



CULVER CITY

Municipal Plunge Usage Policy

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Any questions regarding this Policy shall be directed to the PRCS Department at
(310) 253-6650.

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1. Introduction

- 1.1 The City of Culver City Parks, Recreation, and Community Services Department (PRCS Department) is responsible for managing the City's aquatics facility, "The Plunge," for the enjoyment of the public. This Municipal Plunge Usage Policy (Policy) is established to ensure the use of City facilities 1) aligns with the City's core mission, vision, and values; 2) provides equitable and fair access to all users; 3) remains equitably and fairly priced; 4) operates in a fiscally responsible manner; and 5) supports a healthy, safe, vibrant, and sustainable community.
- 1.2 This document sets the policies and procedures for the PRCS Department to facilitate the allocation of all available aquatics spaces/facilities under its ownership and/or allocation control. These Guidelines are advisory only and shall not limit the City's or PRCS's ability to, in its sole discretion, allocate space in whatever manner it deems appropriate to safely and effectively operate and manage the site/equipment.
- 1.3 The PRCS Department Director and/or their designee representative shall, at their sole discretion, provide interpretation of the language in the Policy. In the event there is a need to make administrative changes to address facility use, City staff shall have authority to make the necessary revisions.
- 1.4 It is further understood that the PRCS Department may charge fees approved by City Council to recover costs associated with the operation, maintenance, supervision, and/or administration of the policies and procedures which govern the Policy.
- 1.5 The PRCS Department defines rentable space at the Municipal Plunge as lanes and/or sections of water within the pool and does not rent space outside of the water, such as locker rooms, deck space, and/or office space.

2. Purpose

- 2.1 The purpose of the Policy is to provide an effective framework for the administration of permits that provide equitable and reasonable access to City public facilities based on the priority group classifications listed below.
- 2.2 The intent of these guidelines is to achieve these goals utilizing the rules and regulations set forth herein, and when necessary, to meet with user groups to mediate and resolve conflicting requests for available facilities.

3. Definitions

- 3.1 City Staff: Any person who is employed by the City of Culver City.
- 3.2 Fees: The Culver City Council has approved a fee schedule (see Appendix A), all fees will be billed in accordance with the fee schedule.
- 3.3 Permit Holder: the person or organization whose name is on the permit.
- 3.4 Facility: Any Culver City owned or operated facility.
- 3.5 Youth: any person under the age of 18.
- 3.6 Adult: any person 18 or older.

- 3.7 Per CCMC § 13.03.025, alcoholic beverages containing any amount of alcohol are not permitted in any Culver City Park.
- 3.8 Per CCMC § 9.10.055.D4, smoking of any substance is not permitted in any Culver City Park.
- 3.9 Non-profit organization: Non-Profit Organizations are tax-exempt organizations under the Internal Revenue Code, including charitable organizations, churches and religious organizations, private foundations, political organizations, and other nonprofits. For reference, please see [Exempt Organization Types | Internal Revenue Service \(irs.gov\)](https://www.irs.gov).
- 3.9.1 To qualify all insurance, rosters, and registrations must remain current and valid. All organization names and addresses must match. Any discrepancies or delinquencies may result in the revocation of City recognized nonprofit status. Updated forms should be submitted to the PRCS department.
 - 3.9.2 All forms must have the organization's name and address; all organization names and addresses must match.
 - 3.9.3 A Letter of Determination or Letter of Affirmation from the IRS that indicates nonprofit status.
 - 3.9.4 Form 990 for the previous year.
 - 3.9.5 Registration with the California Secretary of State.
 - 3.9.6 Registration with the State of California's Attorney General's Office.
 - 3.9.7 Have a Board of Directors who are volunteers elected by their membership.
 - 3.9.8 Must have a valid Culver City business license.
 - 3.9.9 Provide valid insurance (see Appendix B)
- 3.10 Culver City based non-profit: must meet and maintain all requirements of non-profit organization (see 3.7) AND have an official address (P.O. box/ P.M.B. not accepted) within Culver City limits.
- 3.11 Roster: Roster shall include only those active participants who are fully registered with the user organization. Non-participants such as coaches, officials, and staff shall not be included. For the purposes of pool lane allocation, actual total enrollment from the previous year's official team rosters will be used. Rosters should be submitted for each season the organization is operating.
- 3.11.1 Rosters should include, at minimum, players full name, home address, and date of birth.
 - 3.11.2 Organizations with higher residency percentages will receive higher priority of allocated spaces.
 - 3.11.3 Rosters shall be audited as necessary by the PRCS Department.
- 3.12 Private Event: event that is for invited guests only, no monetary gain or recovery of fees will occur.
- 3.13 Business/Commercial Event: event that is open to the public, and/or monetary fees may be included.

- 3.14 Long term renter: any organization who utilizes the facility on a continuing basis, weekly, monthly, or quarterly (see Long Term Rentals).
- 3.15 Active Participants: The number of participants that have scanned in for an organization from 15 minutes prior to and 15 minutes after the organization's permitted time.
- 3.16 Electronically recorded entrances: Any pool entrance in which an individual logs/scans/or is manually logged into the City's registration system upon arrival for an activity.
- 3.17 Unused lanes: lane(s) that are not occupied with swimmers 15 minutes after the start of the rental.
- 3.18 Underused lanes: If there is 1 swimmer per lane and the renter has been permitted 2 or more lanes.
- 3.19 Qualified Instructor: an adult over the age of 18 with proof of passing the Red Cross Water Safety Instructor or equivalent, and First Aid/ AED/ Professional Rescuer CPR certifications. A C.I.F. coaching certification is desired as well.
- 3.20 Organized activity: an assembly of people who have gathered for the purpose of achieving a shared goal. This assembly may be structured, ordered and/or scheduled and/or contain officials and coaches (see CCMC 9.10.055M)
- 3.21 "In writing" may be completed online, by visiting the appropriate Culver City PRCS official website page (e.g., refunds, registration, rentals, etc...). If additional assistance is needed, please visit City staff at the PRCS office. Email inquiries may be sent to info@culvercity.org.
- 3.22 "Everybody Participates" means every team must allocate equal playing time to each rostered participant. Participants cannot be cut or eliminated from play based on skill or ability level, as long as they meet the minimum safety requirements of the team.

4. Priority Group Classifications

- 4.1 Group A: City of Culver City. Any event or program sponsored by the City of Culver City.
- 4.2 Group B: Culver City Unified School District (CCUSD). Any event or program sponsored by the Culver City Unified School District.
- 4.3 Group C: For all organizations under a Culver City Contract, Memorandum of Understanding (MOU), or Joint Use Agreement (JUA)
 - 4.3.1 All guidelines set forth in the contract/ agreement must be followed.
- 4.4 Group D: Culver City based non-profit organization.
 - 4.4.1 Group D1: Culver City based youth aquatic nonprofit, current youth roster containing more than 50%+1 Culver City residents or CCUSD students; must have an "everyone participates" policy.
 - 4.4.2 Group D2: Culver City based nonprofit youth educational institutions, current youth roster containing more than 50%+1 Culver City residents or CCUSD students; must have an "everyone participates" policy.

- 4.4.3 Group D3: Culver City based aquatic nonprofit, current adult roster containing more than 50%+1 Culver City residents or CCUSD students; must have an “everyone participates” policy.
- 4.4.4 Group D4: Culver City based youth aquatic nonprofit, current youth roster containing less than 50%+1 Culver City residents or CCUSD students must have an “everyone participates” policy.
- 4.4.5 Group D5: Culver City based aquatic nonprofit, current adult roster containing less than 50%+1 Culver City residents or CCUSD; must have an “everyone participates”.
- 4.5 Group E: Culver City resident, business, or non-athletic/non-profit educational organization. To qualify as resident status, applicant must be over the age of 18, submit a valid photo identification with Culver City address, and one utility or property tax bill with Culver City address (P.O. box /P.M.B. not accepted).
 - 4.5.1 Group E1: Culver City based nonprofit non-athletic organizations.
 - 4.5.2 Group E2: Culver City based for-profit educational institutions.
 - 4.5.3 Group E3: Competitive Organizations/Closed Enrollment: A youth or adult athletic organization that does not place every participant on a team that registers and tries out, and/or denies participation of some players based on skill level, if they meet the basic safety standards.
- 4.6 Group F: Non-Culver City based nonprofit organizations.
- 4.7 Group G: Non-Culver City based business, resident, or organization. Photo identification required and applicant must be over the age of 18.

5. General Regulations

- 5.1 City staff shall have the right to close the facility at any time, for any length of time due to weather or other unsafe conditions.
 - 5.1.1 Refunds will not be issued in the case of a temporary shutdown.
- 5.2 Supervision by City staff is necessary for the public's safety and to ensure users adhere to this Policy. City staff has the right to enter any area of the facility at any time.
- 5.3 City staff shall be responsible for and have complete authority over the facility being used, all equipment, participants, and activities.
- 5.4 City staff shall be responsible for and have complete authority over the facility being used, all equipment, participants, and activities.
- 5.5 City staff shall have authority to request changes in activities or cessation of activities. Permit holders must comply with these requests and instructions.
- 5.6 City staff shall be responsible for enforcement of all policies, rules, and regulations.
- 5.7 City staff shall have the authority to deny or terminate the use of the facility if City staff determine that the use does not conform to the requirements of Policy and/or may cause damage to the facility.
- 5.8 Rental of the pool space does not include exclusive access to locker rooms, bathrooms, pool deck, storage space, hallways, lobbies, or parking lots.
- 5.9 Users may not exchange or sublease facilities under any circumstance.
- 5.10 Exchange or sublease of facilities will result in revocation of permits for all parties.

- 5.10.1 Additional penalties may include the inability to use facilities for future requests.
- 5.10.2 A pattern of nonuse of space may also result in revocation of the permit and allocated space(s).
- 5.11 Animals are not permitted on City property unless they are used in aiding an individual with a disability. See the Americans with Disabilities Act website for federal regulations.
 - 5.11.1 Service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities.
 - 5.11.2 Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person's disability.
- 5.12 Illegal Activities shall not be permitted. All groups and individuals using the Facility shall comply with City, County, State and Federal laws
- 5.13 No profane language, quarreling, fighting, gambling, or lewd conduct will be permitted.
- 5.14. Permit holder and attendees must comply with all current City, County, State and Federal Public Health Orders.
- 5.15 Smoking is prohibited in a City Facility, on City property, and/or within 20 feet of an entrance to a public facility.
- 5.16 Removal of City equipment from the building is prohibited without written permission from the PRCS Director.
- 5.17 Moving, rearranging, or altering equipment for purposes other than its intended use is also prohibited.
- 5.18 No blocking of entrances, exits, fire passages, or other points of entrance/exit for safety purposes.
- 5.19 Every required exit and/or exit path shall be maintained free of all obstructions or impediments to full instant use in the case of fire or other emergencies.
- 5.20 Permit Holder's Property.
- 5.21 All property must be removed from Facility at the conclusion of the rental time.
- 5.22 Permit holder or designee must be present for all deliveries and/or pickups. City staff is not responsible nor will accept or authorize pick up or drop off supplies.
- 5.23 The City reserves the right to remove any remaining items from the premises and have them stored at the permit holder's expense.
- 5.24 If such equipment or supplies are not claimed within two (2) weeks after notice to the permit holder, the City reserves the right to dispose of such material in any manner it deems appropriate and retain any proceeds received from such disposal. Any cost to the City, including but not limited to administrative costs, incurred to dispose of the unclaimed property in excess of the revenue received from such disposal shall be billed to the permit holder with payment due and payable in 30 days.
- 5.25 Sleeping or lodging is not permitted in any City Facility.

- 5.26 Permit holder or representative must be present during the contract event at all times. Failure to be present may result in terminating the permit immediately and forfeiture of all permit fees.
- 5.27 The City shall not rent, lease, or allow use of its public facilities by any person or organization that illegally discriminates on the basis of race, color, creed, marital status, sex, religion, national origin, ancestry, sexual preference or disability.
- 5.28 The City shall not rent, lease, or allow use of its public facilities by any person or organization that illegally discriminates on the basis of race, color, creed, marital status, sex, religion, national origin, ancestry, sexual preference or disability.

6.Plunge Rules

- 6.1 Patrons are not permitted on the deck or in the pool unless a PRCS ready-to-rescue lifeguard is on duty and present on deck.
- 6.1.1 All patrons use the pool at their own risk.
- 6.2 All patrons must be registered on the City registration system and scan in at the front desk upon arrival and pay any applicable fees, prior to using any pool facilities.
- 6.3 Persons under the influence of drugs or alcohol are not permitted in the facility or in the pool.
- 6.4 Only City staff are allowed in the chemical room and office.
- 6.5 All patrons must comply with direction and instruction from aquatic staff.
- 6.5.1 Do not intentionally distract the lifeguard staff.
- 6.6 Deck changing is not permitted.
- 6.7 Glass, gum, smoking, and alcohol are not allowed at the Plunge.
- 6.8 Walk while at the Plunge. Running is not allowed for safety reasons.
- 6.9 Climbing or sitting on the lifeguard towers and equipment is not allowed.
- 6.10 Store bicycles/scooters/skateboards/vehicles outside of the Plunge. Bicycles/scooters/skateboards/vehicles are not allowed on deck nor to be left unattended in the locker room.
- 6.11 Personal belongings should not be left unattended in the locker room.
- 6.12 Unattended items will be placed in the lost and found and may be disposed of in a manner deemed appropriate by the city.
- 6.13 Culver City is not responsible for lost or stolen goods.
- 6.14 Amplification of sound is not permitted unless the permit holder is renting out the entire facility.
- 6.15 No patrons with infectious diseases, diarrhea, vomiting, rashes, open sores, or bandages will be permitted to swim.
- 6.16 All oil, grease, and foreign substances must be removed from your body before entering the pool.
- 6.17 Only appropriate, clean swim wear allowed in pool (see Section 7 Swim Attire)

- 6.18 Nude swimming is not permitted.
- 6.19 No diving except in designated areas and times.
- 6.20 No playing or sitting on steps or ladders in the pool.
- 6.21 No rough play, pushing, or dunking.
- 6.22 No artificial swimming flotation devices or foreign play equipment. Only U.S. Coastguard approved lifejackets are permitted in the pool.
- 6.23 No spitting, spouting water, or blowing nose in the pool.
- 6.24 No hanging/sitting/pulling on lane lines.
- 6.25 Diving blocks for use only by permitted user groups.
- 6.26 Except during permitted aquatic team activities, children under the age of 7 years of age must always be accompanied by an adult on a 1:2 ratio, the adult must always be within one arm's length of both children whether in water and on deck.
- 6.27 Children under 16 must always be accompanied by an adult, adult must be on pool deck.
- 6.28 No urinating/defecating in pool.
- 6.29 No prolonged breath holding due to potential "shallow water blackout."
- 6.30 No chairs or umbrellas (personal handheld umbrellas are permitted), may be brought onto the deck.
- 6.31 No strollers are allowed on the pool deck or left unattended in the locker rooms.
- 6.32 Unattended children are not permitted on the pool deck.
- 6.33 Filming and photography are not permitted in the locker rooms unless the facility is rented by one organization.
- 6.34 No person shall train, instruct, or coach for compensation at the facility unless such person operates pursuant to a permit issued by the PRCS department (see Culver City Municipal Code #36).
- 6.35 Any injury occurring in the pool area must be reported to the pool management immediately.
- 6.36 Damaging City or Facility property: Persons caught breaking, defacing, or destroying property will be required to leave the Facility and may be criminally prosecuted.

7. Swim Attire.

- 7.1 All persons in the pool must have on proper swim attire.
- 7.2 All persons using deck showers must have on proper swim attire; the removal or manipulation of swim attire is prohibited (i.e., pulling suit down, aside, or open to wash under suit).
- 7.3 All persons requiring a diaper must wear a swim diaper and proper swimwear.
- 7.4 Please remove any jewelry that may pose a safety hazard.
- 7.5 The following articles of swimwear are not allowed while swimming:
 - 7.5.1 Brazil/French-cut, thong-style, and/or translucent swimwear
 - 7.5.2 Street clothes

- 7.5.3 Jeans and cut-off jeans
- 7.5.4 Skirts
- 7.5.5 Shorts
- 7.5.6 Sports bras
- 7.5.7 Leggings
- 7.5.8 Leotards
- 7.5.9 Dri-fit wear
- 7.5.10 Compression shorts and shirts
- 7.5.11 Mermaid tails
- 7.5.12 Underwear and undergarments are not allowed to be worn under swimsuits.
- 7.5.13 Regular non-swim diapers
- 7.5.14 Shoes or sandals except for water shoes.
- 7.6 Proper swimwear is required for the following reasons:
 - 7.6.1 Our facility is a multi-use family friendly facility and nude or semi-nude as define-is unacceptable at any time.
 - 7.6.2 In accordance with CCMC § 11.8 (C) In the nude or semi-nude, completely without clothing or covering, or with partial clothing or covering but with any pubic area exposed or with any portion of the crease of the buttocks exposed or with the breasts exposed by a female so that the nipples or that portion of the breast which has a different pigmentation than the main portion of the breast are exposed.
 - 7.6.3 Street cloth is more absorbent making it heavy and potentially dangerous to swim in.
 - 7.6.4 Street clothing is exposed to pollutants, bacteria, contaminants, and chemicals that can disrupt pool chemistry.
 - 7.6.5 Street clothing is susceptible to damage by pool chemicals.

8.Lap Swim

- 8.1 Lap swim is a specified time intended for continuous exercise and swimming.
- 8.2 Lap swim is a specified time intended for continuous exercise and swimming.
- 8.3 Water walking and deep-water running is not permitted in the lap swim lanes.
- 8.4 Swimmers are not permitted to hang on the lane lines.
- 8.5 Select a lane appropriate to your speed.
- 8.6 Lanes must be shared; circle swimming is encouraged.
- 8.7 Masks, snorkels, fins, kickboards, and hand paddles are allowed during lap swim.
- 8.8 Starting blocks are not usable during lap swim.
- 8.9 Lap swim participants must be 13 years of age and older.
 - 8.9.1 Participants 12 and under may sign up for lap swim and must be accompanied by an adult in a 1:1 ratio. Participants may be asked to take a swim test.
- 8.10 Reservations are encouraged.
- 8.11 Reservations must be made via the online registration program.

- 8.12 Culver City resident registration opens Mondays at 7:00 am.
- 8.13 Non-Culver City residents, registration opens Wednesdays at 7:00 a.m.
- 8.14 Payment must be made at the time of booking.
- 8.15 The Culver City Plunge has implemented a standby process to fill any empty lanes on the day of.
- 8.16 Being on the standby list does not guarantee entry.
- 8.17 At 15 minutes before the hour, participants will be checked in on the standby list on a first-come, first-served basis.
- 8.18 At 10 minutes past the hour, if space is available, plunge staff will call standby participants in the order they appear on the list for that time slot.
- 8.19 If a participant accepts a standby slot, they are required to pay at the time of entry. Please note this will take additional time that can impact the participant's time in the water.
- 8.20 If a participant does not get in on standby and they wish to try standby for any subsequent time(s), they must check in at the Plunge front desk.
- 8.21 Participant needs to be present 15 minutes prior to the hour for the new standby time.

9.Recreation Swim

- 9.1 All persons entering the Plunge must pay the fee.
 - 9.1.1 Persons who require the assistance of an aid (for a disability), the aid will not be charged.
- 9.2 Children under the age of 7 must always be accompanied in the water by an adult on a 1:2 ratio, the adult must always be within one arm's length of both children in the water and on deck.
- 9.3 Children under 16 must always be accompanied by an adult and the adult must be on pool deck.
- 9.4 A swim test will be given; upon passing, swimmers will be allowed to swim in the deep end of the pool. Swimmers who do not pass must stay in the shallow end.
- 9.5 Participants who are not potty trained must wear a swim per Section 7.3 above.
- 9.6 Diving (except in designated areas), flips, twists, spins, and back diving are not permitted.
- 9.7 Any group or day camp must obtain a permit to attend rec swim (see #21 Days Camps and Groups).

10.Swim Lessons

- 10.1 Participants who are not potty trained must wear a swim diaper. Regular diapers are not permitted in the pool per Section 7.3 above.
- 10.2 Staff make final decisions in level assignments for swim lessons.

11.Lockers

- 11.1 Patrons are not permitted to leave locks on lockers overnight. Locks will be cut off and locker contents will be placed into Lost & Found.

- 11.2 Unattended items will be placed in the lost and found and may be disposed of in a manner deemed appropriate by the city.
- 11.3 Personal grooming is not permitted within the facility. Personal grooming includes, but not limited to, cutting nails, coloring/cutting hair, washing clothes, exfoliating.

12. Rental procedures

- 12.1 Request must be made in writing, by completing the Plunge Rental Application.
 - 12.1.1 Applicants must sign the Municipal Plunge Usage Policy and agree to all terms set forth.
 - 12.1.2 Payment of a 50% deposit of all anticipated fees is due at the time of request. Should the rental be denied (see Denial of Facility Use), the deposit may be returned to the user.
 - 12.1.3 Completion of a request and/or payment of a deposit does not guarantee the request will be granted.
- 12.2 Applicants will be notified, in writing, of the approval or denial of their rental request within 7 business days of written request.
- 12.3 Permit holder is responsible for procurement of and payment for all permits, licenses, and insurance required.
- 12.4 Final payment must be made 14 days or more prior to the rental. Failure to complete payment on time will result in the event being cancelled and no refund of fees.
- 12.5 A fee will be assessed for any returned checks (see Appendix A).
- 12.6 Reservations may be made up to 90 days in advance.
- 12.7 Rentals must be a minimum of one hour, then occur in 30-minute increments.
- 12.8 Requests for rental submitted 14 or less prior to a rental should be paid in full, via cash or credit card, at the time of request.
- 12.9 Time changes should be made in writing, a minimum of 14 days prior to the event. Changes will not be made on the day of.
- 12.10 Usage of the Facility for longer than listed on the permit will result in additional fees and loss of the Damage Deposit.
- 12.11 City staff are not assigned exclusively to each event, but available for maintenance purposes. PRCS Department may, in their sole discretion, require permittee to hire additional City Staff to be dedicated to their event at permit holder's expense.

13. Permit Holder Responsibilities

- 13.1 Permit holder shall ensure all attendees are in accordance with all applicable laws, codes, regulations, and policies required by all authorities having jurisdiction over.
- 13.2 Permit holder is responsible for the conduct of all attendees. Disorderly conduct may be cause for loss of damage/security deposit and/or immediate cancellation of event.

- 13.3 Failure to vacate the premises will be grounds for arrest for trespass, the assessment of additional fees, and loss of security deposit.
- 13.4 Common courtesy is expected to be shown to neighboring renters and residents. All noise must be at a minimum level while in the permitted space.
- 13.5 If a complaint is received regarding your event and the Culver City Police are called in to maintain order, permit holder may be held liable for the cost incurred by the Police Department for Officers' time.
- 13.6 Adults are responsible for watching, controlling, and keeping their children from disrupting others at all times. Children must be under the supervision and control of adults for the duration of the rental.
- 13.7 Events where most of the participants are minors may be required to have security guards and additional lifeguards present during the event and cleanup.
- 13.8 Rental is for designed room(s) listed on permit only. Locker rooms, lobbies, and parking lots are for public access and cannot be blocked, used for equipment, or other activities. No loitering in locker rooms parking lots or other outside park areas.
- 13.9 The specific number of guests attending the event may not exceed the number indicated on the permit. Permit holder may be required to provide Facility with an alphabetized guests list, including children. Facility staff may also require a ticket sale manifest and/or ticket sale authorization codes.

14. Denial of Use

- 5.29 Denial of facility use may be made, but not limited to, the following reasons:
 - 5.30 The Facility is incapable of accommodating the proposed activity by the nature of the activity or by the reason of the number of people who will or probably will be attending.
 - 5.31 That by the nature of the activity, the Facility or its equipment may be endangered.
 - 5.32 If requestor fails to provide required documentation at least 10 days in advance of event date, the permit may be cancelled, the space released, and no fees will be returned.
 - 5.33 Another event is already scheduled for the requested date.
 - 5.34 That the requestor has previously used City facilities and failed to comply with City regulations.
 - 5.35 The City reserves the right to deny any user based on security concerns and/or safety concerns.
 - 5.36 Per CCMC § 9.10.010, the Department shall have the authority to revoke a park permit upon a finding of the violation of park rules and regulations, applicable laws, or conditions of any permit. Any person, group of organization violating park rules and regulations, applicable laws, or conditions of any permit shall be subject to the immediate revocation of park or park facility use

privileges authorized by the permit, and any permit fees paid shall be nonrefundable.

- 5.37 Per CCMC § 9.10.015, the Director, in his or her sole discretion, may declare any park, either in its entirety or a portion thereof, closed to the public or limited to certain uses, at any time and for any interval of time, either temporarily or at regular and stated intervals.

15. Check in and set up

- 15.1 All permit holders must check in with City staff at the start of their event.
- 15.2 Early entry is not permitted. Set up time must be included in the original request.
- 15.3 Permit holder must conduct a walk through/inspection with City staff upon arrival and prior to set up.
- 15.4 City staff will wait at site no more than 15 minutes after the beginning of the rental time. If permit holder is more than 15 minutes late the permit holder must check in at the supervision office or contact the registration office.
- 15.5 Facility Set Up arrangements must be submitted to Facility a minimum of 14 days prior to event date. Any changes in arrangements following these dates (i.e., equipment needs, room setup changes etc.) may result in additional charges.
- 15.6 City staff reserves the right to make changes to the diagram to ensure compliance with fire and safety regulations.
- 15.7 Changes by the permit holder are not permitted after PRCS staff approval.
- 15.8 Permit holder or designee must be present for all deliveries and/or pickups. City staff is not responsible nor will accept nor authorize pick up or drop off supplies.
- 15.9 Ladders and scissor lifts will not be provided and are not permitted for any set up/decorating purposes.
- 15.10 All open flame / heating devices must comply with the following:
- 15.11 No gel type or unprotected candles are permitted.
- 15.12 No flammable or combustible liquids or gases allowed.
- 15.13 Combustible materials must be kept at a safe distance.
- 15.14 All tablecloths must be treated with a flame-retardant or be made of an approved flame-retardant material.
- 15.15 Permit holders are required to supply their own Fire extinguishers. Multipurpose (ABC) type must be immediately available in the event of a fire emergency.
- 15.16 Permit holders are required to remain in view of the fire site for 30 minutes after the use of an open flame to ensure that the fire remains extinguished.

- 15.17 Candles may be placed on a celebratory food item. Candle may not exceed 5 inches in height and may be lit only for the duration of the singing a celebratory song.
 - 15.17.1 Candles may not be lit for longer than 60 seconds.
 - 15.17.2 Sparkler candles, or any candles emitting particles, are not permitted.
- 15.18 The Permit holder is responsible for ensuring that candles are extinguished and properly disposed of.
- 15.19 A Culver City Fire Department permit is required for all open flames, candles, fire, vehicles containing petroleum/gasoline, and for candles being used as part of a religious ceremony. Please call Culver City Fire Department for more information (310) 253-5900. An approved permit must be submitted no less than 14 days prior to event date.

16. Clean up

- 16.1 Clean up is the permit holder's responsibility. The equipment, facilities and public spaces utilized by the permit holder and attendees, must be left in the condition it was provided.
- 16.2 Clean up and removal of all equipment is the permit holder's responsibility.
- 16.3 Clean up and load-out of permit holder's equipment and personal belongings must be completed and the facility completely vacated by the time indicated on the permit.
- 16.4 The permit holder is responsible for the cleaning of spillage, wiping of tabletops, removing all trash from floors, and bagging the trash.
- 16.5 It is the responsibility of the permit holder to ensure that all trash is sorted and placed in the appropriate receptacle.
 - 16.5.1 If additional trash is generated, permit holder should bring additional bags to contain debris.
 - 16.5.2 Overflow trash should be left in the designated waste collection area.
- 16.6 If excessive cleanup is required, permit holder will be charged a cleanup fee (see Appendix A).
- 16.7 Any damage to facility and/or equipment will be billed to permit holder for repair and/or replacement cost.
- 16.8 If the permit holder utilizes any prep kitchen space, the permit holder must mop the kitchen floor, wipe the counter tops and kitchen equipment, clean up all spillage in refrigerators/ freezers, and remove of all user-owned or leased (non-City owned) items.
- 16.9 At the end of the permitted time, all personal/rental items must be removed from the facility. The city does not provide storage.
- 16.10 Permit Holder's Property

- 16.11 All property must be removed from Facility at the conclusion of the rental time.
- 16.12 Permit holder or designee must be present for all deliveries and/or pickups. City staff is not responsible for accepting or authorizing pick up or drop off supplies.
- 16.13 The City reserves the right to remove any remaining items from the premises and have them stored at the permit holder's expense.
- 16.14 If such equipment or supplies are not claimed within two (2) weeks after notice to the permit holder, the City reserves the right to dispose of such material in any manner it deems appropriate and retain any proceeds received from such disposal. Any cost to the City, including but not limited to administrative costs, incurred to dispose of the unclaimed property in excess of the revenue received from such disposal shall be billed to the permit holder with payment due and payable in 30 days.

17. Refunds

- 17.1 Security deposits, if applicable, will be returned within 30 days of the conclusion of the permit, provided none of the terms of this Policy have been violated.
 - 17.1.1 Security deposits will be issued back to the card of purchase or in the form of a check payable to permit holder for all cash and/or check payments. Checks may take 2-6 weeks to process.
- 17.2 Refunds for cancellations will be issued either in the form of a check to the permit holder, an account credit, or a refund back to the credit card of purchase. Checks may take 2-6 weeks to process.
- 17.3 Check refunds will not be processed until 14 days after the original check has cleared.

18. Cancellations

- 18.1 Cancellations, lane reductions, or date changes must be in writing to be considered for a refund. Date changes will be considered a cancellation.
 - 18.1.1 If a written cancellation notice is received 14 days or more prior to the event, but not including the event date, you will receive a refund of the rental fees minus a 15% processing fee (see Appendix A).
 - 18.1.2 If a written cancellation notice is received 13 days prior to the event, but not including the event date, you will receive no refund of rental fees, the Damage Deposit will be refunded.
- 18.2 Please refer to the "Culver City Parks, Recreation, and Community Services Refund Information" website for more information.
- 18.3 Date/time changes can be made up to 7 days prior to rental for an additional processing fee. (See Appendix A).
- 18.4 Any rescheduled rental should take place within 90 days of the original reservation date and date must be booked at the time of reschedule.

- 18.5 There will only be one rescheduling allowed per rental.
- 18.6 Refunds will not be granted in the event the rescheduled rental is cancelled.
- 18.7 Permits may be cancelled and/or rescheduled at the City's sole discretion. Permits canceled by the city or due to inclement weather may be rescheduled as availability allows or may be refunded in full.
- 18.8 Reasons for cancellation or reassignment of City field use by City Staff includes, but is not limited to, the following:
 - 18.9 Any City work involving any of the facilities.
 - 18.10 When the health and safety of participants are threatened due to impending conditions, including but not limited to maintenance issues or forces of nature.
 - 18.11 Accidental double booking.
 - 18.12 If a cancellation is made by the City, notice shall be given as far in advance as possible and a full refund shall be granted if other accommodations are not acceptable.
 - 18.13 Notwithstanding the above, if the permit holder is not in compliance with the policies and regulations stated in this document, the City, acting by and through the PRCS Director or his/her designee, may cancel the reservation upon notice to the applicant, and all fee(s) previously paid by the applicant shall not be returned.

19. Lane assignments and unused/underused lanes

- 19.1 Groups that identify their swimmers as novice will be given priority for the shallow water lanes.
- 19.2 Groups with intermediate and advanced swimmers will be given priority for deep water lanes.
- 19.3 If there are multiple groups with the same level of swimmers, lanes will be rotated weekly.
- 19.4 Water polo will be given priority for deep water use.
- 19.5 Lanes that are unused or underused (see Definitions) will be reallocated by City Plunge staff.
 - 19.5.1 Continual nonuse and underuse of lanes may constitute a reevaluation of lane allocations or a change in lane allocations for future quarters.

20. Long Term Rental Organization

- 20.1 It is the responsibility of each aquatic program participant and organization staff or volunteer to secure a Plunge membership card. Each time employees and participants enter the Plunge facility, membership card must be scanned.
 - 20.1.1 A membership card may be obtained by providing identification, and a liability waiver must be signed by each participant. Minors must also have the signature of their parent/guardian. Participants

will not be granted access to Plunge without valid membership card.

- 20.2 Organization shall assume responsibility for the following:
- 20.3 Supervision of organization participants using the pool. There shall be an organization representative on site when the Plunge is being used.
- 20.4 Organization representative shall be in the facility prior to any participants entering and the last to leave the Plunge once all participants have been dismissed. Participants may not loiter or remain at the Plunge unless re-scanning to participate in another program.
- 20.5 Qualified instructors and other necessary personnel to carry out the program (see Definitions)
- 20.6 Report any emergencies, health or facility related, to Plunge staff immediately.
- 20.7 Designate two points of contact, only that one of the two must attend the required meetings.
- 20.8 Mandatory attendance at Monthly/Quarterly rental meetings.
- 20.9 Failure to attend the meetings may result in revocation of allotted rental time.
- 20.10 If there is a change in the point of contact, the city must be notified within 10 days by either of the original designated contacts of the name and contact information of the new person.

21. Lane Allocation process for long term renters

- 21.1 Quarterly, each organization must submit a Plunge Rental Application. Staff will review the application and notify applicants of the final permitted space.
 - 21.1.1 Applications should consider any special event dates and holidays schedule changes.
 - 21.1.2 Submit applications for January through March of the following year on or before July 1 of the current year; permit request will be approved/denied/modified by August 1 of the current year.
 - 21.1.3 Submit applications for April through June of the following year on or before October 1 of the current year; permit request will be approved/denied/modified by November 1 of the current year.
 - 21.1.4 Submit applications for July through September of the current year on or before January 1 of the current year; permit request will be approved/denied/modified by February 1 of the current year.
 - 21.1.5 Submit applications for October through December of the current year on or before April 1 of the current year; permit request will be approved/denied/modified by May 1 of the current year.
- 21.2 “In season sports” will be given priority over off-season sports.
 - 21.2.1 Sports shall be classified per the C.I.F. (California Interscholastic Federation) for primary season and number of players per team.

- 21.2.2 Fall: Boys' water polo
- 21.2.3 Winter: Girls water polo
- 21.2.4 Spring: Boys & girls swimming
- 21.2.5 NCAA (National Collegiate Athletic Association) will be utilized for sports not listed by C.I.F.
- 21.3 Sports not listed under the C.I.F. or NCAA may be allocated space seasonally based on the number of active participants.
- 21.4 Lanes are allocated based on each organization's percentage of the total active participants (see Definitions) of all "in-season sports." Active participants from the previous year's same quarter will be used.
- 21.5 Organizations with Culver City active participants will be given priority.
- 21.6 Due to limited lane space, the city will allocate lanes on an "equal time per team" basis.
- 21.7 This will ensure that each eligible organization receives a percentage of the lanes based on the percentage of active participants with that organization.
- 21.8 Lanes will be issued in priority based upon Group Classifications and until all lanes are allocated.
- 21.9 The city does not guarantee that every Organization will be allocated facilities or meet any organization's lane needs or a request.
- 21.10 New organizations planning to petition for Group C1 through C5 status or leagues anticipating a split to form a new league must submit to the PRCS Director and/or their designee, six (6) months prior to the estimated starting date for such new organization.

22. Long Term Rental Billing

- 22.1 Payments must be submitted to the PRCS Office before the 1st of the month. If payment is not received, permits will be revoked.
- 22.2 Reservation changes include, but are not limited to date, time, lanes, number of teams/attendees, and amenities. One change is permitted at no charge; a Processing Fee may be charged for each subsequent change. 31 days or more prior to rental, no charge. 30 days or less, \$25 per change request. All changes requested less than 48 hours in advance will not receive a refund.
- 22.3 On the day of the event, additional fees will be invoiced to the nearest half-hour when any member of applicant's party arrives prior to, or departs after, the approved reservation time. No refunds or credits will be issued for early departure from an approved reservation permit.
- 22.4 Notify pool staff 14 days prior to, staff will credit the organization's account.

23. Day Camps & Groups

- 23.1 If you are interested in bringing a group (more than 10 participants) please contact Plunge staff at (310) 253-6680. See Section 12 Rental Procedures above for information.
 - 23.1.1 Groups will not be permitted to enter without a permit.
 - 23.1.2 Permits take a minimum of two weeks to process.
- 23.2 All participants must be supervised at a 1:5 ratio of adult to youths.
- 23.3 The user group representative is responsible for assisting in the enforcement of the Plunge rules & regulations.
- 23.4 The user group representative is responsible for the cleanliness of the facility and should walk through the Plunge after their group's visit.
- 23.5 If all participants have left before cleaning up, the user group representative must remain at the facility to complete this task.
- 23.6 The user group representative is responsible for their group and should not leave the Plunge until all their participants have left, this includes the parking lot.

24. Food & Non-Alcoholic Beverages

- 24.1 Alcohol is not permitted in any Culver City Park nor at the Plunge.
- 24.2 Food and beverages may be consumed on the pool deck, or on the benches. Neither food nor drinks shall be consumed in the water.
- 24.3 If the permit holder intends to serve food and/or non-alcoholic beverages, they must notify the PRCS department and pay applicable fees (see Appendix A).
- 24.4 Failure to notify the city and payment of the fee (see Appendix A) 14 days prior to the event, will result in no allowance of food and beverage.
- 24.5 Any outside vendor (i.e., caterer) will be required to provide proof of insurance (see Appendix B) and a Culver City business tax license.
- 24.6 No food and/or beverage is permitted to be sold in the Facility without a Special Event Permit (see Special Event Permit).
- 24.7 Food cannot be cooked on site (i.e., taco cart or pasta bar).
- 24.8 City does not provide access to water or electricity. The Plunge is not equipped with kitchen facilities.
- 24.9 Washing/ rinsing dishes in bathroom sinks or in the pool is prohibited.
- 24.10 Chaffing dishes with a self-contained chafing dish gel are permitted, open flames must be approved by Culver City Fire Department (see Set Up #14).
- 24.11 Neither permit holder, guests, nor outside vendors shall use, distribute, or sell prepared food in any polystyrene food service ware or single use plastic while using Facility. Permit holder assumes responsibility for preventing the use, sale and/or distribution of polystyrene food service ware or single use plastic. Any damage/security deposits will be forfeited if the city staff determines that polystyrene food service ware or single use plastic was used, sold, or

distributed. No single use glass products are permitted to be sold or distributed.

25. Special event permits

- 25.1 The City reserves the right to require any permit holder to obtain a Special Event Permit based on vendors, activities, number of attendees, and/or other factors. Please call the PRCS Department for more details.
- 25.2 If your event meets any of the following criteria, please call the PRCS department.
- 25.3 The event is open to the public.
- 25.4 There is an entrance fee charged to the attendees to attend. the event this includes any presale tickets or services sold offsite for the event.
- 25.5 There will be any food, goods, services, or merchandise exchanging hands for a fee during the event.
- 25.6 The event is serving as a fundraiser including events where attendees pay their donations/fees offsite.
- 25.7 Auctions.
- 25.8 Fairs and/or Festivals.
- 25.9 Amplified sound.
- 25.10 A minimum of three weeks is required to process an application for a special event permit.

26. Live Music & amplification of sound

- 26.1 An approved sound permit is required prior to the use of any sound amplification equipment.
 - 26.1.1 Usage of sound equipment and amplification of sound will be approved in writing on the permit.
- 26.2 The use of amplified sound will initiate the need for a special event permit (see Section Special Event Permits). The special event permit applications will be provided by the PRCS staff.
 - 26.2.1 A minimum of three weeks is required to process an application for a special event permit.
- 26.3 All users must comply with CCMC § 9.07 Noise Regulations.
- 26.4 Permitted sound amplification equipment is limited to stereo equipment.
- 26.5 Per CCMC § 9.07.055, the operation of sound amplifying equipment shall occur only between the hours of:
 - 26.5.1 8:00 a.m. through 8:00 p.m.
 - 26.5.2 Monday through Thursday.
 - 26.5.3 8:00 a.m. through 10:00 p.m. Friday.
 - 26.5.4 10:00 a.m. through 10:00 p.m. Saturday.
 - 26.5.5 10:00 a.m. through 8:00 p.m.
 - 26.5.6 Sunday and City specified holiday.

- 26.6 All public address system use for athletic events must pertain to the sport being played.
- 26.7 Special announcements should be kept to a minimum and may not begin prior to municipal code specifications.
- 26.8 Other music may not be played over the public address system with the exception of playing of the National Anthem at the beginning of the first event as long as it is not prior to municipal code specifications.
- 26.9 For events involving live music or a DJ, City-contracted security guard(s) must be present for the duration of the rental, from the time guests arrive, until the end of clean up.
- 26.10 Security is under the direction of City staff, not the permit holder.
- 26.11 The renter is responsible for payment of fees for security prior to the rental (see Appendix A). Outside security from the renter is not allowed on site, without prior written approval from the PRCS Director or his/her designee.
- 26.12 Music and live music must end 30 minutes before the end of the rental, or 12:00 a.m., whichever is earlier.

27. Parking Lots

- 27.1 All Culver City Municipal Codes are applicable to parking lots, traffic, and parking.
- 27.2 Per CCMC § 9.10.050 obstructing pathways in any public park is prohibited.
- 27.3 Per CCMC § 9.10.055L driving any vehicle on any public park is prohibited.
- 27.4 In case of medical emergencies, emergency vehicles will be allowed on the park for rescue purposes.
- 27.5 No amplified sound, live music, or DJs are permitted.
- 27.6 No City equipment is permitted in the parking lots or space(s).
- 27.7 Alcohol use is not permitted in parking lots.
- 27.8 Parking spaces are not reservable unless rented.
- 27.9 Rented spaces do not include staff, only entitles permit holder to reserve space(s).
- 27.10 Fees will be charged in accordance with the fee schedule (Appendix A).
- 27.11 Unless rented, the user organization must assure that guests utilize public parking areas.
- 27.12 All parking lots and spaces are open to the public, unless granted by permit.
- 27.13 Requests for lot(s) and/or space(s) must be made in writing.
- 27.14 Completion of a request does not guarantee the request will be granted.
- 27.15 Entire parking lots and/or individual spaces at the Veterans Memorial Complex (Building, Teen Center, Plunge, and Senior Center) must have accompanying facility rental.

- 27.16 City staff will demark spaces/ lots and is responsible for ensuring the spaces are available.
- 27.17 The city will not provide parking attendants.
- 27.18 Rented spaces must be specified 14 days in advance and all applicable fees must be paid in full (see Appendix A).
- 27.19 If the amenities, activities, or outside vendors are available to the public, a special event permit must be provided to the Facility no less than 14 days prior to the event (see Special Event Permit).
- 27.20 All outside vendors must provide required documentation (see Appendix C).

28. Filming & Photography Guidelines

- 28.1 Filming and/or photography are not permitted without first contacting the PRCS Department at (310) 253-6650 for information regarding permits and requirements.
- 28.2 Activities that require a film permit include, but are not limited to, commercial motion picture, television program, advertisement, music video, public service announcement, some commercial web-based productions, student films, commercial still photography, and news features.
- 28.3 Filming activity also includes the setup and dismantling of all equipment and the use of any parking lot at any park for base camp, catering, etc.
- 28.4 Permit exemptions are only for organizations and personnel with media credentials covering real-time breaking news. News features covering non-breaking news require film permits.
- 28.5 Persons requesting to film must submit a film request application via the Culver City website.
- 28.6 A walk through will be scheduled and completed with parties knowledgeable on the proposed project.
- 28.7 Once activity, date, and time are approved by Culver City and the PRCS Department, permittee must submit an application to FilmLA and fulfill all requirements of FilmLA.
- 28.8 FilmLA will submit the completed application to the City for review and final approval.
- 28.9 Upon approval, permittee must submit payment in full prior to scheduled filming.

29. Advertisements, Signage, & Decorations

- 29.1 No permit holder, nor attendees, may advertise the Facility phone number or contact information, for event information.
- 29.2 Advertising materials must be approved in writing by City staff before distribution. Any item posted which has not been approved will be removed and discarded.
- 29.3 Exterior signage and banners will only be approved for open-to-the public events scheduled in the main Auditorium and may only be displayed during the

duration of the event. Arrangements for all exterior signage and banners must be pre-approved by PRCS Department a minimum of 14 prior to event date.

29.4 Permit holder may not attach signs nor place signage on exterior walls, doors, or the walls of interior or exterior hallways.

29.5 No tape, nails, pins, or staples may be used in walls or wood. Nothing may be hung from curtains. Absolutely no glitter, confetti, birdseed, or rice is permitted on the property. Clean-up fees will be charged for the use of glitter, confetti, birdseed, and rice.

29.6 Changes, alterations, repairs, or defacement to any of the facility, its furnishings, or equipment thereof will not be permitted. The permit holder shall be held liable for expenses required to repair or replace the facility, its furnishing or equipment to its original condition.

29.7 Flyers are not permitted to be distributed at Culver City properties to advertise events.

30. Americans with Disabilities Act

30.1 City certifies City Facilities are a place of public accommodation and is accessible to persons with disabilities and in compliance with Title II & III of the Americans with Disabilities Act (ADA).

30.2 No facility user shall not render or allow any guests, contractors, agents, invitees to render the Facility inaccessible to persons disabled, or otherwise cause the Facility to be out of compliance with the ADA. In the event that a permit holder or any of their guests, contractors, agents, invitees or other persons it permits on the premises render Facility inaccessible to persons disabled or otherwise cause the Facility to be out of compliance with ADA, user shall immediately remedy the cause and return Facility to compliance.

30.3 Permit holder shall hold the City harmless from any and all damages, loss or liability of any kind whatsoever resulting from its actions or those exhibitors, contractors, agents, invitees or other persons its permits on the premises in rendering Facility inaccessible to persons disabled or otherwise causing Facility to be out of compliance with the ADA, and user will, at user's own cost and expense, defend and protect the City against any and all such claims or demands.

30.4 If you anticipate that a participant in your program will be unable to participate because some aspect of the Facility is inaccessible to them, please notify the Facility staff.

31. Insurance & Liability

31.1 Insurance certificates (see Appendix B) should be submitted to the PRCS Department no less than 14 days prior to the first date of the permit. Failure to secure insurance will result in the permit being cancelled.

32.2 All permits where an outside vendor is invited to attend, free or fee based, will be required to provide insurance (see Appendix B).

- 33.3 At the discretion of the PRCS Director or his/her designee, insurance may be required for additional circumstances.
- 33.4 Permit holder agrees to indemnify, defend, hold harmless, release and discharge the City, and each of its elected and appointed officials, agents, officers and employees from any and all liability, claim, losses or judgements arising out of any personal injury, death, or damages to real or personal property resulting from permit holder's use of the City property.
- 33.5 The permit holder agrees to pay for any and all damages to City property and/or loss of any property and/or equipment resulting directly or indirectly from such occupancy and/or use.
- 33.6 The City assumes no responsibility for loss and/or damages of any material or equipment brought onto City property.

32. Laws, Rules, Ordinances, & Regulations

- 32.1 Permit holders agree to follow all laws, rules, ordinances, & regulations from the City, County, State, and Federal governing bodies.
- 32.2 Permit holder shall work in accordance with all applicable laws, codes, regulations, and policies required by all authorities having jurisdiction over Culver City related to and in the performance of the permit holder agreement.
- 33.3 Parks, Recreation, and Community Services is committed to operating a "bullying free" environment in compliance with Culver City Resolution 2015-R 002A.
 - 33.3.1 Bullying is aggressive behavior that involves unwanted, negative actions through physical, written, verbal or other means (e.g. social media); may involve, but is not limited to, a pattern of repeated behavior over time and/or an imbalance of power or strength; and may include, but is not limited to, behavior such as direct physical contact (e.g. hitting, shoving), verbal assaults (e.g. teasing, name-calling), harassment (including sexual harassment), threats, intimidation, hate violence, and/or social isolation or manipulation.
 - 33.3.2 The harmful effects of Bullying, include physical and mental health impacts, substance abuse and suicide.

33. Culver City Municipal Codes

- 33.1 All field users must abide by all Culver City Municipal Codes.
- 33.2 Per CCMC § 13.03.025, alcoholic beverages are not permitted to be consumed on streets or in public parks.
- 33.3 All users are subject to the prohibitions of CCMC § 9.10.055 Prohibitions.
- 33.4 Per CCMC § 9.11.115, smoking is prohibited in city parks and recreational areas.
- 33.5 Per CCMC § 11.01.200, it is prohibited to conduct a business unless a business tax certificate has been obtained.

- 33.6 Per CCMC § 9.10.400 Off-Leash Dog Park Rules and Regulations and § 9.10.600 Designated Dog Paths, no dogs or animals are allowed in parks. Service animals are exempt.
- 33.7 Per CCMC § 11.18 Sidewalk Vending Program, the use of non-recyclable plastic food and polystyrene (“Styrofoam”) containers and single use plastics are prohibited.
- 33.8 Per CCMC § 11.18 Sidewalk Vending Program, sidewalk vending is enforceable throughout Culver City limits.
- 33.9 If patrons need to report any municipal code violations, please call the Culver City Police Department non-emergency number at (310) 837-1221 or 911.

34. Consequences for Noncompliance

- 34.1 The purpose of section of the Policy is to implement a systematic method of ensuring the Use of Municipal Plunge Policy is followed by all users. The City reserves the right to cancel or suspend permits based upon users violating the Policy. Notwithstanding this policy, the City reserves the right to revoke any user group’s right to use any City facility for any single serious violation, which causes damage to property or injury to person. No refund of fees will be given.
- 34.1.1 Incident One: A verbal warning will be issued by City staff to participant. If the participant is a minor and the parent is present, the parent will be notified.
- 34.1.2 Incident Two: If there are two instances of noncompliance in the same day, the participant(s) will be asked to leave the facility for the remainder of the day.
- 34.1.3 If the participant is a minor, the parent will be notified in writing.
- 34.1.4 Incident Three: If incident three occurs within one month of incident two, Municipal Plunge usage will be suspended for 5 days.
- 34.1.5 If the participant is a minor, the parent will be notified in writing.
- 34.1.6 Incident Four: If incident four occurs within 3 months of incident two, Municipal Plunge usage will be suspended for a minimum of 7 days, based on severity of noncompliance.
- 34.1.7 A meeting shall be held with City staff and participant to discuss incident and how to prevent future incidents of noncompliance. If the participant is a minor, the parent/guardian must attend the meeting.
- 34.1.8 Incident Five: If incident five occurs within 6 months of incident two, Municipal Plunge privileges will be suspended for 365 days.
- 34.1.9 A meeting shall be held with City staff and participant to discuss suspension and how to prevent future incidents of noncompliance. If the participant is a minor, the parent/guardian must attend the meeting.
- 34.1.10 Failure to correct violations when advised and directed may also result in administrative charges, criminal prosecution, the

issuance of a misdemeanor citation, and/or other legal action by the City Attorney's office.

Appendix A: Fee Schedule

Service Name	FY 2013-14 Fee
RECREATION DIVISION	
RECREATION USER FEES	
Administrative Fees:	
Non-Resident Fee for Rec. Prog. Participation	\$ 11.00
Refund Processing Fee	\$ 25.00
Child Care Late Pick Up Fee	\$1.00 per child per minute
CC Afterschool Recreation Program (CCARP):	
One child weekly registration fee, Resident	\$ 49.00
Second child weekly registration fee, Resident	\$ 44.00
One child wky registration fee, non-resident	\$ 59.00
Second child weekly registration fee, non-resident	\$ 54.00
After School Late Payment fee	\$ 28.00
Aquatic Fees - Recreation Swim & Lap Swim Daily Fee	
Adults 18 yrs & Older	\$ 4.00
Seniors and children 17 and under	\$ 2.50
Aquatic Fees - Swim Passes	
Adult Lap Swim Passes, Resident, 15 visits	\$ 35.00
Adult Lap Swim Passes, Non-Resident, 15 visits	\$ 50.00
Adult-Student Lap Swim Passes, Resident, 15 visits	\$ 30.00
Adult-Student Lap Swim Passes, Non-Resident, 15 visits	\$ 45.00
Student Lap Swim Passes, Resident, 15 visits	\$ 30.00
Student Lap Swim Passes, Non-Resident, 15 visits	\$ 45.00
Srs & Disabled Lap Passes, Resident, 15 visits	\$ 20.00
Srs & Disabled Lap Passes, Non-Resident, 15 visits	\$ 25.00
Youth Recreation Swim Passes, Resident, 15 visits	\$ 20.00
Youth Recreation Swim Passes, Non-Resident, 15 visits	\$ 25.00
Aquatic Fees - Exercise Classes	
Adults 18 yrs & Older (per class)	\$ 2.00
Seniors and Persons w/ Disability (per class)	\$ 1.00
Adult Pass, 15 visits	\$ 20.00
Seniors and Persons w/ Disability, 15 visits	\$ 15.00
Aquatic Fees - Swim Lessons, Resident	
Learn to Swim Group Lessons (per Lesson)	\$ 7.00
Learn to Swim Group Lessons (5 Lessons)	\$ 30.00
Learn to Swim Group Lessons (10 Lessons)	\$ 50.00
Lifeguard Training	\$ 165.00
Private Swim Lessons (per 30-minute lesson)	\$ 35.00

Service Name	FY 2013-14 Fee
Aquatic Fees - Swim Lesson, Non-Resident	
Learn to Swim Group Lessons (per Lesson)	\$ 9.00
Learn to Swim Group Lesson (5 Lessons)	\$ 40.00
Learn to Swim Group Lesson (10 Lessons)	\$ 60.00
Lifeguard Training	\$ 175.00
Private Swim Lessons (per 30 minute lesson)	\$ 45.00
Aquatic Rental Fees - hourly rate	
School District Rate per hour	Staff & Facility costs
Non-Profit, Resident	\$ 114.00
Non-Profit, Non-Resident	\$ 127.00
Private Party, Resident	\$ 152.00
Private Party, Non-Resident	\$ 169.00
Private Commercial, Resident	\$ 191.00
Private Commercial, Non-Resident	\$ 212.00
Cancellation of rental, at least 14 day notice	50% of fees retained
Cancellation of rental, less than 14 day notice	100% of fees retained
Permit for Outdoor Facilities (Includes Lindberg Patio Area) - Per Hour	
Youth Sports League Play, Resident 51% residency	No Charge
Youth Sports Tournaments, Resident, 51% residency	No Charge
Youth Sports League Play, Non-resident	\$ 36.00
Youth Sports Tournament Play, Non-resident	\$ 47.00
Resident Adult Private Group	\$ 36.00
Non-resident Adult Private Group	\$ 52.00
Non-resident Adult Tournament	\$ 62.00
Non-Profit Resident	\$ 12.00
Non-Profit Non-resident	\$ 36.00
Lights - in addition to field use for all user groups except Resident Youth Sports League & Tournament Play	\$11 per hour
Recreation Class Fees - Contract:	
Residents (City receives 30% of revenue collected)	Varies
Non-resident (City receives 30% of revenue collected)	Varies

Service Name	FY 2013-14 Fee
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DAY CAMP FEES:

All day camp fees listed below are per week fees.

Residents (9am - 6pm):

Just 4 Kids Day Camp (ages 6-10)	\$	135.00
Second child discount	\$	120.00
Teen Camp (ages 11-13)	\$	114.00
Second child discount	\$	104.00
Morning Extended Care (7am - 9am)	\$	26.00

Non-Residents (9am - 6pm):

Just 4 Kids Day Camp (ages 6-10)	\$	166.00
Second child discount	\$	151.00
Teen Camp (ages 11-13)	\$	146.00
Second child discount	\$	135.00
Morning Extended Care (7am - 9am)	\$	26.00

Employee Rate, 25% Discount (9am - 6pm):

Just 4 Kids Day Camp (ages 6-10)	\$	101.25
Teen Camp (ages 11-13)	\$	90.00
Morning Extended Care (7am - 9am) - No Discount	\$	26.00

Permit fees for Filming or Video Taping, 12 hours or fraction thereof:*

Crew of 15 or less (per hour)	\$	35.00
Crew of 16 to 100	\$	1,500.00
Crew of 100 or more	\$	2,000.00
Extended time fee (per hour after first 12 hours)	\$	100.00
Cancellation Charge - 3 days notice		50% of fees retained
Cancellation Charge - less than 3 days notice, % of fees retained to cover staff costs and public inconvenience		100% of fees retained

Permit fees for Still Photographer, 6 hours or fraction thereof:*

Culver City Park	\$	300.00
Culver City Plunge	\$	500.00
All other Park Facilities	\$	250.00
Veteran's Memorial Park	\$	300.00
Cancellation Charge - with less than 7 days notice		100% of fees retained
Cancellation Charge - with more than 7 days notice		50% of fees retained

***A staff person, charged at a \$25 per hour fee, will be added to these park permit rental rates.**

Service Name

FY 2013-14 Fee

PARK & PARK FACILITY PERMITS

All Park Buildings - Resident, 4 hours:

Room Rental Only	\$	146.00
Room and Kitchen Rental	\$	187.00
Non-Profit Flat Rate	\$	104.00

All Park Buildings - Non-Resident, 4 hours:

Room Rental Only	\$	166.00
Room and Kitchen Rental	\$	208.00
Non-Profit Flat Rate	\$	166.00

Other Applicable Fees & Charges:

Refundable Security Deposit	\$	208.00
Extended Permit Time - per hour charge	\$	26.00
Custodial Fee - per hour, by request only, 4 hour minimum	\$	52.00
Staff Fee - per hour	\$	25.00
Cancellation Fee - with at least 30 days notice		50% of fees retained
Cancellation Fee - less than 30 days notice		100% of fees retained

Veteran's Park Resident, 4 hours:

For the first 100 people	\$	124.00
For each additional 25 people or part thereof	\$	31.00
Non-Profit Flat Rate	\$	124.00
Park Reservation Deposit (refundable)	\$	25.00

Veteran's Park Non-Resident, 4 hours:

For the first 100 people	\$	166.00
For each additional 25 people or part thereof	\$	52.00
Non-Profit Flat Rate	\$	166.00
Park Reservation Deposit (refundable)	\$	25.00

Tennis Court Reservations:

Resident - per court		\$5 per hour
Non-Resident - per court		\$10 per hour

All Other Parks - Resident, 4 hours:

For the first 25 people	\$	31.00
For each additional 25 people or part thereof	\$	31.00
Non-Profit Flat Rate	\$	42.00
Park Reservation Deposit (refundable)	\$	25.00

All Other Parks - Non-Resident Fees, 4 hours:

For the first 25 people	\$	62.00
For each additional 25 people or part thereof	\$	62.00
Non-Profit Flat Rate	\$	84.00
Park Reservation Deposit (refundable)	\$	25.00

Moonbounce Reservation Fees, per use:

Moonbounce Reservation Fees, per use	\$	31.00
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These fees shall be assessed in conjunction with the regulations set forth in Resolution No. 2003-R020:

Category A: "City Sponsored," shall mean any person or group that is granted the use of any part of a City facility for any purpose for no fee or for a small stipend as determined by the City Council.

Category B: "Non Profit, Resident," shall mean any governmental agency or 501(c)(3) Non-Profit Organization that is headquartered in the City of Culver City. Culver City 501(c)(3) Non-Profit Organization, annually, shall submit a copy of their most current IRS Form 990 (Cannot be older than 2 years) to be placed on file with the PRCS Department as well as their General Liability Insurance with corresponding Culver City headquarters address.

Category C: "Non Profit, Non-Resident" shall mean any 501(c)(3) Non-Profit Organization that is not headquartered in the City of Culver City. Non-Resident 501(c)(3) Non-Profit Organization, annually, shall submit a copy of their most current IRS Form 990 (Cannot be older than 2 years) to be placed on file with the PRCS Department as well as their General Liability Insurance with corresponding headquarters address.

Category D: "Private Party, Resident" shall mean any City of Culver City resident holding a private gathering. To qualify as a resident, renter shall submit a copy of their most current utility bill (No older than 2 months) and provide a secondary proof of residency with a photo id. Private Parties are events organized by invitation only, and no admission is charged, no public marketing has occurred, no business or services are being provided.

Category E: "Private Party, Non-Resident" shall mean anyone residing outside of the City of Culver City holding a private event. Private Parties are events organized by invitation only, and no admission is charged, no public marketing has occurred, no business or services are being provided.

Category F: "Commercial, Resident," shall mean any business headquartered in the City of Culver City or any person or group that does not qualify under categories A-E whether for monetary gain or not. To qualify as a "Commercial, Resident", renter shall submit a copy of their valid Culver City business license. Any person or group in this category shall prove residency using any method found in category "B" or "D". Anyone person, group or business in this category shall submit their General Liability Insurance with corresponding Culver City address.

Category G: "Commercial, Non-Resident," shall mean any business not headquartered in the City of Culver City or any person or group that does not qualify under categories A-E whether for monetary gain or not and is not a resident of the City of Culver City. Anyone person, group or business in this category shall submit their General Liability Insurance.

Service Name**FY 2013-14 Fee****HOURLY RENTAL FEES****VETERAN'S MEMORIAL BUILDING****Auditorium**

Category B - Non-Profit, Resident	\$	165.00
Category C - Non-Profit, Non-Resident	\$	229.00
Category D - Private Party, Resident	\$	236.00
Category E - Private Party, Non-Resident	\$	263.00
Category F - Commercial, Resident	\$	296.00
Category G - Commercial, Non-Resident	\$	329.00

Auditorium

Category B - Non-Profit, Resident	\$	80.00
Category C - Non-Profit, Non-Resident	\$	80.00
Category D - Private Party, Resident	\$	80.00
Category E - Private Party, Non-Resident	\$	80.00
Category F - Commercial, Resident	\$	160.00
Category G - Commercial, Non-Resident	\$	160.00

Rotunda

Category B - Non-Profit, Resident	\$	33.00
Category C - Non-Profit, Non-Resident	\$	48.00
Category D - Private Party, Resident	\$	76.00
Category E - Private Party, Non-Resident	\$	84.00
Category F - Commercial, Resident	\$	109.00
Category G - Commercial, Non-Resident	\$	122.00

Box Office

Category B - Non-Profit, Resident	\$	50.00
Category C - Non-Profit, Non-Resident	\$	50.00
Category D - Private Party, Resident	\$	50.00
Category E - Private Party, Non-Resident	\$	50.00
Category F - Commercial, Resident	\$	100.00
Category G - Commercial, Non-Resident	\$	100.00

Lobby

Category B - Non-Profit, Resident	\$	50.00
Category C - Non-Profit, Non-Resident	\$	50.00
Category D - Private Party, Resident	\$	50.00
Category E - Private Party, Non-Resident	\$	50.00
Category F - Commercial, Resident	\$	100.00
Category G - Commercial, Non-Resident	\$	100.00

Service Name	FY 2013-14 Fee
Garden	
Category B - Non-Profit, Resident	\$ 23.00
Category C - Non-Profit, Non-Resident	\$ 33.00
Category D - Private Party, Resident	\$ 62.00
Category E - Private Party, Non-Resident	\$ 68.00
Category F - Commercial, Resident	\$ 96.00
Category G - Commercial, Non-Resident	\$ 107.00
Multipurpose	
Category B - Non-Profit, Resident	\$ 25.00
Category C - Non-Profit, Non-Resident	\$ 35.00
Category D - Private Party, Resident	\$ 52.00
Category E - Private Party, Non-Resident	\$ 58.00
Category F - Commercial, Resident	\$ 65.00
Category G - Commercial, Non-Resident	\$ 72.00
Kaizuka	
Category B - Non-Profit, Resident	\$ 10.00
Category C - Non-Profit, Non-Resident	\$ 15.00
Category D - Private Party, Resident	\$ 30.00
Category E - Private Party, Non-Resident	\$ 33.00
Category F - Commercial, Resident	\$ 45.00
Category G - Commercial, Non-Resident	\$ 50.00
Uruapan	
Category B - Non-Profit, Resident	\$ 10.00
Category C - Non-Profit, Non-Resident	\$ 15.00
Category D - Private Party, Resident	\$ 30.00
Category E - Private Party, Non-Resident	\$ 33.00
Category F - Commercial, Resident	\$ 45.00
Category G - Commercial, Non-Resident	\$ 50.00
Yanji	
Category B - Non-Profit, Resident	\$ 9.00
Category C - Non-Profit, Non-Resident	\$ 13.00
Category D - Private Party, Resident	\$ 16.00
Category E - Private Party, Non-Resident	\$ 19.00
Category F - Commercial, Resident	\$ 22.00
Category G - Commercial, Non-Resident	\$ 24.00
Iksan	
Category B - Non-Profit, Resident	\$ 11.00
Category C - Non-Profit, Non-Resident	\$ 16.00
Category D - Private Party, Resident	\$ 23.00
Category E - Private Party, Non-Resident	\$ 26.00
Category F - Commercial, Resident	\$ 30.00
Category G - Commercial, Non-Resident	\$ 33.00

Service Name	FY 2013-14 Fee
Room A	
Category B - Non-Profit, Resident	\$ 8.00
Category C - Non-Profit, Non-Resident	\$ 12.00
Category D - Private Party, Resident	\$ 13.00
Category E - Private Party, Non-Resident	\$ 14.00
Category F - Commercial, Resident	\$ 19.00
Category G - Commercial, Non-Resident	\$ 22.00
Room B	
Category B - Non-Profit, Resident	\$ 8.00
Category C - Non-Profit, Non-Resident	\$ 12.00
Category D - Private Party, Resident	\$ 13.00
Category E - Private Party, Non-Resident	\$ 14.00
Category F - Commercial, Resident	\$ 19.00
Category G - Commercial, Non-Resident	\$ 22.00
Room C	
Category B - Non-Profit, Resident	\$ 8.00
Category C - Non-Profit, Non-Resident	\$ 12.00
Category D - Private Party, Resident	\$ 13.00
Category E - Private Party, Non-Resident	\$ 14.00
Category F - Commercial, Resident	\$ 19.00
Category G - Commercial, Non-Resident	\$ 22.00
Classroom 2 (VMB Craft Room)	
Category B - Non-Profit, Resident	\$ 9.00
Category C - Non-Profit, Non-Resident	\$ 13.00
Category D - Private Party, Resident	\$ 16.00
Category E - Private Party, Non-Resident	\$ 19.00
Category F - Commercial, Resident	\$ 22.00
Category G - Commercial, Non-Resident	\$ 24.00
Classroom 3 (ESL Room)	
Category B - Non-Profit, Resident	\$ 11.00
Category C - Non-Profit, Non-Resident	\$ 16.00
Category D - Private Party, Resident	\$ 23.00
Category E - Private Party, Non-Resident	\$ 26.00
Category F - Commercial, Resident	\$ 30.00
Category G - Commercial, Non-Resident	\$ 33.00
Teen Center	
Category B - Non-Profit, Resident	\$ 54.00
Category C - Non-Profit, Non-Resident	\$ 77.00
Category D - Private Party, Resident	\$ 93.00
Category E - Private Party, Non-Resident	\$ 103.00
Category F - Commercial, Resident	\$ 116.00
Category G - Commercial, Non-Resident	\$ 129.00

Service Name	FY 2013-14 Fee
Classroom 1	
Category B - Non-Profit, Resident	\$ 10.00
Category C - Non-Profit, Non-Resident	\$ 14.00
Category D - Private Party, Resident	\$ 23.00
Category E - Private Party, Non-Resident	\$ 25.00
Category F - Commercial, Resident	\$ 39.00
Category G - Commercial, Non-Resident	\$ 43.00
SENIOR CENTER (per hour rental rates)	
Dining Room	
Category B - Non-Profit, Resident	\$ 78.00
Category C - Non-Profit, Non-Resident	\$ 86.00
Category D - Private Party, Resident	\$ 109.00
Category E - Private Party, Non-Resident	\$ 121.00
Category F - Commercial, Resident	\$ 129.00
Category G - Commercial, Non-Resident	\$ 143.00
B45	
Category B - Non-Profit, Resident	\$ 62.00
Category C - Non-Profit, Non-Resident	\$ 68.00
Category D - Private Party, Resident	\$ 82.00
Category E - Private Party, Non-Resident	\$ 91.00
Category F - Commercial, Resident	\$ 103.00
Category G - Commercial, Non-Resident	\$ 114.00
B47	
Category B - Non-Profit, Resident	\$ 62.00
Category C - Non-Profit, Non-Resident	\$ 68.00
Category D - Private Party, Resident	\$ 82.00
Category E - Private Party, Non-Resident	\$ 91.00
Category F - Commercial, Resident	\$ 103.00
Category G - Commercial, Non-Resident	\$ 114.00
C71	
Category B - Non-Profit, Resident	\$ 16.00
Category C - Non-Profit, Non-Resident	\$ 17.00
Category D - Private Party, Resident	\$ 21.00
Category E - Private Party, Non-Resident	\$ 23.00
Category F - Commercial, Resident	\$ 26.00
Category G - Commercial, Non-Resident	\$ 29.00

Service Name	FY 2013-14 Fee
C73	
Category B - Non-Profit, Resident	\$ 17.00
Category C - Non-Profit, Non-Resident	\$ 22.00
Category D - Private Party, Resident	\$ 28.00
Category E - Private Party, Non-Resident	\$ 31.00
Category F - Commercial, Resident	\$ 55.00
Category G - Commercial, Non-Resident	\$ 61.00
C75	
Category B - Non-Profit, Resident	\$ 17.00
Category C - Non-Profit, Non-Resident	\$ 22.00
Category D - Private Party, Resident	\$ 28.00
Category E - Private Party, Non-Resident	\$ 31.00
Category F - Commercial, Resident	\$ 55.00
Category G - Commercial, Non-Resident	\$ 61.00
C77	
Category B - Non-Profit, Resident	\$ 16.00
Category C - Non-Profit, Non-Resident	\$ 17.00
Category D - Private Party, Resident	\$ 21.00
Category E - Private Party, Non-Resident	\$ 23.00
Category F - Commercial, Resident	\$ 26.00
Category G - Commercial, Non-Resident	\$ 29.00
Conference Room	
Category B - Non-Profit, Resident	\$ 8.00
Category C - Non-Profit, Non-Resident	\$ 12.00
Category D - Private Party, Resident	\$ 13.00
Category E - Private Party, Non-Resident	\$ 14.00
Category F - Commercial, Resident	\$ 19.00
Category G - Commercial, Non-Resident	\$ 22.00
Craft Room	
Category B - Non-Profit, Resident	\$ 10.00
Category C - Non-Profit, Non-Resident	\$ 14.00
Category D - Private Party, Resident	\$ 23.00
Category E - Private Party, Non-Resident	\$ 25.00
Category F - Commercial, Resident	\$ 39.00
Category G - Commercial, Non-Resident	\$ 43.00

Service Name	FY 2013-14 Fee
MISCELLANEOUS RENTAL FEES (all equipment rental fees are a per event flat fee)	
Additional Event Supervision (per hour)	\$ 25.00
Lighting Technician (per hour)	\$ 25.00
Security Guard (per hour)	\$ 20.00
Audio/Visual Equipment (if not identified separately in this fee schedule)	\$ 25.00
Additional Equipment - per item, per event (if not identified separately in this fee schedule)	\$5.00 - \$15.00
Risers and Step Units - per section, per event	
All Non-Profit/Private	\$ 20.00
All Commercial	\$ 40.00
Sound Shells - per item, per event	
All Non-Profit/Private	\$ 20.00
All Commercial	\$ 40.00
Grand Piano	
All Non-Profit/Private	\$ 60.00
All Commercial	\$ 120.00
Baby Grand	
All Non-Profit/Private	\$ 40.00
All Commercial	\$ 80.00
Upright Piano	
All Non-Profit/Private	\$ 20.00
All Commercial	\$ 40.00
Sound System, including one microphone (per event)	
All Non-Profit/Private	\$ 30.00
All Commercial	\$ 60.00
Additional Microphones (per microphone)	
All Non-Profit/Private	\$ 5.00
All Commercial	\$ 10.00
Additional Event Staff (per hour)	
All Non-Profit/Private	Actual Cost + 25%
All Commercial	Actual Cost + 50%
Additional Setup Fee (per event)	
All Non-Profit/Private	\$ 26.00
All Commercial	\$ 31.00

Service Name	FY 2013-14 Fee
Auditorium Kitchen with Bar (per event)	
All Non-Profit/Private	\$ 75.00
All Commerical	\$ 150.00
Storage Facilities	
Storage Closet 1 (per month)	\$ 100.00
Storage Closet 2 (per month)	\$ 100.00
Storage Room (per week)	\$ 100.00
Host Food Fees	
All Non-Profit/Private	\$10 - \$100: All Categories
All Commerical	\$10 - \$100: All Categories
Refundable Damage Deposits	
All Non-Profit/Private	\$50 - \$500: All Categories
All Commerical	\$50 - \$500: All Categories
ADDITIONAL FEES DURING A FACILITY RENTAL (the following are flat rental rates)	
Teen Center Kitchen	
All Non-Profit/Private	\$ 75.00
All Commerical	\$ 150.00
Lobby Concession Stand (per event)	
All Non-Profit/Private	\$ 60.00
All Commerical	\$ 120.00
Plung Lobby Vending Space (per month)	\$ 150.00
Reserved Parking (per space)	
All Non-Profit/Private	\$ 5.00
All Commerical	\$ 8.00
Cancellation Fee (with 60 days notice)	
All Non-Profit/Private	\$ 25.00
All Commerical	\$ 100.00
Cancellation Fee (with 30 days notice)	
All Non-Profit/Private	\$ 50.00
All Commerical	\$ 150.00
Cancellation Fee (less than 30 days notice)	
All Non-Profit/Private	100% of Room Rental Fee
All Commerical	100% of Room Rental Fee

Appendix B: Insurance Requirements



SAMPLE
CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE (Area, Ext):	FAX (Area, Ext):
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
INSURED	INSURER A:	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	DOC SUBR (INSG) (M)	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR Contr Lab Incl. _____ GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: _____	Y	Y			EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (If a contract) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	Y	Y			COMBINED SINGLE LIMIT (Per accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED \$ _____ RETENTION \$ _____					EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
A	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	Y		<input checked="" type="checkbox"/> EMPLOYEE <input type="checkbox"/> OTHER *States Below E.L. - PROPRIETOR \$ 1,000,000 DISEASE - EMPLOYEE \$ 1,000,000 DISEASE - POL. LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required.)

THE CITY OF CULVER CITY, MEMBERS OF ITS CITY COUNCIL, ITS BOARD AND COMMISSIONS, OFFICERS, AGENTS, AND EMPLOYEES IS/ARE INCLUDED AS ADDITIONAL INSURED WHERE REQUIRED BY WRITTEN CONTRACT WITH RESPECT TO GENERAL LIABILITY AND AUTO LIABILITY. THIS INSURANCE IS PRIMARY AND NON-CONTRIBUTORY OVER ANY EXISTING INSURANCE AND LIMITED TO LIABILITY ARISING OUT OF THE OPERATIONS OF THE NAMED INSURED AND WHERE REQUIRED BY WRITTEN CONTRACT. A WAIVER OF SUBROGATION IS GRANTED IN FAVOR OF THE CITY OF CULVER CITY, ITS OFFICERS, AGENTS, EMPLOYEES AND VOLUNTEERS IN ACCORDANCE WITH THE POLICY PROVISIONS OF THE GENERAL LIABILITY, AUTO LIABILITY, AND WORKERS COMPENSATION POLICIES WHERE REQUIRED BY WRITTEN CONTRACT. NOTICE OF CANCELLATION WILL BE PROVIDED PER THE ATTACHED ENDORSEMENTS.

** SPECIFIC ENDORSEMENTS REQUIRED **

CERTIFICATE HOLDER	CANCELLATION
City of Culver City 9770 Culver Blvd Culver City CA 90232	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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SAMPLE

POLICY NUMBER:

COMMERCIAL AUTO
CA

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US (WAIVER OF SUBROGATION)

This endorsement modifies insurance provided under the following:

AUTO DEALERS COVERAGE FORM
BUSINESS AUTO COVERAGE FORM
MOTOR CARRIER COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by the endorsement.

This endorsement changes the policy effective on the inception date of the policy unless another date is indicated below.

Named Insured:

Endorsement Effective Date:

SCHEDULE

Name(s) Of Person(s) Or Organization(s):

CITY OF CULVER CITY

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

The **Transfer Of Rights Of Recovery Against Others To Us** condition does not apply to the person(s) or organization(s) shown in the Schedule, but only to the extent that subrogation is waived prior to the "accident" or the "loss" under a contract with that person or organization.

SAMPLE

C. With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or

2. Available under the applicable limits of insurance;

whichever is less.

This endorsement shall not increase the applicable limits of insurance.

SAMPLE

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY
CG

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – COMPLETED OPERATIONS

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)	Location And Description Of Completed Operations
CITY OF CULVER CITY	All completed operations
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury" or "property damage" caused, in whole or in part, by "your work" at the location designated and described in the Schedule of this endorsement performed for that additional insured and included in the "products-completed operations hazard".

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
 2. Available under the applicable limits of insurance;
- whichever is less.

This endorsement shall not increase the applicable limits of insurance.

Appendix C: Tables of fields & Courts

Park Name	Address	Field Type	Baseball Diamond?	Lighted	Hours of Operation
Blair Hills	5972 Wright crest Dr.	Multipurpose sports field (1)	Yes	No	8:00 a.m.-dusk
Blanco	5687 Sawtelle Blvd.	Multipurpose sports field (2)	Yes	No	M-F 3:30-dusk Sa&Su 8:00 a.m.-dusk
Carlson	10400 Braddock Dr.	Sm & Med multipurpose fields (4)	Yes	No	8:00 a.m.-dusk
Culver City	9700 Jefferson Blvd.	Multipurpose sports field (4)	Yes	Yes Lights rentable dusk to 11:00 p.m.	8:00 a.m.-dusk
Culver West	4162 Wade St.	Sm (1) & Md (1) multipurpose fields	No	No	8:00 a.m.-dusk
El Marino	5301 Berryman Ave.	Multipurpose sports field (1)	No	No	8:00 a.m.-dusk
Fox Hills	Buckingham Parkway	Multipurpose sports field (2)	No	No	8:00 a.m.-dusk
Lindberg	5041 Rhoda Way	Multipurpose sports field (2)	Yes	No	8:00 a.m.-dusk
Syd Kroenenthal	3459 McManus Ave.	Multipurpose sports field (2)	Yes	Yes Lights rentable dusk to 11:00 p.m.	8:00 a.m.-dusk
Tellefson	3998 Bentley Ave.	Multipurpose sports field (2)	No	No	8:00 a.m.-dusk
Veterans Memorial	4117 Overland Ave.	Multipurpose sports field (2) & Community fields (4)	No	Yes Lights rentable dusk to 11:00 p.m.	8:00 a.m.-dusk
Linwood E. Howe Elementary School	4100 Irving Place	Multipurpose fields (No rentals)	No	No	M-F closed Sa&Su 9:00 a.m.-dusk

Courts

Park Name	Address	Court Type	Lighted	Hours of Operation
Blair Hills	5972 Wright crest Dr.	Basketball Court (1)	No	8:00 a.m.-dusk
Culver City	9700 Jefferson Blvd.	Basketball Court (1)	No	8:00 a.m.-dusk
Culver West	4162 Wade St.	Basketball Court (1), Tennis Court (1), Handball Court (3), Racket & Paddle Court (2)	Yes	8:00 a.m.-dusk
El Marino	5301 Berryman Ave.	Basketball Court (1), Handball Court (1)	No	8:00 a.m.-dusk
Fox Hills	Buckingham Parkway	Basketball Court (2), Tennis Court (3), Sand Volleyball Court (1), Racket & Paddle Court (4)	Tennis Courts only	8:00 a.m.-dusk Tennis courts until 10:30 p.m.
Lindberg	5041 Rhoda Way	Basketball Court (1), Tennis Court (1), Handball Court (1)	Tennis Courts only Dusk to 10:30 p.m.	8:00 a.m.-dusk
Syd Kronenthal	3459 McManus Ave.	Basketball Court (1), Tennis Court (1), Racket & Paddle Court (2)	Yes	8:00 a.m.-dusk
Veterans Memorial	4117 Overland Ave.	Basketball Court (2), Tennis Court (2), Handball Court (1)	Yes	8:00 a.m.-dusk
Veterans Memorial	Culver & Elenda	Racket & Paddle Court (3)	Yes	8:00 a.m.-10:30 p.m.

* Racket & paddle court & tennis courts are opened by City staff between 8:00-9:00 a.m.

** Courts may not be reserved during prime time use hours (between 5:00 to 8:00 p.m. Monday through Friday and 9:00 a.m. and 12:00 p.m. Saturday and Sunday).

Picnic Shelters & Picnic Areas

Park Name	Park Address	Shelter or Area	Number of Tables	Capacity
Blair Hills	5972 Wright crest Dr.	Area & Shelter	4	25/25
Blanco After 3:00 p.m. Mon-Fri	5687 Sawtelle Blvd.	Shelter	5	25
Carlson	10400 Braddock Dr.	Shelter	4	25 & 26-50
Culver City	9700 Jefferson Blvd.	Area 1 & Area 2	Area 1: 7 Area 2: 13	Area 1: 50 Area 2: 100
Culver West	4162 Wade St.	Area	6	50
El Marino	5301 Berryman Ave.	Area	3	25
Fox Hills	Buckingham Pkwy	Area 1 & Area 2	Area 1: 4 Area 2: 3	Area 1: 25 Area 2: 25
Lindberg	5041 Rhoda Way	Shelter	6	50
Syd Kronenthal	3459 McManus Ave.	Area & Shelter	Area: 2 Shelter: 4	Area: 25 Shelter: 75
Tellefson	3998 Bentley Ave.	Shelter	8	100
Veterans Memorial	4117 Overland Ave.	Shelter	12	100