CITY OF WEST COVINA - CSD
Schedule of Fees and Service Charges
Effective 7-01-2011
Resolution # 2011-40

	A	B	C
1	WCMC Chapter 2, Art.IX, Sec 2-409		
2		**Regulation, Product or Service**	**Adopted Fee Schedule effective 7-01-2011 (Reso # 2011-40)**
3			
4	**III. LEISURE AND CULTURAL SERVICES**		
5		Criteria for determining Resident and Non-resident fees for program activities and classes.	Residents get a 10% discount from the regular rates at any facility not funded from a source that prohibits discounts (i.e. State & County Park bond funds. **Currently, the only facility that can use discounted rates is the Civic Center.** In the event alcohol is served, it is the user's responsibility to obtain required police services directly from the Police Department.
6		Defining the term "resident" for purposes of these fees.	Definition of a "resident". Under the Department's schedule of fees, a "Resident" would meet one or more of the following critiera:
7			1. Permanent place of residence address is within the incorporated city limits of West Covina
8			2. 70% or more of a team's roster shall reside within the city limits of West Covina, to qualify for the "resident" rate when a fee is team-based.
10		**Fee Waivers and Discounts**	a) Fee waivers are not permitted on facility rentals between the peak hours of Friday at 5:00 p.m. through Sunday at 10:00 p.m. This policy applies to facility rentals only. Park fee waivers will still be available with City Manager or City Council approval. b) The only site which allows for a discount of 25% off the facility reservation rates is the West Covina Civic Center. The discount for this facility can only be granted to West Covina non-profit groups that provide 501c(3) or 501c(4) documentation.
11			c) Periodically staff may operate a Program discount or "sale" on registration fees, drop in fees, or other associated fees in order to spark interest in a program and generate a larger degree of long-term participation. Program Discounts are temporary and must be open to the entire public for an identified period of time and cannot be offered on an individual basis. Additionally, Program discounts must be approved in advance by the City Manager prior to implementation.
12			d) The Facility Rental Discount Rate allows staff to negotiate a reduced rental rate (not to exceed 25% off the original amount), in order to increase the potential to rent under-utilized blocks of time. All discounts must have approval of the Department Head or the City Manager.

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13		Activity Refund fee	There will be an activity refund fee of $5 regardless of residency.
14		Impound Fee	Impound fees were approved by the City Council on 3-1-2005, Resolution # 2005-10.
15			$30 impound fee for the release of personal property confiscated pursuant to WCMC Section 16-53.
16	S-103	Youth Sports Programs	$50.00 10% discount for residents if held at the Civic Center.
17	S-104	Adult Contract Classes	Negotiated rate of 60/40 to 80/20 split with instructor after $2 registration fee.
18	S-105	Senior Contract Recreation Classes	
19	S-105	Senior Computer Lab	Negotiated rate of 60/40 to 80/20 split with instructor after $2 registration fee.
20	S-105	Senior classes	Negotiated rate of 60/40 to 80/20 split with instructor after $2 registration fee.
21	S-106	Youth City Recreation Classes / Special Events	Negotiated rate of 60/40 to 80/20 split with instructor after $2 registration fee.
22	(S-107)	Recreation Prop A Excursions	Not applicable. Not a fee-based program.
23	(S-108)	Senior Prop A Excursions	Not applicable. Not a fee-based program.
24	S-109	**Day Care Programs / Sports Camp**	
25		(Palm View, California, Wescove, Vine, Orangewood)	
26		Annual day care fee for day care participants	$15 per participant
27		Standardized rates among day care facilities	
28		Grades K - 6th:	
29		Morning Care - Weekly	$25.00 per week
30		Morning Care - Daily	$6.00 per day
31		Afternoon Care - Weekly	$65.00 per week
32		Afternoon Care - Daily	$20.00 per day
33		Full Day - Weekly	$81.00 per week
34		Full Day Care - Daily	$23.00 per day
35		School break care -- Daily	$25.00 per day
36		School break care -- Weekly	$88.00 per week
37		Hourly Rate - Day Care	Hourly rate no longer available.
38		Late Pick-Up Fee (After 6 p.m.)	$1 per minute
39	S-110	Tiny Tots Program	
40		Tiny Tots	$9.00 per day

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2		**Regulation, Product or Service**	**Adopted Fee Schedule effective 7-01-2011 (Reso # 2011-40)**
41		Tiny Tots -- Supply Fee	$5.00 per session
42	S-111	Pre-School Program	
43			
44		Palm View Pre-School Program	Approved by Council under Resolution # 2011-10, effective 2-16-2011
45			
46		Registration Fee (Annual)	$20 per year
47		Part-Time (less than 20 hours) :	
48		Daily	$25 per day
49		Weekly	$105 per week
50		Full-Time (20 hours or more) :	
51		Daily	$35 per day
52		Weekly	$120 per week
53			
54	S-112--	**City Provided Special Events 25% recovery per WCMC**	Booth space 10' x 10' = $40.00. Residents get a 10% discount for events at City Hall.
55			Table = $6.00 each
56			Chairs: $1.00 each
57		Special Events	
58		July 4th Entry Fee	$1.00 per person
59		Winterfest	Unlimited use of Sled Run: $5.00 per wristband
60		Showmobile	$1,000 per use. For any non-profit, reduced rate of $ 425 per use. This administrative policy was approved by the City Manager on 8-31-2009.
61	S-113--	**Senior Special Events** **75% recovery per WCMC**	
62		Vendor table - during program hours	$75 per table
63		Vendor table - after-hours (Senior expo, fundraising events, etc.)	$175 per table
64		Vendor-sponsored events during program hours	$300 per event
65		Vendor advertisements in Voice Newsletter	$35 to $75 depending on size
66	S-114	Senior Travel / Trips	Rates vary depending upon the cost of the destination.
67	S-115--	Senior Meals Program 50% recovery per WCMC	
68		Senior meals	Suggested donation of $2 per meal
69	S-116--	Recreation Programs for Persons with Disabilities 50% recovery per WCMC	Classes offered based on approval of supplemental budget request.
70	S-117	**Swimming Lessons**	
71		Group class -- per child	$31.50

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72		Semi-private classes -- per child	$60.00
73		Private classes -- per child	$80.00
74		Swim Team	$48 per month (April and May) $65 per month (June to August)
75	S-118	Recreational Swimming	
76		Seniors and Kids Under 18 (per person)	$1.50
77		Adults (per person)	$2.50
78		Family summer pass (up to 4 family members)	$80.00
79	S-119--	Handicap Recreation Swimming 10% recovery per WCMC	$1.25 per person
80	S-120	Adult Lap Swimming Program 75% recovery per WCMC	$3.00
81	S-121	**Facility Rentals**	
82	S-121	Non-profit organizations	For Civic Center location only (State and County Grants do not allow discounts at facilities they were used for) -- 25% discount on facility reservation rates for West Covina non-profit organizations that can provide documentation--- 501c (3) or 501 c(4). Fee waivers are not permitted on facility rentals between the peak hours of Friday at 5:00 p.m. through Sunday at 10:00 p.m. This policy applies to facility rentals only. Park fee waivers will still be available with City Manager or City Council approval.
83		Staffing Fee for Facility User Supervision This regulation will be enforced upon any repeat user of City facilities that fails to properly supervise its spectators, visitors and players, resulting in three complaints logged against them due to vandalism of, inappropriate actions at, or creating an unsafe environment. The hourly fee will be required to cover the cost of staffing that will assist in the supervision of users.	$13.00 per hour 1st violation (three complaints): 15 days of staffing required for facility rentals following the third complaint. 2nd Violation (three additional complaints): 30 days of staffing required for facility rentals following the sixth complaint. 3rd Violation (three additional complaints): Possible denial of facility usage.
84		Facility rental application fee - Cameron Community Center, Senior Center, and Shadow Oak Community Center.	$72 per hour of staff time

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85		Facility rental change/amendment fee	$72 per hour of staff time; $144 deposit required
86		Park Special use permit	$45 non-refundable filing fee plus $72 per hour of staff time; $144 deposit required
87	S-121	**MAVERICK FIELD**	
88		Ball Field	$19.00 per hour
89		Lights	$11.75 per hour regardless of residency
90		Snack bar	$11.75 per game
91		Refiundable security deposit	$163
92		Staff Time	$13.00 per hour
93	S-121	**OTHER CITY PARKS / BALLFIELDS:***	
94		Ball Field	$13.00 per hour
95		Lights	$11.75 per hour regardless of residency
96		Refiundable security deposit	$163
97		Staff Time	$13.00 per hour
98	S-121	Sports Council	*SPORTS COUNCIL MEMBER youth teams are exempt based on in-kind maintenance services they provide throughout the year.
99	S-121	**Civic Center Courtyard Rental**	
100		Resident - 4 hour minimum	$100 for every 4 hours or fraction thereof
101		Non-resident - 4 hour minimum	$125 for every 4 hours or fraction thereof
102		Security deposit	$100
103		Staff	$13 per hour
104	S-121	**SENIOR CENTER**	
105		Resident (hourly)	revised-- see below
106		Non-resident (hourly)	revised-- see below
107		Standard (hourly)	$120.00 Per Hour.
108		Refundable Security Deposit	$163
109		Staff time	$13.00 per hour.
110		Patio rental	
111		Resident, per hour	revised-- see below
112		Non-resident, per hour	revised-- see below
113		Standard (hourly)	$50.00 per hour
114		Classroom rental	
115		Resident	revised-- see below
116		Non-resident	revised-- see below
117		Standard (hourly)	$27 per hour
119		Cleaning Fee	$210 cleaning fee
120		Table	$2.00
121		Chair	$1.00
122		Liability insurance	Actual cost of liability insurance
123	S-121	**SHADOW OAK**	
124		Mt Sac- administered Parent & Me Class	$14.50 per hour

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125		General facility -residents	
126		General facility - non-residents	
127		Standard (hourly)	$98.00 per hour
128		Security deposit	$163
129		Staff	$13.00 per hour
130		Kitchen Use	$40 per hour
131		Cleaning Fee	$170 cleaning fee
132		Police officer (if serving alcohol)	Actual cost of police personnel. It is the user's reponsibility to make prior arrangement directly with the Police Department.
133		Table	$2.00
134		Chair	$1.00
135		Liability insurance	Actual cost of liability insurance
136		Stage	$50 per usage
137		Rooms A-D	$50 per room per usage with a main hall rental, or $24 per hour per room as a stand alone rental.
138	S-121	**RIDGE RIDER ARENAS****	
139		Small arena (minimum 2 hours)	
140		Show arena (minimum 2 hours)	
141		Small arena	"Small arena" has been changed to "Arena 2". See below.
142		Arena 2 Fee	$11.50 per hour
143		Arena 3 Fee	$31.25 per hour
144		Show arena	$250.00 per day
145		Pipe Corrals	$11.50 per corral per day
146		Arena Field Grooming	$75.00 per occurrence
147		Security Deposit	$163
148		Staff	$13.00 per hour
149		Show Arena Set Up: 1/2 Day	$125 per use
150		Show Arena Cleaning Fee	$150.00; refundable, based on the cleanliness of the site upon completion of the event.
151			**Security, chemical toilets, trash receptacle services may be required at participant's expense.
152			
153	S-121	**EQUESTRIAN SHOW JUMPS**	
154	S-121	**Equestrian Show Jumps Usage Fee** Rental fee for usage of Show Jumps during equestrian center events/rentals.	$150 per day
155	S-121	**Equestrian Show Jumps Re-Stocking Fee** Fee if clients fail to return jumps to the interior area fencing near the storage shed at the conclusion of their usage.	$100
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2		**Regulation, Product or Service**	**Adopted Fee Schedule effective 7-01-2011 (Reso # 2011-40)**
159	S-121	**CAMERON PARK COMMUNITY CENTER**	
160			Approved by Council under Resolution # 2011-10, effective 2-16-2011
161		Adult Gym Drop-In (per person)	$1 Monday - Friday (regardless of residency)
162			$2 Weekends/Holidays (regardless of residency)
163			$0 Weekday, Seniors 55+ (regardless of residency)
164			
165		Adult Basketball League (per team)	$340
166		Adult Volleyball League (per team)	$150
167		Gym rental /hour -- FULL COURT	$61
168		Gym rental per hour -- HALF COURT	$31
169		Scoreboard rental fee - per day	$22
170		Room A and Room B rental, per hour	$64
171		Room A or Room B rental, per hour	$41
172		Game room rental, per hour	$64
173		Patio rental, per hour	$41
174		Kitchen rental, flat fee	$40 per use
175		Cleaning fee	$170
176		Refundable security deposit	$163
177		Table	$2.00
178		Chair	$1.00
179		Staff	$13.00 per hour
180		**PARTY PACKAGE**	
181		(Rental of Multi-purpose room with tables and chairs; staff time; supplies)	
182		3-hour party, up to 50 guests	$300
183		3-hour party, 50 to 100 guests	$400
184			
185		**ENTERTAINMENT PACKAGE**	
186		(Staff to provide organized activity during party rental .)	
187		45-minute organized activity	$60
188		Three organized activities	$120
189			
190			
191		**MEMORIES PACKAGES**	
192		(Staff to take pictures of party and provide a CD with a slide show at the end of the event.)	
193		CD and Slide show	$40
194		CD, slide show and prints of pictures	$60
195	S-121	**MUNICIPAL POOL RENTAL FEES:**	
196		Rental	$60 per hour
197		Barbecue rental (optional)	$29.50
198		Lifeguards - Minimum of 2 guards per pool party. Total number of lifeguards is contingent upon the size of the pool party.	$17 per hour per lifeguard; minimum of 2 lifeguards.
199		Refundable security deposit	$180

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2		**Regulation, Product or Service**	**Adopted Fee Schedule effective 7-01-2011 (Reso # 2011-40)**
200	S-121	**SKATE PARK RENTAL**	
201		Resident, per hour	
202		Non-resident, per hour	
203		Standard (hourly)	$64
204		Staff Time	$13.00 per hour
205		Skate Park Impound fee	$30
206	S-121	Outdoor Basketball Court Rental (NEW)	$8.00 per hour per court
207			
208			
209	S-121	**FILMING FEE**	$300 per day
210			Daily fee for short term filming and photography. This fee covers cost involved to coordinate details with vendor, schedule on-site walk-through, notify the Police Department, Maintenance, City Manager and Council regarding intended use. This will also account for the time necessary to re-book/adjust the schedules of park users if accomodations are necessary for short term filming/photography.
211			
212			
213	S-122	Mt. SAC Recreation Classes	See Shadow Oak Center, S-121.
214	S-123	YMCA Provided Classes	No longer done by City.
215	S-123.1	**Park Reservation Program**	
216			No discounts apply . Fee waivers are not permitted on facility rentals between the peak hours of Friday at 5:00 p.m. through Sunday at 10:00 p.m. This policy applies to facility rentals only. Park fee waivers will still be available with City Manager or City Council approval.
217		**City Parks:**	
218		Groups of 100 or more:	No Longer Applicable
219		Galster Park Camping Fee	
220		Rates are the same whether resident or non-resident.	
221		Reservation fee	
222		General public	$10
223		Non-profit (25% discount)	$7
224		Camping fee (per night)	
225		General public	$40
226		Non-profit (25% discount)	$30
227		Cleaning deposit (refundable)	
228		Cleaning Fee	$50
229		Key Deposit	$25.00 refundable
230		Tennis Court Reservation Fee	$8.00 per hour per court
231		Small Gazebo Rental Fee	$50.00 per usage
232		Large Gazebo Rental Fee	$100.00 per usage

	A	B	C
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233		Refundable Gazebo Security Deposit	$100.00
234		Staff Time	$13.00 per hour
235		Moon Bounce Permit Fee	$20
236		(Fee to issue permits for clients that request moon bouncers when they rent a picnic pavilion.)	
237	S-123.2	**Adult Sports**	
238		3-on 3 Basketball	See Cameron Comm. Center, S -121
239		5- on-5 Basketball	See Cameron Comm. Center, S -121
240		Softball	Not applicable
241	S-123.3	**Community Transit Program**	
242		Dial-A-Ride one-way fare	
243		Personal care assistants; children under 5	Free
244		All others	$0.50
245		Go West one-way fare	
246		Children under 5	Free
247		All others	$0.50
248			
249	S-123.4	**Sports Council** Because Sports Council leagues do not pay for athletic fields, lights or gym usage, there is currently no consequence for non-compliance. A fine penalizing leagues that fail to comply provides a method for securing the required documentation.	
250	S-123.4	Sports Council - Guidelines and fines regarding required documentation for facility use	Refundable deposit - $500 Staff will notify the League in writing if there is a missed deadline, with a 30-day allowance to comply. If compliance is not met within this 30 days, the league will be assessed the fine plus 20%. An additional 20% is accrued for each additional 30 days not in compliance.
251		Sports Council - Guidelines and fines regarding required documentation for facility use (continued)	Fine/penalty for missing facility use required documentation deadline: $100 - Facility Use application $ 75 - Board of Directors Roster $ 25 - Master Calendar of Events $100 - Proof of Non-profit Status $250 - League Deposit $ 25 - League By-Laws $250 - Liability Insurance $100 - League Schedule of Play $100 - League Rosters $250 - AB2404 Gender Equity Information Sheet

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2		**Regulation, Product or Service**	**Adopted Fee Schedule effective 7-01-2011 (Reso # 2011-40)**
252		Sports Council - Guidelines and fines regarding required documentation for facility use (continued)	Other fines/penalties: Damage to City property - $500 minimum, plus additional fees based on the value of damage Brokering a City field to another use - $500 Making unauthorized changes or altering City property - $500 Unauthorized use of athletic lighting - $500 Submitting falsified documents - $500 No show to reserved playing area - Fine equivalent to the cost of reserved usage per fee schedule
253			