

A Philosophy and Policy Concerning the Fees and Use of PRPD Facilities

How Facilities Shall Be Used

Under the administration of management and the Board of Directors, the buildings and recreational facilities shall be available for use by the general public. These usages may be sponsored or co-sponsored by the Paradise Recreation and Park District. When buildings and recreational facilities are not in use by PRPD, they will be available, by application, to other community groups and individuals in this order of priority:

1. ***Public Agencies' sponsored programs***
2. ***Youth-serving agencies or organizations which are recognized and whose objectives and activities are consistent with the general recreation and youth services program of the community.***
These include, but are not limited to, Sports and Youth Service Organizations.
3. ***Other local community agencies or organizations whose activity is community-wide in nature and which is consistent with the objectives of PRPD.***
These include, but are not limited to, Adult Clubs and Service Organizations.
4. ***Private usage for individuals or groups with no immediate relation to the general purposes of the community recreation program.*** These include, but are not limited to, receptions, reunions, and weddings. These events are scheduled only as space is available with higher priority given to the agencies or organizations listed above.

When Required - Charges for Use of Facilities and Fees For Service

All individuals, agencies or organizations must pay facility use charges in advance unless special arrangements have been made.

1. **Paradise Unified School District:**
Charges: Free, except when usage causes an extra expense to PRPD such as using the swim pool after it is normally closed. Each usage of this kind will be negotiated separately.
2. **Youth and Adult Clubs and Service Organizations:**
In general, groups whose primary function is recreational in nature, open to all, and without admission fee and so sponsored, organized, and conducted as to be consistent with the objectives of the District.

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Charges: Facility fee and minimum maintenance fee, if required (Schedule A).

3. **Private Usage**

Individuals or groups, private in nature. (receptions, reunions, weddings, commercial use, etc.) **Charges:** Facility fee plus an hourly maintenance fee during use of building and for setup and cleanup (Schedule B).

4. **Use of District Facilities or Equipment:**

The District will not support, advertise, promote, or endorse any event or program that promotes any political, religious or other doctrine, ideology or issue-related statement.

Religious organizations may rent District facilities or equipment under the same rules and regulations as apply to any other user.

The District Manager or designee will review and evaluate requests for facility and equipment usage and will determine if it is compliant with all District rules and regulations. Any applicant that does not comply with this policy shall be rejected.

Other Information Regarding Fees

1. All individuals, agencies or organizations may be charged the Schedule B rate if their function is determined to be commercial in nature.
2. All confirmed reservations will be honored unless a situation should arise where a cancellation is required. District Manager will determine such cases and a full refund will be given.
3. All reservations may require other fees and responsibilities depending on the nature of the activity such as, but not limited to, alcohol usage fees, dump fees, portable toilet fees, or professional staff fees. The District Manager will determine additional fees, if necessary.
4. The custodial fee, when charged, is \$16.00 per hour during the normal working day (Monday – Friday 7:00 a.m. to 10:00 p.m.), when staff is already on duty. On weekends, holidays, and after normal hours, the fee is \$24.00 per hour. A custodian is normally required to be assigned when groups are meeting in Paradise Recreation and Park District Facilities. This will include set up time, program time, and clean up.

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5. Negotiated fees are unique facility rental requests that may require additional charges or reduced rates because of the nature of the program. The District Manager will have the authority to establish these fees.

Charges to Participate in Programs

Most Paradise Recreation and Park District programs will have a fee to cover a portion of the total program cost. These fees will vary from one program to another. Please consult the program supervisor in charge of the activity for further explanation of program fees.

Terry Ashe Recreation Center
6626 Skyway, Paradise

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FACILITY INFORMATION

Room	Dimensions	Quiet Use	Active Use	Dining	Max. Fire Capacity
		<i>(Maximum usage figures are approximate)</i>			
Room A	28' x 30'	110	85	95	180
Room B	28' x 55'	190	140	155	313
Room A/B	28' x 85'	300	225	250	493
Room C	18' x 50'	125	75	90	180
Room D	20' x 30'	60	40	55	118
Slab Area	59' x 96' (outdoor basketball court at Recreation Center)				
Arbor/BBQ	18' x 20'			24	

Quiet Use: Lectures, video presentations, etc.
Active Use: Arts and crafts, dancing & games
Dining: Serving food; tables and chair set up
Maximum Fire Capacity: Total persons allowed by the Town of Paradise Fire Marshal

FEES

Fees are based on a four (4) hour period. Additional time may be added at an extra cost per hour as shown below.

Inside Facilities at Terry Ashe Recreation Center

Room	Schedule A (Recreation Rate)	Schedule B (Regular Rate)
A	\$29.00/per 4 hrs + \$9.00/hr	\$97.00/per 4 hrs + \$29.00/hr
B	\$44.00/per 4 hrs + \$13.00/hr	\$145.00/per 4 hrs + \$44.00/hr
A/B	\$58.00/per 4 hrs + \$17.00/hr	\$194.00/per 4 hrs + \$58.00/hr

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Inside Facilities at Terry Ashe Recreation Center *(Continued from Previous Page)*

Fees are based on a four (4) hour period. Additional time may be added at an extra cost per hour as shown below.

<u>Room</u>	<u>Schedule A</u> (Recreation Rate)	<u>Schedule B</u> (Regular Rate)
C	\$29.00/per 4 hrs + \$9.00/hr	\$97.00/per 4 hrs + \$29.00/hr
D	\$29.00/per 4 hrs + \$9.00/hr	\$97.00/per 4 hrs + \$29.00/hr
Kitchen	\$29.00/per 4 hrs + \$9.00/hr	\$97.00/per 4 hrs + \$29.00/hr
 TOTAL		
INSIDE AREA	\$232.00/per 4 hrs + \$70.00/hr	\$774.00/per 4 hrs + \$232.00/hr

A special potluck fee is available for groups that meet at the Terry Ashe Recreation Center on a regular basis and meet the standards of a Schedule A usage as set forth in this policy. This is for a usage not to exceed 6 hours. Additional fee charged if over 6 hours.

<i>Room</i>	<i>\$48.00</i>
<i>Kitchen</i>	<i>\$24.00</i>
<i>Maintenance</i>	<i>- 0 - (Saturday/Sunday additional fee is \$21.00 per hour)</i>
<i>TOTAL</i>	<i>\$72.00</i>

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Outdoor Facilities at Terry Ashe Recreation Center

Fees are based on a four (4) hour period. Additional time may be added at an extra cost per hour as shown below.

<u>Description</u>	<u>Schedule A</u> (Recreation Rate)	<u>Schedule B</u> (Regular Rate)
Gazebo	\$21.00/per 4 hrs + \$6.00/hr	\$46.00/per 4 hrs + \$14.00/hr
Picnic Area	\$11.00/per 4 hrs + \$3.00/hr	\$19.00/per 4 hrs + \$6.00/hr
Slab Area	\$29.00/per 4 hrs + \$9.00/hr	\$97.00/per 4 hrs + \$29.00/hr
Arbor/BBQ Area	\$21.00/per 4 hrs + \$6.00/hr	\$46.00/per 4 hrs + \$14.00/hr
Grass Area	Negotiated fee for Schedule A & B	
TOTAL OUTDOOR AREA	Negotiated fee for Schedule A & B	

COMPLETE FACILITY: Negotiated fee for total indoor and outdoor usages.

ALCOHOL USAGE: Insurance and \$200.00 deposit required.
 (Pages 15 – 17) Attach Alcohol Usage Policy to Application

Aquatic Park / Paradise Swim Pool
 5600 Recreation Drive, Paradise

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Fees are based on a 4-hour period. Additional time may be added at an extra cost per hour as shown below.

<u>Description</u>	<u>Schedule A</u> (Recreation Rate)	<u>Schedule B</u> (Regular Rate)
Aquatic Park Recreation Bldg. (15' x 38')	\$29.00/per 4 hrs + \$9.00/hr	\$97.00/per 4 hrs + \$29.00/hr

Quiet Use: 30 persons **Maximum Fire Capacity:** 40
Active Use: 15 persons **Potluck:** 20 persons

Fees are based on a 4-hour period. Additional time may be added at an extra cost per hour as shown below.

<u>Description</u>	<u>Schedule A</u> (Recreation Rate)	<u>Schedule B</u> (Regular Rate)
Picnic Areas Individual sites	\$11.00/per 4 hrs + \$3.00/hr	\$19.00/per 4 hrs + \$6.00/hr
Group Reservations Barbeque Area (<u>Under</u> 50 persons)	\$26.00/per 4 hrs + \$8.00/hr	\$61.00/per 4 hrs + \$18.00/hr
Group Reservations Barbeque Area (50 – 100 persons)	\$40.00/per 4 hrs + \$12.00/hr	\$91.00/per 4 hrs + \$27.00/hr
Group Reservations Barbeque Area (Over 100 persons)	\$53.00/per 4 hrs + \$16.00/hr	\$109.00/per 4 hrs + \$33.00/hr
Arbor	\$21.00/per 4 hrs + \$6.00/hr	\$48.00/per 4 hrs + \$17.00/hr
Volleyball Court	\$8.00/per 2 hrs + \$2.00/hr	\$12.00/per 2 hrs + \$4.00/hr

(Fees based on 2-hour period – includes net and ball. A \$25.00 security deposit is required)

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Aquatic Park Swim Pool

GROUP RATES: For private parties wishing to rent the pool during time not normally used by the public, the following rates are established:

Lifeguard: \$14.00 per hour Pool Fee: \$66.00 per hour

2-hours *\$188.00*
(includes 2 lifeguards at \$56.00 and pool usage fee at \$132.00)

1.5-hours *\$141.00*
(includes 2 lifeguards at \$42.00 and pool usage fee at \$99.00)

1-hour *\$94.00*
(includes 2 lifeguards at \$28.00 and pool usage fee at \$66.00)

Lifeguard to patron ratio requirement:

- 1- 50 patrons = 2 lifeguards
- 51 – 150 patrons = 3 lifeguards
- 151 - 255 patrons = 4 lifeguards

SCHOOL RENTALS:

The Paradise Pool will be available to schools and classes for “end of the year” pool parties the last week of school, if lifeguard staff is available. One hour blocks will be available for rental as follows:

- 8:30 a.m. – 9:30 a.m.
- 9:30 a.m. – 10:30 a.m.
- 10:30 a.m. – 11:30 a.m.
- 11:30 a.m. – 12:30 p.m.
- 12:30 p.m. – 1:30 p.m.
- 1:30 p.m. – 2:30 p.m.

NOTE: Classes will be made to exit pool at 10 minutes before the hour on the last hour of their rental so we can transition to the next group coming in.

Aquatic Park / Paradise Swim Pool
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FEES: \$1.00 per user per hour (minimum of 20 users). A user is anyone with your group who will be inside the pool facility whether swimming or not. Fees are due at least one week in advance of your party at the Paradise Recreation and Park District office.

School or Daycare Groups of 10 or more may come to regular recreation swim at the special group rate of \$1.50 per user.

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Concow Swim Pool

Golden Feather School District

11679 Nelson Bar Road - Oroville

GROUP RATES for private parties wishing to rent the pool during time not normally used by the public, the following rates have been established:

Lifeguard: \$14.00 per hour

Pool Fee: \$45.00 per hour

2-hours \$155.00

(includes 2 lifeguards at \$56.00 and pool usage fee at \$99.00)

1-hour \$78.00

(includes 2 lifeguards at \$28.00 and pool usage fee at \$50.00)

Lifeguard to patron ratio requirement:

1 – 50 patrons = 2 lifeguards

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6705 Moore Road – Paradise 5911 Maxwell Drive - Paradise

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<u>HOURS</u>	<u>APPROX. TIME</u>	<u>DAY</u>	<u>ITEMS</u>
4	5:30 – 9:30 a.m.	Sunday	Drag, line, water & prepare in-fields; empty trash cans & replace with new liners; clean & stock restrooms; assist tournament director; lock up all tools and equipment.
2	2:00 – 3:00 p.m.	Sunday	Check restrooms; pick up papers and trash; empty trash cans; assist tournament director; general clean up of paper and trash; Quick in-field preparation.

12 hours sub-total for Saturday and Sunday plus 2 hours Monday for general clean up, haul garbage and other maintenance as needed = 14 total hours.

Note: Automatic sprinklers should be turned off. Extra trash cans available and all supplies stocked and dumpster should be empty.

- Concession Stand: The District has an agreement with Paradise Little League concerning the concession stand.
- Paradise Recreation and Park District policies shall be enforced by the tournament director.
- Out-of-town tournaments will not be scheduled on the same date as major horse show events and vice versa.
- Tournament fees shall be paid 30 days in advance
- Lights shall be turned off at 11:00 p.m.
- Teams must provide the District with a Certificate of Liability Insurance naming the District as additional insured at least two weeks prior to the date of the event. Such liability coverage shall include the minimum amount of \$1,000,000.00 (single limit) per accident and \$1,000,000.00 per occurrence.

Bille Park

501 West Bille Road, Paradise ~ 6261 West Wagstaff Road

Bille Park Facility and Fee Information:

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Fees are based on a 4-hour period. Additional time may be added at an extra cost per hour as shown below. **This facility has amplified sound restrictions.**

<u>Description</u>	<u>Schedule A</u> (Recreation Rate)	<u>Schedule B</u> (Regular Rate)
Picnic Areas Individual sites	\$11.00/per 4 hrs + \$3.00/hr	\$19.00/per 4 hrs + \$6.00/hr
Council Circle	\$21.00/per 4 hrs + \$6.00/hr	\$46.00/per 4 hrs + \$14.00/hr
Group Reservations Meadow or Barbeque Area (<u>Under</u> 50 persons)	\$26.00/per 4 hrs + \$8.00/hr	\$61.00/per 4 hrs + \$18.00/hr
Group Reservations Meadow or Barbeque Area (50 - 100 persons)	\$40.00/per 4 hrs + \$12.00/hr	\$91.00/per 4 hrs + \$27.00/hr
Group Reservations Meadow or Barbeque Area (<u>Over</u> 100 persons)	\$53.00/per 4 hrs + \$16.00/hr	\$121.00/per 4 hrs + \$36.00/hr
Group Reservations Covered Structure (<u>Under</u> 50 persons)	\$53.00/per 4 hrs + \$16.00/hr	\$121.00/per 4 hrs + \$36.00/hr
Group Reservations Covered Structure (50 – 100 persons)	\$80.00/per 4 hrs + \$24.00/hr	\$182.00/per 4 hrs + \$55.00/hr
Group Reservations Covered Structure (<u>Over</u> 100 persons)	\$107.00/per 4 hrs + \$32.00/hr	\$242.00/per 4 hrs + \$75.00/hr
Group Reservations Gazebo	\$26.00/per 4 hrs + \$8.00/hr	\$61.00/per 4 hrs + \$18.00/hr
Group Reservations Kitchen	\$26.00/per 4 hrs + \$8.00/hr	\$61.00/per 4 hrs + \$18.00/hr

Miscellaneous Information

Paradise Recreation and Park District

Facility and Fee Information

Equipment Rentals:

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Description

Picnic Kit	\$17.00 (\$50.00 deposit required – Deposit will not be refunded if equipment is damaged or missing) Includes: Frisbee, football, & whiffle bat and ball (Volleyball and net, if requested)
Volleyball Net & Ball	\$11.00 (\$25.00 deposit required – Deposit will not be refunded if equipment is damaged or missing)
Booths 8' x 8'	Wood only \$33.00 (\$25.00 deposit per booth required – Deposit will not be refunded if equipment is damaged or missing)
Tables & Chairs	\$15.00 per table (8 foot) (\$25.00 deposit per table required – Deposit will not be refunded if equipment is damaged or missing) \$0.75 per chair (\$25.00 deposit per 20 chairs required – Deposit will not be refunded if equipment is damaged or missing)
Portable Toilets	If needed, group must provide at their cost. The District does not have portable toilets.

Horse Arena and Archery Range: No Facility Reservations Available.
(Under direction by Agreement of the Paradise Horseman’s Association and the Paradise Bow Hunters Association)

Paradise Memorial Park (Under the direction of Gold Nugget Museum)

Crain Park, & Coutolenc Park: Minimum \$33.00 plus additional fees as required.

Bounce House and Other Portable Play Structures: Prior District Manager approval required - Designated areas only. \$28.00 plus maintenance fee, if assistance is requested.

<p><i>General Information</i> Paradise Recreation and Park District Facility and Fee Information</p>

1. Additional charges may be necessary if there are extra expenses.
2. A security deposit may be required for certain items and activities. Security deposit will not be refunded if equipment is damaged or lost and if facility is damaged or rules violated.
3. The fees and charges listed here may vary from one group to another, depending on their schedule classification, additional expenses, negotiated arrangements, and other factors that might arise.
4. Liability insurance naming the District as an additional insured may be required for some programs (\$1,000,000. limit), such as, large community events, dances, large group functions or any other activity that may present a higher liability risk for the District.
5. Special request for usage will be considered if facility is available and suitable for requested usage. Fee negotiated pending administrative approval.
6. District Manager may require other fees or responsibilities as needed to protect the interests of the District.
7. Refund processing fee:
 - Programs: 20% refund charge. No refunds after first day of program.
 - Facilities: 20% refund charge. No refunds 14 days prior to the reservation.
8. Cash Discount:
 - Over \$500.00 = \$10.00 discount
 - Over \$1,000.00 = \$20.00 discount
 - Over \$2,000.00 = \$40.00 discount
9. Returned Checks: \$15.00 processing fee.
10. Certified Playground Inspection = \$200.00

ALCOHOL USAGE:

1. Consumption of alcoholic beverages by minors is prohibited AT ALL TIMES. Consumption of alcoholic beverages by minors will result in immediate termination of event and possible police notification.
2. Renter accepts full responsibility for the use of alcohol in the facility and agrees to prohibit use of alcohol by minors. Alcohol must be consumed and served only in the designated area(s) at the Terry Ashe Recreation Center only. Alcohol consumption is not allowed at any other Paradise Recreation and Park District facility, except under special lease agreement.
3. Alcoholic beverages may not be served unless all State laws, City laws and Paradise Recreation and Park District policies are complied with.
4. Failure to comply with this policy will result in the immediate cancellation of the contract and/or termination of the event, possible police notification, and the renter losing the rental deposit.
5. Additional insurance is required for any event where alcohol is served. Evidence of liability insurance covering both the renter and the Paradise Recreation and Park District in the amount of \$1,000,000 per occurrence must be provided for all events. Renter must provide a Certification of Insurance and a separate endorsement page naming the Paradise Recreation and Park District as the additional insured party. The District Manager must approve all certificates and endorsements at least fifteen (15) business days prior to facility use.
6. During the event, if alcohol is served and renter has not complied with any required rule under this policy, District Staff will notify the person in charge of the function to remove all alcohol from the premises. If this is not accomplished

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within a fifteen minute period, District Staff will call the Police Department and the event will be immediately terminated.

7. Only private parties may serve alcoholic beverages. There shall be no sale of alcoholic beverages and the premises shall not be open to the general public. A “private party” is one at which all of those attending are invited guests of the sponsor or actual members of the sponsoring group. The premises and/or function shall not be advertised or otherwise solicited to the public as a place where alcoholic beverages may be served or otherwise disposed of. Paradise Recreation and Park District reserves the right to approve alcohol usage at any District sponsored event.
8. Someone 21 years of age or older must be responsible for serving any alcoholic beverages.
9. Renter is responsible for any guest who brings alcohol to their event without obtaining the proper insurance and District approval for alcohol usage. Events may be cancelled immediately and police notified if alcohol is consumed without the proper insurance and approval.
10. Alcoholic beverages must stop being served one (1) hour prior to the end of the event.
11. Keg Beer:
 - a. Renter must provide a container for beer kegs.
 - b. The Facility Attendant will direct the group to a designated location for set up.
12. Renter assumes full responsibility for the conduct and actions of the guests at the function. The event will be shut down if there is any misconduct and the police will be notified.

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13. A \$200.00 deposit is required in addition to the rental fee if alcohol beverages are to be served. This \$200.00 deposit will be refunded in accordance to all rules of the Alcohol Usage Policy.
14. Any additional clean-up cost associated with alcohol usage will be deducted from the deposit. Any damage to the facility will be repaired at the renter's expense and taken out of the deposit. If damage is above the deposit amount the renter will be billed the additional amount.
15. There must be a designated person in charge that is 21 years or older on site at all times while the event is in progress.