



CULVER CITY

Athletic Space Allocation and Usage Policy

Revised: May 30, 2024

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 athletics facilities for the enjoyment of the public. This Fields & Outdoor Space Allocation and 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 for the policies and procedures for the PRCS Department to facilitate the allocation of all available outdoor spaces/fields/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 operate and manage the site/equipment safely and effectively.
- 1.3. Per Culver City Municipal Code (CCMC) § 9.10.030, 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 to recover costs associated with the operation, maintenance, supervision, and/or administration of the policies and procedures which govern the Policy.
- 1.5. This document sets forth the terms and conditions for the use and rental of the City properties. All users and permit holders agree to abide by the policies set forth in this policy.

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: Any Culver City owned or operated facility.
- 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 over the age of 18.

- 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. Culver City based non-profits must meet and maintain for the duration of their field allocation, all the requirements of this section. Updated forms should be submitted to the PRCS Department annually. Any discrepancies or delinquencies may result in the revocation of City recognized nonprofit status and allocated space(s).
 - 3.9.1.1.1. All forms must have the organization's name and address; all organization names and addresses must match.
 - 3.9.1.1.2. A Letter of Determination or Letter of Affirmation from the IRS that indicates nonprofit status.
 - 3.9.1.1.3. Form 990 for the previous year.
 - 3.9.1.1.4. Registration with the California Secretary of State.
 - 3.9.1.1.5. Registration with the State of California's Attorney General's Office.
 - 3.9.1.1.6. Have a Board of Directors who are the volunteers elected by their membership.
 - 3.9.1.1.7. An organization that places every player on a team and has a minimum play rule.
 - 3.9.1.1.8. Must have a valid Culver City business license.
 - 3.9.1.1.9. Provide valid insurance (see Appendix B).
- 3.10 Culver City based non-profit: must meet and maintain all requirements of non-profit organization (see 3.8) 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 players & cheerleaders who are fully registered with the user organization and under the age of 18. Non-players such as coaches, officials, and staff shall not be included. For the purposes of field 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 Roaster 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 and game schedules shall be audited as necessary by the PRCS Department.
- 3.11.4 Inaccurate reporting may result in lower field priority ranking and/or allocations being revoked or changed.
- 3.12 Culver City Athletic Sports Organizations (CCASO): The purpose of this group is to provide a forum for all group D organizations (Section 4) to meet and share insights, facilitate discussions, and collaborate on matters pertaining to improve security, address challenges, and ensure alignment with established criteria related to field allocations and sports activities. Quarterly meetings will be conducted by City staff, one or two representatives from each CCASO are required to attend.
- 3.13 “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.
- 3.14 Per CCMC § 9.10.055M, organized activity is 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.
- 3.15 “Everybody Plays” 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.

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; classification D1 through D5.
 - 4.4.1. Group D1: Culver City based youth athletic nonprofit, current youth roster containing more than 50%+1 Culver City residents or CCUSD students; must have an “everyone plays” 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 plays” policy.
 - 4.4.3. Group D3: Culver City based athletic nonprofit, current adult roster containing more than 50%+1 Culver City residents or CCUSD students; must have an “everyone plays” policy.

- 4.4.4. Group D4: Culver City based youth athletic nonprofit, current youth roster containing less than 50%+1 Culver City residents or CCUSD students must have an “everyone plays” policy.
- 4.4.5. Group D5: Culver City based athletic nonprofit, current adult roster containing less than 50%+1 Culver City residents or CCUSD students; must have an “everyone plays” policy.
- 4.5. Group E: Culver City resident, business, or non-athletic 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 player that registers and tries out on a team, and/or denies participation of some players based on skill level.
 - 4.5.4. Group E4: Organizations/individuals that are not associated with non-Culver City business, nonprofit, or other organizations.
- 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. Culver City Athletic Sports Organizations (CCASO)

- 5.1. For purpose see Definitions 3.10 CCASO
- 5.2. Youth organizations must meet the following requirements:
 - 5.2.1. Youth organizations must collect signed “Parent Code of Ethics” from each parent/guardian with a child in the program. Forms must be incorporated into the registration process and retained by the organization for the duration of the season.
 - 5.2.2. Youth organizations must collect signed “Bullying Free Agreement” from each parent/guardian with a child in the program. Forms must be incorporated into the registration process and retained by the organization for the duration of the season (see #35).
 - 5.2.3. Youth organizations must have all parents sign and acknowledge the “Youth Sports Concussion Protocols” per the California Health and Safety Code.
 - 5.2.4. Youth organizations must complete CPR, First Aid and AED training for all coaches/ team managers. The board shall certify this list is accurate and provide to the PRCS Department within the first 30 days of their allocation period.
 - 5.2.5. Youth organizations must background check, with a minimum requirement of Livescan; however, groups are encouraged to do extra background checks on coaches/team managers.
- 5.3. Adult organizations must meet the following requirements:

- 5.3.1. Organizations must collect signed “Code of Ethics” from each participant in the program. Forms must be incorporated into the registration process and retained by the organization for the duration of the season.
- 5.3.2. Organizations must have at least one person on site at all times that has completed CPR, First Aid and AED training. The board shall certify this list is accurate and provide to the PRCS Department within the first 30 days of their allocation period.
- 5.4. One or more board members shall attend quarterly meetings.
 - 5.4.1. Meetings will be conducted at a city staff designated location in January, April, July, and October of each calendar year.
 - 5.4.2. Meetings will cover topics pertaining to the purpose of the CCASO.
 - 5.4.3. Failure to attend may result in lower allocation status.

6. Reservable Space & Hours of Operation

- 6.1. A responsible adult must be present at all times during any organization’s use of City facilities. Adults are required to have a copy of, or have access to, the facility use permit in case any field allocation conflicts arise. Coaches are encouraged to carry the identification issued to them by their organization.
- 6.2. See Appendix C for facility information. Table of reservable parks, addresses, and hours of operation. Culver City has limited lighted areas; applicable fees will be billed and must be paid on the first of the month prior to rental date(s).

7. Rental Procedures

- 7.1. Requests must be made in writing by completing the Athletic Space Rental Application.
 - 7.1.1. Applicants must sign the Athletic Space Allocation and Usage Policy and agree to all terms set forth in this policy.
 - 7.1.2. For non-CCASO members: payment of a 50% deposit of all anticipated fees is due at the time of booking. Should the rental be denied (see #8), the deposit may be returned to the user.
 - 7.1.3. Completion of request of an outdoor space and/or payment of a deposit does not guarantee the outdoor space request will be granted.
- 7.2. Applicants will be notified, in writing, of the approval or denial of their rental request within 7 business days of written request.
- 7.3. Permit holder is responsible for procurement of and payment for all permits, licenses, and insurance required.
 - 7.3.1. Final payment must be made no less than 7 days prior to the rental. Failure to complete payment on time will result in the event being cancelled and no refund of fees.
 - 7.3.2. A fee will be assessed for any returned checks. (See Appendix A)
- 7.4. Reservations may be made in the following time frame.
 - 7.4.1. Long Term Renters: Up to 6 months in advance.
 - 7.4.2. All other renters: up to 90 days in advance.
- 7.5. Rentals must occur in 60-minute increments.
- 7.6. Changes will not be made on the day of the activity or rental.

- 7.7. Time change requests should be made in writing via email, a minimum of 7 days prior to the event. Completion of a time change request does not guarantee the time change request will be granted.
- 7.8. 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.

8. Denial of Use

- 8.1. Denial of facility use may be made, but not limited to, the following reasons:
 - 8.1.1. 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.
 - 8.1.2. The nature of the activity will endanger the Facility or its equipment.
 - 8.1.3. If requestor fails to provide required documentation at least 10 days in advance of event date, this may result in the cancellation of the permit, forfeiture of any fees paid, and the release of the space.
 - 8.1.4. Another event is already scheduled for the requested date.
 - 8.1.5. That the requestor has previously used City facilities and failed to comply with City regulations.
 - 8.1.6. The City reserves the right to deny any user based on security and/or safety concerns.
- 8.2. Per CCMC § 9.10.045 Celebrations in Parks; Permits, 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 or 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.
- 8.3. Per CCMC § 9.10.015 Policy on Closing, 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.

9. Rental Check in and Set Up

- 9.1. All rentals must check in at the start of their event with City staff; if staff is not present, check in with staff when they arrive. For private rentals, the permit holder must be present.
- 9.2. Early entry is not permitted. Set up time must be included in the original request.

10. Rental Clean Up

- 10.1. 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.

- 10.2. Clean up and removal of all equipment is the permit holder's responsibility.
- 10.3. Clean up and load-out of organization/business equipment and personal belongings must be completed and the field/space completely vacated by the time indicated on the permit.
- 10.4. It is the responsibility of the permit holder to ensure that all trash is sorted and placed in the appropriate receptacle.
 - 10.4.1. If excessive cleanup is required, permit holder should bring additional bags to contain debris.
- 10.5. If excessive cleanup is required, permit holder will be charged a cleanup fee (see Appendix A).
- 10.6. Any damage to facility and /or equipment will be billed to permit holder for repair and/or replacement cost.

11. Cancellation & Security Deposit Refunds

- 11.1. Clean up and load-out of organization/business equipment and personal belongings must be completed and the field/space completely vacated by the time indicated on the permit.
 - 11.1.1. Security deposit 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.
 - 11.1.2. 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.
 - 11.1.3. Check refunds will not be processed until 14 days after the original check has cleared.
- 11.2. Cancellations, date, or outdoor space changes must be in writing to be considered for a refund.
- 11.3. Please refer to the "Culver City Parks, Recreation, and Community Services Refund Information" website for more information.
- 11.4. Location/date/time changes shall be made in writing, up to 7 days prior to rental for an additional processing fee. (See Appendix A).
- 11.5. Any rescheduled rental should take place within 90 days of the original reservation date and date must be booked at the time of reschedule.
- 11.6. There will only be one rescheduling allowed per rental.
- 11.7. Refunds will not be granted in the event the rescheduled rental is cancelled.
- 11.8. 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.
- 11.9. Reasons for cancellation or reassignment of city field use by the City Staff includes, but is not limited to, the following:
 - 11.9.1. Any City work involving any of the facilities.

- 11.9.2. When the health and safety of participants are threatened due to impending conditions, including but not limited to maintenance issues or forces of nature.
- 11.9.3. Accidental double booking.
- 11.9.4. Nonadherence to this Policy or City ordinance.

12. Long Term Rentals.

- 12.1. The City shall allocate space bi-annually.
 - 12.1.1. Spring/Summer February 1 through July 31.
 - 12.1.2. Fall/Winter August 1 through January 31.
- 12.2. An Outdoor Spaces Rental Application must be completed and submitted bi-annually.
 - 12.2.1. For February 1 through July 31 (Spring/Summer), applications must be submitted no later than November 1.
 - 12.2.2. For August 1 through January 31 period (Fall/Winter), applications must be submitted no later than May 1.
- 12.3. Fields are allocated based on each organization’s percentage of the total eligible rostered members of all “in-season sports.” Official Team Rosters from the previous year will be used. An organization’s percentage of fields allocated to them will be determined by the organization’s total rostered members and dividing this number by the total rostered members of all teams in the “in-season sports.” City staff uses the following formula to determine if the percentage allocated is accurately represented. The following participants per team numbers will be used to estimate the number of teams within an organization.

Sport	Team Numbers
<i>Soccer</i>	14
<i>Softball / Baseball</i>	12
<i>Football</i>	13
<i>Lacrosse</i>	16
<i>Volleyball</i>	10

- 12.3.1. Sports not listed shall be classified per the C.I.F (California Interscholastic Federation) for primary season and number of players per team. NCAA (National Collegiate Athletic Association) will be utilized for sports not listed by C.I.F.
- 12.3.2. Sports not listed under the C.I.F or NCAA may be allocated space seasonally based on number of registered players.
- 12.4. Due to limited field space, the city will allocate fields on an “equal time per team” basis.
 - 12.4.1. This will ensure that each eligible organization receives a percentage of the fields based on the percentage of rostered players with that organization.

- 12.4.2. Athletic facilities will be issued in priority based upon Group Classifications (See Section 4: Priority Group Classifications) and until all fields are allocated.
- 12.4.3. The city does not guarantee that every Group will be allocated facilities or meet any organization's field needs or a request.
- 12.5. Each organization must submit a copy of practice schedules to the PRCS Department two weeks prior to the start of permit; game schedules should be submitted one week prior to the start of league play.
- 12.6. Organizations who qualify for CCASO are required to attend the quarterly CCASO meetings.
- 12.7. New organizations planning to petition for Group DI through D5 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.

13. Long Term Rental Billing

- 13.1. Payments must be submitted to the PRCS Office before the 1st of the month. If payment is not received, field permits will be revoked.
- 13.2. Reservation changes include, but are not limited to date, time, fields, courts, number of teams/attendees, and amenities.
 - 13.2.1. One charge is permitted at no charge; a processing fee may be charged for each subsequent change.
 - 13.2.2. 31 days or more prior to rental, no charge.
 - 13.2.3. 30 days or less, \$25 per change request.
 - 13.2.4. All changes requested less than 48 hours in advance will not receive a refund.
- 13.3. 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.

14. Field Exchange, sublease, Non-Use, & Splitting

- 14.1. Users may not exchange or sublease fields under any circumstance.
- 14.2. Exchange or sublease of fields will result in revocation of permits for all parties.
 - 14.2.1. Additional penalties may include the inability to use fields for future requests.
- 14.3. Any organization that has been permitted to use a field and determines that they will not need to use the field shall notify the City.
- 14.4. A pattern of nonuse of space may also result in revocation of the permit of the allocated space(s).

- 14.5. All groups shall be invoiced for all reserved space(s) that the organization has reserved and have not used (see Section 11 Cancellation & Security Deposit Refunds above).

15. Concession Stands

- 15.1. A current contract must be executed by Culver City and the organization utilizing the concession stand.
- 15.2. Alcoholic beverages may not be sold or distributed from any concession stand.
- 15.3. Organization(s) utilizing Concession Stands are required to obtain all necessary permits.
- 15.4. The organization is responsible for payment of fees and maintenance of the concession stand per the Los Angeles County Health Department requirements.
- 15.5. Permits must be posted per requirement and a copy is required to be submitted to the PRCS Department for their records.

16. Tournaments

- 16.1. Request for Tournament Application must be completed and submitted a minimum of 60 days prior to the tournament start date.
- 16.2. Tournament applications are contingent upon field availability and parking accommodations.
- 16.3. Fees will be charged in accordance with the fee schedule.
- 16.4. Special event permit(s) may be required. Special event permits take a minimum of 14 days to process.
- 16.5. Tournament requests will be granted in Priority Group Classification order (see Section 4 Priority Group Classifications above).

17. Keys

- 17.1. Keys to City facilities may be issued by the City to the organization.
 - 17.1.1. It is the organization's responsibility to ensure that all keys are returned to the city at the conclusion of the respective season.
 - 17.1.2. Each organization may designate one person to coordinate the key issuance for the organization.
 - 17.1.3. Keys may not be duplicated.
 - 17.1.4. No additional locs may be added to any city facility.
 - 17.1.5. Locks may not be changed or altered in any way on any City facility.
- 17.2. Should it become necessary to re-key a facility due to lost or stolen keys, the organization will be financially responsible for the City's costs to re-key.
 - 17.2.1. Re-keying must be coordinated with the city.

18. Special Event Permits

- 18.1. 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.
- 18.2. If your event meets any of the following criteria, please call the PRCS Department.
 - 18.2.1. The event is open to the public.
 - 18.2.2. 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.
 - 18.2.3. There will be any food, goods, services, or merchandise exchanging hands for a fee during the event.
 - 18.2.4. The event is serving as a fundraiser, including events where attendees pay their donations/fees offsite.
 - 18.2.5. Auctions
 - 18.2.6. Fairs and/or Festivals
 - 18.2.7. Amplified sound.
- 18.3. A minimum of three weeks is required to process an application for a special event permit.

19. Filming & photography guidelines

- 19.1. Filming and/or photography are not permitted without first contacting the PRCS Department at (310) 253-6650 for information regarding permits and requirements.
- 19.2. 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.
- 19.3. 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.
- 19.4. 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.
- 19.5. Persons requesting to film must submit a film request application via the Culver City website.
- 19.6. A walk through will be scheduled and completed with parties knowledgeable on the proposed project.
- 19.7. Once activity, date, and time are approved by Culver City and the PRCS Department, permittee must submit an application to Film LA and fulfill all requirements of Film LA.
- 19.8. FilmLA will submit the completed application to the City for review and final approval.
- 19.9. Upon approval, permittee must submit payment in full prior to scheduled filming.

20. Skatepark

- 20.1. Lessons, competitions, demonstrations, and rental events are prohibited unless written permission is obtained from the PRCS Department.
- 20.2. Renters seeking to utilize the skate park for filming see Section 19 Filming & Photography Guidelines and Section 20 Filming and Photography Process.
- 20.3. All users must agree to comply with the California State Law for Skateboard Parks HSC 115800.
- 20.4. All skatepark users must agree to comply with CCMC § 9.10.300. Failure to comply may result in penalties.
- 20.5. The skate park is for skating only. "Skating" includes skateboarding, roller-skating, in-line skating and non-motorized scooters only. Bicycling, the use of motorized devices of any type and all other uses are prohibited.
- 20.6. All persons utilizing the skate park facilities must wear a helmet, knee pads, and elbow pads.
- 20.7. Skating is prohibited at all times that it is raining or when the skate area is wet or contains a large number of debris.
- 20.8. Spectators are not permitted in the skating area and shall remain outside of the skate park.
- 20.9. No Graffiti, tagging, stickers or etching.
- 20.10. No food, drink, glass, or breakable objects are allowed in the skating area.
- 20.11. Cleaning of the skating area using cleaning solvents or solutions is prohibited except by authorized City staff.
- 20.12. Per CCMC § 9.10.055, no drugs, alcohol, tobacco products, weapons or pets are allowed within Park.
- 20.13. No portion of the skate park may be modified, altered, or added to in any manner.
- 20.14. Skating is only permitted within the skate park and is prohibited in all other areas of Culver City Park, including its adjacent sidewalks, streets, or parking lots.
- 20.15. All parties are responsible for removing their personal property from the premises upon leaving the skate park.
- 20.16. See website for current hours of operation.

21. Courts

- 21.1. The City of Culver City provides a limited number of basketballs, handball, racket & paddle tennis, tennis, and volleyball courts for the benefit of the public.
- 21.2. Activities not related to the court's primary purpose may be acceptable, on a case-by-case basis, given that no damage will be done to the facility. Users should call the PRCS Department for further information. All users should complete the Request for Fields and Open Space Application and submit to the PCRS department for approval and fee payment.

- 21.2.1. The court's primary purpose will have priority over other activities.
- 21.2.2. Outside equipment and alterations to the courts must be approved in writing by the PRCS Department prior to usage.
- 21.3. No person shall conduct instruction for compensation unless otherwise authorized by a City-issued permit.
- 21.4. No more than 50% of the courts within any park may be utilized by instructors providing instruction for compensation.
- 21.5. Courts may not be reserved during prime time use hours (between 5:00 p.m. to 8:00 p.m. Monday through Friday and 9:00 a.m. and 12:00 p.m. Saturday and Sunday).
- 21.6. If a user requests to reserve court(s) during non-prime time use hours, please complete the Request for Fields and Open Space Application, and submit to the PCRS department for approval and fee payment.
 - 21.6.1. Submission of a request does not guarantee approval.
 - 21.6.2. Request must be completed and submitted a minimum of 30 days prior to the dates.
 - 21.6.3. Request approvals are contingent upon availability.
 - 21.6.4. Fees will be charged in accordance with the fee schedule.
- 21.7. Special event permit(s) may be required.
- 21.8. If multiple requests for the same courts/space are received, court requests will be granted in Priority Group Classification order.
 - 21.8.1. Proper documentation must be submitted to determine Priority Group Classification (see Section 4 Priority Group Classifications above).

22. Parking Lots & Spaces

- 22.1. All Culver City Municipal Codes are applicable to parking lots, traffic, and parking.
 - 22.1.1. Per CCMC § 9.10.050, obstructing pathways in any public park is prohibited.
 - 22.1.2. Per CCMC § 9.10.055L, driving any vehicle on any public park is prohibited.
 - 22.1.3. Per CCMC § 13.03.025, alcoholic beverages containing any amount of alcohol are not permitted.
 - 22.1.4. In case of medical emergencies, emergency vehicles will be allowed on the park for rescue purposes.
- 22.2. Parking spaces are not reservable unless rented.
 - 22.2.1. Rented spaces must be specified 14 days in advance and all applicable fees must be paid in full (see Appendix A).
 - 22.2.2. Requests for lot(s) and/or space(s) must be made in writing.
 - 22.2.3. Completion of a request does not guarantee the request will be granted.
 - 22.2.4. City staff will demark spaces/ lots and is responsible for ensuring the spaces are available.
 - 22.2.5. The city will not provide parking attendants.

- 22.2.6. Additional staff and security may be rented to monitor parking lot(s), City staff nor security will operate vehicles.
- 22.3. Fees will be charged in accordance with the fee schedule (Appendix A).
- 22.4. Unless rented, the user organization must assure that members and spectators utilize off-street public parking areas. In post-season or tournament play, the user will provide at least one person and/or signage to direct members and spectators to designated parking areas.
- 22.5. No amplified sound, live music, or DJs are permitted in parking lots.
- 22.6. No City equipment is permitted in the parking lots or space(s).
- 22.7. 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 Section 18: Special Event Permit).
- 22.8. All outside vendors must provide required documentation (see Appendix D).

23. Inclement Weather

- 23.1. Staff will notify users of any fields closures due to weather-related conditions as soon as they are known.
 - 23.1.1. In case of lightning, and other extreme weather events, all outdoor fields and spaces will be closed.
- 23.2. All field closures are based upon City staff discretion. There will be no use of facilities when the City determines they are unplayable due to rain or other conditions. Any user failing to comply with a decision to postpone use is subject to invoicing for all damages occurring to the facilities and may include termination of the ability to use City facilities.
- 23.3. The City has a minimum 24-hour rain policy to ensure safety and to protect City property from damage.
 - 23.3.1. Any significant amount of rainfall automatically closes fields for 24-hours. Significant rainfall is defined as precipitation that heavily saturates ground, potentially leaving standing puddles. In these situations, the fields are unplayable and must dry out for a minimum period of 24-hours or longer depending on saturation.
 - 23.3.2. Sports play can only resume when the ground is firm and resilient enough to be played on without cleats sinking in and leaving prints, without uprooting the turf, and without trampling grassy areas into mud.
- 23.4. The city offers refunds for rainouts and all field users should track their rainouts and contact the PRCS Department for refund processing.
- 23.5. The PRCS Department encourages all users to check the Southern California Air Quality Management District website (www.scaqmd.org) for information regarding air quality levels.
- 23.6. Organizations are responsible for ensuring the health and safety of all participants.

24. Maintenance Schedule

- 24.1. The City reserves the right to limit field usage to accommodate maintenance.
 - 24.1.1. Maintenance schedule may vary according to City programming.
 - 24.1.2. Veteran's Parks sports fields and grass areas will be closed annually from the end of August through October.
 - 24.1.3. Additional rest and renovations will be conducted at all park sites as needed on a rotating basis.

25. Modifications & Major Maintenance

- 25.1. Maintenance, replacement of structures or utilities, or the construction of any works of improvement, shall require the prior written consent of the PRCS Director.
- 25.2. Consent may be withheld for any reason.
- 25.3. In the event the PRCS Department consents to said maintenance or replacement of structures, it shall be made by the organization's sole cost and expense, and organization shall work with the City to comply with all regulations and policies, and City laws, rules, regulations, and procedures regarding public contracting as applicable.
- 25.4. In the event that maintenance services are to be performed by contract with third parties, organization must provide the City with copies of proposed contracts, which must be approved in advance by the City, and which must require said contractors to indemnify and name the City as an additional insured (see Appendix B).
- 25.5. Any alterations, additions, or improvements to or of said property shall become the property of the City upon completion of the improvements.
- 25.6. All improvements shall be coordinated with the department well in advance of the proposed timeline.
- 25.7. All approved outside vendors conducting work on City property must submit a valid Culver City Business Tax License and the City must approve insurance prior to any work being conducted.

26. Athletic Field Lining, Marking, & Stakes

- 26.1. Lining City parks with chalk or paint is not permitted without written permission granted by the PRCS office. Fees may be charged for City staff time to clean.
- 26.2. Burning of lines on City fields is not permitted.
- 26.3. All markings must be removed at the conclusion of the permit.
- 26.4. Any user failing to comply with established guidelines and notification requests are subject to paying for all damages occurring to the facility and the termination of facility use permit.

27. Outdoor Equipment

- 27.1. If a stake longer than 12” is required, a site map must be submitted to PRCS and approved in writing prior to set up of equipment. A site visit with the PRCS Department may be required.
- 27.2. Goals may be brought in at the user’s cost and liability with written PRCS approval. A site map must be submitted to PRCS and approved in writing prior to set up of equipment. A site visit with the PRCS Department may be required.
- 27.3. Freestanding lights may be brought in at the user’s cost and liability with written PRCS approval. A site map must be submitted to PRCS and approved in writing prior to set up of equipment. A site visit with the PRCS Department may be required.
- 27.4. Exercise equipment and other materials not specified must all be free standing.
- 27.5. Per CCMC § 9.10.055M, thrown or otherwise propelled objects (e.g., golfing) are not allowed.
- 27.6. Lawn bowling, croquet, putting, and other lawn activities that do not include equipment that may puncture the turf may be acceptable.
- 27.7. Storage opportunities are limited. All inquiries for details should be directed to the PRCS Department.
- 27.8. Any equipment remaining on City property at the conclusion of the day will be removed and stored at the owner’s expense.

28. Cleats

- 28.1. Metal cleats are not permitted on any City facility or field.
- 28.2. Persons utilizing City facilities, except playing fields, must wear smooth-soled footwear.
- 28.3. Cleats are not permitted inside any city facility except outdoor restroom facilities.

29. Peppering

- 29.1. At no time shall any park user participate in peppering the baseball backstops or any city structure.

30. Advertisements & Banners

- 30.1. Only approved permit holders may request to display advertisement(s) and/or banner(s).
- 30.2. Advertisements and/or banners, digital or physical, must be approved in advance and in writing by the PRCS Director and/or their designee.
 - 30.2.1. Requests to display must be submitted a minimum of 14 days prior to the event date.
 - 30.2.2. Unapproved advertisements and banners will not be permitted and upon sight will be removed by City staff.

- 30.3. Signs and banners may only be hung in predesignated areas.
- 30.4. Permit holders may not list the city contact information for their rental(s).
- 30.5. For banner specifications, please contact PRCS Department.

31. Live Music & Amplification of sound

- 31.1. An approved sound permit is required prior to the use of any sound amplification equipment.
- 31.2. The use of amplified sound will initiate the need for a special event permit (see Section 18 Special Event Permits above). The special event permit applications will be provided to you by the PRCS staff.
 - 31.2.1. A minimum of three weeks is required to process an application for a special event permit.
- 31.3. All users must comply with CCMC § 9.07 Noise Regulations.
- 31.4. Permitted sound amplification equipment is limited to public address systems, stereo equipment, stationary and portable components, and bullhorns.
- 31.5. Only persons 18 years and older will be allowed to operate the public address system.
- 31.6. Per CCMC § 9.07.055, the operation of sound amplifying equipment shall occur only between the hours of:
 - 31.6.1. 8:00 a.m. through 8:00 p.m. Monday through Thursday.
 - 31.6.2. 8:00 a.m. through 10:00 p.m. Friday.
 - 31.6.3. 10:00 a.m. through 10:00 p.m. Saturday.
 - 31.6.4. 10:00 a.m. through 8:00 p.m. Sunday and city specified holiday.
- 31.7. All public address system use for athletic events must pertain to the game being played.
 - 31.7.1. Special announcements should be kept to a minimum and may not begin prior to municipal code specifications.
 - 31.7.2. Half-time cheerleading shows in football or soccer, and between innings in baseball equivalent to the 7th inning stretch in Major League Baseball are allowed.
 - 31.7.2.1. These shows cannot exceed a total of minutes for both squads/teams.
 - 31.7.3. 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 game as long as it is not prior to municipal code specifications.

32. City Staff at parks

- 32.1. PRCS staff are responsible for monitoring operations and activities on City parks and in open spaces.
- 32.2. If patrons need to report any illegal activity or municipal code violations, please call the Culver City Police Department non-emergency number at (310)837-1221 or 911.
- 32.3. For any other issues, please call the PRCS Department at (310)253-6650.

33. Insurance & Liability

- 33.1. 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.
- 33.2. 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.

34. Laws, Rules, Ordinances & Regulations

- 34.1. Permit holders agree to follow all laws, rules, ordinances, & regulations from the City, County, State, and Federal governing bodies.
- 34.2. 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.
- 34.3. Parks, Recreation, and Community Services is committed to operating a "bullying free" environment in compliance with Culver City Resolution 2015-R 002A.
 - 34.3.1. 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.
 - 34.3.2. The harmful effects of Bullying, include physical and mental health impacts, substance abuse and suicide.

35. Culver City Municipal Codes

- 35.1. All field users must abide by all Culver City Municipal Codes.
- 35.2. Per CCMC § 13.03.025, alcoholic beverages are not permitted to be consumed on streets or in public parks.

- 35.3. All users are subject to the prohibitions of CCMC § 9.10.055 Prohibitions.
- 35.4. Per CCMC § 9.11.115, smoking is prohibited in city parks and recreational areas.
- 35.5. Per CCMC § 9.01.200, it is prohibited to conduct a business unless a business tax certificate has been obtained.
- 35.6. 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.
- 35.7. Per CCMC § 11.18 Sidewalk Vending Program, the use of non-recyclable plastic food and polystyrene (“Styrofoam”) containers and single use plastics are prohibited.
- 35.8. Per CCMC § 11.18 Sidewalk Vending Program, sidewalk vending is enforceable throughout Culver City limits.
- 35.9. 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.

36. MOUs/JUAs School Districts

- 36.1. For all organizations under a MOU or JUA, all guidelines set forth in the contract must be followed.

37. Consequences for Noncompliance

- 37.1. The purpose of section 37 of the Policy is to implement a systematic method of ensuring the Use of City Fields and Outdoor Space Policy is followed by all users. The City reserves the right to cancel or suspend field/facility permits for games, practices, and other usages 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.
 - 37.1.1. Incident One: Consists of documented activity in direct violation of the Culver City Municipal Code or the Policy.
 - 37.1.1.1. Penalty: A letter summarizing the incident shall be written to the user organization’s Designated Representative. Copy of letter shall be placed in the organization’s file. Restitution for damages/costs will be pursued if applicable.
 - 37.1.2. Incident Two: Occurs within one calendar year from Incident One.
 - 37.1.2.1. Penalty: Revocation of the use permit at which the violation relates, effective immediately, for one day and one use. A letter summarizing the incident shall be written to the user organization’s Designated Representative. Copy of letter shall be placed in the organization’s file. Restitution for damages/costs will be pursued if applicable.
 - 37.1.2.2. A mandatory meeting will be arranged between City staff and the Designated Representative(s) to educate the organization about the

Fields and Outdoor Space policy and the consequences of a third violation.

37.1.3. Incident Three: Occurs within one calendar year from Incident Two.

37.1.3.1. Penalty: The organization shall be informed, by letter from City staff, that the permit for specified space is revoked immediately and for the remainder of the season or a specified period of time. The organization will be billed per permit and no refunds shall be given. Staff shall monitor activity at the site and report further violations to the City. If further violations occur or the Organization fails to pay the city cost, penalties may include, but are not limited to possible loss of future allocations and/or priority status. A letter summarizing the incident shall be written to the user organization's Designated Representative. Copy of letter shall be placed in the organization's file. Restitution for damages/costs will be pursued if applicable.

37.2. Groups may reapply for future allocations beginning one calendar year from the third violation. Groups with violations may not be granted future allocations.

37.3. 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 wkly 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
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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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Service Name	FY 2013-14 Fee
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TEEN CENTER

Teen Center Fees:

Teen Ctr Dance Admission per person	\$	10.00
Teen Center membership per semester (2x per year)	\$	50.00

SENIOR & SOCIAL SERVICES**

Community Garden Plot Rental Fee:		\$30 per year
New and/or replacement key to garden	\$	11.00

**Except for the Community Garden Plot rental fee, all other Senior and Social Services fees and donations are established and collected by the Culver City Senior Citizen Association.

NOTE: Nominal donations and fees for programming at the Senior Center are payable to the Culver City Senior Citizen Association.

MISCELLANEOUS

Miscellaneous Program Fee:

New programs will be charged at actual staff cost plus facility use costs	Actual Staff & Facility costs
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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

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	CONTRACT NAME:	
	PHONE (A/C, Hs, Ext):	FAX (A/C, Hs):
INSURED	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A:	NAIC #
	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	PRODUCER (INS)	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 <input type="checkbox"/> Contr Liab Incl. GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	Y	Y			EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ex occurance) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/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 (Ex 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 <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
A	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICERS MEMBERS EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	Y		<input checked="" type="checkbox"/> EMP <input type="checkbox"/> OTH-ER *States Below ELIMINATION PERIOD \$ 1,000,000 DISEASE - EMPLOYEE \$ 1,000,000 DISEASE - POLYMER \$ 1,000,000

Limits subject to change

Limits subject to change

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 (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 <div style="text-align: center;"> City of Culver City 9770 Culver Blvd Culver City CA 90232 </div>	CANCELLATION 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.

**DESIGNATED INSURED FOR
COVERED AUTOS LIABILITY COVERAGE**

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 this endorsement.

This endorsement identifies person(s) or organization(s) who are "insureds" for Covered Autos Liability Coverage under the Who Is An Insured provision of the Coverage Form. This endorsement does not alter coverage provided in the Coverage Form.

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

<p>Named Insured:</p> <p>Endorsement Effective Date:</p>
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SCHEDULE

<p>Name Of Person(s) Or Organization(s): CITY OF CULVER CITY</p>
<p>Information required to complete this Schedule, if not shown above, will be shown in the Declarations.</p>

Each person or organization shown in the Schedule is an "insured" for Covered Autos Liability Coverage, but only to the extent that person or organization qualifies as an "insured" under the Who Is An Insured provision contained in Paragraph **A.1.** of Section **II** – Covered Autos Liability Coverage in the Business Auto and Motor Carrier Coverage Forms and Paragraph **D.2.** of Section **I** – Covered Autos Coverages of the Auto Dealers Coverage Form.

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
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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

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY
CG

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – SCHEDULED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)	Location(s) Of Covered Operations
CITY OF CULVER CITY	All locations

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", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

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 additional exclusions apply:

This insurance does not cover "bodily injury" or "property damage" occurring after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

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.

SAMPLE

COMMERCIAL GENERAL LIABILITY

CG

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

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

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
ELECTRONIC DATA LIABILITY COVERAGE PART
LIQUOR LIABILITY COVERAGE PART
POLLUTION LIABILITY COVERAGE PART DESIGNATED SITES
POLLUTION LIABILITY LIMITED COVERAGE PART DESIGNATED SITES
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART
RAILROAD PROTECTIVE LIABILITY COVERAGE PART
UNDERGROUND STORAGE TANK POLICY DESIGNATED TANKS

The following is added to Paragraph **Transfer of Rights Of Recovery Against Others To Us**, Section IV – Conditions:

We waive any right of recovery against any person or organization, because of any payment we make under this Coverage Part, to whom the insured has waived its right of recovery in a written contract or agreement. Such waiver by us applies only to the extent that the insured has waived its right of recovery against such person or organization prior to loss.

SAMPLE

WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE POLICY

WC

POLICY NUMBER:

WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

This agreement shall not operate directly or indirectly to benefit anyone not named in the Schedule.

Schedule

CITY OF CULVER CITY

THIS FORM IS NOT APPLICABLE IN:

SAMPLE

Appendix C: Tables of fields & Courts

Fields

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)	No	Yes Lights rentable	8:00 a.m.-dusk

		& Community fields (4)		dusk to 11:00 p.m.	
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 Kroenenthal	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