

Recreation Division Facility Fee
Revised 08.03.15

FACILITY/FIELD RENTALS

Rental Fees	City/Gov't		Non-Profit†		Private	
	Res*	Non-Res	Res*	Non-Res	Res*	Non-Res
Maple Hall-Includes Kitchen (per hour)±	No Charge		\$50.00	\$60.00	\$160.00	\$180.00
Madiera Room (per hour)±	No Charge		\$30.00	\$40.00	\$50.00	\$70.00
Church Lane Senior Center (per hour)±	No Charge		\$50.00	\$60.00	\$160.00	\$180.00
Davis Park Senior Center (per hour)±	No Charge		\$30.00	\$40.00	\$50.00	\$60.00
Davis Park Multi-Purpose Room (per hour)±	No Charge		\$40.00	\$50.00	\$60.00	\$70.00
Wanlass Park Community Room (per hour)±	No Charge		\$40.00	\$50.00	\$70.00	\$80.00
San Pablo Community Center (SPCC)	Res*	Non-Res	Res*	Non-Res	Res*	Non-Res
Community Hall-Includes Kitchen (per hour)±	No Charge		\$100.00	\$120.00	\$160.00	\$180.00
Community Room-West (per hour)±	No Charge		\$65.00	\$70.00	\$85.00	\$95.00
Community Room-East (per hour)±	No Charge		\$65.00	\$70.00	\$85.00	\$95.00
Activity Room 2 (per hour)±	No Charge		\$45.00	\$55.00	\$65.00	\$70.00
Commercial Kitchen (per hour)±	No Charge		\$25.00	\$30.00	\$35.00	\$40.00
Teen Lounge (per hour)±	No Charge		\$55.00	\$60.00	\$70.00	\$75.00
Media Lab-With Teen Lounge Rental Only (per hour)±	No Charge		\$20.00	\$30.00	\$40.00	\$50.00
Sports Fields	Res*	Non-Res	Res*	Non-Res	Res*	Non-Res
El Portal Sport Field (per hour)	No Charge		\$10.00	\$15.00	\$25.00	\$30.00
Davis Park Sport Field (per hour)	No Charge		\$10.00	\$15.00	\$25.00	\$30.00
Rumrill Sports Park	Res*	Non-Res	Res*	Non-Res	Res*	Non-Res
Field 1, 2, or 3-Youth League (hourly rate per field)◇	No Charge		\$15.00	\$20.00	\$20.00	\$25.00
Field 1, 2, or 3-Adult League (hourly rate per field)◇	No Charge		\$35.00	\$40.00	\$40.00	\$45.00
Banner (per month, per spot)	N/A	N/A	\$65.00	\$75.00	\$85.00	\$100.00
Vendor Kiosk (per month, per kiosk)	N/A	N/A	\$775.00	\$775.00	\$775.00	\$775.00

Additional Fees	City/Gov't		Non-Profit		Private	
	Res*	Non-Res	Res*	Non-Res	Res*	Non-Res
Deposit for facilities and fields (refundable)+	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00
City Hall Plaza Deposit-With Maple Hall Only (refundable)+	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00
Key Deposit for sport fields only (refundable)+	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00
AV equipment rental per event	No Charge		\$75.00	\$75.00	\$75.00	\$75.00
Insurance+	Varies - Individual renter is responsible for providing insurance in the amount of \$2 million naming the City as additionally insured.					
Alcohol Beverage Fee (non-refundable)+	\$50	\$50	\$50	\$50	\$50	\$50
Application Fee (non-refundable)+	\$15	\$15	\$15	\$15	\$15	\$15
Unscheduled Rental Time (calc. in 1 hour increments)+	Base Hourly Fee + \$20/hr.					
Insufficient Funds+	\$20	\$20	\$20	\$20	\$20	\$20
Fountain Debris Damage (post event)+	\$250	\$250	\$250	\$250	\$250	\$250

Security Fees	SPCC	City Hall	Park Facilities
Required for teen events, high attendance and/or alcohol	\$75	\$75	\$50

Key

*Must reside within San Pablo City limits, and provide proof of residency or business location at time of reservation
+Not eligible for fee waiver
±Hourly facility rental fees include one Building Attendant @ \$20/hour - This portion of fee is not eligible for a fee waiver
◇Rumrill Sports Park Field 3 is not eligible for any fee waiver - requests will not be accepted by staff

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USER DEFINITIONS

City/Government (Public Meetings) - Public meetings co-sponsored by the City of San Pablo and held by elected representatives serving the San Pablo area, local election candidate forums hosted by a non-profit organization, polling and/or trainings offered by the local Registrar of Voters, meetings offered by the WCCUSD or public meetings by other governmental agencies that serve San Pablo residents. Qualifying events must provide a benefit to the community, so great that it justifies the in-kind donation of City of San Pablo staff time and resources. In addition, events may be advertised in city publications and websites. Applications for events that are not freely open to the public, specifically San Pablo residents will not be considered. The WCCUSD is eligible dependent on current Joint Use Agreement.

Non-Profit*** - Programs and activities for which there is minimal or no entry fee for participation or attendance offered by local non-profit organizations (San Pablo schools, churches, youth groups, clubs, sports leagues, service groups and organizations), as well as City Hall tenants, events sponsored by/for WCCUSD groups, meetings or trainings by District or other governmental agencies that are not open to the public, and fundraising events supporting City programs or San Pablo public schools. Please note that hourly facility rental fees include one Building Attendant @ \$20/hour, which is not eligible for fee waiver. Any party requesting a fee waiver must submit application and all supporting documents 60 days prior to the event date. Proof of current Non-Profit 501 (c 3) certification form issued by the State of California

Private - Private meetings, groups, parties, banquets, and social events (such as wedding receptions, anniversary or birthday parties, cultural events, etc.) for which there are no entry fees for participation or attendance, as well as fundraisers or events involving an entry fee sponsored by non-profit organizations (where a limited number of tickets are sold in advance). Private, business or commercial meetings, seminars, parties, auctions, fundraisers or other events where an entry fee is collected/charged or funds are raised.

***To qualify for non-profit status rates, customers must provide a copy of their letter of non-profit status from the CA Secretary of State's office with their non-profit ID number indicated and must pay with an organization check or charge card. Organization name on letter of non-profit status, check/charge card, and permit must all be in the same name.