

CITY OF WEST SACRAMENTO

BOOK OF FEES

Description	Authority	Effective Date
FACILITY RENTAL FEES	Resolution 17-60	Oct. 18, 2017

Fee Schedule

A. CITY FACILITY RENTAL POLICY

1. Building attendance and/or security guard (minimum 4-hour charge) may be required for all non-City of West Sacramento uses.
2. User is responsible for cleaning facility and damages.
3. An insurance endorsement naming the City of West Sacramento as additional insured, with a minimum of \$1 million liability coverage, is required.
4. No refunds will be issued without a 14-day notice of event cancellation.

B. FIELD RENTAL FEES

City of West Sacramento Resident**

Athletic Field Rental:	\$13 per hour
Field Light Rental:	\$13 per hour
Athletic Facility Attendant:	\$15 per hour*

City of West Sacramento Nonresident***

Athletic Field Rental:	\$18 per hour
Field Light Rental:	\$13 per hour
Athletic Facility Attendant:	\$15 per hour*

* Attendant to turn on lights and provide equipment

** A Resident is considered the party renting the facility that resides in West Sacramento. Additionally, 70% of the players on the team must reside in West Sacramento. Proof of residency must be provided for each participant.

***A Nonresident is considered the party renting the facility that does not reside in West Sacramento.

C. RIVERWALK PARK RENTAL FEES

River Walk Park Rental Fees		Private Party Rates
Security Deposit (refundable)		Varies per event
Facility Attendant (if needed)		Hourly rate varies per event
Trash disposal fee (if needed)		\$200
Hourly Fee (per area*)		
Grand Staircase	Includes grand staircase and area immediately in front of the grand staircase	\$50/hr

CITY OF WEST SACRAMENTO

BOOK OF FEES

Description	Authority	Effective Date
FACILITY RENTAL FEES	Resolution 17-60	Oct. 18, 2017

Fee Schedule

C. (continued)

Picnic Area B	Adjacent to the south ramp. Includes 5 picnic tables and grass areas.	\$10/hr
Picnic Area C	Adjacent to the Grand Staircase. Includes grass area and 3 picnic tables	\$10/hr
Picnic Area D	Adjacent to the Grand Staircase. Includes grass area and 1 picnic table	\$10/hr
Promenade	Walkway along the entire park	\$50/hr
Entire Park	Includes all areas listed above, plus the promenade**	\$130/hr

*See Attachment 1 for the River Walk Park Map.

** No rental shall include the promenade except for Entire Park rentals. Public access shall be granted for all rentals that are not the Entire Park.

D. PARK RENTAL FEES

Picnic Area Rental Fees	Private Party Rates
Security Deposit (refundable)	Varies per event
Picnic Area Hourly Fee (per area)	\$10.00/hr
Facility Attendant (if needed)	Hourly rate varies
Trash disposal fees (if needed)	\$200

**Not all City Parks are available for rent; you must verify eligibility by contacting Parks & Recreation at (916) 617-4620*

E. BRIDGEWAY LAKES BOATHOUSE RENTAL FEES

Boathouse Rental Fees	Non-profit and Government Rates	Private Party Rates
Security Deposit (refundable)	\$250 – No Alcohol \$500 – With Alcohol	\$250 – No Alcohol \$500 – With Alcohol
Community Room September through May (during off-peak season)	\$20/hr	\$55/hr

CITY OF WEST SACRAMENTO

BOOK OF FEES

Description	Authority	Effective Date
FACILITY RENTAL FEES	Resolution 17-60	Oct. 18, 2017

Fee Schedule

Community Room + Patio September through May (during off-peak season)	\$30/hr	\$95/hr
Community Room June, July and August (during peak season)	\$40/hr	\$80/hr
Community Room + Patio June, July and August (during peak season)	\$50/hr	\$120/hr
Event Cleaning Fee (mandatory for any event that has 75+ people and is serving food and/or alcohol)	\$126 or up to actual costs if additional cleaning necessary	\$126 or up to actual costs if additional cleaning necessary

F. COMMUNITY CENTER ROOM RENTAL FEES

Community Center Room Rental Fees	Nonprofit and Government Rates	Private Party Rates
Security Deposit (refundable)	\$250 flat fee	\$500 flat fee
Hourly Fee:		
River Room	\$20/hr	\$50/hr
Bridge Room	\$20/hr	\$50/hr
Community Room	\$20/hr	\$50/hr
Facility Attendant (includes room setup)	\$25/hr	\$25/hr
I.T. Staff (for internet or advanced AV access)	\$31/hr	\$31/hr
Event Cleaning Fee (mandatory for any event that has 75 or more people and is serving food and/or alcohol)	\$126 or up to actual costs if additional cleaning necessary	\$126 or up to actual costs if additional cleaning necessary
Security (per hour, 4 hour minimum) 1 guard per each 125 attendees	\$25/hr	\$25/hr
Overflow Parking Lot (mandatory for events occurring Mon-Fri 8 am-5 pm)	\$40	\$40

CITY OF WEST SACRAMENTO

BOOK OF FEES

Description	Authority	Effective Date
FACILITY RENTAL FEES	Resolution 17-60	Oct. 18, 2017

Fee Schedule

G. BLACK BOX THEATER RENTAL FEES

Black Box Theater Rental Fees	Nonprofit and Government Rates	Private Party Rates
Security Deposit (refundable)	\$500 flat fee	\$1,000 flat fee
Hourly Fee:		
Black Box (non-performance)	\$20/hr	\$50/hr
Black Box (performance)	\$45/hr	\$85/hr
Facility Attendant (includes room setup)	\$25/hr	\$25/hr
Theater Tech	\$45/hr*	\$45/hr
I.T. Staff (for internet or advanced AV access)	\$31/hr	\$31/hr
Load in/Load out Day	\$75/day	\$150/day
Security(per hour, 4 hour minimum)	\$25	\$25
Overflow Parking Lot (mandatory for events occurring Mon-Fri 8 am-5 pm)	\$40	\$40

H. GALLERIA RENTAL FEES

Galleria Room Rental Fees	Nonprofit and Government Rates	Private Party Rates
Security Deposit (refundable)	\$250	\$500
Hourly Room Rental Fee (per hour/per room used)	\$20/hr	\$50/hr
Facility Attendant	\$25/hr	\$25/hr
I.T. Staff (per hour for internet or advanced AV access)	\$31	\$31
Event Cleaning Fee (mandatory for any event that has 75 or more people and is serving food and/or alcohol)	\$126 or up to actual costs if additional cleaning necessary	\$126 or up to actual costs if additional cleaning necessary
Security (per hour, 4 hour minimum) 1 guard per each 125 people	\$25	\$25

CITY OF WEST SACRAMENTO

BOOK OF FEES

<u>Description</u>	<u>Authority</u>	<u>Effective Date</u>
FACILITY RENTAL FEES	Resolution 17-60	Oct. 18, 2017

Fee Schedule

*Local nonprofits could qualify for a reduced fee.

HISTORY

<u>AUTHORITY</u>	<u>DATE</u>	<u>ACTION</u>
Res. 02-6	Jan. 9, 2001	Update fees
Res. 09-80	Jan. 1, 2010	B. delete Bldg.,Kitchen Rental column headings, add facilities, amend alcohol deposit, update fees, add SG notes; C. delete Pool Rental and Lifeguards
Res. 11-3	Feb. 1, 2011	Change schedule title, delete all rental fee designations and replace with new designations and fees
Res. 16-48	6/15/16	Combine fee schedule with Galleria Fees
Res. 17-60	10/18/17	Added trash disposal language

River Walk Park

West Sacramento, CA

