

PARKS AND RECREATION

RECREATION COST RECOVERY AND PRICING POLICY*

The following shall serve as the policy guidance for establishing a Recreation Activities Cost Recovery Plan, developing annual activity budgets, and establishing fees to be charged for recreation activities. The specific elements of this policy are that:

- The Park and Recreation Cost Recovery and Pricing Model shall be used.
- In recognition of the wide variety of service values and revenue generating potentials of various activities, specific cost recovery thresholds shall be established for each recreation activity area at the most specific programming level that is administratively practical.
- The thresholds shall include both minimum and target levels of cost recovery.
- Strategies for achieving the minimum and target thresholds shall be established by staff for each activity area. These strategies may include immediate or gradual action depending upon the best interests of maintaining a strong program, achieving the target within a reasonable time period and current fiscal conditions.
- Activity areas unable to meet their minimum threshold after these strategies have been applied shall be reviewed by the Park and Recreation Commission for consideration of recommending appropriate action: reduce costs; reduce cost recovery target; eliminate activity.
- Activities that have achieved or exceeded their target threshold shall be evaluated to determine if the target can/should be increased.
- The Cost Recovery Plan shall, where appropriate, also include specific other fee considerations (e.g. benchmarking to a specific competitor) that may supersede cost recovery target considerations.
- Once a Cost Recovery Plan is established, and within that context, staff shall have the authority to set and adjust fees, except that no fee increase shall exceed 20% within a 1-year period without the review of the Park and Recreation Commission and approval of the City Council.
- As part of the budgetary process, the Park and Recreation Commission shall review the Cost Recovery Plan and the performance of each activity compared to the plan and make any recommendations for changes to the plan.

Recreation Cost Tier Definitions

Direct: The specific “go-away” costs at the course or activity level. These include leaders, instructors and materials or services (e.g. transportation) specific to the course or activity.

Program Direct Overhead (DOH): Direct supervision of the program, and minor miscellaneous items such as supervisor mileage.

Facility Overhead (FOH): The combination of facility direct costs (the day-to-day costs to keep the building open- receptionist, custodial services, custodial products, utilities) and facility direct overhead (primarily facility supervision).

Operating Indirect Overhead (Op IOH): Division level and shared costs, such as departmental management, brochure, printing, photocopying, training, accounting support, technology, credit card discount costs, administrative office clerical support, computer, and recreation equipment sinking fund charges

Facility Indirect Overhead (Fac IOH): Calculated charges for the Public Works Building Maintenance for on-going maintenance and repairs (e.g. plumbing, electrical, mechanical, carpentry, painting).

RECREATION PROGRAMS COST RECOVERY PLAN - TABLE OF TARGETS

Group 1- Highest service value consideration- composed of core youth programs. Typical thresholds ranges: Minimum- From 100% subsidy to direct cost recovery. Target- From 100% subsidy through Direct Overhead (DOH).

ACTIVITY	MINIMUM	TARGET	OTHER FEE CONSIDERATIONS
Building Blocks	Direct	Through FOH	Benchmark fees to bottom end of Peninsula cities
Swimming Lessons	Direct	Through DOH	Benchmark fees to mid-point of Peninsula cities
Recreation Swim	75% Direct	Direct	
Summer Flex-Camps	Direct	Through DOH	
King Center Teen Programs	100% Subsidy	100% Subsidy	
King Center Drop-In	100% Subsidy	100% Subsidy	
Senior Services Links	100% Subsidy	100% Subsidy	

Group 2- Composed of core programs for youth and seniors, with service values as higher consideration. Typical thresholds ranges: Minimum- Direct cost recovery. Target- Through Direct

ACTIVITY	MINIMUM	TARGET	OTHER FEE CONSIDERATIONS
Children's Services Center Based Programs	Direct	Direct +20%	
King Center Children's Programs	50% of Direct	Direct	
Children's Services Special Events	100% Subsidy	100% Subsidy	
Youth Dance/Dance Shows	Direct	Through DOH	Benchmark fees to mid-point of Peninsula cities.
Youth Art	Direct	Through DOH	
Youth Gymnastics	Direct	Through DOH	
Senior Center Programs	Direct	Direct	
Senior Center Special Events	Direct	Direct	
Teen Dances	Direct	Through DOH	

RECREATION PROGRAMS COST RECOVERY PLAN - TABLE OF TARGETS (continued)

Group 3- Composed primarily of adult core, and youth additional typical programs, in which both service and cost recovery values are of strong consideration. Typical thresholds ranges: Minimum- Through Direct Overhead (DOH). Target- Through Facility Overhead (FOH)

ACTIVITY	MINIMUM	TARGET	OTHER FEE CONSIDERATIONS
Youth Music/Drama	Through DOH	Through FOH	
Youth Sports Camps	Through DOH	Through FOH	
Miscellaneous Athletic Activities	Through DOH	Through FOH	
Beresford Kids Club	Through DOH	Through FOH	Benchmark fees to San Mateo Foster City School District
Adult Music/Drama	Through DOH	Through FOH	
Adult Dance	Through DOH	Through FOH	
Youth Fitness	Through DOH	Through FOH	
Adult Fitness	Through DOH	Through Operating Indirect	
Adult Arts and Crafts	Through DOH	Through FOH	
Adult Sports Leagues	Through DOH	Through FOH	
Tennis	Through DOH	Through FOH	Benchmark fees to less than top of market.
Golf Lessons	Through DOH	Through FOH	
Adult Swimfit	Direct + additional required office staffing	Through FOH	Fees less than top of market.
Specialized Aquatics Programs	Through DOH	Through FOH	
Senior Lunch	67% of food costs	Direct	

Group 4- Composed primarily of specialty activities, with cost recovery considerations of highest consideration among the 4 groups. Typical thresholds ranges: Minimum- Through Direct Overhead (DOH). Target- range of from through Facility Overhead (FOH) to full recovery.

ACTIVITY	MINIMUM	TARGET	OTHER FEE CONSIDERATIONS
Martial Arts	Through DOH	Through Operating Indirect Overhead	
Ice Skating	Through DOH	Full Cost Recovery	
Youth Leisure Education	Through DOH	Through FOH	
Adults Leisure Education	Through DOH	Through FOH	

NOTE: Fees established through the Recreation Cost Recovery and Pricing Policy shall be collected at the time of course registration, with certain exceptions. Prior to completion of a course, patrons may withdraw from a course and receive a refund. Refunds may be returned immediately or left on account with the Recreation Division. ~~After two years, all credits left on account by patrons that have not participated in Division activities for two years or more are donated to the Recreation Fee Assistance Program.~~

* Does not include special non-general fund revenues or expenses from grants, trust, etc.

DESCRIPTION OF SERVICES		UNIT	FEES EFFECTIVE THROUGH 12/31/24	FEES EFFECTIVE 1/1/25
I.	FACILITY RENTAL FEES			
	A. PICNIC AREAS			
	Small Picnic Area (up to 30)			
	Beresford Park	Per Use	\$71.00	\$73.00
	Area #1, #3	Per Use	\$71.00	\$73.00
	Bocce Court Tables	Per Use	\$71.00	\$73.00
	Harborview Park	Per Use	\$71.00	\$73.00
	Indian Springs Park	Per Use	\$71.00	\$73.00
	King Park	Per Use	\$71.00	\$73.00
	Lakeshore Park	Per Use	\$71.00	\$73.00
	Area #1, #2, #3	Per Use	\$71.00	\$73.00
	Laurelwood Park	Per Use	\$71.00	\$73.00
	Laurie Meadows Park	Per Use	\$71.00	\$73.00
	Area #1, #2	Per Use	\$71.00	\$73.00
	Paddock Park	Per Use	\$71.00	\$73.00
	Medium Picnic Area (31-60)			
	Beresford Park	Per Use	\$93.00	\$96.00
	Area #2	Per Use	\$93.00	\$96.00
	Casanova Park	Per Use	\$93.00	\$96.00
	Central Park	Per Use	\$93.00	\$96.00
	Area #2, #3, or #4	Per Use	\$93.00	\$96.00
	Joinville Park	Per Use	\$93.00	\$96.00
	Area #1, #2, #3	Per Use	\$93.00	\$96.00
	Los Prados Park	Per Use	\$93.00	\$96.00
	Parkside Aquatic Park	Per Use	\$93.00	\$96.00
	Ryder Park	Per Use	\$93.00	\$96.00
	Area #1, or #2	Per Use	\$93.00	\$96.00
	Large Picnic Area (61+)			
	Beresford Park	Per Use	\$233.00	\$240.00
	Shelter	Per Use	\$233.00	\$240.00
	Central Park	Per Use	\$195.00	\$200.00
	Area #1	Per Use	\$195.00	\$200.00
	Shoreview Park	Per Use	\$195.00	\$200.00
	Alcohol Fee	Per Use	\$53.00	\$55.00
	Jumper Fee	Per Use	\$26.50	\$28.00
	Food Vendor Fee	Per Use	\$26.50	\$28.00
	Picnic Cancellation Fee			
	At least 10 working days prior to the permit date	Per Use		\$20.00
	Less than 10 working days prior to the permit date	Per Use		No Refund
	Picnic Re-Scheduling Fee	Per Use		-20.00
	Picnic Use/Cleanup Fee			
	All areas if needed	Per Use	\$270.00	\$278.00
	The approved applicant and/or organization will be responsible for any damage or loss sustained to the grounds, building, furnishings, and equipment (or unusual clean-up required), as a result of the applicant's an/or organization's occupancy of the facility.			
	Non-resident picnic reservation surcharge	Per Use	\$20.00	\$20.00
	Non-Profit groups (Classification B) are eligible for 25% discount	Discount Per use	-25%	-25%
I.	FACILITY RENTAL FEES - 2025 Revision			
	A. PICNIC AREAS			
	Small Picnic Area (up to 30)			
	Beresford Park	Per Use	\$71.00	\$73.00
	Areas 1 or 3	Per Use	\$71.00	\$73.00
	Bocce Court Tables	Per Use	\$71.00	\$73.00
	Harborview Park	Per Use	\$71.00	\$73.00
	Indian Springs Park	Per Use	\$71.00	\$73.00
	King Park	Per Use	\$71.00	\$73.00
	Lakeshore Park Area 1, 2 or 3	Per Use	\$71.00	\$73.00
	Laurelwood Park	Per Use	\$71.00	\$73.00
	Laurie Meadows Park Area 1 or 2	Per Use	\$71.00	\$73.00
	Paddock Park	Per Use	\$71.00	\$73.00
	Medium Picnic Area (31-60)			
	Beresford Park Area 2	Per Use	\$93.00	\$96.00
	Casanova Park	Per Use	\$93.00	\$96.00
	Central Park Area 2, 3, or 4	Per Use	\$93.00	\$96.00
	Joinville Park Area 1, 2 or 3	Per Use	\$93.00	\$96.00
	Los Prados Park	Per Use	\$93.00	\$96.00
	Parkside Aquatic Park	Per Use	\$93.00	\$96.00
	Ryder Park Area 1, or 2	Per Use	\$93.00	\$96.00
	Large Picnic Area (61+)			
	Central Park Area 1	Per Use	\$195.00	\$200.00
	Shoreview Park	Per Use	\$195.00	\$200.00
	Beresford Park Shelter	Per Use	\$233.00	\$240.00
	Miscellaneous Fees			
	Alcohol Fee	Per Use	\$53.00	\$55.00
	Jumper Fee	Per Use	\$26.50	\$28.00
	Food Vendor Fee	Per Use	\$26.50	\$28.00
	Picnic Cancellation Fee			
	At least 10 working days prior to the permit date	Per Use		\$20.00
	Less than 10 working days prior to the permit date	Per Use		No Refund
	Picnic Re-Scheduling Fee	Per Use		\$20.00
	Picnic Use/Cleanup Fee			
	All areas if needed	Per Use	\$270.00	\$278.00
	The approved applicant and/or organization will be responsible for any damage or loss sustained to the grounds, building, furnishings, and equipment (or unusual clean-up required), as a result of the applicant's an/or organization's occupancy of the facility.			
	Non-resident picnic reservation surcharge	Per Use	\$20.00	\$20.00
	Non-Profit groups (Classification B) are eligible for 25% discount	Discount Per use	-\$0.25	-25%

DESCRIPTION OF SERVICES	UNIT	FEES EFFECTIVE THROUGH 12/31/24	FEES EFFECTIVE 1/1/25
B. SPECIAL PARK PERMITS			
Filming for commercial purposes	Hour	\$53.00	\$54.00
Central outdoor stage	Per Hour	\$55.00	\$56.00
Special Event Fee (minimum two hours)	Per Hour	\$25.00	\$ 25.00
Special Event Alcohol Fee	Per Use	\$275.00	\$ 275.00
C. Japanese Garden or Rose Garden Fees			
Resident	First 2 hours	\$215.00	\$220.00
Non-Resident	First 2 hours	\$270.00	\$277.00
Resident Extra Hours	Per Additional Hour	\$105.00	\$107.00
Non Resident Extra Hours	Per Additional Hour	\$132.00	\$135.00
Non-Profit Rate	Per Booking (2 HOURS)	\$31.00	\$31.00
Chair Set-up	Per Use	\$29.00	\$29.00
Fee to rent Japanese or Rose Garden when renting in conjunction with Central Center	Per Use	\$150.00	\$154.00
D. ATHLETICS (Priority Levels defined on page 8.13)			
Field Reservations			
Priority 1		No fee	No fee
Priority 2			
Youth Field Player Fee (Per season)	Per Player	\$8.00	\$ 8.00
Weekday and Half Day	Per Use	\$8.00	\$ 8.00
Weekend/Holiday/Full Day	Per Use	\$15.00	\$ 15.00
Tournament			
Tournament Refundable Deposit	Per Use-Hour/Field	\$105.00	\$13.00
	Per Use/Field	\$275.00	\$280.00
Priority 3-4			
Youth Field Player Fee (Per season)	Per Player	\$21.00	\$22.00
Weekday and Half Day	Per Use	\$31.00	\$32.00
Weekend/Holiday/Full Day	Per Use	\$53.00	\$55.00
Tournament			
Tournament Refundable Deposit	Per Hour/Field	\$220.00	\$28.00
	Per Use/Field	\$275.00	\$280.00
Priority 5			
Resident Adult Field Reservation (Per season)	Per Hour	\$26.00	\$27.00
Priority 6			
NR Adult Reservation Field	Per Hour	\$34.00	\$34.00
Camp or Clinic Fee			
Soccer (Grass)	Per Hour	\$53.00	\$55.00
Soccer (Turf)	Per Hour	\$63.00	\$65.00
Baseball/Softball (Grass)	Per Hour	\$42.00	\$44.00
Baseball/Softball (Turf)	Per Hour	\$53.00	\$55.00
Non-Athletic based NP Field Reservation	Per Hour	\$15.00	\$16.00
Private Tournament			
Refundable Deposit	Per Hour/Field	\$225.00	\$29.00
	Per Use/Field	\$280.00	\$280.00
Light Charges	Per Hour	\$29.00	\$30.00
Fields - Unlocked Soccer Goal Fee	Per Request	\$31.00	\$32.00
Field Attendant	Per Hour	\$22.00	\$23.00
Tennis Court Rental for Organizations	Per Hour	\$12.50	\$12.50
Tennis Court Reservation	Per Hour	\$9.50	\$9.50
Bocce Courts (4 hours or less)	Per Booking	\$11.50	\$11.50
Bocce Courts (4+ hours)	Per Booking	\$26.00	\$26.00
Outdoor Fitness Fee	Per Hour	\$26.00	\$27.00
San Mateo High School Gymnasium Rentals			
Gym	Per Hour	\$105.00	\$108.00
Lobby	Per Hour	\$31.00	\$32.00
Dance Studio	Per Hour	\$42.00	\$44.00
Multi-Purpose Room	Per Hour	\$42.00	\$44.00
Rental Officer	Per Hour		\$23.00
Custodial Officer	Per Hour		\$32.00
Tournament Refundable Deposit	Per Use		\$280.00

DESCRIPTION OF SERVICES		UNIT	FEES EFFECTIVE THROUGH 12/31/24	FEES EFFECTIVE 1/1/25
AQUATICS - (See Classification Categories on page 8.12)				
A. CENTER RENTALS - (See pages 8.10 - 8.12)				
JOINVILLE				
Large Pool (includes Dressing Room)			No Charge	No Charge
Classification A			\$25.00	\$25.00
Classification B				
Classification E			\$36.00	\$36.00
Non-Resident			\$44.00	\$44.00
Small Pool (includes Dressing Room)			No Charge	No Charge
Classification A			\$12.00	\$12.00
Classification B			\$18.00	\$18.00
Classification E			\$22.00	\$22.00
Non-Resident				
Multi-Purpose Room			See Community Centers Category 4 (pg 8.11)	See Community Centers Category 4 (pg 8.11)
Off Season Closure Period			By negotiation - full cost recovery	By negotiation - full cost recovery
BIRTHDAY PARTY FEE				
Reservation Fee/Deposit			\$95.00	\$95.00
Additional Guests			\$6.00	\$6.00
KING POOL				
Both Pools (includes Dressing Room)			No Charge	No Charge
Classification A			\$20.00	\$20.00
Classification B			\$30.00	\$30.00
Classification C			\$37.00	\$37.00
Non-Resident				
Off Season Closure Period			By negotiation - full cost recovery	By negotiation - full cost recovery
FACILITY PERS. RATES				
Custodian	Per Hour		Staff Rate	\$32.00
Facility Specialist	Per Hour		Staff Rate	\$23.00
LIFEGUARDS				
1st Guard - Senior Guard	Per Hour		Staff Rate	Staff Rate
2nd & each additional Guard	Per Hour		Staff Rate	Staff Rate
III. MISCELLANEOUS FEES				
Volleyball net and standards rental	Per Weekend		\$30.00	\$30.00
Bocce Set	Per set		\$30.00	\$30.00
Equipment Refundable Deposit			\$100.00	\$100.00
Clay	25-lb Bag		Actual cost	Actual cost
Photocopies	Per Sheet		\$0.15	0.15
IV. SCHOOL DISTRICT FEES				
Fees shall be applied to the district and affiliated organizations (eg. PTA, Boosters, Foundation) as follows:				
A. SAN MATEO HIGH SCHOOL DISTRICT				
Unless otherwise specified in an adopted facility use agreement, indoor, swimming pool and athletic facility fees shall be calculated administratively to be comparable to the SMUHSD fee schedule as it pertains to City use of similar SMUHSD facilities. Picnic and special park facility fees, and staffing fees charged to SMUHSD shall be at the rates described in other sections of the fee schedule.				
B. SAN MATEO FOSTER CITY SCHOOL DISTRICT (SMFCSD)				
Unless otherwise specified in an adopted facility use agreement, indoor and athletic facility fees shall be calculated administratively to be comparable to the SMFCSD fee schedule as it pertains to City use of similar SMFCSD facilities. Picnic and special park facility fees, and staffing fees charged to SMFCSD shall be at the rates described in other sections of the fee schedule. Pool fees for SMFCSD use shall be charged at the non-profit rate.				

DESCRIPTION OF SERVICES		UNIT	FEES EFFECTIVE THROUGH 6/30/24	FEES EFFECTIVE 7/1/24
V. GOLF COURSE				
<i>Golf Fees - The Parks and Recreation Director may adjust green fee amounts for marketing and promotional activities as is necessary to encourage optimum play at the municipal golf courses.</i>				
A. GENERAL				
Weekdays	Per Round	\$43.00	\$44.00	
Weekday Twilight	Per Round	\$32.00	\$33.00	
Weekday Super Twilight	Per Round	\$24.00	\$24.00	
Weekends (Fri., Sat., Sun., Holiday)	Per Round	\$59.00	\$60.00	
Weekend Twilight	Per Round	\$39.00	\$40.00	
Weekend Super Twilight	Per Round	\$31.00	\$32.00	
Weekday-back 9	Per Round	\$26.00	\$26.00	
Weekend-back 9	Per Round	\$30.00	\$30.00	
Sr. 10 Play Card	Each	\$330.00	\$340.00	
B. RESIDENT				
Weekdays	Per Round	\$38.00	\$39.00	
Weekday Super Twilight	Per Round	\$24.00	\$24.00	
Weekends (Fri., Sat., Sun., Holiday)	Per Round	\$51.00	\$52.00	
Weekend Twilight	Per Round	\$39.00	\$40.00	
Weekend Super Twilight	Per Round	\$31.00	\$31.00	
Weekday-back 9	Per Round	\$26.00	\$26.00	
Weekend-back 9	Per Round	\$30.00	\$30.00	
Senior Weekdays	Per Round	\$33.00	\$34.00	
Sr. 10 Play Card	Each	\$280.00	\$290.00	
C. JUNIOR				
Jr. Weekdays	Per Round	\$17.00	\$17.00	
Jr. Weekend	Per Round	\$22.00	\$22.00	
D. RESIDENT GOLF I.D. CARD	Per Annual Fee	\$20.00	\$20.00	
E. RANGE BALLS (BUCKET)	Size: Warm-up	\$5.00	\$5.00	
	Small	\$8.00	\$8.00	
	Medium	\$11.00	\$11.00	
	Large	\$14.00	\$14.00	
F. MEMBERSHIP SUBSCRIPTION	Per Month	\$29.99	\$29.99	
DESCRIPTION OF SERVICES		UNIT	FEES EFFECTIVE THROUGH 12/31/24	FEES EFFECTIVE 1/1/25
VI. PARK AND LANDSCAPE RESOURCES				
A. HERITAGE TREE PERMIT				
Tree Replacement Cost (24" Box Tree)	Per Permit	\$105.00	\$107.00	
Right of Way Tree Removal	Per Tree	\$784.00	\$807.00	
	Per Hour	Actual cost charged by a city designated private tree care company	Actual cost charged by a city designated private tree care company	
B. MEMORIAL BENCH	Per Bench	\$2,650.00	\$2,650.00	
C. TREE REPLACEMENT COST (15 gallon)	Each	\$490.00	\$503.00	
D. TREE REPLACEMENT COST (36 inch box)	Each	\$1,550.00	\$1,593.00	
E. TREE REPLACEMENT COST (48 inch box)	Each	\$3,130.00	\$3,217.00	
F. COMMEMORATIVE TREE	Per Tree	\$1,060.00	\$1,089.00	
G. COMMUNITY GARDENS - Community Garden Plots	Per Square Ft.	\$0.30	\$0.30	
H. HERITAGE TREE APPEAL TO PARK AND RECREATION COMMISSION (Applicant Exempt from Fee)	Each	\$550.00	TBC	
I. MARINA LAGOON				
Boating pass (power boats 5 hp and up)	Annual	\$450.00	\$450.00	
	Daily	\$40.00	\$40.00	
Boating pass (under 5 hp and sail over 8 ft.)	Annual	\$250.00	\$ 250.00	
	Daily	\$25.00	\$ 25.00	

DESCRIPTION OF SERVICES	UNIT	FEES EFFECTIVE THROUGH 6/30/24	FEES EFFECTIVE 7/1/24
J. TEMPORARY PARK ACCESS PERMIT	Per permit	\$100.00	\$100.00
K. PARK IN-LIEU FEE / PARK IMPACT FEE FOR RESIDENTIAL PLANNING APPLICATION PROJECTS INVOLVING PARCEL MAPS, SUBDIVISION AND OTHER MULTI-FAMILY RESIDENTIAL PROJECTS.	Per Residential Unit Type:	Per Unit*	Per Unit*
	Single Family	\$29,059.40	\$35,914.00
	Multi-family 2-4 Units	\$23,385.00	\$33,474.00
	Multi-family 5+ Units	\$20,351.00	\$28,310.00
	Mobile Homes	\$19,862.00	\$26,418.00

* Fee = Land Dedication Requirement x Median Land Value of \$4,407,190 per acre adopted by City Council Resolution, where Land Dedication Requirement = [(Quantity of proposed dwelling units x population factor per dwelling unit type) less (quantity of existing dwelling units x population factor per dwelling unit type)] x (2 acres/ 1000 population) per Muni Code Section 26.64. The population factors per dwelling unit type are as follows:

Single Family	\$2.94	persons per unit
Multi-family 2-4 units	\$2.89	persons per unit
Multi-family 5+ units	\$2.10	persons per unit
Mobile Homes	2.03	persons per unit

DESCRIPTION OF SERVICES	UNIT	FEES EFFECTIVE THROUGH 12/31/24	FEES EFFECTIVE 1/1/25
VII. DEVELOPMENT PROJECT REVIEW FEE ¹			
A. CONSULTANTS FOR SPECIALIZED PLAN CHECKING AND INSPECTION SERVICES OR TO EXPEDITE PLAN CHECKING AND INSPECTION SERVICES		Fee is per Consultant's rate	Fee is per Consultant's rate
B. REIMBURSE COST OF STAFF OR CONSULTANT TIME SPENT IN PLAN CHECK OR INSPECTION SERVICES. PARK PLAN CHECK AND INSPECTION SERVICES ON BUILDING PERMITS. FEE TO BE COLLECTED AT TIME OF BUILDING PERMIT APPLICATION. AFTER PAYMENT OF FEES, PERMITTEE MAY APPLY FOR AN EXEMPTION FOR PROJECTS HAVING NO PARK PLAN CHECK OR INSPECTION REQUIREMENTS.	Building Valuation on Those Building Permits Whose Valuation is Over \$5,000	0.05%	0.05%

¹These fees are collected by Community Development's Building Division - see page 2.3

Patron Classification	Category				Additional Charges - applicable to patrons in Classifications B, C and Non-residents
	1	2	3	4	
A: City of San Mateo internal or sponsored meetings, activities or events as approved by the Parks and Recreation Director or approved delegate.	\$ -	\$ -	\$ -	\$ -	
B: Non-Profit or Not-For-Profit groups serving the majority of City of San Mateo residents and whose membership is open to the general public. Non -Profit as defined as 501c through the IRS. Not-For-Profit as approved by the Parks and Recreation Director or approved delegate.	\$ 40.00	\$ 30.00	\$ 25.00	\$ 15.00	1 - Bookings ending after 5pm weekdays - \$50.00 per hour plus Hourly Staff Cost for Rental Officer and / or Custodian if needed 2 - Weekends - \$50.00 per hour plus Hourly Staff Cost for Rental Officer and / or Custodian if needed Bookings on weekends or during non-operating hours will be charged: •\$50.00 additional per hour. •\$23.00/hour for Rental Officer •\$32.00/hour for Custodial staff required for set up and break down. •\$53.00/booking Alcohol permit fee if serving alcohol during the event •\$250.00 Refundable Security Deposit for rentals serving alcohol (All or part of this security deposit will be withheld if event goes past end time on contract or if there are damages to the property.)
C: Residents of the City of San Mateo	\$ 120.00	\$ 95.00	\$ 75.00	\$ 40.00	
	Per Hour				
Non-residents, businesses and School Districts and schools (other than San Mateo Union High School District and San Mateo-Foster City School District per Section IV).	\$ 150.00	\$ 120.00	\$ 95.00	\$ 50.00	
	Per Hour				

C. FACILITY CATEGORY TABLES

Facility	Room	Standing	Theatre	Banquet	Facility	Room	Category
Category 1					Beresford	Assembly	1
Beresford	Assembly	614	439	205	Beresford	Social	3
King	Assembly	359	256	120	Beresford	Activity	3
Sr. Center	Assembly	540	385	180	Beresford	Conference	4
Category 2					Beresford	Studio	4
Central	Activity A/B	333	238	111	Beresford	Club	4
Central	Assembly	342	244	114	Beresford	Assembly	2
King	Social A/B	265	189	88	Central	Activity A/B	2
Category 3					Central	Activity A	4
Beresford	Activity	307	219	102	Central	Stage	4
Beresford	Social	254	181	85	Central	Lounge	4
Sr. Center	Activity	211	150	70	Central	Activity B	4
Shoreview	Assembly	235	168	75	King	Assembly	1
					King	Social A/B	2
					King	Studio	4
					King	Social A	4
					King	Conference	4
Category 4					King	Social B	4
Beresford	Studio	250	178	83	King	Gym	4
Beresford	Studio A	125	89	42	Joinville Pool	Multipurpose	4
Beresford	Studio B	125	89	42	Shoreview	Assembly	3
Beresford	Club	84	60	28	Shoreview	Social	4
Beresford	Conference			26	Sr. Center	Assem/MP	1
Central	Lounge				Sr. Center	Activity	3
Central	Stage				Sr. Center	Assem/MP A	4
Central	Activity A	162	116	54	Sr. Center	Conference	4
Central	Activity B	170	122	57	Sr. Center	Game Room	4
Joinville	Multipurpose				Sr. Center	Library Room	4
King	Conference	101	72	34			
King	Studio	158	113	53			
King	Social A	125	89	42			
King	Social B	158	113	53			
Shoreview	Social	182	130	61			
Sr. Center	Assem/MP A (Back Half)	150	107	50			

Note - Capacities are fire safety maximums. Rental capacities may vary and are established by each center consistent with use needs.

FACILITY PERMIT CLASSIFICATION DEFINITIONS

Classification A:

City of San Mateo internal or sponsored meetings, activities or events as approved by the Parks and Recreation Director or approved delegate.

Classification B:

Non-profit and/or not-for-profit groups serving majority of City of San Mateo residents and whose membership is open to the general public. Non-Profit as defined as 501c through the IRS. Not-For-Profit as approved by the Parks and Recreation Director or approved delegate

Classification C:

Resident of the City of San Mateo (Simplified Definition)

Non-Resident:

Non-residents, businesses and schools (other than San Mateo Union High School District and San Mateo-Foster City School District per Section IV).

ATHLETIC FIELD PRIORITIES

Priority 1:

Programs and activities conducted or sponsored by the City of San Mateo. This includes the San Mateo Police Activities League program(s).

Priority 2:

Programs conducted by Elementary Schools (K-8) within the City of San Mateo. Also programs conducted by organizations that limit their recruitment and sign-ups

Priority 3:

Programs conducted by private high schools within the City of San Mateo. Also, programs conducted by organizations in which participants must "tryout" or be

Priority 4:

Programs conducted by organizations in which participants must "tryout" or be selected based on skill level. Organizations may be "select" in that participants may

Priority 5:

- A. Adult resident sports groups or teams.
- B. Resident private rentals.

Priority 6:

Youth or Adult non-resident groups, teams, or individuals. Nonresident is defined as having an organization address outside of the San Mateo City limits and/or having less than 25% residency.