

MTRP VISITOR AND INTERPRETIVE CENTER RESERVATION GUIDELINES

For use by MTRP Foundation and City staff

*Updated and approved by
Open Space Deputy Director Erika Ferreira – December 20, 2023
MTRP Foundation Board of Directors – January 05, 2024
MTRP CAC – January 09, 2024
MTRP Task Force -*

AREAS

Areas available for exclusive use during operating hours are limited to:

- meeting rooms A, B and C (20 persons per classroom maximum, 65 persons for three rooms opened into one)

Areas available between 5 and 11 p.m. include:

- meeting rooms A, B and C (20 persons per classroom maximum, 65 persons for three rooms opened into one)
- lobby/gallery/exhibit area (300 persons capacity)
- theater (95 persons capacity)
- outdoor amphitheater (150 persons capacity)
- terrace

Maximum capacity for an evening event is 300. This includes event staff, caterers and servers, security personnel, etc.

USERS

Free-of-Charge User Groups

- A. Groups that may use the meeting rooms during regular **operating** hours free of charge include, but are not limited to:
 - Mission Trails Regional Park (MTRP) sponsored groups (e.g., CAC, Task Force, Foundation, volunteers)
 - City of San Diego departments
- B. Groups that may use the Visitor & Interpretive Center during **non-operating** hours free of charge include, but are not limited to:
 - MTRP/Open Space Division sponsored groups (e.g., CAC, Task Force, Foundation, MTRP volunteers.)
 - Organizations that contribute services and/or programs within MTRP, may hold periodic meetings contingent upon approval of the MTRP Supervising Park Ranger and the MTRP Foundation Executive Director. If no City staff is onsite to close up and lock the building, hosting organization must pay for security service contracted by the MTRP Foundation.
 - Events for which the MTRP Foundation is a sponsor or partner organization.

User Groups where Fees and Charges Apply

- C. Groups that must pay to use the Visitor & Interpretive Center during **operating** hours include, but are not limited to:
- Organized community, nonprofit, or service groups whose meetings are not open to the public and whose programs are not directly related to the protection of open spaces and MTRP.
Examples – women’s clubs, garden clubs, service clubs, political functions, church groups.
 - Government agencies, excluding the City of San Diego
 - For profit businesses
 - Private parties
- D. Groups that must pay to use the Visitor & Interpretive Center during **non-operating** hours include, but are not limited to:
- Organized community or service groups whose meetings are open to the public and whose programs protect and enhance open spaces and MTRP,
 - Governmental agencies, excluding the City of San Diego
 - For profit businesses.
 - Private parties

Waiver of fees

- City of San Diego departments requesting a fee waiver for evening events must get approval from one of the following: Deputy Director Open Space Division or Open Space Division Supervising Park Ranger to ensure MTRP city staff can be available to open/close the facility and provide the required security. Date needs to be cleared by MTRP Foundation
- All other fee waiver requests must be approved by the MTRP Supervising Park Ranger and the MTRP Foundation Executive Director.
- Scout Troops / youth groups who have completed service projects within MTRP may use the Visitor Center amphitheater free-of-charge for a total of up to three hours for evening ceremonies, as long as the project was completed within the past 12 months of the event date, but must pay the security fee. Verification of project completion will be confirmed with MTRP staff. Events to take place on Sunday through Thursday evenings. Dates must be approved by MTRP City Staff and MTRP Foundation Executive Director.

Reduced fees

- Scout troops / youth groups who have NOT completed a service project within MTRP will be charged a reduced fee of \$300 for an up to three-hour event plus the regular security fee for use of the amphitheater after 5PM on Sunday through Thursday evenings. Events held on Friday or Saturday evenings will be required to pay the published rate. There will be no minimum fee for City of San Diego departments booking the Visitor Center for evening meetings. If necessary, security fee must be paid by client.

Use of audio/visual equipment – All audio/visual equipment at the Visitor Center is owned by MTRP Foundation and is available to user groups at no charge with full venue reservation. A/V equipment is not included with amphitheater-only rentals.

BOOKING GUIDELINES

Regular MTRP user groups should reserve meeting/program space at least one year in advance. These groups include MTRP CAC and Task Force, Foundation, staff, and volunteers. Meeting/program space should be released as soon as possible once it is determined a need no longer exists (e.g., Spring and Winter break, and Summer educational programs).

Communication will be sent by the MTRP Foundation to user groups using the Visitor Center free-of-charge for evening meetings on a regular basis in early July to determine their needs for the coming year and to obtain their commitment to “give back” to the park. All projects must be approved by the Supervising Park Ranger and MTRP Foundation Executive Director prior to confirming the facility reservation.

Day time rentals can be reserved up to 6-months in advance after MTRP group needs have been confirmed. Evening rentals can be reserved up to 18 months in advance. Private evening reservations are limited to two per week, not to occur on consecutive days.

Groups may book up to a maximum of five consecutive days.

City Departments wishing to use the facility free-of-charge during evening hours must obtain approval of the Open Space Division Supervising Park Ranger to ensure MTRP staff coverage is available, if necessary, depending upon the activity, and pay for security if City staff is not onsite.

Groups, other than governmental agencies, shall be required to provide proof of general liability insurance in the amount of \$2 million aggregate and \$1million per occurrence, covering both the City of San Diego and the MTRP Foundation

If a permittee is a non-profit organization, proof of non-profit status shall be required. Proof of status is available on the web site of the California Secretary of State at <http://kepler.sos.ca.gov/>.

Cooking is not permitted on the terrace. If a group wishes to cook on-site they may do so in the staff parking lot with advance permission as well as a layout of prep/cooking station.

Smoking is strictly prohibited and businesses whose staff smoke onsite will not be permitted to work future events at MTRP.

EVENING EVENTS

All events:

- A refundable security deposit equal to 50% of the total rental fee will be required 7 days prior to the event. If the leased space is clean and no damage has been incurred the full deposit will be returned within 5 working days. Money order or certified check made payable to MTRP Foundation.
- Parking plan for use of overflow parking lot and provision of shuttle service required 30 days prior to event if more than 100 vehicles are anticipated.
- Security service is required for all evening events, utilizing an approved service provider. Permittee will be billed the current hourly rate, minimum of four hours, as follows for this service.
 - Alcohol free events – Minimum of one security guard for each 150 anticipated attendees
 - Events where alcohol is served – Minimum of one security guard for each 100 anticipated attendees.