations will pay light fees in full. Lighting fees are determined by Public Works.

2.3.5 Moon Bounce / Inflatable House / Specialized Entertainment Equipment Fee:

A daily fee will be charged for bouncers and specialized entertainment equipment setup as part of a park rental.

2.3.6 Park Maintenance Fee:

A Park Maintenance Fee is charged for the use of park shelters, pavilions, special event areas, and sports fields. The purpose of this fee is to offset operational costs for the specific rental site, including personnel, maintenance, and utilities.

100% of revenue will be deposited into and directly offset costs in the special district where the use occurs. The fee is due at the time of the rental transaction.

2.3.7 Park Picnic Shelters:

The Community Services Department has two categories of park picnic shelters available for rent: small and large. Each category is determined by the shelter's capacity. Shelters are available for rent in 3-hour blocks or for the full day. Park and shelter categories are listed below.

	Small Picnic Shelter	Medium Picnic Shelter	Large Picnic Shelter
Capacity	***0-25 people***	***26-49 people***	***50+ people***
Park Name	Beryl Park West Coyote Canyon Park Day Creek Park Etiwanda Creek Park Garcia Park Golden Oak Park Hermosa Park Milliken Park	n/a	Day Creek Park Heritage Park Mountain View Park Red Hill Park Victoria Arbors Park
Rental Blocks	3 Hour: 8:00 a.m. – 11:00 a.m. OR 12:00 p.m. – 3:00 p.m. OR 4:00 p.m. – 7:00 p.m. All Day: 8:00 a.m. – 7:00 p.m.		

2.3.8 Peak / Off-Peak Season Fee:

Park reservation rates vary between Peak Season and Off-Peak Season. Peak Season begins on Memorial Day and ends after Labor Day each calendar year. Off-Peak Season begins the day after Labor Day and ends the day before Memorial Day the next calendar year.

2.3.9 Sidewalk Vending Permit and Fee:

Sidewalk vending requires a valid permit and fee. Sidewalk vending is defined as a person who sells food or merchandise from a pushcart, stand, display, pedal-driven cart, wagon, showcase, rack, or other nonmotorized conveyance, or from one's person, upon a public sidewalk or other pedestrian path. Sidewalk vendors shall not commence any sale within 50 feet of any playground, athletic court, athletic field, recreational equipment, water feature, cycling trail, picnic table, restroom facility or permanent structure subject to reservation by the public.

For additional information, please refer to the City's Sidewalk Vending Ordinance (Ord. No. 946, § 1, 2019). The Sidewalk Vending Permit application process and fees are subject to the Finance Department's criteria and fees.

2.3.10 Snack Bar Fee:

Non-profit groups bringing in snack bars (i.e. trailers, canopies, easy-ups) will be charged a daily permit fee. Community Services Department approved sports groups are exempt.

For additional information, please refer to the Community Services Department's Park Sales Permit Procedures.

2.3.11 Special Event Areas:

Special Event Areas are located at various parks, as listed below. A 2 hour minimum rental is required for use.

	Event Area	Required Co-Rental	Non-Event Area
Red Hill Community Park	Amphitheater, adjacent grass covered bowl area and picnic shelters.	Requires rental of shelters D & E.	Event area *does not* include: lake, restrooms, playground or open park space immediately surrounding the lake.
Heritage Community Park	Picnic shelters and grass bowl area adjacent to the east and south of the shelters. Perimeter defined by property edges to the east and south; sports field border to the west; park entry to the north.	Requires rental of shelters A & B.	Event area *does not* include: playground, sports fields, Equestrian Center or equestrian trail.
Central Park	Large elliptical grass area northeast of the Senior/Community Center and immediately adjacent grass areas.	n/a	Event area *does not* include: playground or pavilion.
Central Park Bridge	Bridge southeast of the Senior/Community Center and immediately adjacent to the grass areas.	n/a	n/a
Central Park Pavilion	Pavilion located northwest of the Senior/Community Center.	n/a	Event area *does not* include: playground or grass areas northeast of the Senior/Community Center.
Pacific Electric Trail (PET) Staging Area	Area adjacent to the PET at Central Park immediately north of the Senior/Community Center.	n/a	Event area *does not* include: exclusive use of the trail.

2.3.12 Tournament Vendor Fee:

A maximum of four vendors are permitted per tournament at the Epicenter sports fields. Vendors are required to submit a Vendor Application and to pay vendor fee. Vendors must also obtain a valid City Business License and provide a $1 million liability insurance policy. In addition, vendors selling food must obtain a Temporary Food Facility (TFF) permit from the County of San Bernardino.

For additional information, please refer to the Community Service Department's RC Epicenter Sports Complex Vendor Policies and Procedures.

2.4 EPICENTER SPORTS COMPLEX RENTAL FEES AND CHARGES (EXCLUDING SPORTS FIELDS)

2.4.1 Filming and Photography Rental Fees:

Filming at the Epicenter Sports Complex is subject to approval by the Community Services Department, as well as availability of the space as listed in Rental Availability (Section 1.4.3). Depending on the scope of filming, additional conditions, approvals, and permits may be required.

2.4.2 Move-In / Move-Out Day Fees:

A reduced rate will be applied to the rental rate for move-in and move-out days. This rate pertains to the Epicenter Stadium, parking lots, and special event area only. This rate does NOT apply to sports field rentals.

2.4.3 Rental Availability:

LoanMart Field at the Epicenter Stadium is home to the Rancho Cucamonga Quakes Minor League Baseball team. As a result, rentals at the Epicenter are subject to the Quakes season and contract terms, as well the facility's annual maintenance schedule.

2.4.4 Special Events Expenses:

Applicant is required to pay all event related expenses including personnel, equipment and materials and other related costs. In some instances, events at the Epicenter may incur additional fees that are assessed separately by the San Bernardino County Sheriff's Department, Building and Safety, Public Works, Planning, and the Fire District for security services, staffing, inspections, and/or permits.

SECTION 3: COMMUNITY SERVICES DEPARTMENT STAFFING FEES

(Section revised: 12/18/2019)

3.1 PART TIME CLASSIFICATIONS

Staff Title	Salary Step* (top)		Fringe Benefit Rate (FY 2019-20)		Fully Burdened Hourly Rate *(rounded)*
Box Office Assistant	$13.81	x	22.47%	=	$17.00
Community Services Specialist	$18.62	x	22.47%	=	$23.00
Park Ranger	$18.80	x	22.47%	=	$24.00
Playschool Instructor	$15.33	x	22.47%	=	$19.00
Recreation Leader I	$13.00	x	22.47%	=	$16.00
Recreation Leader II	$13.81	x	22.47%	=	$17.00
Theatre Technician I	$15.33	x	22.47%	=	$19.00
Theatre Technician II	$20.78	x	22.47%	=	$26.00

**As approved by City Council through the biannual adoption of salary resolutions for those classifications employed by the City of Rancho Cucamonga.*

3.2 FULL TIME CLASSIFICATIONS

Staff Title	Salary Step* (top)		Fringe Benefit Rate (FY 2019-20)		Fully Burdened Hourly Rate *(rounded)*
Administrative Assistant	$23.07	x	48%	=	$35.00
Artistic Producer (Mainstreet Theatre)	$34.55	x	48%	=	$52.00
Box Office Coordinator	$34.55	x	48%	=	$52.00
Community Affairs Coordinator	$34.55	x	48%	=	$52.00
Community Affairs Senior Coordinator	$40.13	x	48%	=	$60.00
Community Affairs Technician	$32.38	x	48%	=	$48.00
Community Services Coordinator	$34.55	x	48%	=	$52.00
Community Services Manager	$45.68	x	48%	=	$68.00
Community Services Superintendent	$53.05	x	48%	=	$79.00
Community Services Supervisor	$40.13	x	48%	=	$60.00
Community Services Technician	$32.38	x	48%	=	$48.00
Cultural Center Manager	$53.05	x	48%	=	$79.00
Deputy Director of Community Services	$69.46	x	48%	=	$103.00
Director of Community Services	$85.24	x	48%	=	$126.00
Event & Rental Services Coordinator	$34.55	x	48%	=	$52.00
Executive Assistant I	$30.35	x	48%	=	$45.00
Front of House Coordinator	$34.55	x	48%	=	$52.00
Management Aide	$32.87	x	48%	=	$49.00
Management Analyst I	$38.18	x	48%	=	$57.00
Management Analyst II	$43.89	x	48%	=	$65.00
Patron & Events Supervisor	$40.13	x	48%	=	$60.00
Theater Production Supervisor	$40.13	x	48%	=	$60.00
Theatre Technician III	$30.20	x	48%	=	$45.00

**As approved by City Council through the biannual adoption of salary resolutions for those classifications employed by the City of Rancho Cucamonga.*

NOTE: Staff fees listed above are specific to the Community Services Department. Please refer to other City departments for their current staff fees.