



THE CITY OF SAN DIEGO

M E M O R A N D U M

DATE: September 30, 2022

TO: Parks and Recreation Department Staff

FROM: Andy Field, Director, Parks and Recreation Department

SUBJECT: Fiscal Year 2023 Department Fee Schedule Updates

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In 2019, the Department retained a consultant to review the 2015 cost of service study and provide updates for fees that may be regulated by Proposition 26 (P26), which amended Section 1 of Article XIII C of the California Constitution. In January 2021, the Parks and Recreation Fee Committee completed a review of all fees and provided recommendations for changes to the Fee Schedule, which the City Council approved on February 14, 2022.

Adopted fee schedule changes include:

- Restructuring and simplification of the Department's fee schedule to eliminate duplication of information
- Clarification of rules and processes associated with fees and permits
- Implementation of a new Opportunity Fund Fee (OFF) applied to building and park facility rental or use
- Increase of 10.8% for most fees to match Consumer Price Index (CPI) increases between 2015 and 2019
- Restructuring of sports leagues and sport facility rentals fees, including elimination of certain fees in this category

This memorandum provides an update on implementation of the new fee schedule and clarification on key areas, including the development and use of the Opportunity Fund and how to calculate fees for sports leagues and adult nonprofit organizations.

**Opportunity Fund Development**

In accordance with the Parks Master Plan, the Department is identifying new ways to provide equitable programs. The revised fee schedule includes the fee to contribute to the Opportunity Fund, which is a mechanism to increase recreation opportunities in communities of concern as identified in the Climate Equity Index.

The new OFF is applied to permitted events, facility use by sports leagues, room and pool rentals, and ongoing recreation-based business operations by commercial and non-profit entities. These fees are applied in addition to applicable park use and facility rental fees. The Opportunity Fund will help the Department to offer equity-based recreation programs focusing on communities of concern.

Staff is developing a formal policy for managing this new fund and plans public input workshops via the Park and Recreation Board over the fall months and presented to City Council in the winter for consideration. Some preliminary concepts for this proposed policy include:

- Opportunity Fund proceeds would transfer into each Recreation Council Fund (RCF) located in communities of concern as defined by the Climate Equity Index
- As noted in the Recreation Equity Audit, staff should conduct a needs assessment for recreation programming for each community of concern; completion of this is dependent upon availability of resources
- As community needs data becomes available and staff receives feedback from each Community Recreation Group (CRG), each Recreation Center Director will prepare preliminary program proposals that can be funded by the Opportunity Fund and supported by the CRG
- The Recreation Services Program Manager will consolidate all requests for the Opportunity Fund each fall and determine whether requests can be accommodated within anticipated fund revenue
- The Department will create a diverse Program Evaluation Committee to include job classifications such as Recreation Specialists and Management Analysts
- Through the workshop process, the Department will create an objective scoring process that can help determine which proposals may be funded. Potential scoring criteria may include:
  - Available room at the site to conduct the program
  - Uniqueness of program as compared to existing programs at the site
  - Demand by the community for the program
  - Target service group served by the program (youth, seniors, therapeutic recreation, etc.)
  - Number of participants served by the program
  - Uniqueness of program to avoid duplication of similar programs in adjacent recreation centers

### **Updates to Department Fee Schedule**

After receiving valuable input from permitted user groups, the Department reevaluated the changes to the Fee Schedule to minimize the overall financial impact to non-profit organizations (Attachment A). Updates are outlined as follows:

1. **League Fees**
  - a. Removal of “*in-season*” league play and “*maximum 18-week*” season. All leagues will be assessed Team Fees and the Opportunity Fund Fee (OFF) based on a season of play, not to exceed 26 weeks as recognized in the previous Fee

- Schedule. Hourly rates will remain for non-season activities such as tournaments, fundraisers, clinics, and camps.
- b. Leagues may operate outside of their priority season at the league rates (Team Fee and OFF) based on field availability and seasonal priorities as defined in the Fee Schedule.
  - c. Youth leagues are not required to pay for lights prior to 6:00 p.m.
  - d. The OFF will only be applied to league game hours.

Fee Description	Youth (1)	Adult
Field Use - Per Team/Season (unlit)	\$26.00	\$111.00
Lighted Field Use - Per Adult Team/Season		\$138.00
Gym Court Use - Per Team/Season	\$26.00	\$111.00
Outdoor Court Use - Per Team/Season	\$15.00	\$83.00
Indoor/Outdoor Half-court Rental (badminton, table tennis, pickleball, etc.) - Per Team/Season	\$5.00	\$10.00
Opportunity Fund Fee (Rates for league play only)	\$1.00	\$2.00

**2. Adult Non-Profit and Government Fees**

- a. Adult non-profit and government OFF were aligned with the youth non-profit and non-commercial rates as outlined below.
- b. The OFF will only be applied to permitted events on the event days. Set up and break down days for events will not be assessed the OFF.

<b>OPPORTUNITY FUND FEE</b>	
<u>Outdoor Events &lt;50 People and On-going Business/Non-profit Activities</u>	
Non-profit Youth & Adult/Non-Commercial/Government	\$1 per hour/location
Commercial	\$5 per hour/location
<u>Outdoor Events &gt; 50 People</u>	
Non-profit Youth & Adult/Non-Commercial/Government	\$10 per hour/location
Commercial	\$15 per hour/location
<u>Room Rentals</u>	
Non-profit Youth & Adult/Non-Commercial/Government	\$1 per hour/room
Commercial	\$10 per hour/room

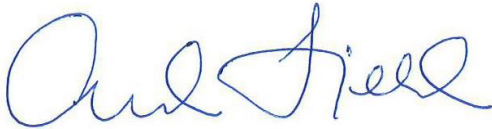
The Department will be retraining all recreation supervisors on the above stated changes to the fee schedule and will be making necessary adjustments to the online permitting software.

**Conclusion**

With the above stated changes to the Department Fee Schedule, permitted leagues and adult non-profit groups will see a significantly lower increase to their permit fees while continuing to support the Department's goals of achieving equity in programs and maintenance under the new Opportunity Fund structure. The Department is committed to ensuring residents have equitable access to park and recreation programs and amenities and appreciates the continued support from our partners and user groups.

If there are any questions regarding the updates to the current fee schedule or would like to discuss these updates further, please contact Recreation Services Program Manager Sarah Erazo at [serazo@sandiego.gov](mailto:serazo@sandiego.gov) or me at [afield@sandiego.gov](mailto:afield@sandiego.gov). Thank you for your continued support of our recreational programs and offerings of our permittees. We appreciate you!

Sincerely,



Andy Field  
Director

AF/se

Attachment:

A. Parks and Recreation Department Fee Schedule Updated 9-30-22

cc: Honorable City Council President Sean Elo-Rivera and Members of the City Council  
Charles Modica, Independent Budget Analyst  
Kristina Peralta, Deputy Chief Operating Officer  
Karen Dennison, Assistant Director, Parks and Recreation  
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Sarah Erazo, Program Manager, Parks and Recreation  
Michele Kelley, Program Manager, Parks and Recreation  
Park and Recreation Board  
Community Recreation Groups  
Permitted Youth Sports Leagues  
Permitted Adult Nonprofit Organizations

# ATTACHMENT 1



THE CITY OF SAN DIEGO

## **PARKS AND RECREATION DEPARTMENT FEE SCHEDULE EFFECTIVE JULY 1, 2022**

*\*Fee schedule updated 9-30-22 including changes to 1<sup>st</sup> Amendment Seller Fees, Opportunity Fund Fees and League Fees.*

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## INTRODUCTION

The City of San Diego Parks and Recreation Department operates and maintains a diverse and valued parks system that serves millions of residents and visitors each year. The City's parks system does more than fulfill the public's need for leisure, it supports and provides opportunities for individual growth, cultural exchange and enrichment, and youth development including important opportunities for at-risk youth, and it also provides a robust and varied offering of programs for all, including individuals with disabilities and seniors. The parks system also preserves and maintains a significant portion of the San Diego region's diverse natural habitat and supports San Diego's economic base through tourism; and it greatly enhances the City's ability to attract and retain businesses.

The Parks and Recreation Department is responsible for the management of:

- Park Land 42,263 acres of developed and undeveloped park land, joint use and open space.
- 26,972 acres of open space
- 5,977 water acres within the San Diego-La Jolla Underwater Park
- 9,314 acres of regional, community, neighborhood, mini and joint use parks

City of San Diego City Charter, Article V, Section 55 states "All real property owned in fee by the City heretofore or hereafter formally dedicated in perpetuity by ordinance of the Council or by statute of the State Legislature for park, recreation or cemetery purposes **shall not be used for any but park, recreation or cemetery purposes** without such changed use or purpose having been first authorized or later ratified by a vote of two-thirds of the qualified electors of the City voting at an election for such purpose."

## REGISTRATION/RESERVATION PROCESSING FEES

The City of San Diego only accepts electronic bank transfers and major credit cards as payment, except for Pool Admission fees. Transaction and credit card processing fees are established by the on-line service provider and are nonrefundable. Processing fees (approximately 3-5%) are added when transactions are processed within the online reservation/registration system. Processing fees are cost recoverable and are subject to change based on service provider rate changes.

## GENERAL AND COMMERCIAL USE OF PARKS

### Opportunity Fund Fee

Applied to all permitted events/activities, room and pool rentals, and on-going recreation-based business operations by commercial and non-profit entities. These fees will be in addition to applicable park use and facility rental fees. Fees only apply to event days and games hours for leagues. The fees will fund the Parks and Recreation Department's equity-based recreation programs. This fee is not applicable when Recreation Center Fund fees (below) are assessed for commercial, fundraising, and promotional activities within a specific community recreation area.

#### Outdoor Events <50 People and On-going Business/Non-profit Activities

Non-profit Youth & Adult/Non-Commercial/Government	\$1 per hour per location
Commercial	\$5 per hour per location

#### Outdoor Events > 50 People

Non-profit Youth & Adult/Non-Commercial/Government	\$10 per hour per location
Commercial	\$15 per hour per location

#### Room Rentals

Non-profit Youth & Adult/Non-Commercial/Government	\$1 per hour per room
Commercial	\$10 per hour per room

#### Sports Leagues - Use of Fields and Indoor/Outdoor Courts

Youth Sports Leagues	\$1 per hour per location/court/field
Adult Sports Leagues	\$2 per hour per location/court/field

### Recreation Center Fund Fee

In addition to park use or facility rental fees, all commercial, fundraising and promotional activities conducted within community park recreation areas will be assessed the Recreation Center Fund Fee. These funds support local park maintenance, improvements, and recreation programs. The Opportunity Recreation Fund Fee will not be applied when Recreation Center Fund fees are applied.

#### Commercial, Fundraising and Promotional activities

Youth Activities	\$10 per hour per location/court/field
Adult Activities	\$15 per hour per location/court/field

#### Sports Leagues - Use of Fields and Indoor/Outdoor Courts

Adult Sports Leagues	\$15 per hour per location/court/field
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## Grounds Use Fees

Park use permits are required for any group of 50 or more persons per venue. Complex events must submit a Special Events Application before the park permit is issued. All weddings and surf contests require a Ground Use permit (fee for groups smaller than 50 is the same as 50 – 150 persons category). **This facility rental charge shall include any set-up or dismantle time.** Available venues are determined by the Department as all areas are not available to rent. Special Equipment Set-Up Fees are not required when a Grounds Use permit is issued. Large or complex specialty events that require additional Parks and Recreation staff to maintain public health/safety may be charged (see Miscellaneous Staffing for Event Support under the Terms and Conditions section).

### Grounds Use Rental Fees (per day per location)

#### Activities/Events with 50-300 persons

Non-Profit Youth	\$ 64.00
Non-Profit Adult & Government	\$ 133.00
Other Users	\$ 191.00

#### Activities/Events with 301-1,000 persons

Non-Profit Youth	\$ 64.00
Non-Profit Adult & Government	\$ 382.00
Other Users	\$ 763.00

#### Activities/Events with over 1,000 persons

Non-Profit Youth	\$ 64.00
Non-Profit Adult & Government	\$ 954.00
Other Users	\$ 1,908.00

## Outdoor Facility Use Fees

Miscellaneous park use fees may be applied in addition to other facility use fees based on the type of event requested and the specific facilities to be utilized. See Use Terms and Conditions for more information.

Parking Lot Use for Events	\$ 3.50 per space per day
Special Equipment Set-up	\$24 per equipment per day
Staff Support for Events	100% cost recovery
Field Lighting	\$9 per hour per location
Outdoor Amphitheater Rental	\$84 per hour (2-hour minimum)
Picnic Shelter Rental	\$30 per hour (2-hour minimum)
Skate Park Rental (non-exclusive use)	\$55 per hour (2-hour minimum)
Pump Track Rental (non-exclusive use)	\$55 per hour (2-hour minimum)
Outdoor Youth Camps	\$14.50 per child per week

## Regional Parks Special Use Fees

These are activities are unique to Balboa Park, Mission Bay Park, and Shoreline Parks.

Art Mart Exhibit	\$17 per Exhibitor per year
Pedi-Cab Permit	\$48 per month
Special Event Pedi-Cab Permit	\$48 per day
Unattended Exhibit Display	\$24 per space per event
Annual Beach Bar Rental (Long-term Boat Beaching)	\$171 per location per year
Mooring Rental	\$808 per mooring per year
Mooring Installation or Relocation Fee	\$488 per request
Instructional Camps in Beach and Bay	\$37 per quarter per location
Additional Hours of Operation for Balboa Park Tram	\$90 per hour
Fee to Operate Special Shuttle Service in Balboa Park	\$125 per hour

## FACILITY USE BY ATHLETIC ORGANIZATIONS

Leagues operating outside of the City of San Diego do not qualify for Sports League rates. Leagues that hold special events such as tournaments and sports clinics must pay hourly rates. Adult user groups may qualify for a 40% discount upon meeting the requirements for Adult Senior/Disabilities teams. Youth leagues operating after 6:00 p.m. must pay the hourly field lighting fee when lights are needed. All users will pay the Recreation Center Fund Fee or the Opportunity Fund Fee as designated under General and Commercial Use of Parks (p. 4).

### Sports Leagues Operating within the City of San Diego

Fee Description	Youth (1)	Adult
Field Use - Per Team (unlit)	\$26.00	\$111.00
Lighted Field Use - Per Adult Team		\$138.00
Gym Court Use - Per Team	\$26.00	\$111.00
Outdoor Court Use - Per Team	\$15.00	\$83.00
Indoor/Outdoor Half-court Rental (badminton, table tennis, pickleball, etc.) – Per Team	\$5.00	\$10.00

## Hourly Rental Rates for Sports Programs

Fee Description	Youth (1)	Adult
Field Rental	\$11.25	\$26.00
Field Lighting Fee	\$9.00	\$9.00
Gym Full-court Rental	\$19.50	\$25.00
Outdoor Full-Court Rental	\$10.75	\$13.25
Indoor/Outdoor Half-court Rental (badminton, table tennis, pickleball, etc.)	\$5.00	\$10.00

## AQUATICS PROGRAMS AND RENTALS

For more information, see the City Pools Terms and Conditions section and visit the Parks and Recreation web page for pool rules and regulations, <https://www.sandiego.gov/pools/rules-regulations>.

### Aquatics Classes and Programs

<b>Swimming Lessons (per hour per participant)</b>	
Large Group (6 or more participants)	\$12
Small Group (4-5 participants)	\$18
Semi-Private (2-3 participants)	\$67
Private (1 participant)	\$80
<b>Water Fitness Classes</b>	
Per Hour	\$4
10-Use Pass (10 hours)	\$33
<b>Youth Swim and Youth Water Polo Teams</b>	
Per Participant - per month (3 hours/week)	\$28
Per Participant - per month (5 hours/week)	\$39
<b>American Red Cross Course (per Course)</b>	
Lifeguard Training	\$211
Water Safety Instructor	\$172
Emergency Response	\$222
First Aid for Public Safety Personnel (Title 22)	\$89
CPR for the Professional	\$44

## Swimming Pool Entrance Fees

Pool Passes	Children, Seniors, and Persons with Disabilities (under 16, over 62)	Adults
One-Time Pass	\$2.00	\$4.00
10 Swim Pass*	\$15.00	\$30.00
30 Swim Pass*	\$40.00	\$80.00

## Swimming Pool Rentals

Hourly Rental	Exclusive Use	Non-Exclusive
Hourly Rental (2-hour minimum)	\$234.00	\$66.00
Hourly Rental Public School and Public Colleges	\$55.00	\$50.00
Hour Rental Inclusionary Programs*		\$44.00
Hourly Rental Youth Aquatics Teams	\$55.00	\$50.00
Pool Guard per hour (actual cost)	\$26.00	\$26.00

\*Inclusionary Programs require a minimum of 75% participation by persons w/disabilities.

## RECREATION PROGRAMS

The City of San Diego has 58 Recreation Centers, 13 Pools, 7 Skate Parks and many other recreational facilities that serve both residents and visitors of all ages, abilities and income levels. For details visit <https://www.sandiego.gov/parks-and-recreation>.

Program Fees	
City Civic Dance Programs	\$41 per student per session
Department-run Recreation Programs (1)	Varies (direct non-personnel costs only)
Contractual City Recreation Programs (1)	Vendor contract service rate + 15% + Program Surcharge (below)
Program Surcharge City Contractual Programs	\$2.75 per student per meeting
Non-City Indoor/Outdoor Youth Camps (2)	\$14.50 per child per week

- (1) Funds collected for these programs are allocated to the respective Recreation Center Fund that supports the recreation programs in that area. Department-run program fees are based on the direct cost (for each program) to provide supplies/equipment not budgeted in the General Fund.
- (2) This park/building use fee is paid by commercial and non-commercial businesses/agencies operating day camps in City parks or buildings. Youth Camp rates are based on a minimum of 3 days per week with at least 3 hours per day and a maximum of 5 days per week with a maximum of 11 hours per day.

## BUILDING AND FACILITY RENTAL

No fees are required for kitchen use if used in conjunction with other rooms at the following centers: Adams, Azalea, Cadman, City Heights, Penn Athletic, Silver Wing, Stockton, Tecolote and Willie Henderson. Protective coverings must be used when gymnasiums are rented for non-athletic events. Not all gymnasiums are available for non-athletic rentals. For indoor day camps, see the Recreation Programs section.

### Recreation Centers and Buildings Outside of Balboa Park

Hourly Rental Rates	Non-Profit, Government	Non- Commercial	Commercial
Meeting Room/Activity Room	\$6.00	\$55.00	\$83.00
Auditorium/Gymnasium (non-athletic use)	\$22.00	\$104.00	\$156.00
Kitchen	\$6.00	\$27.00	\$40.00
Additional Operating Hours	\$50.00	\$50.00	\$50.00
Non-Hours of Operation	\$26.00	\$26.00	\$26.00

### Balboa Park Buildings

Hourly Rental Rates	Non-Profit	Non- Commercial	Commercial
<b>Balboa Park Activity Center and Municipal Gymnasium (per hour per court per activity)*</b>			
Balboa Park Activity Center - Athletic	\$11.00	\$21.00	\$32.00
Balboa Park Activity Center Non-Athletic	\$122.00	\$244.00	\$366.00
Municipal Gymnasium - Athletic	\$38.00	\$75.00	\$113.00
Municipal Gymnasium - Non-Athletic	\$122.00	\$244.00	\$366.00

Hourly Rental Rates	Non-Profit	Non-Commercial	Commercial
<i>* For League Athletic Use - See athletic fees for gymnasiums</i>			
<b>Balboa Park Club (3-hour minimum)</b>			
Ballroom	\$155.00	\$310.00	\$465.00
Kitchen	\$23.00	\$47.00	\$70.00
Santa Fe Room	\$41.00	\$82.00	\$123.00

Hourly Rental Rates	Non-Profit	Non-Commercial	Commercial
<b>Casa Del Prado (3-hour minimum)</b>			
Room 101 Majorca, Room 207 Saragossa, Dance Studios 201, 202, & 206	\$82.00	\$164.00	\$246.00
Room 102 Granada, Room 103 Barcelona, Room 204 Valencia, Room 205 Madrid, Dance Studio 203	\$35.00	\$71.00	\$106.00
Patio A (Ceremonies Only)	\$44.00	\$89.00	\$133.00
Patio B	\$66.00	\$133.00	\$199.00
<b>War Memorial Building (3-hour minimum)</b>			
Meeting Rooms 2 & 3	\$35.00	\$71.00	\$106.00
Auditorium	\$122.00	\$244.00	\$366.00
<b>Recital Hall (3-hour minimum)</b>			
Recital Hall	\$122.00	\$244.00	\$366.00
<b>Spreckels Organ Pavilion (3-hour minimum)</b>			
Organ Pavilion - Exterior	\$139.00	\$277.00	\$416.00
Organ Pavilion - Interior	\$86.00	\$86.00	\$86.00

Facility rentals outside of normal hours of operation must pay overtime costs for two Custodians for each hour. Fees will be charged in full hour increments. Pre-approval is required

## CAMPGROUND USE

For events/services not related to campgrounds, see the relevant section of the Parks & Recreation Fee Schedule.

Chollas Lake Overnight Youth Camp	\$66 per night
Fiesta Island Youth Camp	\$66 per 3 days
Kumeyaay Campground (per night)	\$22 per night
Kumeyaay Campground Extra Vehicle	\$ 4 per vehicle

## MOUNT HOPE CEMETERY

For events/services not related to interments, see the relevant section of the Parks & Recreation Fee Schedule.

Cemetery Lots	Non-Resident	Resident	Low Income Resident
Adult Lot	\$3,970	\$2,985	\$1,347
Cremaains Lot	\$747	\$562	\$253.50
Child Lot	\$486	\$366	\$165
Infant Lot	\$248	\$187	\$85

Burial Services	
Adult Liner Handling/Installation*	\$274
Oversize Adult Liner Handling/Installation*	\$514
Adult Top-Seal Vault Handling/Installation	\$274
Oversize Top-Seal Vault Handling/Installation	\$549
Double Depth Crypt Handling/Installation	\$549
Urn Vault Handling/Installation	\$57
Infant Box Handling/Installation	\$137
Child Box Handling/Installation	\$274
Temporary Marker Handling/Installation	\$57
Adult Lot Opening & Closing*	\$486

Double Depth Lot Opening & Closing*	\$600
Cremation Lot Opening & Closing*	\$240
Child Lot Opening & Closing*	\$366
Infant Lot Opening & Closing*	\$240
Marker Installation (flat)	\$286
Re-Set Marker (Like size)	\$57
Re-Set Marker (Unlike size)	\$103
Vase Installation	\$86
Monument Base Installation	\$286
Monument Border Installation	\$200
<b>Additional Fees for Overtime/Weekend Services</b>	
Overtime Due to Delays (Weekday, 1-hour increments)	100% Cost Recovery**
Weekend Adult/Child Burial Exceeding 2 Hours	\$573
Weekend Infant Burial Exceeding 2 Hours	\$286
Weekend Cremation Exceeding 2 Hours	\$286
Disinterment (Adult)	\$908
Disinterment Double Depth in "A" Placement	\$1,429
Disinterment (Child)	\$712
Disinterment (Infant)	\$516
Disinterment (Cremains)	\$516
Canopy	\$130

\*See Low Income Fee Assistance under Mont Hope Terms and Special Conditions.

\*\*100% cost recovery is based on the loaded labor cost for each employee classification (Step C) and the total number of hours per employee.

<b>Burial Materials</b>	
Adult Liner*	\$145.00
Oversize Adult Liner*	\$320.00
Adult Top-Seal Vault	\$195.00
Oversize Top-Seal Vault	\$459.00
Double Depth Crypt	\$417.00



Infant Box	\$146.00
Child Box	\$158.00
Temporary Marker	\$5.30
Urn Vault (Cremains burial)	\$62.15
Galvanized Flower Vase	\$11.50
Ground Trion Flower Vase	\$25.25
Monument Flower Trion	\$32.50
Galvanized Flower Vase Insert	\$9.65
Trion Flower Vase Insert	\$16.05
Monument Trion Insert	\$19.00

## Mount Hope Cemetery Terms and Conditions

### Definitions

Child: One year to 10 years old.

Double Depth Graves – These grave sites can contain up to two full body burials. “A” is located on the bottom and “B” is located on the top of the grave.

Handling Fees for Burial Containers: Lowering the casket with a lowering device into the exposed gravesite and placing the vault at the bottom of the gravesite.

Infant: One day to 12 months old.

Green Burials (Slab): Burial option where preference is that no sealed containers (e.g., casket, pine box, etc.) are to be used.

Opening and Closing: Removing the soil from the ground, digging the grave and replacing the soil for a grave site.

Oversize: Any burial that requires a size 6 vault or larger as defined by the National Funeral Association standards (most current version).

Resident: City of San Diego residency for the decedent.

### Low Income Fee Assistance

Certain fees (Lot and Perpetual Care; Opening/Closing of Grave; and, Grave Liner and Liner Handling Fees (Bell) for City Residents are reduced for individuals whose gross income in the past twelve months falls within the Lower Living Standard Income Level and have a maximum of \$2,380 in value of personal property.

The Lower Living Standard Income Level (LLSIL) is published annually by the US Department of Labor at <https://www.dol.gov/agencies/eta/llsil>.

Completion of a fee waiver form is required. A copy of the applicant's current Internal Revenue Service (IRS) tax return shall be used to verify income. A Social Security Award-Benefit letter or a Social Security Proof on Income letter may also be used for verification of income.

## **PARKS, POOLS, AND PROGRAMS TERMS AND CONDITIONS**

### **Park Use**

#### Additional Operating Hours for Recreation Centers

Entities or individuals may purchase additional operating hours for a recreation center. When a specific location is not identified by the donor, the Parks and Recreation Director will determine the location and time for the additional operating hours.

#### Beach Bar and Mooring Rentals

Rental use permits are issued for a period of one calendar year beginning March 1st. Fees are non-transferable and non-refundable and cannot be prorated. Beach Bars (long-term boat beaching) are generally limited to vessels that are fourteen (14) feet or less in length and eight (8) feet wide. Some locations permit vessel up to seventeen (17) feet. Mooring rentals are limited to vessels twenty-five (25) feet (or less) in length. The physical buoy and tackle are the property of the permit holder.

#### Commercial and Non-profit Use of City Park Facilities

All commercial and non-profit entities that charge participants for their service must submit a permit application and pay the Opportunity Fund Fee and any additional applicable park use fee. This includes, but is not limited to, outdoor fitness classes, personal trainers, tour guides, sports groups, trail guides, rock climbing and dog classes, practices, and shows. Per City Charter all uses must be park and recreation based activities.

#### Dance Instruction

In addition to dance class fees, fees for costumes may be collected after the start of classes and will not exceed 100% cost recovery. Fees for dance day camps and workshops are determined by staffing requirements and will not exceed 100% cost recovery.

#### Day Camp Fees

City day camp fees may be prorated only if a formal drop-in program exists (i.e., participants are not required to sign up for a session and can attend daily). Fees cannot be prorated for partial attendance of a session if daily drop-ins are not permitted.

Commercial and non-commercial businesses/agencies operating day camps in City parks or buildings must pay the Indoor/Outdoor Youth Camp rate (\$14.50 per child per week) when running camps a minimum of 3 days per week with at least 3 hours per day and a maximum of 5 days per week with a maximum of 11 hours per day.

#### Discounts for Organizations/Groups serving Seniors or Persons with Disabilities

A group discount rate of 40% may be applied to certain activities when the group has over 75% participants with a disability or seniors. Senior participants must be 62 years of age or older. Groups must provide documentation that is acceptable to the Center Director/Permit Center or Park Manager to receive the discount. This discount is applied for City of San Diego residents only.

Activities eligible for discounts include sports leagues, athletic field rentals, recreation building room and gym rentals, including Balboa Activity Center and Municipal Gym. Other Balboa Park buildings are excluded. Discounts are not applicable for Additional Operating Hours or Non-hours of Operation.

#### Dog Classes, Practices, and Shows

Organizers must submit a permit application and pay the Opportunity Fund Fee. Shows and/or tournaments of 50 or more persons must also pay the Ground Use Fee. Insurance is required and not all areas are available for use. Cleaning and/or a security deposit may be required.

#### Government Use of Facilities

The Parks and Recreation Director may reduce or waive fees for the use of indoor facilities by other government agencies and public-school districts (non-athletic events) for official government business. Only one waiver or reduction is granted per agency or school district per fiscal year. Requests for waivers or discounts must be submitted in writing no later than fifteen 15 working days before facility use.

#### Ground Use Permits

Rental use permits are required for any group of 50 or more persons per venue. Notwithstanding the foregoing, weddings and surf contests require a Ground Use permit regardless of the number of persons (fee for groups smaller than 50 is the same as 50 - 150 person category). Rental shall include any set-up or dismantle time. Venues are determined by the Department. Not all areas are available for rental. Any additional staff needed, as determined by Parks and Recreation, may be charged for large or specialty events. Complex events must submit a Special Events Application before the park permit is issued.

Runs/walks are charged the Ground Use Fee if using park land as a staging area, including starting, resting or "pit" stops and ending points. If this type of event is only passing through park land, no fee is required.

Leaseholders in Mission Bay are not required to pay this fee when use is contiguous to their leasehold and the City is to receive a percentage of revenues per their lease agreement for the scheduled activity on park land.

#### Instructional Camps on Park Land in Beaches and Bay Areas

Instructional camps (e.g., learning to surf) must pay a quarterly permit application fee to operate on park land in beach and bay areas. Permit is non-refundable and cannot be prorated and will contain days/dates activity is permitted. Surf camps or other programs awarded under City Request for Proposal (RFP) process are excluded.

#### Joint Use Locations - Clarification of Charges for Public School Districts

If a public-school district that has a joint use agreement requests the use of an athletic field, outdoor court or gymnasium that is one of their joint use sites, there is no charge. A list of all existing joint use sites is included as a reference. When there is no joint use agreement the school district will pay normal fees according to this fee schedule.

### Kumeyaay Campground

To obtain a refund, reservations must be canceled 14 days in advance. No refunds for late cancellations. A maximum of 6 persons per campsite. Anyone under 18 years of age must be accompanied by a parent or guardian. Dogs are permitted if licensed, vaccinated for rabies, and kept on a leash. One vehicle allowed per site.

### Low Income Fee Waivers

Not all Parks and Recreation Department programs are eligible for low income fee waivers. Fees for City-conducted Parks and Recreation Department programs and the City surcharge on City of San Diego contractual programs are waived for individuals from families whose gross income in the past twelve months falls within the Lower Living Standard Income Level.

The Lower Living Standard Income Level (LLSIL) is published annually by the US Department of Labor at <https://www.dol.gov/agencies/eta/llsil>.

Completion of a fee waiver application is required once per calendar year per family. A copy of the applicant's current Internal Revenue Service (IRS) tax return, Social Security Award-Benefit letter or a Social Security Proof of Income letter, Medi-Cal or Cal-Fresh shall be used to verify income. The application form and requirements can be found at:

<https://www.sandiego.gov/sites/default/files/prfeewaiver.pdf>

### Miscellaneous Staffing for Event Support

Fees are intended to achieve 100% cost recovery to support events and protect public health and safety. Fees will be based on the hourly loaded labor cost for each employee classification (Step C) and the total number of hours per employee.

### Non-Hours of Operation

This fee is required when facilities are reserved outside the normal hours of operation when City staff is required on site. There is a two-hour minimum charge if Non-Hours of Operation are not contiguous with normal hours. Prorating for partial hours and combining partial hours over multiple timeframes is not allowed.

Payment of Non-Hours of Operation Fee does not provide open access to an entire facility to the public. Groups or individuals that desire full public access to a recreation center will be required to pay the Additional Operating Hours for Recreation Center fee.

### Non-Profit Organization

Refers to an organization that the Internal Revenue Service has designated as tax exempt organization under 26 U.S.C. § 501, with current status as a 501(c)(3), 501(c)(4), or 501(c)(6) charitable organization. Organizations must submit documentation to qualify for these rates.

### Parking Lot Use for Event Venues

Fee is for the sole purpose of closing public parking spaces for use as an event venue. It is not permissible to use the fee to secure parking spaces for exclusive permitted or paid parking purposes. This daily rental must include any set-up or dismantle time. Rental period begins at 6 a.m. and is valid

for 24 hours. An additional daily rate will be charged per day for any event which exceeds the permitted period. Not all parking spaces are available for rental.

#### Pedi-Cab Permit

For complete rules and procedures for Pedi-Cabs, contact Developed Regional Parks Division at 619-235-5900.

#### Permits

Park and building rental permits are not issued until payment is received. Some permits may require insurance, cleaning deposits and/or damage deposits. Groups may be invoiced for associated cost recoveries if deposits are not charged or sufficiently cover all damage.

#### Prorating

All hourly fees are rounded to the full hour. Prorating of partial hours or combining partial hours over multiple timeframes is not allowed.

#### Special Equipment Set-Up

Permittees that pay the Ground Use Fee are not charged this fee. This charge is for any special set-up by permittee to include, but not limited to canopies, tables, chairs, generators, party jumps, pony rides, portable food service equipment, portable stages (20'x20' maximum size), etc. Each item will be assessed a set-up charge.

One party jump with generator considered one set-up charge where allowed. Permittees should confirm which locations allow party jumps prior to seeking a permit. Generators for youth league pitching machines or other like equipment are excluded from this fee when used in conjunction with permitted regular season play.

There is a set-up fee for tables and chairs when the number of tables exceed three (3) tables (max. seating of 10) or the number of chairs exceed thirty (30) chairs. Activities with more than one 10'x10' canopy or canopies larger than 10'x10' will be charged a set-up fee for each canopy.

#### Sponsorship or Co-sponsorship of Events by the City

Community events officially sponsored by Parks and Recreation require direct and active involvement by Parks and Recreation staff in the planning, coordination, and actual presentation of the event. Events officially sponsored by City Council offices require direct and active involvement by the Council/Mayor and/or their staff. Community events officially sponsored by the City must be accompanied by a written confirmation from a City Council staff representative or the appropriate City department appointing authority.

## City Pools

#### American Red Cross Courses

Course fee does not include American Red Cross support service fee, books, or other course materials. Instructions for paying the American Red Cross for these items will be provided prior to the first date of class.

### Pool Closure Policy

For pool entrance fees, there will be no refunds granted for emergency closures due to pool contamination or inclement weather. Patrons with paid facility admission receipts who must leave a pool due to such emergency will be issued a voucher for admission that will be valid for 1 year from the date of the incident.

### Priority Use of Pools

The following priorities for swimming pool use have been established:

- (1) Department staff conducted programs.
- (2) Public school district - and public school - sponsored teams or learn-to-swim programs during regular season activity.
- (3) Non-season public school district or school sponsored teams. Non-profit and private, non-commercial groups (birthday parties, etc.). Proof of non-profit status will be required.
- (4) Profit groups, commercial groups and organizations. Includes non-public agency swim clubs.

### Swimming Pool Rentals

Activities with over 25 participants and/or other specialized activities may require additional guards as determined by Pool Manager. All permittees conducting classes or programs must be certified and provide proof of certification in the activity being conducted. Number of lanes available for non-exclusive pool rental and pool configuration is determined by the Pool Manager.

Security, cleaning deposits, and insurance may be required, and will be determined by the Pool Manager.

### Youth Swim and Youth Water Polo Teams

Monthly rate cannot be prorated or refunded for absences. Fees reflect City-staffed teams.

## **Athletic Programs**

The City of San Diego manages athletic fields, gymnasiums and outdoor courts throughout the City to serve the recreation needs of its citizens. These facilities are used for activities conducted by the Parks and Recreation Department (Department). Other groups and organizations may schedule use of the athletic fields, gymnasiums and outdoor courts when available. The Department reserves the right to modify priority classifications and seasonal sports priorities, and to establish new priorities for other activities, at its sole discretion.

All organized activities require use fees and a permit, including athletic activities, sports games, practices, clinics, sports classes, commercial activities (including for-profit leagues), tournaments, and all school-based or organized athletics on an athletic field, gymnasium or outdoor court.

Leagues consists of a minimum of four (4) teams that participate in athletic competitions against each other at a City field or court. An organization with four (4) or more teams that practices at a City of San Diego park or court but participates in competitions exclusively at fields or courts from another jurisdiction is not considered a City league and must pay the appropriate hourly rates.

Clinics are instructional events conducted on a single non-recurring date in which the participants are primarily registered participants or affiliates of a permitted league. Examples include coaches', officials', and player development clinics. Hourly fees will apply unless the clinic is offered for free as part of a league permit. Camps cannot be offered as part of a league permit and must pay the applicable hourly rate.

In-season League Play consists of a maximum 26 weeks that includes tryouts, clinics, practices, scrimmages and games hosted by a league for its participants. Hourly rates will apply for non-league activities. The calendar below sets seasonal sports priorities for “In-season League Play.”

<b>Youth Sports</b>	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Baseball		x	x	x	x	x	x					
Basketball	x	x	x	x	x							x
Football								x	x	x	x	x
Lacrosse		x	x	x	x	x	x					
Soccer								x	x	x	x	x
Softball		x	x	x	x	x	x					
Rugby	x	x	x	x	x							x
Volleyball												

<b>Adult Sports</b>	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Baseball			x	x	x	x	x	x	x	x	x	x
Basketball	x	x			x	x	x	x			x	x
Football								x	x	x	x	x
Lacrosse			x	x	x	x	x	x	x	x	x	x
Soccer			x	x	x	x	x	x	x	x	x	x
Softball			x	x	x	x	x	x	x	x	x	x
Rugby	x	x	x	x	x							x
Volleyball									x	x	x	x

**Priority Use Designations**

The Department has established priorities for scheduling use of athletic fields, gymnasiums and outdoor courts for sports activities as detailed below.

Athletic fields at joint-use sites, as designated in the Fee Schedule, may be permitted by any youth sport group or adult sport group on Sundays if allowed by the relevant joint-use agreement for that site. The specific start time for evening hours is determined by the Department for each athletic facility, based on the needs of the community.

Within each priority level, youth and adult sports are prioritized as follows:



1. Youth sport groups have priority during daytime hours Monday-Saturday, generally starting at 7:00 a.m. and ending between 6:00 p.m. and 7:00 p.m.
2. Adult sport groups have priority during evening hours Monday – Saturday, generally starting between 6:00 p.m. and 7:00 p.m. and all day on Sundays.
3. The specific start time of evening hours for adult sports is determined by the Department for each athletic facility.

#### Priority 1 – Department Programs

Programs provided by Department employees, contractors, and/or volunteers.

#### Priority 2 – Special Use Permit Holders and Lease Holders

Programs with long-term (3 or more years) special use permit or leases at designated a site/facility.

#### Priority 3 – Schools with Joint-Use Agreements

School programs operating during normal school hours plus 30 minutes before and 30 minutes after school, during the normal school year (traditional/year-round) at designated joint-use sites (identified in the appendix), unless otherwise designated in the applicable Joint-Use Agreement.

#### Priority 4 – In-season City Sports Groups Programs

Programs consisting of 75% City residents and operating during their designated seasonal period of activity, provided that the group conducts an "open to all" registration regardless of skill level and promotes an "everyone plays" philosophy.

#### Priority 5 - Out-of-season City Sports Programs

Programs consisting of 75% City residents and operating **outside** of their designated seasonal period of activity, or **who selectively choose players according to skill level** (i.e. everyone does not make the team).

#### Priority 6 – Non-City Sports Program

Programs consisting of less than 75% City of San Diego residents, nonprofit recreation or community service groups (open to the public), and other non-profit private groups composed of less than 75% City of San Diego residents.

#### Priority 7 – Commercial organizations

Promotional or commercial groups and organizations.

#### Designated Area of Play

Multipurpose fields with multiple fields will be charged per hour per allocated playing field. The number of fields is defined by the designated area of play on a field that is either a lined, coned off section or designated area where a game or activity will be conducted for any given sport.

A gymnasium or outdoor court with multiple courts will be charged per hour per allocated playing court. The number of courts is defined by the designated area of play on a hard court that is either a lined, coned off section or designated area where a game or activity will be conducted for any given sport.

#### Violation of City Policy by User Groups

It is the policy of the Parks and Recreation Department to ensure that all user groups have equal opportunity to permit facilities. At the discretion of the Parks and Recreation Director, or their designee, failure to comply

with any of the following requirements may result in cancellation of permit without refund and a 1-year sanction whereby the sanctioned organization will only be permitted after other priority groups have been permitted.

1. Organizations may only permit the minimum number of athletic fields, gymnasiums and outdoor courts required to adequately operate their program. The permitting of facilities to keep other organizations out of an area is strictly prohibited.
2. Organizations are required to cancel permitted athletic fields, gymnasiums and outdoor courts that are no longer needed.
3. Organizations are prohibited from subdividing or subleasing permitted athletic fields, gymnasiums and outdoor courts to other organizations.
4. Organizations must not use an athletic field, gymnasium or outdoor court without a valid permit. In addition to sanctions the organization will be billed at the hourly City rate and the RCF hourly rate.
5. Organizations must not utilize athletic facilities that are closed for rest, maintenance or renovation.

## Permit Refund Policy

Written refund applications must be submitted, using the Application for Miscellaneous Refund Form (COM-6), in person at the facility where the permit is issued. Refunds will be processed in accordance with the cancellation/refund procedures as stated in the Parks & Recreation Fee Schedule. A three percent (3%) processing fee will be deducted from all refunds.

**1) Team Fees for Fields and Indoor/Outdoor Courts:** Refund is based on the date that the written cancellation/refund application is submitted.

- 97% refund - 14 or more calendar days prior to the first scheduled use
- No refund for requests received less than 14 calendar days prior to the first scheduled use

**2) Grounds Use Fees:** Refund is based on the date that the written cancellation/refund application is submitted.

- 97% refund (less \$50) - 60 calendar or more days prior to the event
- No refund for requests submitted less than 60 calendar days prior to the event

**3) Outdoor Court (except leagues):** Refund is based on the date that the written cancellation/refund application is submitted.

- 97% refund - 14 calendar days or more prior to use
- No refund for requests submitted less than 14 calendar days prior to use

**4) Building, Field, Picnic Shelter, Recreation Center Fund Fees and All Other Permit Rentals (not identified above):** Refund is based on the date that the written cancellation/refund application is submitted.

- 97% refund - 30 calendar days or more prior to use
- 75% refund - less than 30 calendar days prior to use
- 50% refund - less than 10 calendar days prior to use
- No refund for requests less than 48 hours prior to use

**5) Pool Rentals:** Refund is based on the date that the written cancellation/refund application is submitted.

- 97% refund – Exclusive Rentals cancelled at least 14 calendar days prior to use
- 97% refund – Non-exclusive rentals at least 48 hours prior to the first day of use
- Late cancellations will be charged 25% of the fee paid

*Requests for refunds due to rain will be approved (less processing fees) provided that a written request (Application for Miscellaneous Refund Form COM-6) is submitted within 48 hours after the scheduled event. Building rental permits cannot be cancelled due to rain (excluding picnic shelters).*

## Recreational Programs Refund Policy

Written refund applications must be submitted, using the Application for Miscellaneous Refund Form (COM-6), in person at the facility where the program occurs. Civic Dance refund request shall be referred to the Civic Dance program office at 619-235-5255. Refunds will be processed in accordance with the following policy:

### 1) **Refund Policy Exclusions:**

- Three percent (3%) processing fee will be deducted from all refunds
- No refund or transfer for non-attendance at any class
- No credits to account
- No refunds for costumes or equipment
- Activity fees less than \$10.00 will not be refunded

### 2) **Classes:** Refund is based on the date that the written application is submitted.

- 97% refund – 3 or more calendar days prior to the first day of the class
- 75% refund - less than 3 calendar days prior to the first day of class
- No refund for requests submitted more than 24 hours after the first day of class

### 3) **Camps:** Refund is based on the date that the written application is submitted.

- 97% refund - 10 or more calendar days prior to the first day of camp
- 50% refund – less than 10 calendar days prior to the first day of camp
- No refund or transfer for requests less than 48 hours prior to the first day of camp

### 4) **Leagues:** Refund is based on the date that the written application is submitted.

- 97% refund - 10 or more calendar days prior to the first scheduled game
- 50% refund – less than 10 calendar days prior to the first scheduled game.
- No refund or transfer for requests after the first scheduled game.

### 5) **Swimming Lessons:** No refunds unless swimming lessons are cancelled by City staff. Transfer to another class may be permitted by the Pool Manager, at their sole discretion. No refunds for emergency closures due to pool contamination.

### 6) **One-day Activity/Field Trips:** Refund is based on the date that the written application is submitted.

- 97% refund - 20 or more calendar days prior to the Activity or Field Trip
- No refund for requests submitted less than 20 calendar days prior to the Activity or Field Trip.

## **GENERAL INFORMATION**

The City of San Diego has 59 Recreation Centers, 13 Pools, 7 Skate Parks and many other recreational facilities that serve both residents and visitors of all ages, abilities and income levels. We also manage more than 400 park assets with over 40,000 acres, 26 miles of shorelines, three municipal golf courses and a historical cemetery.

Visit the Parks and Recreation home page for more details:

[Parks and Recreation | City of San Diego Official Website](#)

### **Recreation Center Information**

[Recreation Centers | Parks & Recreation | City of San Diego Official Website](#)

### **City Pool Information**

[Pools | City of San Diego Official Website](#)

### **Joint Use Locations**

<https://www.sandiego.gov/park-and-recreation/parks/jointusefacilities>

### **Mount Hope Cemetery**

A City-owned and operated cemetery that is the final resting place of some of San Diego's most notable citizens and is located at 3751 Market St.

[Mount Hope Cemetery | Parks & Recreation | City of San Diego Official Website](#)