



CULVER CITY

Facility Use 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 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. 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.

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 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 \(irs.gov\)](#).

- 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. Provide valid insurance (see Appendix B).
- 3.10. Culver City based non-profit: must meet and maintain all requirements of non-profit organization (see Definitions 3.9) 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. 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 and game schedules shall be audited as necessary by the PRCS Department.
 - 3.11.3.1. Inaccurate reporting may result in lower facility priority ranking and allocations being revoked or changed.
 - 3.11.4. Private Event: event that is for invited guests only, no monetary gain or recovery of fees will occur.
 - 3.11.5. Business/Commercial Event: event that is open to the public, and/or monetary fees may be included.
 - 3.11.6. Long term renter: any organization who utilizes the facility on a continuing basis, weekly, monthly, or quarterly (see Long Term Rentals).
 - 3.11.7. "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.

- 3.12. 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.
- 3.13. “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.
 - 4.3.2. Group D: Culver City based non-profit organization.
 - 4.3.2.1. 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. Group D: Culver City based non-profit organization.
 - 4.4.1. Group D1: Culver City based nonprofit, current roster containing more than 50%+1 Culver City residents or CCUSD students.
 - 4.4.2. Group D2: Culver City based nonprofit, current roster containing less than 50%+1 Culver City residents or CCUSD students.
 - 4.4.3. Group D3: Non-Culver City based nonprofit, current roster containing more than 50%+1 Culver City residents or CCUSD students.
- 4.5. Group E: Culver City resident or business. To qualify as resident status, the 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).
- 4.6. Group F: Non-Culver City based nonprofit organizations, current roster containing less than 50%+1 Culver City residents or CCUSD students.
- 4.7. Group G: Non-Culver City based resident or business. Photo identification required and the applicant must be over the age of 18.

5. General Regulations

- 5.1. Supervision by City staff is necessary for the public's safety and to ensure users adhere to this Policy.
- 5.2. Facility staff have the right to enter any event at any time during the permit time.
- 5.3. Staff shall be responsible for and have complete authority over the facility, all equipment, participants, and activities.
- 5.4. The staff shall have authority to request changes in activities or cessation of activities. Permit holders must comply with these requests and instructions.
- 5.5. Staff shall be responsible for the enforcement of all policies, rules and regulations.

- 5.6. Facility 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.
- 5.7. Rental of the room includes access to room space, tables, and chairs for the hours listed on the permit and room diagram only.
- 5.8. Rental of the room does not include exclusive access to lobbies, hallways, parking lots, or restrooms.
- 5.9. Users may not exchange or sublease facilities under any circumstance.
 - 5.9.1. Exchange or sublease of facilities will result in revocation of permits for all parties.
 - 5.9.2. Additional penalties may include the inability to use facilities for future requests.
- 5.10. A pattern of nonuse of space may also result in revocation of the permit and allocated space(s).
- 5.11. Animals are not permitted in the Facility 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 (e.g., City Park), 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. 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.
- 5.19. Sleeping or lodging is not permitted in any City Facility
- 5.20. Permit holder or their representative must always be present during the contract event. Failure to be present may result in terminating the permit immediately and forfeiture of all room fees. A representative must be approved in writing ahead of time.
- 5.21. The Department shall have the authority to revoke any permit in accordance with municipal code § 9.10.010 GENERAL ADMINISTRATION.

6. Rental Procedures

- 6.1. See Appendix C for facility information, table of reservable facilities, addresses, and hours of operation. Culver City has limited facilities for rental.
- 6.2. Rental requests must be made by completing the facility request process via the City's website or in person with City staff.
 - 6.2.1. Applicants must sign the Facility Use Policy and agree to all terms set forth.
 - 6.2.2. Payment of the damage deposit for the room(s) requested will be due at time of request. Should the rental be denied (see Denial of Use 8), the deposit may be returned to the applicant.
 - 6.2.3. Completion of a request and/or payment of a deposit does not guarantee the request will be granted.
 - 6.2.4. Requestors needing additional assistance can call the PRCS office to set up an onsite meeting.
- 6.3. The permit holder is responsible for procurement of and payment for all permits, licenses, and insurance required.
- 6.4. 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.
- 6.5. A fee will be assessed for any returned checks (see Appendix A).
- 6.6. Reservations may be made on the following time frame:
 - 6.6.1. Long term renters: up to six months in advance (see long term rental 13)
 - 6.6.1.1. All other renters: up to 90 days in advance.
- 6.7. 6.7 Rentals must be a minimum of one hour, then occur in 30- minute increments.
- 6.8. Requests for rental submitted 14 days or less prior to a rental should be paid in full, via cash or credit card, at the time of request.
- 6.9. 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.
- 6.10. Usage of the Facility for longer than listed on the permit will result in additional fees and loss of the Damage Deposit.
- 6.11. 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.
- 6.12. Rental fees do not include technical artists, electrical installments, ushers, ticket takers, stage crew, and projectionist. Additional staff required for events must be obtained by the permit holder and insurance must be approved (see Appendix B). If needed, additional technical artist services will be required at the permit holder's expense. If an outside vendor is provided by the permit holder, they must meet all outside vendor requirements (see Appendix D)

7. Permit Holder Responsibilities

- 7.1. Permit holders shall ensure all attendees are in compliance with all applicable laws, codes, regulations and policies required by all authorities having jurisdiction.
- 7.2. Permit holders are responsible for the conduct of all attendees. Disorderly conduct may cause loss of damage/security deposit and/or immediate cancellation of event.
- 7.3. Failure to vacate the premises will be grounds for arrest for trespass, the assessment of additional fees, and loss of security deposit.
- 7.4. 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.
- 7.5. If a complaint is received regarding your event and the Culver City Police (CCPD) are called in to maintain order, permit holders may be held liable for the cost incurred by the Police Department for Officers' time.
- 7.6. Minors
 - 7.6.1. 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.
 - 7.6.2. Events where majority/ most of the participants are minors may require security guards present during the event and cleanup.
- 7.7. Rental is for designed room(s) listed on permit only. Lobbies, hallways, and parking lots are for public access and cannot be blocked, used for equipment, or other activities. No loitering in halls, lobbies, parking lots, or other outside park areas. Hallways may not be used for organized "waiting" or as rehearsal areas.
- 7.8. The specific number of guests attending the event may not exceed the number indicated on the permit. Permit holders may be required to provide Facility with an alphabetized guest list, including children. Facility staff may also require a ticket sale manifest and/or ticket sale authorization codes.

8. Denial of Use

- 8.1. Denial of facility use may be made, but not limited to, the following reasons:
- 8.2. The Facility is incapable of accommodating the proposed activity by the nature of the activity or by the number of people who will or probably will be attending.
 - 8.2.1. The nature of the activity will endanger the Facility or its equipment.
 - 8.2.2. 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.
- 8.3. Another event is already scheduled for the requested date.
- 8.4. That the requestor has previously used City facilities and failed to comply with City regulations.
- 8.5. The City reserves the right to deny any user based on security concerns and/or safety concerns.
- 8.6. Per CCMC § 9.10.045 Celebrations in Parks; Permits 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 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.

- 8.7. 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. Check in and setup

- 9.1. All permit holders must check in at the start of their event with City staff.
- 9.2. Early entry is not permitted. Set up time must be included in the original request.
- 9.3. Permit holders must conduct a walk through/inspection with rental staff upon arrival and prior to set up.
- 9.4. Rental staff will wait on site for no more than 15 minutes after the beginning of the rental time. If the permit holder is more than 15 minutes late, the permit holder must check in at the supervision office or contact the registration office.
- 9.5. Facility Set Up arrangements must be submitted to the 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.
- 9.6. Staff reserves the right to make changes to the room diagram to ensure compliance with fire and safety regulations.
- 9.7. Changes by the permit holder are not permitted after PRCS staff approval.
- 9.8. Ladders and scissor lifts will not be provided and are not permitted for any set up/decorating purposes.
- 9.9. 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.
- 9.10. Helium filled balloons are not permitted in the Auditorium. Air filled balloons are permitted.
- 9.11. All open flame / heating devices must comply with the following:
- 9.11.1. No gel type or unprotected candles are permitted.
 - 9.11.2. No flammable or combustible liquids or gases allowed.
 - 9.11.3. Combustible materials must be kept at a safe distance.
 - 9.11.4. All tablecloths must be treated with a flame-retardant or be made of an approved flame-retardant material.
 - 9.11.5. Permit holders are required to supply their own Fire extinguishers. Multipurpose (ABC) type must be immediately available in the event of a fire emergency.
 - 9.11.6. 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.
 - 9.11.7. Candles may not be lit for longer than 60 seconds.
 - 9.11.8. Sparkler candles, or any candles emitting particles, are not permitted.

- 9.11.9. The Permit holder is responsible for ensuring that candles are extinguished and properly disposed of.
- 9.11.10. 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.

10. 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 permit holder's equipment and personal belongings must be completed and the facility completely vacated by the time indicated on the permit.
- 10.4. The permit holder is responsible for the cleaning of spillage, wiping of tabletops, removing all trash from floors, and bagging the trash.
- 10.5. It is the responsibility of the permit holder to ensure that all trash is sorted and placed in the appropriate receptacle.
 - 10.5.1. If additional trash is generated, permit holder should bring additional bags to contain debris.
 - 10.5.2. Overflow trash should be left in the designated waste collection area.
- 10.6. If excessive cleanup is required, permit holder will be charged a cleanup fee (see Appendix A).
- 10.7. Any damage to facility and/or equipment will be billed to permit holder for repair and/or replacement cost.
- 10.8. 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.
- 10.9. At the end of the permitted time, all personal/rental items must be removed from the facility. The city does not provide storage.
- 10.10. Permit Holder's Property.
 - 10.10.1. All property must be removed from Facility at the conclusion of the rental time.
 - 10.10.2. 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.
 - 10.10.3. The City reserves the right to remove any remaining items from the premises and have them stored at the permit holder's expense.
 - 10.10.4. 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.

11. Refunds

- 11.1. 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.
 - 11.1.1. 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.
- 11.2. 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.
- 11.3. Check refunds will not be processed until 14 days after the original check has cleared.

12. Cancellations

- 12.1. Cancellations, lane reductions, or date changes must be in writing to be considered for a refund. Date changes will be considered a cancellation.
- 12.2. Please refer to the "Culver City Parks, Recreation, and Community Services Refund Information" website for more information.
- 12.3. Date/time/location changes may be made based on availability, up to 7 days prior to rental for an additional processing fee. (See Appendix A).
- 12.4. Any rescheduled rental should take place within 90 days of the original reservation date and date must be booked at the time of reschedule.
 - 12.4.1. There will only be one rescheduling allowed per rental.
 - 12.4.2. Refunds will not be granted in the event the rescheduled rental is cancelled.
- 12.5. 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.
- 12.6. Reasons for cancellation or reassignment by City Staff includes, but is not limited to, the following:
 - 12.6.1. Any City work involving any of the facilities.
 - 12.6.2. When the health and safety of participants are threatened due to impending conditions, including but not limited to maintenance issues or forces of nature.
 - 12.6.3. Accidental double booking.
- 12.7. 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.
- 12.8. 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.

12.9. Auditorium Rentals

12.9.1. If a written cancellation notice is received 30 days or more prior to the event, not including the event date, you will receive a refund of the rental fees, minus a 15% processing fee.

12.9.2. If a written cancellation notice is received 29 days prior to the event, not including the event date, you will receive no refund of rental fees, the Damage Deposit will be refunded.

12.10. All other rooms except Auditorium

12.10.1. If a written cancellation notice is received 14 days or more prior to the event, not including the event date, you will receive a refund of the room rental fees minus a 15% processing fee (see Appendix A).

12.10.2. If a written cancellation notice is received Less than 14 days prior to the event, not including the event date, you will receive no refund of rental fees. The Damage Deposit will be refunded.

13. Long Term rentals

13.1. bookvmc@culvercity.org is the email address that all email communication should be directed to.

13.2. Documents determining priority group allocation status must be submitted annually (see Definitions 4).

13.3. Quarterly, each organization must submit the Long-Term Rental Application. Staff will review the application and notify Long Term Renters of final permitted space.

13.4. These applications should consider any special event dates, holidays schedule changes, room changes, and set-ups.

13.5. Applications for January through March of the next year must be submitted on or before August 15 of the current year; permit request will be approved/denied/modified by mid-September of the current year.

13.6. Applications for April through June of the next year must be submitted on or before November 15 of the current year; permit request will be approved/denied/modified by mid-December of the current year.

13.7. Applications for July through September of the current year must be submitted on or before February 15 of the current year; permit request will be approved/denied/modified by mid-March of the current year.

13.8. Applications October through December of the current year must be submitted on or before May 15 of the current year; permit request will be approved/denied/modified by mid-June of the current year.

13.9. Long term rentals must submit all set ups for the upcoming quarter at time of application submittal.

13.10. Two points of contact must be designated, only one of the two must attend the required meetings.

13.10.1. If there is a change in the point of contact, the city must be notified within 10 days of the name and contact information of the new person by either of the original designated contacts.

- 13.10.1.1. Attendance is mandatory at Monthly/Quarterly rental meetings.
- 13.11. Failure to attend the meetings may result in revocation of allotted rental time.
- 13.12. All equipment must be removed daily.

14. Long Term Rental Billing

- 14.1. Payments must be submitted to the PRCS Office before the 1st of the month. If payment is not received, permits will be revoked.
- 14.2. Reservation changes include, but are not limited to date, time, location, and amenities.
 - 14.2.1. One change is permitted at no charge; a Processing Fee may be charged for each subsequent change.
 - 14.2.2. 31 days or more prior to rental, no charge
 - 14.2.3. 30 days or less, \$25 per change request.
 - 14.2.4. All changes requested less than 48 hours in advance will not receive a refund.
 - 14.2.5. After-hours staffing fees will be charged once month for long term rentals.
 - 14.2.6. Additional equipment fees are charged once per month.
 - 14.2.7. 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.

15. Food & Non-Alcoholic Beverages

- 15.1. 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).
- 15.2. 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 beverages.
- 15.3. Any outside vendor (i.e., caterer, bartender) will be required to provide proof of insurance (see Appendix B) and a Culver City business tax license.
- 15.4. All bartending services must submit valid ABC license.
- 15.5. No food and/or beverage is permitted to be sold in the Facility without a Special Event Permit (see Special Event Permit 17).
- 15.6. 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 bottles are permitted to be sold or distributed.

16. Alcohol Service

- 16.1. Alcohol is not permitted in any Culver City Park. Alcohol will not be permitted for any Park Building rentals, with the exception of the Veterans

Memorial Complex, including, Teen Center, Senior Center, and Veterans Memorial Building.

- 16.2. The use of alcohol at any Facility must be approved in writing and in advance by City staff.
- 16.3. Users must comply with applicable laws.
- 16.4. Alcohol may not be served, sold to, or consumed by minors. Failure to comply, monitor and enforce this provision is grounds for terminating the rental immediately and forfeiture of all fees paid.
- 16.5. Failure to comply with any regulations will result in immediate revocation of the permission to use alcohol and termination of the event.
- 16.6. Additional regulations and specifications may be required in the contract for any event the PRCS Director or his/her designee or CCPD deem necessary.
- 16.7. Culver City Police Department (CCPD) officer(s) and 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.
- 16.8. The permit holder is responsible for payment of fees for CCPD and 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.
- 16.9. CCPD and security are under the direction of City staff, not the renter.
- 16.10. Injuries sustained by any person because of alcoholic beverages being served and/or consumed on City property, including, but not limited to the facility rented, shall be the sole responsibility of the permit holder.
- 16.11. Alcohol may not be served, sold, or consumed prior to the scheduled start of the event nor until the CCPD and approved security officers arrive at the Facility.
- 16.12. Alcohol serving or consuming is limited to the rooms stated on the permit.
- 16.13. Alcohol may not be consumed in common or public areas.
- 16.14. Alcohol may not be served nor consumed in the parking lot and/or adjacent park areas.
- 16.15. Alcohol service must end 30 minutes before the end of the rental, or 12:00 AM, whichever is earlier, events utilizing a bar tending service and/ or selling and/or exchange of funds for alcohol must have a valid ABC license submitted and approved by PRCS Department.
- 16.16. The City reserves the right to cancel an event/ the ability to sell or serve alcohol through an outside vendor/company if a valid ABC license is not provided at least 14 days prior to the event.

17. Special Event Permit

- 17.1. 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.
- 17.2. If your event meets any of the following criteria, please call the PRCS Department.
 - 17.2.1. The event is open to the public.

- 17.2.2. 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.
- 17.2.3. There will be any food, goods, services, or merchandise exchanging hands for a fee during the event.
- 17.2.4. The event is serving as a fundraiser including events where attendees pay their donations/fees offsite.
- 17.2.5. Auctions.
- 17.2.6. Fairs and/or Festivals.
- 17.2.7. Amplified sound.
- 17.3. A minimum of three weeks is required to process an application for a special event permit.

18. Live Music & Amplification of Sound

- 18.1. All users must comply with CCMC §9.07 Noise Regulations.
- 18.2. Amplification of sound, DJs, and/or live music must end 30 minutes before the end of the rental, or 12:00 AM, whichever is earlier.
- 18.3. 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.
- 18.4. Security is under the direction of City staff, not the permit holder.
- 18.5. The permit holder 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.
- 18.6. The use of amplified sound will initiate the need for a special event permit (see Special Event Permits 17). The special event permit applications will be provided to the permit holder by PRCS staff.
- 18.7. A minimum of three weeks is required to process an application for a special event permit.
- 18.8. Park Buildings are not permitted to have live music or DJs.
 - 18.8.1. All park buildings may be permitted to have amplification of sound.
 - 18.8.2. All entrance/exit doors must remain closed during amplification of sound.
- 18.9. Veterans Memorial Complex, including Veterans Memorial Building, Teen Center, and Senior Center, may be permitted to have amplification of sound, live music, and DJs.
 - 18.9.1. All entrance/exit doors must remain closed during amplification of sound.
 - 18.9.2. Sound equipment may be available for rental, based on availability (see Appendix A).
 - 18.9.3. The following rooms are not permitted for live music or DJ: Iksan, Kaizuka Uruapan and Palm Room and Rooms A, B, C and rooms 1, 2 and 3.

19. Parking Lots

- 19.1. All Culver City Municipal Codes are applicable to parking lots, traffic, and parking.
- 19.2. Per CCMC § 9.10.050 obstructing pathways in any public park is prohibited.
- 19.3. Per CCMC § 9.10.055L driving any vehicle on any public park is prohibited.
- 19.4. In case of medical emergencies, emergency vehicles will be allowed on the park for rescue purposes.
- 19.5. No amplified sound, live music, or DJs are permitted.
- 19.6. No City equipment is permitted in the parking lots or space(s).
- 19.7. Alcohol use is not permitted in parking lots.
- 19.8. Parking spaces are not reservable unless rented.
- 19.9. Rented spaces do not include staff, only entitles permit holder to reserve space(s).
- 19.10. Fees will be charged in accordance with the fee schedule (Appendix A).
- 19.11. Unless rented, the user organization must assure that guests utilize public parking areas.
- 19.12. All parking lots and spaces are open to the public, unless granted by permit.
- 19.13. Requests for lot(s) and/or space(s) must be made in writing.
- 19.14. Completion of a request does not guarantee the request will be granted.
- 19.15. Entire parking lots and/or individual spaces at the Veterans Memorial Complex (Building, Teen Center, Plunge, and Senior Center) must have accompanying facility rental.
- 19.16. City staff will demark spaces/ lots and is responsible for ensuring the spaces are available.
- 19.17. The city will not provide parking attendants.
- 19.18. Rented spaces must be specified 14 days in advance and all applicable fees must be paid in full (see Appendix A).
- 19.19. 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 17).
- 19.20. All outside vendors must provide required documentation (see Appendix C).

20. Filming & Photography Guidelines

- 20.1. Filming and/or photography are not permitted without first contacting the PRCS Department at (310) 253-6650 for information regarding permits and requirements.
- 20.2. 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.
- 20.3. 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.

- 20.4. 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.
- 20.5. Persons requesting to film must submit a film request application via the Culver City website.
- 20.6. A walk through will be scheduled and completed with parties knowledgeable on the proposed project.
- 20.7. 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.
- 20.8. FilmLA will submit the completed application to the City for review and final approval.
- 20.9. Upon approval, permittee must submit payment in full prior to scheduled filming.

21. Advertisements, Signage, & Decorations

- 21.1. No permit holder, nor attendees, may advertise the Facility phone number or contact information, for event information.
- 21.2. 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.
- 21.3. 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 days prior to event date.
- 21.4. Permit holders may not attach signs nor place signage on exterior walls, doors, or the walls of interior or exterior hallways.
- 21.5. 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.
- 21.6. Changes, alterations, repairs, or defacement to any part of the facility, its furnishings, or equipment is not 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.
- 21.7. Flyers are not permitted to be distributed at Culver City properties to advertise events.

22. Picnic Shelters & Picnic Area Guidelines

- 22.1. See chart for Facility locations (see Appendix C).
- 22.2. Park facilities are open to the public on a first come, first served basis unless they have been rented or allocated.
- 22.3. Rental includes outdoor pre-existing tables & shelter space.

- 22.3.1. Additional Park amenities, including the parking lot(s), restrooms, play structures, public access ways and paths, are for public use and not included in the rental.
- 22.3.2. Additional rentable space including, sports fields, courts, green space are not included in the rental.
- 22.3.3. Does not include space for a bouncer or outside vendor. Please contact the PRCS for space to set up. Insurance will be required for all vendors (See Appendix B).
- 22.3.4. City does not provide access to water or electricity.
- 22.3.5. Battery-operated generators are permitted. Outside vendors must comply with all outside vendor requirements (see Appendix D).
- 22.3.6. The permit holder must be present for the duration of the rental.
- 22.3.7. Smoking within any park or recreational area is prohibited in any Culver City Park per CCMC § 9.11.115.A).
- 22.3.8. Consumption of alcohol or possession of open alcohol containers is prohibited in any Culver City Park (CCMC 13.03.025A).
- 22.3.9. If the renter meets the qualifications of a special event permit, one will need to be obtained (see Special Event Permits 17).

23. Picnic Shelter and Picnic Area Rental Procedures

- 23.1. Picnic rentals shall not begin before 9:00 a.m. and must conclude by 6:00 p.m. unless prior approval from the PRCS Department is obtained.
- 23.2. There is a 3-hour minimum for picnic area and picnic shelter rentals.
- 23.3. Permits should be posted and visible for the duration of the rental time.
- 23.4. Requests must be made in writing by completing the Picnic Shelter/Area Rental request on the City's website. Applicants must sign the Facility Use Policy and agree to all terms set forth in this policy.
- 23.5. Payment of a 50% deposit of all anticipated fees is due at the time of booking. Should the rental be denied (see Denial of Use 8), the deposit may be returned to the user.
- 23.6. Completion of request for an outdoor space and/or payment of a deposit does not guarantee the outdoor space request will be granted.
- 23.7. Applicants will be notified, in writing, of the approval or denial of their rental request within 7 business days of written request.
- 23.8. Permit holders are responsible for procurement of and payment for all permits, licenses, and insurance required.
- 23.9. 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.
- 23.10. A fee will be assessed for any returned checks (see Appendix A).

24. Picnic Shelter and Picnic Area Decorations, Equipment, and Vendors

- 24.1. Outside vendors (i.e., food trucks/carts, moon bounce, event planners, game trucks, etc.) must meet all Outside Vendor requirements (See Appendix D).

- 24.2. Attaching ropes, objects, etc., (including pinatas, banners, signs) to park landscape, amenities, or fixtures is prohibited.
- 24.3. No tape, nails, pins, or staples may be used, and nothing may be hung from trees or park structures. 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.
- 24.4. Shade structures are permitted up to a size of 10'x10' and all sides must remain open. Check with staff on the number of shade structures permitted.
- 24.5. Personal charcoal grills are permitted in locations where there is a designated grilling area only. Check with staff.
- 24.6. Stakes that exceed 6" are not allowed in the fields or grassy areas.
- 24.7. A small personal sound system is allowed. However, additional speakers, voice amplification, and/or other devices are not permitted without a sound permit.
- 24.8. All users must comply with CCMC § 9.07 Noise Regulations.
- 24.9. Per CCMC § 9.07.055 Amplified Sounds, any amplification of sound shall not be audible at more than 50 feet from sound origin.
- 24.10. An approved sound permit is required prior to use of any sound amplification equipment.
 - 24.10.1. Usage of sound equipment and amplification of sound will be approved in writing on the permit.
- 24.11. The use of amplified sound will initiate the need for a special event permit (see Special Event Permits 17). The special event permit applications will be provided to you by the PRCS staff.
 - 24.11.1. A minimum of three weeks is required to process an application for a special event permit.
- 24.12. Per CCMC § 9.07.055 Amplified Sounds, the operation of sound amplifying equipment shall occur only between the hours of 8:00 a.m. through 8:00 p.m. Monday through Thursday, 8:00 a.m. through 10:00 p.m. Friday, 10:00 a.m. through 10:00 p.m. Saturday, and 10:00 a.m. through 8:00 p.m. Sunday and on the City specified holiday schedule.

25. Picnic Shelter Check in and Clean Up

- 25.1. Permit holders will be required to sign a Rental Settlement Form prior to the rental starting and prior to leaving the park at the conclusion of the event. Failure to sign may result in the forfeit of the security/damage deposit.
- 25.2. Cleanup is the permit holder's responsibility. The equipment, facility and public spaces utilized by the permit holder and attendees, must be left in the condition it was provided.
- 25.3. Cleanup and removal of all equipment is the permit holder's responsibility.
- 25.4. Cleanup and load-out of organization/business equipment and personal belongings must be completed and the space completely vacated by the time indicated on the permit.
- 25.5. It is the responsibility of the permit holder to ensure that all trash is sorted and placed in the appropriate receptacle.

- 25.6. If additional trash is generated, permit holder should bring additional bags to contain debris.
- 25.7. If excessive cleanup is required, permit holder will be charged a cleanup fee (see Appendix A).
- 25.8. Any damage to facility and/or equipment will be billed to permit holder for repair and/or replacement cost.

26. Americans With Disabilities Act

- 26.1. 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).
- 26.2. 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.
- 26.3. 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.
- 26.4. 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.

27. Insurance & Liability

- 27.1. 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.
- 27.2. All permits where an outside vendor is invited to attend, free or fee based, will be required to provide insurance (see Appendix B).
- 27.3. At the discretion of the PRCS Director or his/her designee, insurance may be required for additional circumstances.
- 27.4. 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.
- 27.5. 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.

- 27.6. The City assumes no responsibility for loss and/or damages of any material or equipment brought onto City property.

28. Laws, Rules, Ordinances, & Regulations

- 28.1. Permit holders agree to follow all laws, rules, ordinances, & regulations from the City, County, State, and Federal governing bodies.
- 28.2. 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.
- 28.3. Parks, Recreation, and Community Services is committed to operating a “bullying free” environment in compliance with Culver City Resolution 2015-R 002A.
 - 28.3.1. 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.
 - 28.3.2. The harmful effects of Bullying, include physical and mental health impacts, substance abuse and suicide.

29. Culver City Municipal Codes

- 29.1. All field users must abide by all Culver City Municipal Codes.
- 29.2. Per CCMC § 13.03.025, alcoholic beverages are not permitted to be consumed on streets or in public parks.
- 29.3. All users are subject to the prohibitions of CCMC § 9.10.055 Prohibitions.
- 29.4. Per CCMC § 9.11.115, smoking is prohibited in city parks and recreational areas.
- 29.5. Per CCMC § 11.01.200, it is prohibited to conduct a business unless a business tax certificate has been obtained.
- 29.6. 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.
- 29.7. Per CCMC § 11.18 Sidewalk Vending Program, sidewalk vending is enforceable throughout Culver City limits.
- 29.8. 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.

30. Consequences for Noncompliance

- 30.1. The purpose of this section of the Policy is to implement a systematic method of ensuring the Facility Use 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.

- 30.1.1. Incident One: Consists of documented activity in direct violation of the Culver City Municipal Code or the Policy.
- 30.1.2. Penalty: A letter summarizing the incident shall be written to the permit holder. Copy of letter shall be placed in the permit holder's file. Restitution for damages/costs will be pursued if applicable.
- 30.1.3. Incident Two: Occurs within one calendar year from Incident One.
- 30.1.4. Penalty: Revocation of the use permit at which the violation relates, effective immediately. If the permit is multiple days, the following permit date will be cancelled, and no refund of the fees will be provided. A letter summarizing the incident shall be written to the permit holder. Copy of letter shall be placed in the permit holder's file. Restitution for damages/costs will be pursued if applicable.
- 30.1.5. A mandatory meeting will be arranged between City staff and the permit holder to educate the permit holder about the Facility Use Policy and the consequences of a third violation.
- 30.1.6. Incident Three: Occurs within one calendar year from Incident Two.
- 30.1.7. Penalty: The organization shall be informed, by letter from City staff, that the is revoked immediately and for the remainder of the permit. The organization will be billed per permit and no refunds shall be given. Staff shall monitor and report further violations to the City. A letter summarizing the incident shall be written to the permit holder. Copy of letter shall be placed in the permit holder's file. Restitution for damages/costs will be pursued if applicable.
- 30.1.8. Organizations or individuals subject to non-compliance consequences may not submit an application under a different individual or organization.
- 30.1.9. Individuals or groups may reapply for future beginning one calendar year from the third violation. Individuals or groups with violations may not be granted future allocations.
- 30.1.10. 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
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****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
<u>SENIOR CENTER (per hour rental rates)</u>	
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
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 (Bus. Use):	FAX (AG. Use):
INSURED	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	NAIC #	
	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	INSURER (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 OTHER:	Y	Y			EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (If a scope/loss) \$ 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 type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <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	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"/> PER STATE <input type="checkbox"/> OTHER *States Below E.L. INDEPENDENT \$ 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 (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

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
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) & 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