



CITY OF SACRAMENTO

DEPARTMENT OF COMMUNITY SERVICES
3520 FIFTH AVENUE SACRAMENTO, CALIFORNIA 95817
TELEPHONE (916) 449-5200

ROBERT P. THOMAS
DIRECTOR

G. ERLING LINGGI
ASSISTANT DIRECTOR

CITY MANAGER'S OFFICE
RECEIVED
NOV 21 1983

CROCKER ART MUSEUM DIVISION
GOLF DIVISION
METROPOLITAN ARTS DIVISION
MUSEUM AND HISTORY DIVISION
RECREATION DIVISION
PARKS DIVISION
ZOO DIVISION

November 18, 1983

City Council
Sacramento, California

Honorable Members in Session:

SUBJECT: Coloma Community Center Operations

APPROVED
BY THE CITY COUNCIL

DEC 6 1983

OFFICE OF THE
CITY CLERK

SUMMARY

The attached report was reviewed and approved by the Law and Legislative Committee on November 17, 1983.

RECOMMENDATION

It is recommended that the City Council approve the Coloma Community Center experimental program by:

1. Passing for publication the attached ordinance adding a Section 27.45 to Chapter 27 of the Sacramento Code.
2. Adopting the attached ordinance adding Section 27.45 to the Sacramento City Code.
3. Approving the attached resolution promulgating the rules and regulations and adopting a separate schedule governing the use of the Coloma Center to be effective January 1, 1984.

Respectfully submitted,

Robert P. Thomas
ROBERT P. THOMAS, Director
Parks and Community Services

Recommendation Approved:

Walter J. Slina

WALTER J. SLINA
City Manager

Attachments

PASSED FOR
PUBLICATION
& CONTINUED
TO 12-6-83

12-6-83
November 29, 1983
All Districts

ORDINANCE NO. 83-146

ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF

AN ORDINANCE ADDING SECTION 27.45 TO CHAPTER 27 OF THE SACRAMENTO CITY CODE RELATING TO USE OF COLOMA COMMUNITY CENTER AND ITS SURROUNDING PARK

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APPROVED BY THE CITY COUNCIL

DEC 6 1983

OFFICE OF THE CITY CLERK

BE IT ENACTED BY THE COUNCIL OF THE CITY OF SACRAMENTO:

SECTION 1.

Section 27.45 to Chapter 27 is hereby added to the Sacramento City Code to read as follows:

Sec. 27.45 COLOMA COMMUNITY CENTER - SPECIAL RULES

Any other provisions of this article notwithstanding, the director shall promulgate special rules relating to use of the Coloma Community Center and its surrounding park, which rules may permit use for commercial and business activities, and may include exclusive use provisions, reservation procedures, fee schedules and other regulations different from those which are applicable to other buildings and parks. Such special rules shall be adopted by and may be amended by resolution of the City Council.

PASSED FOR PUBLICATION:
ENACTED:
EFFECTIVE:

MAYOR

ATTEST:

CITY CLERK

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CITY OF SACRAMENTO



DEPARTMENT OF COMMUNITY SERVICES
3520 FIFTH AVENUE SACRAMENTO, CALIFORNIA 95817
TELEPHONE (916) 449-5200

CROCKER ART MUSEUM DIVISION
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METROPOLITAN ARTS DIVISION
MUSEUM AND HISTORY DIVISION
RECREATION DIVISION
PARKS DIVISION
ZOO DIVISION

ROBERT P. THOMAS
DIRECTOR

November 8, 1983

Law and Legislative Committee
Sacramento, California

Honorable Members in Session:

SUBJECT: Coloma Community Center Operations

SUMMARY

This report provides information relating to the operations of the Department of Community Services community centers. The report recommends provisions to operate Coloma Community Center on an experimental basis with a goal towards greater self-sufficiency. An ordinance amendment and resolution changes are necessary to implement this proposal.

BACKGROUND INFORMATION

The Department of Community Services operates eleven (11) community centers. With the exception of the Garden and Art Center, which is 70% funded by the Garden and Art Center, Inc., all of the other centers are subsidized almost totally by the General Fund. The only revenue generated directly for center operations is from rentals and this primarily covers the additional cost of providing for the rental. Attachment A provides a break-down of the estimated cost, level of General Fund support, and level of center generated revenue for each community center. The community centers generally provide space for programmed activities, free time for general public use, building rentals by non-profit groups and private parties for receptions, and some specialized food programs, senior programs, etc. The building design, facilities, and community needs all are used in deciding center use.

In 1979, the City purchased the former Coloma School from the Sacramento City Unified School District and after some remodeling and rehabilitation began to operate it as the Coloma Community Center in 1980. It was envisioned that this Center would primarily focus on programs in the arts serving a City-wide population base and provide programs specifically reflecting the needs and interests of the community surrounding the Center. Program operations are to be of a highly structured nature with non-traditional uses and community groups and individuals utilized as the primary program operators. It is felt that this Center should be operated as a full facility, both indoors and outdoors, and could be more self-sufficient in recovering a greater share of its operating costs than could some of the more traditional centers.

Staff has developed an experimental operational plan for the full operation of Coloma Community Center including such non-traditional uses as business and commercial activities, shared desk space, outdoor use, along with programs and City office space use. Attachment B is an overview of this operational plan and a comparison between the proposed Coloma Center operation and other City operated community centers.

In order to implement the experimental program, an amendment to City Code Chapter 27 is required to permit such uses as business and commercial activities, exclusive building use and a separate fee schedules for the Coloma Community Center. Additionally, the attached resolution, amending the City's community center use policy for Coloma only, includes provisions for:

1. Business and commercial activities within the Center consistent with the intent of the Center.
2. Types of use and classification of user groups including an emphasis on art related activity, local neighborhood programs and a provision for shared desk space use by community based art organizations.
3. A more flexible reservation procedure than used by the other community centers.
4. A separate fee schedule than used for the other facilities and a provision for Director-approved reduced fees for long-range users.
5. A designation that outside park use is a specific responsibility of the Center.

It is recommended that the City Council approve the experimental program and that staff report back to the City Council the status of the program and possible expansion to other centers. It is the goal of the program to recover all non-subsidized costs within four years. Subsidized costs include space utilized for City offices and costs associated with Department-sponsored activities. It is not anticipated that these costs will be recoverable under this program.

FINANCIAL DATA

No additional funding is required to implement the proposed program.

Current revenue generated by Coloma Community Center is \$5,000. Operating costs are \$86,331. It is estimated that an additional \$15,000 in FY 1983-84 will be generated due to this experimental program, bringing the self-sufficiency level to 23% by July 1, 1984. Revenues generated from facility rentals are deposited to the Building Rental Trust to pay all direct costs related to rental useage and to reimburse the General Fund for some of the indirect costs.

Law and Legislative Committee
November 8, 1983
Page Three

RECOMMENDATION

It is recommended that the City Council approve the Coloma Community Center experimental program by:

1. Passing for publication the attached ordinance adding a Section 27.45 to Chapter 27 of the Sacramento City Code.
2. Adopting the attached ordinance adding Section 27.45 to the Sacramento City Code.
3. Approving the attached resolution promulgating the rules and regulations and adopting a separate schedule governing the use of the Coloma Center to be effective January 1, 1984.

Respectfully submitted,



ROBERT P. THOMAS
Director of Community Services

Recommendation Approved:



WALTER J. SLIPE
City Manager

RPT:js

Attachments

November 17, 1983
All Districts

ATTACHMENT A

OPERATING ANALYSIS
COMMUNITY CENTERS

<u>Community Center</u>	<u>Operating Costs</u>	<u>Revenue</u>
Argonaut	\$ 45,322	\$ 500
Clunie	47,598	2,000
Coloma	86,331	5,000
Garden and Art Center	21,622	15,200
Hagginwood	56,481	500
Land Park	Not Open	-0-
Northgate	34,145	-0-
Oak Park	139,088	2,000
Robertson	134,392	2,000
Senior Citizens Center	85,357	500
George Sim	<u>50,612</u>	<u>-0-</u>
TOTAL:	\$700,948	\$27,700

COLOMA COMMUNITY CENTER OPERATIONAL PLAN - OVERVIEW

HIGHLIGHTS

- Highly structured activity with programming primarily by community organizations or institutions.
- Center to be partially self-sufficient from earned income (rentals, concessions, shared services).
- Program emphasis on art activities (City-wide) and structured activities reflective of the local neighborhood.
- Different rental rate structure, varied marketing and reservation procedures to include commercial and business uses.
- Non-traditional uses - leases, studio space, shared office space, Cable TV studio.
- Department appointed Advisory Committee to guide and assist with the development of the Center.
- Conversion of building from an educational configuration to a community center.
- Rules and regulations and fee structure to be set by City Council resolution separate and apart from those for other centers.

TYPICAL COMMUNITY CENTER

Activities and programs provided directly by City employees.

Program emphasis is to meet immediate neighborhood needs and interests.

Activities are primarily "drop in."

Varied recreational programs with no particular emphasis.

Operations and programming supported 100% by General Fund.

Non-profit groups may use a room without a charge.

Commercial and business activities not allowed.

User groups may reserve room one day at a time.

COLOMA COMMUNITY CENTER

Activities and programs facilitated by City employees. Programs may be offered by the City or by community organizations and institutions.

Two program emphases: (1) To offer art activities with a City-wide participation base, (2) To offer structured activities reflective of the interests of the local neighborhood.

Activities are primarily structured.

Art emphasis in programming.

Escalating percentage of operational costs covered by earned income.

Non-profit groups pay a minimal fee to use a room.

Commercial and business activities permissible at a substantial rental rate.

User groups may reserve a series of dates at one time (weekly or monthly meetings)

TYPICAL COMMUNITY CENTER

COLOMA COMMUNITY CENTER

Space is not leased to any groups or individuals.

Space may be leased if it is deemed beneficial to the Center (revenue) and/or to the community (services); i.e., Cable TV resource center, artist studio space, etc.

City staff programs and administers Center independently.

A "Center Advisory Council" will be formed to advise and assist City staff in implementing operational changes and in planning and evaluating future development.

Usages tend to be straightforward rentals or departmental programs.

Non-traditional usages encouraged; artist studio space, shared offices, long-term leases.

Diversified usages/activities.

Compatible usages/activities with art emphasis.

Standardized rental rate structure for all centers.

Rental rate structure designed specifically for Coloma.

Operations, custodial and programming staff - City employees.

Minimum City staffing; operations and custodial only.

RESOLUTION NO. 83-971

ADOPTED BY THE SACRAMENTO CITY COUNCIL ON DATE OF

RESOLUTION ESTABLISHING SPECIAL RULES AND A FEE SCHEDULE FOR THE OPERATION OF THE COLOMA COMMUNITY CENTER AS PROVIDED FOR IN SECTION 27.45 OF THE SACRAMENTO CITY CODE

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO:

- 1. That the Special Rules for the operation of the Coloma Community Center as defined in Exhibit A are hereby adopted.
- 2. That Resolution No. 80-247, which established fees and charges for various City licenses, permits, services and facilities, is hereby amended to reflect the fees and charges for the Coloma Community Center as set forth in Exhibit B, attached hereto and incorporated herein by reference, effective January 1, 1984.
- 3. That the City of Sacramento Fee and Charge Report is hereby amended to reflect the related fees and charges as set forth in Exhibit B attached hereto.

MAYOR

ATTEST:

CITY CLERK

APPROVED
BY THE CITY COUNCIL
DEC 6 1983
OFFICE OF THE
CITY CLERK

RESOLUTION ESTABLISHING SPECIAL RULES AND A FEE SCHEDULE
FOR THE SERVICE OF THE COURT (COMPLAINT) AFTER
AS PROVIDED FOR IN SECTION 5.1.10
OF THE SACRAMENTO CITY CHARTER

APPROVED BY THE BOARD OF SUPERVISORS OF THE CITY OF SACRAMENTO, CALIFORNIA, THIS 15TH DAY OF MARCH, 2009.

CITY CLERK

CITY CLERK

CITY CLERK

CITY CLERK

EXHIBIT A

COLOMA COMMUNITY CENTER USE RULES AND REGULATIONS

- I. Purpose
- II. Definitions
- III. Powers and Duties of the Director of Community Services
- IV. Types of Use and Classification of User Groups
- V. Reservations
- VI. Rental Fees and Deposit
- VII. Cancellations and Refunds
- VIII. Conditions of Use
- IX. Indemnity Policies and Insurance Requirements
- X. Fund Raising Activities
- XI. Outdoor Usage

I. PURPOSE

The purpose of this document is to promulgate special rules governing the use of the Coloma Community Center operated by the Department of Community Services so as to maximize the utilization of these facilities by the public.

These special rules are authorized by resolution of the City Council to effectuate Chapter 27, Article I, Section 27.45 of the Sacramento City Code relating to the Department of Community Services.

II. DEFINITIONS

For purpose of this document, the following words and phrases shall have the meaning as set forth below.

- A. Alcoholic Beverages: The term "alcoholic beverages" shall mean alcohol, spirits, liquors, beer, wine or any other liquid which contains one-half of one percent or more of alcohol by volume.
- B. Business Activity: Business activity means any activity other than commercial activity (as defined in sub-section (E) of this section) engaged in or carried on by a business entity primarily to aid or facilitate the earning of a profit.
- C. Business Entity: Business entity means any organization or enterprise operated for profit, including, but not limited to a proprietorship, partnership, firm, corporation or association.
- D. Building: The term "building" shall mean and include any portion thereof including the outside park of the Coloma Community Center, 4623 T Street, Sacramento, CA.
- E. Commercial Activity: The term "commercial activity" means the selling, offering for sale, or solicitation for future delivery of performance of any goods, wares, merchandise or services of any kind, including, but not limited to, food and beverages, in any park or building, but shall not include magazines, books, newspapers, periodicals or pamphlets.
- F. Director: The term "Director" shall mean the department head of the Department of Community Services or his designee.
- G. Fund Raising: The term "fund raising" means and includes the act of making a request, directly or indirectly, for money, credit, property, financial assistance or other things of value on the plea or representation that such money, credit, property, financial assistance or other thing of value will be used for charitable purposes (as the term "charitable purposes" is defined in Section 10.31 of the Sacramento City Code) or for any purpose other than that of pecuniary profit.

- H. Non-Profit Organization: The term "non-profit organization" shall mean any group or persons associated for religious, scientific, literary, educational, recreational, benevolent or other purpose not of pecuniary profit.

III. POWERS AND DUTIES OF THE DIRECTOR OF COMMUNITY SERVICES

- A. The building shall be operated by the Director of Community Services. It shall be the duty of the Director to administer, supervise and program the building in accordance with the provisions of these rules and regulations, resolutions and ordinances of the City of Sacramento and applicable statutes of the State of California.
- B. The Director shall exercise prudent and reasonable judgment in the administration of these rules and regulations and whenever such conditions or extenuating circumstances exist as to make the enforcement of any regulating provisions of these rules and regulations contrary to the best interests of the City of Sacramento and the welfare of its citizens, then the Director may adopt temporary provisions in lieu thereof as he deems necessary, reasonable, and appropriate.

IV. TYPES OF USE AND CLASSIFICATION OF USER GROUPS

- A. Types of Use: The Coloma Community Center is to be used for a variety of recreational, educational and social activities with emphasis and priority in reserving and using space given to arts activities and to activities that are presented to specifically meet the needs of the residents of the Coloma Community Center service area.

- B. Classification of User Groups - Room, Theatre or Outdoor Use:

Class I: Department sponsored programs and co-sponsored programs over which the Department has primary responsibility; Department support organizations and advisory groups; other City of Sacramento departments; educational institutions that have joint use agreements with the City of Sacramento.

Class II: Programs developed by non-profit organizations or agencies that provide an organized activity for the general public; meetings conducted by non-profit organizations for the general public; programs co-sponsored with the Department over which the outside agency has primary responsibility; meetings or activities conducted by non-city government agencies.

Class III: Same as Class II except that payment of a tuition, admission or registration fee is required for participation in the program/activity.

Class IV: Activities organized by private parties or by business entities. Activities or meetings restricted to the membership of the group or by private invitation such as parties and receptions.

C. Shared Desk Space Use:

Community based arts organizations may contract for shared desk space use for organizational and business purposes for ten to forty hours per week. This contract will include telephone answering service, mail receipt and use of a room for two monthly meetings in addition to the shared desk/office space use. Any use of the Center not included in the shared desk contract will be charged based on the regular fee schedule. Director will establish specific rules and regulations governing this usage.

V. RESERVATIONS

- A. Reservations are made by submitting a completed application to the office at Coloma Community Center. All applicable fees must be paid at the time of submitting the application.
- B. Applications shall be acted upon on a first-come, first-serve basis.
 - 1. Priority of use will be given to users conducting art or art related programs and to programs offered specifically to meet a recreational need of residents of the Coloma Community Center service area.
- C. Reservations may be made one year in advance for any rooms.
 - 1. Groups may reserve a series of dates in order to conduct regular meetings, a series of performances or a series of classes.
- D. Reservations 7:00 p.m. or after are a minimum of two (2) hours.
- E. Rooms must be reserved at least ten business days in advance of the date of the activity.
- F. Approval or denial of the application will be made within a reasonable time, but in no event less than eight (8) business days before the scheduled event.
- G. The basis for denial of an application and appeals of decisions on applications are provided in Sec. 27.140/150, Article II, Chapter 27 of the Sacramento City Code (Exhibit C).

- H. An application is not considered complete until all fees are paid, and all appropriate insurance and permit requirements and a list of monitors (if required) have been submitted to the Department.

VI. RENTAL FEES AND DEPOSITS

- A. Facility Use Fee Schedule and related designations are contained in Exhibit B.
- B. Long-term Arrangements and/or Leases are possible if the use will benefit Coloma Community Center and the community. Fees and conditions will be negotiated and written into a lease agreement to be approved by the Resolution of the City Council.
- C. A cleaning/security deposit will be required if food and/or beverages (except coffee only) is served; if decorations are used; if the stage and backstage area are used; or in other situations if deemed necessary by the Director.
- A "high risk" security deposit shall be required when alcoholic beverages are served or sold.
- D. A service charge will be applied to all dishonored checks in accordance with City policy.

VII. CANCELLATIONS AND REFUNDS

- A. In case of emergency or for reasons beyond the Department's control, the Director reserves the right to cancel the scheduled event at any time prior to scheduled use and neither the City nor any of its officers, agents or employees shall be liable for any damages or costs occasioned by such cancellation. Refunds in full will be made if cancellation by the Director is necessary.
- B. The applicant may cancel the reservation of an activity room up to ten (10) business days prior to the scheduled activity; however, a \$10.00 administrative fee will be assessed. The applicant may cancel the reservation of the theatre up to ten (10) business days prior to the scheduled activity; however, one-half of the rental fee will be assessed to cover administrative costs. If cancellation of any room or the theatre is made later than ten (10) business days prior to the scheduled use, the entire fee is non-refundable.
- C. The cleaning and security deposit will be refunded within fourteen (14) business days of the completion of the activity, providing that the building is left in a clean condition and there are no other charges as defined in Section VIII - D and E.

VIII. CONDITIONS OF USE

- A. All building use permits will be restricted to responsible organizations, groups or individuals.
- B. Responsibility for Participants: The permittee accepts full responsibility for the conduct of those participating in the activity and for all areas of the facility utilized by the group.
- C. Youth Activities: Permits will be issued to adults only. There must be at least one adult for each 15 minors using the facility. Persons obtaining permits for use by groups consisting of minors are required to remain with the group until completion of the activity.
- D. Setup and Cleanup: Each group is responsible for the setup of the building for their needs. The Department will provide staff to assist in obtaining needed equipment and to assist in the preliminary arrangement of tables and chairs. At the conclusion of the activity tables and chairs shall be clean, all decorations removed, floor free of trash and spills and all garbage placed in receptacles and all permittee's items removed from the room/building.

Any time required to clean a room left dirtier than that expected from "normal use" will be deducted from the cleaning deposit. If the cost of cleaning exceeds the amount of the deposit, the permittee will be billed for the excess. A permittee who does not properly clean after using a room may be denied further permits.

- E. Damaged Facilities: The permittee is responsible for replacement costs for any item that is lost, stolen or damaged during the rental time period. Such cost to be deducted from the security deposit. If the cost of repairs exceeds the amount of the deposit, the applicant will be billed for the excess. Damaged facilities may result in denial of further permits.
- F. Security: Security services are required for all groups of 150 persons or more and at all times when alcoholic beverages are served, consumed or sold at a ratio of one (1) security guard for every 150 persons anticipated at the activity.
- G. Alcoholic Beverages: Serving and/or consumption of alcoholic beverages will be permitted in the building according to the following guidelines:
 - 1. Alcoholic beverages will not be allowed in designated areas of the facilities.
 - 2. Insurance requirements must be adhered to.

- 3. Approved security shall be provided at a ratio of one security guard for every 150 persons anticipated at the activity.
- 4. Sale of alcohol in a building is subject to Police Department approval and the appropriate Alcoholic Beverage Control License must be obtained. A City Fund Raising Permit is also required.
- 5. No alcoholic beverages shall be served to minors.

- H. Decorations: All decorations must be approved by the Department staff assigned to the building. Scotch tape, thumb tacks, or staples may not be used in the woodwork of any building. Use of flammable decorations within or on the outside of any building is prohibited, unless said decorations have been previously fireproofed.
- I. Smoking: No smoking in designated portions of the building. The Director shall have the authority to designate no smoking areas.
- J. Rice or Bird Seed: The throwing of rice or bird seed is prohibited in and around the Coloma Community Center.
- K. Heating, Air Conditioning, Lighting: To be regulated by Department employees only.
- L. Kitchen: Kitchen is strictly a facility for warming food that has already been prepared. Catering service will be necessary to accommodate dining groups.
- M. Bulletin boards: Posters and flyers advertising events must be submitted to the office at Coloma Community Center for posting.
- N. Amplified sound must end by 11:00 p.m.
- O. The normal operating hours of the Center and capacities for all rooms shall be posted in the Center office.

IX. INDEMNITY POLICIES AND INSURANCE REQUIREMENTS

- A. When required:
 - 1. All users of Coloma Community Center shall indemnify the City as set forth in Section IX. B.
 - 2. The insurance requirements must be adhered to if alcoholic beverages are served or sold and for all Class IV users.

- B. Indemnity: Permittee shall assume all responsibility for his activity and operation and shall bear all losses and damages directly or indirectly resulting to him, to any subcontractor, to the City of Sacramento, their officers, employees and agents that are the result of the performance or character of the event, unforeseen difficulties, accidents, occurrences or other causes not predicated on active negligence of the City. Permittee shall assume the defense of and indemnify and save harmless the City of Sacramento, their officers, employees and agents from all claims, loss, damage, injury, and liability of every kind, nature, and description, including punitive damages and attorney fees reasonably incurred directly or indirectly arising from the performances of the event under this permit.
- C. Insurance: Permittee shall maintain in full force and effect during permittee's use and occupation of said facilities as herein provided, and any extension thereof, at permittee's expense, bodily injury, personal liability and property damage insurance. Said policy shall not be less than \$1,000,000 Single Limit per occurrence, issued by an admitted insurer or insurers as defined by the California Insurance Code, providing that the City of Sacramento, their officers, employees, and agents are to be Named Insured under the policy, and the policy shall stipulate that this insurance will operate as Primary insurance and that no other insurance effected by City or other Named Insured will be called on to contribute to a loss covered thereafter.

This policy shall provide that the policy shall not be cancelled prior to the termination of the permittee's use of the building or until the Director shall have received thirty (30) days written notice of such cancellation.

Permittee shall furnish the Director with a copy of City's standard Certificate of Insurance showing such insurance to be full force and effect during the term of the building use.

X. FUND RAISING ACTIVITIES

- A. Fund raising activities as defined herein does not include activities where the net proceeds are used solely to cover expenses of the activity or where the fees are organizational dues.
- B. Fund Raising Permits shall be granted only to non-profit organization as defined on page in Section II.J.
- C. Application for Fund Raising Permit must be made at the same time as the reservation.
- D. All State laws and City ordinances must be adhered to.

XI. OUTDOOR USAGE

- A. All reserved outside use of the facility shall be consistent with Section IV-A.
- B. A permit shall be required for use of the outside area for groups of twenty-five (25) or more.
- C. Such permits will be issued from 8:00 a.m. to 11:00 p.m. only and the outdoor amplified sound provisions of the City Code shall be applicable.
- D. No park permits will be issued for this facility.

CITY OF SACRAMENTO
 DEPARTMENT OF COMMUNITY SERVICES
 COLOMA COMMUNITY CENTER - RECREATION DIVISION

FACILITY USE FEES

- CLASS I: Department sponsored programs and co-sponsored programs over which the Department has primary responsibility; Department support organizations and advisory groups; other City departments; educational institutions that have joint use agreements with the City of Sacramento.
- CLASS II: Programs developed by non-profit organization or agencies that provide an organized activity for the general public; meetings conducted by non-profit organization for the general public; programs co-sponsored with the Department over which the outside agency has primary responsibility; meetings or activities conducted by non-city government agencies.
- CLASS III: Same as Class II except that payment of a tuition, admission or registration fee is required for participation in the program/activity.
- CLASS IV: Activities organized by private parties or by business entities. Activities or meetings restricted to the membership of the group or by private invitation such as parties and receptions.

F E E S C H E D U L E

	<u>Class I</u>	<u>Class II</u>	<u>Class III</u>	<u>Class IV</u>	<u>Cleaning/**</u> <u>Security Dep.</u>	<u>High Risk***</u> <u>Deposit</u>	<u>Alcohol</u> <u>Surcharge</u>	<u>Fund Raising</u> <u>Permit</u>
Activity Room	Fee Exempt	\$2.50/hr.	\$5.00/hr.	\$10.00/hr.	\$25.00	\$100.00	\$25.00	\$25.00
Rehearsal only*	Fee Exempt	\$1.00/hr.	\$2.00/hr.	\$ 3.00/hr.				
Theatre	Fee Exempt	\$10.00/hr.	\$20.00/hr.	\$30.00/hr.	\$100.00	\$300.00	\$25.00	\$25.00
Day Rate (10 hrs.)		\$95.00	\$175.00	\$225.00				
Rehearsal only*	Fee Exempt	\$2.50/hr.	\$5.00/hr.	\$ 7.50/hr.				
Outside Use:	Fee Exempt	\$10/use	\$15/use	\$20/use				
Use of Grand Piano:	\$ 5 per performance; \$1 per rehearsal							
Use of Upright Piano:	\$ 1 per rehearsal							
Shared Desk Space:	10 hours/week	-	\$35.00/month					
	20 hours/week	-	\$65.00/month					
	40 hours/week	-	\$90.00/month					

The Director of Community Services is authorized to approve reduced fees for long-term users of the facility.

* Rehearsal time is booked at the reduced rate subject to availability and to cancellation (with full refund) on 48-hour notice only during hours Center is normally open.

** A cleaning/security deposit will be required if food and/or beverages (except coffee only) are served; if decorations are used; or if the stage and backstage area are used; or in other situations if deemed necessary by the Director.

* A "high risk" security deposit shall be required when alcoholic beverages are served or sold.