

# **Mission Trails Regional Park Foundation Visitor Center Facility Rental Fee Schedule and Event Guidelines Updates**

## **Executive Summary**

### **Background**

The Mission Trails Regional Park (MTRP) Visitor Center has been available for private evening rentals and daytime classroom rentals since 2015.

After extensive analysis of area facilities including those owned and managed by the City of San Diego, by local non-profit organizations operating on City of San Diego properties, and other local non-profit institutions within San Diego County, the MTRP Foundation is proposing to increase fees to reflect current market rates.

### **Current MTRP Visitor Center Rates and Reservation Guidelines and Rules and Regulations**

Evening rentals at the MTRP Visitor Center currently range from \$920 to \$2,820.

Daytime meeting room rentals range from \$6.25 per hour for government agencies to \$75 per hour for private parties or commercial organizations.

The current Reservation Guidelines and Rules and Regulations were updated to reflect current facility rental best practices while maintaining strict guidelines regarding facility usage.

### **Recommendation**

Adjust MTRP Visitor Center rental rate to a flat fee of \$5,000 for after-hours rentals from 5-11PM and amphitheater rates to \$300 per hour. Offer a 10% discount for government agencies and non-profit organizations.

Adjust daytime meeting room rental rate to \$100 per room, per hour. Offer a 10% discount for government agencies and non-profit organizations.

Update the Reservation Guidelines and Rules and Regulations documents as recommended by MTRP Foundation and City of San Diego Open Space Division staff.

### **Approvals**

The proposed facility rental rates were approved by the MTRP Foundation Board of Directors on 9/19/2023 and reviewed and approved by City of San Diego Parks and Recreation Department Director Andy Field, Deputy Director Erika Ferreira, and District Manager Ed Christensen on 10/6/2023.

Reservation Guidelines and Rules and Regulations documents were updated in collaboration with City of San Diego Parks and Recreation Department Deputy Director, Open Space Division Erika Ferreira and District Manager Ed Christensen.