

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 Link	100% Subsidy	100% Subsidy	

Group 2- Composed of core programs for youth and seniors, with service values as higher consideration. Typical thresholds ranges:

ACTIVITY	MINIMUM	TARGET	OTHER FEE CONSIDERATIONS
Children's Services Center Based	Direct	Direct +20%	
King Center Children's Programs	50% of Direct	Direct	
Children's Services Special	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
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 for two years. 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 12/31/22	FEES EFFECTIVE 1/1/23
I. FACILITY RENTAL FEES			
A. PICNIC AREAS			
Beresford			
Shelter	Per Use	\$200.00	\$220.00
Area #1	Per Use	\$65.00	\$67.00
Area #2	Per Use	\$65.00	\$67.00
Area #3	Per Use	\$65.00	\$67.00
Bocce Court Tables	Per Use	\$65.00	\$67.00
Casanova	Per Use	\$65.00	\$67.00
Central			
Entire Area	Per Use	\$425.00	no change
Area 1	Per Use	\$180.00	\$186.00
Area 2	Per Use	\$85.00	\$88.00
Area 3	Per Use	\$85.00	\$88.00
Area 4	Per Use	\$85.00	\$88.00
Harborview Park	Per Use	\$85.00	\$88.00
Indian Springs Park	Per Use	\$85.00	\$88.00
Joinville			
Entire facility	Per Use	\$205.00	\$210.00
Area 1	Per Use	\$65.00	\$67.00
Area 2	Per Use	\$65.00	\$67.00
Area 3	Per Use	\$65.00	\$67.00
King	Per Use	\$65.00	\$67.00
Lakeshore	Per Use	\$65.00	\$67.00
Laurelwood	Per Use	\$65.00	\$67.00
Los Prados	Per Use	\$65.00	\$67.00
Paddock Park	Per Use	\$65.00	\$67.00
Parkside Aquatic	Per Use	\$65.00	\$67.00
Ryder Park			
Area 1	Per Use	\$85.00	\$88.00
Area 2	Per Use	\$85.00	\$88.00
Entire Facility	Per Use	\$200.00	\$210.00
Shoreview	Per Use	\$85.00	\$88.00
Alcohol Fee	Per Use	\$50.00	no change
Jumper Fee	Per Use	\$25.00	no change
Picnic Use/Cleanup Deposit			
Beresford Shelter	Per Use	\$255.00	no change

Central Park – entire area	Per Use	\$255.00	no change
Bayside/Joinville – entire area	Per Use	\$255.00	no change
Ryder – entire area	Per Use	\$255.00	no change
All other areas	Per Use	\$255.00	no change
B. SPECIAL PARK PERMITS			
Filming for commercial purposes	Hour	\$50.00	no change
Japanese Garden or Rose Garden			
Resident	Per Use	\$205.00	no change
Non-Resident	Per Use	\$255.00	no change
Resident Extra Hours	Per Hour	\$100.00	no change
Non Resident Extra Hours	Per Hour	\$125.00	no change
Non Profit Rate	Per Booking	\$30.00	no change
Chair Set-up	Per Use	\$28.00	no change
Per occasion when using rec ctr.	Per Use	\$150.00	no change
Central outdoor stage/grass area in front of stage	Per Hour	\$50.00	\$55.00
Special Event Fee (minimum two hours)	Per Hour	\$25.00	no change
Special Event Alcohol Fee	Per Use	\$260.00	no change
DESCRIPTION OF SERVICES	UNIT	FEES EFFECTIVE THROUGH 12/31/22	FEES EFFECTIVE 1/1/23
I. FACILITY RENTAL FEES (continued)			
C. ATHLETICS (Priority Levels defined on page 8.13)			
Field Reservations		No fee	No fee
Priority 1			
Priority 2			
Youth Field Player Fee (Per season)	Per Player	\$8.00	no change
Weekday and Half Day	Per Use	\$8.00	no change
Weekend/Holiday Full Day	Per Use	\$15.00	no change
Tournament	Per Use/Field	\$100.00	no change
Tournament Refundable Deposit	Per Use/Field	\$260.00	no change
Priority 3-4			
Youth Field Player Fee (Per season)	Per Player	\$20.00	no change
			FEES EFFECTIVE 7/1/22
Weekday and Half Day	Per Use	\$20.00	\$30.00
Camp or Clinic Fee - Soccer (Grass)	Per Hour	New	\$50.00
Camp or Clinic Fee - Soccer (Turf)	Per Hour	New	\$60.00
Camp or Clinic Fee - Baseball/Softball (Grass)	Per Hour	New	\$40.00
Camp or Clinic Fee - Baseball/Softball (Turf)	Per Hour	New	\$50.00
Weekend/Holiday Full Day	Per Use	\$40.00	\$50.00
			FEES EFFECTIVE 1/1/23
Tournament	Per Use	\$210.00	no change
Tournament Refundable Deposit	Per Use/Field	\$260.00	no change
Priority 5			
Resident Adult Field Reservation (Per season)	Per Hour	\$25.00	no change
Priority 6			
NR Adult Reservation Field	Per Hour	\$32.00	\$33.00
Non-Athletic based NP Field Reservation	Per Hour	\$15.00	no change
Private Tournament	Per Use/Field	\$210.00	\$215.00
Refundable Deposit	Per Use/Field	\$260.00	\$265.00
Light Charges	Per Hour/Per Use?	\$25.00	\$28.00
Fields - Unlocked Soccer Goal Fee	Per Request	\$25.00	\$30.00
Field Attendant	Per Hour	Staff Rate	Staff Rate
Tennis Court Rental for Organizations	Per Hour	New	\$12.00
Tennis Court Reservation for Individuals	Per Hour	\$9.00	no change
Bocce Courts (4 hours or less)	Per Booking	\$11.00	no change
Bocce Courts (4+ hours)	Per Booking	\$25.00	no change
Outdoor Fitness Fee	Per Hour	\$25.00	no change
San Mateo High School Gymnasium Rentals			
Gym	Per Hour	\$75.00	\$100.00
Lobby	Per Hour	\$30.00	no change
Dance Studio	Per Hour	\$35.00	\$40.00
Multi-Purpose Room	Per Hour	\$35.00	\$40.00
DESCRIPTION OF SERVICES	UNIT	FEES EFFECTIVE THROUGH 12/31/22	FEES EFFECTIVE 1/1/23
II. AQUATICS - (See Classification Categories on page 8.12)			
D. CENTER RENTALS - (See pages 8.10 - 8.12)			
JOINVILLE			
Large Pool (includes Dressing Room)		No Charge	No Charge
Classification A		\$24.00	\$25.00
Classification B		\$35.00	\$36.00
Classification E			

Non-Resident		\$43.00	\$44.00
Small Pool (includes Dressing Room)			
Classification A		No Charge	No Charge
Classification B		\$12.00	no change
Classification E		\$18.00	no change
Non-Resident		\$22.00	no change
Multi-Purpose Room		See	See
		Community Centers	Community Centers
		Category 4 (pg. 8.11)	Category 4 (pg. 8.11)
Off Season Closure Period		By negotiation - full cost	By negotiation - full cost
BIRTHDAY PARTY FEE			
Reservation Fee/Deposit	Includes 15 Guests	\$95.00	no change
Additional Per Guest	Up to 20 Guests	\$6.00	no change
KING POOL			
Both Pools (includes Dressing Room)			
Classification A		No Charge	No Charge
Classification B		\$20.00	no change
Classification E		\$30.00	no change
Non-Resident		\$37.00	no change
Off Season Closure Period			
BOATHOUSE			
Classification A		No Charge	No Charge
Classification B		\$20.00	no change
Classification E		\$32.00	no change
Non-Resident		\$41.00	no change
FACILITY PERS. RATES			
Custodian	Per Hour	Staff Rate	Staff Rate
Facility Specialist	Per Hour	Staff Rate	Staff Rate
LIFEGUARDS			
1st Guard - Senior Guard	Per Hour	Staff Rate	Staff Rate
2nd & each additional Guard	Per Hour	Staff Rate	Staff Rate
MARINA LAGOON			
Boating pass (power boats 5 hp and up)	Annual	\$450.00	no change
	Daily	\$40.00	no change
Boating pass (under 5 hp and sail over 8 ft.)	Annual	\$250.00	no change
	Daily	\$25.00	no change
III. MISCELLANEOUS FEES			
Volleyball net and standards rental	Per Weekend	\$30.00	no change
	Refundable Deposit	\$100.00	no change
Custodian	Per Hour	Staff Rate	Staff Rate
Clay	25 lb. Bag	Actual cost	Actual cost
PHOTOCOPY & MAILINGS			
Agendas	Year	\$6.00	no change
Agendas & Minutes	Year	\$12.00	no change
Photocopies	Per Sheet	\$0.15	no change
IV. SCHOOL DISTRICT FEES			
Fees shall be applied to the district and affiliated organizations (e.g. 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)			
DESCRIPTION OF SERVICES	UNIT	FEES EFFECTIVE THROUGH 12/31/22	FEES EFFECTIVE 7/1/22
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	\$39.00	\$41.00
Weekday Twilight	Per Round	\$28.00	\$30.00
Weekday Super Twilight	Per Round	\$20.00	\$22.00
Weekends (Fri., Sat., Sun., Holiday)	Per Round	\$55.00	\$57.00
Weekend Twilight	Per Round	\$35.00	\$37.00
Weekend Super Twilight	Per Round	\$27.00	\$29.00
Weekday-back 9	Per Round	\$25.00	no change
Weekend-back 9	Per Round	\$29.00	no change
Sr. 10 Play Card	Each	\$310.00	\$320.00
B. RESIDENT			
Weekdays	Per Round	\$34.00	\$36.00
Weekday Twilight	Per Round	\$28.00	\$30.00
Weekday Super Twilight	Per Round	\$20.00	\$22.00
Weekends (Fri., Sat., Sun., Holiday)	Per Round	\$47.00	\$49.00

Weekend Twilight	Per Round	\$35.00	\$37.00
Weekend Super Twilight	Per Round	\$27.00	\$29.00
Weekday-back 9	Per Round	\$25.00	no change
Weekend-back 9	Per Round	\$29.00	no change
Senior Weekdays	Per Round	\$30.00	\$31.00
Sr. 10 Play Card	Each	\$260.00	\$270.00
C. JUNIOR			
Jr. Weekdays	Per Round	\$15.00	no change
Jr. Weekend	Per Round	\$18.00	\$20.00
D. RESIDENT GOLF I.D. CARD	Per Annual Fee	\$20.00	no change
E. RANGE BALLS (BUCKET)	Size: Warm-up	\$5.00	no change
	Small	\$8.00	no change
	Medium	\$11.00	no change
	Large	\$14.00	no change
F. MEMBERSHIP SUBSCRIPTION*	Per Month	\$29.99	no change

			FEES EFFECTIVE 1/1/23
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VI. PARK AND LANDSCAPE RESOURCES			
A. HERITAGE TREE PERMIT	Per Permit	\$100.00	no change
Tree `	Per Tree	\$740.00	no change
Right of Way Tree Removal	Per Hour	Actual cost	no change
B. MEMORIAL BENCH	Per Bench	\$2,500.00	no change
C. TREE REPLACEMENT COST (15 gallon)	Each	\$483.00	no change
D. TREE REPLACEMENT COST (36 inch box)	Each	\$1,480.00	no change
E. TREE REPLACEMENT COST (48 inch box)	Each	\$2,960.00	no change
F. COMMEMORATIVE TREE	Per Tree	\$1,000.00	no change
G. COMMUNITY GARDENS - Community Garden Plots	Per Square Ft.	\$0.28	no change
H. HERITAGE TREE APPEAL TO PARK AND RECREATION COMMISSION (Applicant Exempt from	Each	\$80.00	no change
I. HERITAGE TREE APPEAL TO CITY COUNCIL (Applicant Exempt from Fee)	Each	\$80.00	no change

			FEES EFFECTIVE 7/1/22
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J. TEMPORARY PARK ACCESS PERMIT	Each	NEW	\$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	\$29,598.00	no change
	Multi-family 2-4 Units	\$27,172.00	no change
	Multi-family 5+ Units	\$20,476.00	no change
	Mobile Homes	\$17,564.00	no change
L. PARK AND RECREATION TAX ON RESIDENTIAL BUILDING PERMITS 1	Per \$100 Valuation on Building Permit App.	\$0.30	no change

Fee = Land Dedication Requirement x Median Land Value of \$5,155,309 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	3.05	persons per unit
Multi-family 2-4 units	2.80	persons per unit
Multi-family 5+ units	2.11	persons per unit

DESCRIPTION OF SERVICES	UNIT	FEES EFFECTIVE THROUGH 12/31/22	FEES EFFECTIVE 1/1/23
VII. DEVELOPMENT PROJECT REVIEW FEE¹			
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	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

Community Center Fee Schedule

B-1 Classification: (Non-profit (including 501©(6)) conducting business activity)

Room Category	Flat Per Use B-1*
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Category 1	\$40.00	No Change
Category 2	\$30.00	No Change
Category 3	\$25.00	No Change
Category 4	\$15.00	No Change

**Fee includes requested room and use of immediately adjacent kitchen.*

Additional Hourly Charges: Hourly Staff Cost for Rental Officer and / or Custodian if needed.

B-2 Classification: (Non-profit booking on Sat/Sun beginning after 3 pm or ending after 6pm - fee applies to entire booking)

Room Category	Flat Per Use B-2*
Any Room	\$50.00 No Change

**Fee includes requested room and use of immediately adjacent kitchen.*

Additional Hourly Charges: Hourly Staff Cost for Rental Officer and / or Custodian if needed.

B-3 Classification: (B-1 groups reserving regular weekly or monthly meeting times.)

Room Category	Flat Per Use B-3*
Category 1	\$45.00 No Change
Category 2	\$35.00 No Change
Category 3	\$30.00 No Change
Category 4	\$20.00 No Change

*** added "weekly or"**

**Fee includes requested room and use of immediately adjacent kitchen.*

Additional Hourly Charges: Hourly Staff Cost for Rental Officer and / or Custodian if needed.

E-1 & NR-1 Classification: (private, profit & non-resident business uses during specifically designated operating hrs.)

Room Category	Room Hourly E-1*	Room Hourly NR-1*	
Category 1	\$120.00	\$145.00	No Change
Category 2	\$95.00	\$120.00	No Change
Category 3	\$75.00	\$90.00	No Change
Category 4	\$40.00	\$50.00	No Change

**Fee includes requested room and use of immediately adjacent kitchen.*

Additional Hourly Charges: Hourly Staff Cost for Rental Officer and / or Custodian if needed.

E-2 & NR-2 Classification: (private, profit & non-resident business uses during non-business hours)

Room Category	Room Hourly E-2*	Room Hourly NR-2*	
Category 1	\$170.00	\$200.00	No Change
Category 2	\$145.00	\$170.00	No Change
Category 3	\$120.00	\$135.00	No Change
Category 4	\$70.00	\$80.00	No Change

**Fee includes requested room and use of immediately adjacent kitchen.*

Additional Hourly Charges: If requesting more than one room, use the following chart for additional fees:

Room Category	Hourly E-2	Hourly NR-2	
Category 1	N/A	N/A	No Change
Category 2	\$95.00	\$120.00	No Change
Category 3	\$75.00	\$90.00	No Change
Category 4	\$40.00	\$50.00	No Change

Room Category	Hourly E-2	Hourly NR-2
King Gymnasium	\$50.00	\$63.00

Additional Hourly Charges: Hourly Staff Cost for Rental Officer and / or Custodian if needed.

Room Category	Flat Per Use E-2	Flat Per Use NR-2	
Birthday* (2-hr rental)	\$90.00	\$115.00	No Change

**Fee includes requested room and use of immediately adjacent kitchen.*

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	333	238	111	Beresford	Club	4
Central	Assembly	342	244	114	Beresford	Assembly	2
City Hall	Council Chambers				Central	Activity A/B	2
King	Social	265	189	88	Central	Activity A	4
Category 3					Central	Stage	4
Beresford	Activity	307	219	102	Central	Lounge	4
Beresford	Social	254	181	85	Central	Activity B	4
City Hall	Conf Rm C				City Hall	City Council	2
City Hall	Atrium				City Hall	Room C	3
					City Hall	Atrium	3
					City Hall	Room A	4
Sr. Center	Activity	211	150	70	City Hall	Room B	4
Category 4					City Hall	Cafeteria	4
Beresford	Studio	250	178	83	King	Assembly	1
Beresford	Studio A	125	89	42	King	Social A/B	2
Beresford	Studio B	125	89	42	King	Studio	4
Beresford	Club	84	60	28	King	Social A	4
Beresford	Conference			26	King	Conference	4
Central	Lounge				King	Social B	4
Central	Stage				Joinville Pool	Multipurpose	4
Central	Activity A	162	116	54			
Central	Activity B	170	122	57			
City Hall	Conf Rm						
City Hall	Conf Rm						
City Hall	Cafeteria						
Joinville	Multipurpose						
King	Conference	101	72	34	Sr. Center	Assem/MP	1
King	Studio	158	113	53	Sr. Center	Activity	3
King	Social A	125	89	42	Sr. Center	Assem/MP A	4
King	Social B	158	113	53	Sr. Center	Conference	4
Sr. Center	Assem/MP	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:

Public recreation activities that are co-sponsored by or affiliated with the Recreation Department after meeting department

Classification B:

Recreation activities and meetings that are organized, promoted, conducted, and sponsored by registered non-profits (IRS

Classification B-1:

Any activities which are related to the business or mission of the organization.

Classification B-2:

Any activities scheduled during "Prime Time," defined as any booking beginning 3 p.m. or later, or ending 6 p.m. or

Classification B-3:

B-1 groups reserving regular monthly meeting times.

Classification B-4:

B-1 groups participating in in-kind volunteer service fee waiver program.

Classification E:

Any recreation, social, business, or service activity conducted by any person or group not included within Classifications

E-1: E classification use during specifically designated public facility hours.

E-2: E classification use during non-public facility hours.

Non-Resident:

Recreation activities, social, business, or service, meetings, and private groups in which one-half of its current

NR-1: NR use during specifically designated public facility hours.

NR-2: NR use during non-public facility hours.

Athletics Field Priorities

Priority 1:

Programs and activities conducted or sponsored by the City of San Mateo. This includes the San Mateo Police Activities

Priority 2:

Programs conducted by Elementary Schools (K-8) within the City of San Mateo. Also programs conducted by organizations

Priority 3:

Programs conducted by private high schools within the City of San Mateo. Also, programs conducted by organizations in

Priority 4:

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

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