



COMMUNITY SERVICES DEPARTMENT
RECREATION AND NEIGHBORHOOD SERVICES DIVISION

COMPREHENSIVE RENTAL POLICY

FOR ALL COMMUNITY SERVICES DEPARTMENT
RECREATION AND NEIGHBORHOOD SERVICES DIVISION
FACILITIES

REVISED OCTOBER 2021

EXECUTIVE SUMMARY

The enclosed Comprehensive Policy and guidelines were developed to be applied for the rental of all Community Services Department/Recreation and Neighborhood Services Division facilities and parks.

The Richmond Community Services Department/Recreation and Neighborhood Services Division has developed the enclosed fee schedule revision for the city's parks and recreation facilities.

This revised fee schedule was adopted by the Richmond Community Services Department/Recreation and Neighborhood Services Division effective July 01, 2019, and is included in the City's Master Fee Schedule, as approved by City Council on the dates as listed below. (Ordinance No. 10-17 N.S. City of Richmond Master Fee Schedule)

- Last increase implemented- July 01, 2019
- Revised Fee schedules approved effective July 26, 2018
- Revised Fee schedule approved by City Council effective July 01, 2016

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OVERVIEW

The City of Richmond, Community Services Department/Recreation and Neighborhood Services Division seeks to provide all applicants a suitable public meeting space and services in all facilities under our care. The City of Richmond continues to move toward a program to recover associated operating costs and to fund replacement needs. The policies and fee structure are in place to encourage use, while allowing the citizens of Richmond to recover some associated costs for rental of public property. Fees are based upon surveys of other like facilities, parks and auditoriums. Fee Schedules will be found at the end of this document. Fees are set in accordance with City Ordinance, Chapter 2.34 Fee & Services Charge, Revenue/ Cost Comparison System Principal of Cost Recovery.

It is the objective of the Community Services Department/Recreation and Neighborhood Services Division to work with agencies and organizations to allow their participation in covering the cost of their facility use by providing programs, supplies and field improvements, rental and upkeep.

POLICY AND FEE REVIEW

The Community Services Department/Recreation and Neighborhood Services Division will be responsible for assessing and evaluating the policies and fees of the City's rental of City Facilities. Annual or bi-annual recommendations of the Community Services Director or designee regarding changes in fees and procedures will be submitted to City Council for review.

The recommendation of the Community Services Director or designee shall be submitted to the City Council for approval.

FEES, PROCEDURES AND FACILITIES NOT COVERED IN THIS DOCUMENT:

Those fees and procedures not covered in the Fee Schedules shall be addressed by the Community Services Director or designee for the Community Services Department/Recreation and Neighborhood Services Division. Such procedures may be handled administratively through the City Manager, or designee, until such is confirmed by the City Council during the normal Policies and Fee Schedule approval process. (Ordinance No. 10-17 N.S. City of Richmond Master Fee Schedule)

RENTAL POLICY

This section describes the policies applicable to short-term rental of
**RICHMOND COMMUNITY SERVICES DEPARTMENT/RECREATION AND NEIGHBORHOOD SERVICES
 DIVISION FACILITIES.**

I. FACILITIES

- a. The Community Services Department/Recreation and Neighborhood Services Division programs and sponsored events will not be assessed a rental fee.**
- b. City of Richmond Departments and City of Richmond sponsored events will be assessed rental fees at 50% of the packaged rate plus any appropriate staffing and/or “out of pocket” costs.**
- c. MULTI-DAY DISCOUNT RATE- A five percent (5%) discount will apply for multi-day use events. This discount will apply only to the Packaged Rate and not on extra fees and will generally require a minimum of two (2) consecutive day booking to qualify. Exceptions- Not to be combined with other discounts, and not applicable to Park rentals.**

A. CONVENTION CENTER

The Richmond Memorial Convention Center located in the Civic Center Plaza is suitable for large events such as: Concerts, Sporting Events, Religious Programs, Banquets, Dances, Weddings, Receptions, Conventions, Exhibits and Trade Shows- Special events (**City Ordinance No.05-21 N.S. Section 10.32.040**).

1. CONVENTION CENTER PACKAGED RATES:

All auditorium applicants will pay a base rental packaged rate.

2. CONVENTION CENTER COMPLEX RATE:

Events that use the entire Convention Center Complex will be charged a rental fee based on a Packaged Rate, which excludes the use of Dressing Rooms and the Kitchen.

3. CONVENTION CENTER HOURLY RATE:

Use of the Auditorium for less than a day will be charged a Packaged Rate. This will include a four (4) hour minimum charge. The Department will additionally charge a fee of \$1.00 per estimated attendee for Ticket Sales and Admissions, and Concession Sales to be collected in advance.

4. TERRACE ROOMS RENTAL RATES:

Fees are based on an hourly base Packaged Rate with a three (3) hour minimum.

5. DRESSING ROOMS RENTAL RATE:

Dressing Rooms and the Band Chorus Room will be charged per unit. The Headliner room will only be used by the City Community Services Department/Recreation and Neighborhood Services Division or by agreement with the Department. Applicable fees and deposits will be assessed.

6. MARQUEE:

Events may be advertised on the Marquee prior to any event. City of Richmond events may take precedence over any contracted event. Advertising is generally limited to ONE WEEK ONLY AND AS SPACE IS AVAILABLE. A weekly fee will be charged.

7. EXTRA FEE EQUIPMENT AND SERVICE ITEMS:

Additional items not included in the base Packaged Rate will be charged as an “Extra Fee”. These items include tables, chairs, risers, piano, AV equipment, podiums, ramps, ballroom & spot lights, photocopy, janitorial supplies, wet bar (portable), fixed bar, kitchen. All other equipment shall be priced minimally at the market price.

COMPREHENSIVE RENTAL POLICY & FEE SCHEDULE

8. SPECIAL EQUIPMENT AND SERVICES:

Specific equipment, staging, electrical, sound, catering, decoration, telephone and other services not included in the basic facility set-up will be the sole responsibility of the renter. Use of the stage must be arranged separately from the rental agreement.

9. SECURITY:

The development of an adequate security plan and provision of event security personnel is the responsibility of the renter. The plan must be approved in writing by Richmond Police Department 14 days prior to the event. The cost of all security is the sole responsibility of the renter. Security provided by renter must be licensed by the State of California. If deemed necessary by the City, the renter will be required to defray the cost of one or more police officers and a sergeant as a part of the security requirement based upon the salary rates and requirements in effect for the Richmond Police Department.

10. CONTRACTED ATTENDANT:

The minimum required Attendant is included in the Packaged Rate. Additionally, the renter will be required to pay for additional Attendant(s) that may be required 'as needed' as determined by the Manager of the Facility. The cost(s) is based on the Attendant Fee per hour as listed in the Extra Fee Schedule

11. CONTRACT COMPLETION REFUND POLICY:

All refunds will be completed after a condition report has been received from the staff of the Community Services Department/Recreation and Neighborhood Services Division. This condition report will be required after each use and will include a report on damage, proper use of equipment, theft, vandalism and time compliance to contract.

12. LONG-TERM OR REPETITIVE USE CONTRACTS:

Customers who wish to rent any city facility in excess of 12 days per year shall be allowed to negotiate a long term contract. This contract must meet the minimum fees for basic services but allows for maximum reductions up to ten percent (10%) of base rental fees based upon the number of rentals and type of use. All other fees for equipment and services will be charged as outlined in the fee schedule.

13. SET UP AND CHANGE OF SET UP:

Renter will be responsible to provide a floor set up plan with tables, booths, and chairs, etc. Any change within five (7) days of the event will result in a \$150.00 change order fee

14. REVENUE SHARING/ CONCESSIONS:

The City will charge a \$1.00 per ticket sold or admission price and Concession fees based on the estimated number of attendees.

B. COMMUNITY CENTERS

When not required for the recreation programs, Community Center facilities may be rented for meetings and social events.

C. GYMNASIUMS

The gymnasiums may be rented for athletic use, meetings or social functions. The fee charged will be based upon the event type.

D. SWIM CENTERS

When not used for Community Services Department/Recreation and Neighborhood Services Division programs, the Swim Center lanes may be rented for various events.

E. ATHLETIC FIELDS AND COURTS

A reservation and permit are required for exclusive use or by groups of 10 or more. The permit stipulates the times and conditions of use. Field maintenance fees are specifically for league play and practice. A "league" is defined as any six (6) or more games within a rental.

F. PARKS AND

Reservation and permits are required for exclusive use of parks or picnic areas within parks. The permit stipulates times and conditions

COMPREHENSIVE RENTAL POLICY & FEE SCHEDULE

PICNIC AREAS	of use. Extra fees may be charged for sound permit, jumpers, and related equipment. A “Special Event Permit” may be required.
	Portable toilets are not available at all City park facilities. It is the renters’ responsibility to secure adequate portable toilets for their own use. An ADA accessible portable toilet is required for community events.
	RIDING IN PARKS: Riding a bicycle, motorcycle or motor scooter in parks is prohibited. Riding horse, donkey or other animal in parks is regulated. It is unlawful for any person to ride any horse, donkey or animal capable of being ridden in any city park, playground or play lot unless there has been posted, on the authority of the Community Services and Parks Division, a sign or signs in such park, playground or play lot indicating that such activities are permitted. (City Ordinance No.11.08.010, 11.08.011)
G. CIVIC CENTER PLAZA, PARKS AND PARKING LOTS for Festivals or “SPECIAL EVENTS”	Reservation permit & “Special Event Permit” are required for exclusive use. The permit stipulates times and conditions of use. Extra fees will be charged for sound permit, jumpers, and related equipment and/or services requested or requirements. (City Ordinance No.05-21 N.S. Section 10.32.040)
II. DEFINITION OF “RESIDENT”	
A resident is an individual who resides in the City of Richmond. A resident group is one in which 51% or more of its members are residents of the City of Richmond.	
III. RESERVATIONS	
a) All reservations are tentative until a contract is signed and the required deposit is received. A tentative booking without a deposit will be held for a maximum of 14 days (2 Weeks or 10 business days) from the date of tentative booking.	
b) A contract signed by Renter and a deposit paid will hold a reservation until 30 days prior to the first date booked for the contract.	
c) ALL fees must be paid 30 days prior to the event.	
d) If a reservation request is made less than 30 days in advance, the department will attempt to process such requests, subject to staff and facility availability. Late fees will apply.	
IV. DEPOSITS	
a) Full deposit payments are required for all reservations. No partial deposit payments will be accepted.	
b) Exceptions: Fifty percent (50%) deposit required for non-profit organizations with a valid 501C3 document.	
c) The required deposit amount is listed in the FACILITY FEE SCHEDULE AND LISTING. In addition, a Field Maintenance fee is required for ongoing field rentals	
d) The Rental Damage Deposit will be refunded to the applicant after the conclusion of the rental activity, if there are no additional fees assessed for any costs associated with the event, including, but not limited to, additional rental fees, security costs, facility damage, excessive clean-up, Administrative costs, etc..	

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e) If damages or excessive clean-up is required, a delay receiving the rental deposit refund is likely in order for the City to collect full information on all costs incurred. Refunds generally take a minimum of 30 days and will be by Check only which will be mailed by the Finance Department.

V. EXTRA FEE EQUIPMENT AND SERVICE ITEMS

Additional items not included in the base Packaged Rate will be as follows:

1. Additional equipment requests will be charged an “Extra Fee.”
2. All other Services not covered under the Packaged Rate will be assessed Extra Fees.

Note: Refer to Facility Fee Schedule and Listing (pages 12-17).

VI. INSURANCE

Insurance is required for:

- All facility rentals
- Park Events, and Athletic or Sports Events
- Block Parties, Rallies and Marches
- Events that utilize potentially hazardous equipment such as Jumper, large sound equipment, climbing wall, or baptism tank on City property
- Service or sale of alcoholic beverages on City property

Proof of insurance may be either of the following:

- Certificate of Insurance” demonstrating a comprehensive general liability coverage listing “The City of Richmond, it’s Council, Community Services and Parks Department and their officers, employees and agents “as additional insured”, with a limit of liability not less than \$1,000,000 combined single limit for personal injury and damage to property.
- “Special Events Insurance,” available through private insurance agents.
(City Ordinance No.05-21 N.S. Section 10.32.070)

VII. ADDITIONAL PERMITS

Certain activities require special permits in addition to a rental agreement.

NOTE: Block parties have slightly different requirements. Permits for block parties require a “Special Event Permit’ application to be completed. Permit Fees are assessed.

Refer to Special Event Permit requirements.
(City Ordinance No.05-21 N.S. Section 10.32.040)

A. ALCOHOLIC BEVERAGES:

The City of Richmond does not allow alcoholic beverages to be served in the park. The only exception to serve and/or sell alcohol in City of Richmond parks is by special arrangement for city sponsored/collaborative events.

A City of Richmond ‘Special Event Permit’ is required to serve alcoholic beverages in a park. To sell alcoholic beverages in a park, a 1-day license from the Department of Alcoholic Beverage Control is required. **(City Ordinance No.05-21 N.S. Section 10.32.040 & 10.32.070)**

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To obtain a permit from the City of Richmond, an applicant must complete a security plan and obtain a letter from the Richmond Police Department to obtain an **ABC license** and the appropriate fee to the Department of Alcoholic Beverage Control in Oakland. The applicant must pay all related security costs recommended by the Richmond Police Department

If a Renter requests the option to serve or sell alcoholic beverages at an event, a daily permit fee will apply. Alcohol may be served or sold by permit at the **Convention Center only**. The applicant must submit a copy of the one-day special license to the Department prior to the event. The license must be clearly displayed at the event. If the permit is not displayed, the City may close the event at any time.

**Alcoholic Beverages-
Requirements and
Rules**

Applicable Facility
Convention Center or Richmond Auditorium only

1. Alcohol may not be sold or consumed at any officially designated youth event or generally known by nature of the event to include a significant number of under-aged attendees.
2. Only adults (21 and older) may consume alcoholic beverages on the premises.
3. Only adults (21 and older) may be served alcohol.
4. Alcohol service must end at 11:00 p.m. and one (1) hour before event ending time.
5. Only adults (21 and older) may serve alcohol.

B. FOOD SALES

If the Renter plans to sell food at an event, they must notify the Community Services Department/Recreation and Neighborhood Services Division at the onset of the booking process. They must obtain a Food Handlers Permit from the Contra Costa Environmental Health Department, (Tel: 925 692 2529) and pay appropriate fees to that department. Proof of permit must be submitted to the Community Services Department/Recreation and Neighborhood Services Division at least fifteen (15) days prior to the event. **(City Ordinance No.05-21 N.S. Sections 10.32.060 & 10.32.070)**

(New) DISPOSABLE FOOD WARE REGULATIONS:

NEW – Effective December 15, 2018: Ordinance No. 11-18 N.S., Amending Chapter 9.17 of the Richmond Municipal Code Entitled “Food Ware Ordinance”

- **Bans & prohibits the sale and use of all polystyrene (Styrofoam) food wares, plastic straws and stirrers by retail establishments, food providers, and lodging establishments.**
- **Acceptable Food Ware options - includes utensils and lids to the list of disposable food ware which must be compostable and recyclable and labeled in accordance with California Law.**
- **COMPLIANCE - Businesses that do not comply with the Food Ware Ordinance are subject to an Administrative Citation.**

C. MUSIC, AMPLIFIED SOUND, P.A. SYSTEMS:

The Richmond Police Department or appropriate designee must approve the use of music and/or amplified sound in a park. Approval must be consistent with Chapter 7.64 of the Richmond Municipal Code). A “Special Event Permit’ is required; Sound Permit Fee will be assessed. **(City Ordinance No.05-21**

COMPREHENSIVE RENTAL POLICY & FEE SCHEDULE

N.S. Section 10.32.040 & 10.32.90)

At the discretion of the Department, a security plan, approved by the Richmond Police Department, will be required for music events at any venue. The applicant must pay all related security costs recommended by the Richmond Police Department.

VIII. TICKET SALES AND CONCESSIONS

The Department will assess a \$1.00 per estimated attendees for gross ticket or admission prices and for concession sales, and must be paid in advance prior to event date.

IX. VENDOR BOOTHS and FESTIVALS

The City must recover all costs associated with the rental of space and other associated costs for tables and chairs. The base fees are listed in the FACILITY FEE SCHEDULE AND LISTING. Adjustments to these fees will be based upon each daily booking. The Lessee must provide all other accessories not provided or assessed by the City.

X. CANCELLATIONS

If an event is cancelled by client within 31 calendar days prior to their event, all fees and deposits will be refunded less the administrative costs associated with reservation and event planning.

If an event is cancelled by Renter within 30 or fewer calendar days prior to the event, the deposit amount will not be refunded. NO REFUND LESS THAN 31 DAYS OF CANCELLATION!!!

If an event is cancelled by the Community Services Department/Recreation and Neighborhood Services Division due to non-compliance of required Policy guidelines and/or not meeting deadlines, NO REFUND WILL BE ISSUED; all fees paid by client to include deposit, rental fees, application fees and extra fees will be forfeited.

For other Cancellations- Refer to "Deposit" as outlined on page #5.

XI. FORMS OF PAYMENT

Payments will be made in the form of cash; check; money order; credit cards; or cashier's check made payable to: "City of Richmond."

The Department reserves the right not to accept personal checks for program and/or rental fees.

Other City Departments will pay associated costs by budget transfer of funds.

XII. FEE ADJUSTMENTS

A. FEE REDUCTIONS FOR CERTAIN ORGANIZATIONS

Only City sponsored festivals and events receive a rental fee adjustment. These include:

- JUNETEENTH FESTIVAL
- HOMEFRONT FESTIVAL
- CINCO DE MAYO
- NORTH RICHMOND SHORELINE FESTIVAL
- MLK DAY OF SERVICE

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<ul style="list-style-type: none"> - NORTH RICHMOND BLUES FESTIVAL - PT RICHMOND MUSIC FESTIVAL - NATIVE AMERICAN POW WOW - OAKLAND SYMPHONY - PRIDE FESTIVAL 		
(1.)	COMMUNITY SERVICES DEPARTMENT/RECREATION AND NEIGHBORHOOD SERVICES DIVISION	There will be no charge for community activities sponsored by the Community Services Department/Recreation and Neighborhood Services Division.
(2.)	CITY OF RICHMOND DEPARTMENTS	50% of the base rental Packaged Rate (excluding Extra Fees) For all Community Services Department/Recreation and Neighborhood Services Division facilities when used for cultural and educational purposes.
(3.)	WCCUSD	50% of base rental Packaged Rate per MOU, establishing a JOINT AGREEMENT between the West Contra Costa Unified School District (WCCUSD) and the City of Richmond inclusive of the “Community Recreation Act” for the use of City facilities when used for educational, public service, cultural & recreational purposes for children and adults of the state. Requests for other equipment or services not included in the Packaged Rate will be assessed an Extra Fee.
(4.)	GOVERNMENT ENTITIES	50% of the base rental Packaged Rate (excluding Extra Fees) at Richmond Community Centers, Gymnasiums, & the Convention Center. This rate category includes: groups that are sponsored by the city, county, state and federal government, including school districts when used for recreation, cultural services or educational purposes.
(5.)	CHARITABLE OR EDUCATIONAL NON-PROFIT ORGANIZATIONS	25% of base rental rates for use of City Community Centers and the Convention Center on a first-come-first served basis for Charitable or education Non-Profit organizations; non-profit service and community organizations having unrestricted membership and doing business in Richmond.
<p>B. MULTI-DAY DISCOUNT RATE</p> <p>A five percent (5%) discount will apply for multi-day use events. This discount will apply only to the fee for base rent Packaged Rate and not to extra fees and will generally require a minimum two (2) consecutive day booking. This multi-day discount does not apply to customers already receiving any other fee adjustments.</p>		
<p>C. NEIGHBORHOOD COUNCIL MEETINGS AND EVENTS</p> <p>Neighborhood Council sponsored events will not be charged a Facility rental or staffing fee for the use</p>		

COMPREHENSIVE RENTAL POLICY & FEE SCHEDULE

of a Community Center for regular Council meetings, and a one (1) time use of a park or community center facility for their annual event (the use of the Convention Center and Swim Centers is not applicable).

(New) Additionally, the following groups are approved for a 100% fee waiver under the same guidelines provided to the “Neighborhood Council Meetings/Events”- no fees will be assessed for their use of a Community Center facility for this purpose.

- 1. The Police Department’s Monthly Crime Prevention Meetings**
- 2. CERT related meetings/ events**
- 3. EOC related meetings / events**

NOTE: Any requests for fee adjustments not listed above must be approved by City Council. Approvals for adjustments must be in place prior to submitting an application to rent a facility.

D. NO REDUCTION IN ASSOCIATED COSTS

All associated costs and extra fees must be paid in full by all organizations; including 501 (c) (3) organizations, and City of Richmond Departments. Extra fees shall include all costs incurred by the City in connection with the use of a City facility such as, the cost of additional attendant, the use and set up of equipment and/or furniture, etc.

E. NON ADJUSTABLE FEES

ANY BUSINESS OR ORGANIZATION ENGAGED IN A COMMERCIAL USE OF THE FACILITY WILL BE CHARGED

- 100% of rental fees plus applicable extra fees.
- A \$1.00 per the number of estimated attendees will be collected in advance for Admission Fees or Tickets Sold and Concession Sales

XIII. RESERVATION & BOOKING PRIORITY

A. GENERAL PRIORITY ORDER

With the exception of sports fields and swim centers, reservations will be based upon the following priorities when there is a conflict consideration:

- | | |
|----|---|
| 1. | Programs/ events administered by:
a.) The Community Services Department/Recreation and Neighborhood Services Division or co-sponsored programs and events.
b.) City Department meetings for staff or City Department business/ events.
c.) Neighborhood Council and other City Department who co-sponsor groups/ meetings. |
| 2. | WCCUSD when used for educational, cultural/recreational purposes. |
| 3. | Groups that are sponsored or co-sponsored by the county, state and federal government. |
| 4. | Resident and non-profit service and community organizations having unrestricted memberships. |
| 5. | Resident business or commercial use. |

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6.	Non-resident individuals and non-profit service and community organizations having unrestricted memberships.
7.	Non-resident business or commercial use.
8.	Restricted membership groups.
Scheduling	
B. ATHLETIC FIELD AND SWIM CENTER ONGOING RENTALS	<p>Field applications should be submitted as early as November each year for the next years' schedule.</p> <p>Most scheduling is done at the beginning of the calendar year and on a 'First-Come-First-Served' basis'. As much as possible, scheduling is worked out among the prospective field users. When there is a conflict consideration, field assignments will be based upon the following priorities:</p>
1.	Programs administered by the Community Services Department/Recreation and Neighborhood Services Division or co-sponsored by the Community Services Department/Recreation and Neighborhood Services Division
2.	WCCUSD programs
3.	Resident youth groups
4.	Non-resident youth groups
5.	Adult groups
Youth group field assignments will be given to league representatives, and they in turn should assign practice and game times to their coaches. League representatives should contact the Community Services Department/Recreation and Neighborhood Services Division as far in advance as possible regarding reservation of fields.	
C. Maintenance And Cleanup	<p>Each league or team is responsible for dragging and lining their fields. Extra Fee is assessed monthly or long term (Refer to Extra Fee Schedule).</p> <p>Each league or team is responsible for cleanup after each use. Any cleanup costs will be charged against the deposit. If the deposit gets below 50%, the team or league must replenish the deposit before using the field again.</p>

D. (NEW) OTHER ATHLETIC FIELD USER CHARGES WITH A MEMORANDUM OF UNDERSTANDING (MOU)

CATEGORY	FIELD USERS WITH AN MOU	FEE	
1.	<p>Youth Athletic Field users</p> <ol style="list-style-type: none"> 1. All City affiliated activities/ Co-sponsored by Community Service Department 2. *Local leagues who have paid a per person field use fee for league play & majority of participants are Richmond residents <ul style="list-style-type: none"> - Little League 	Residents	\$10.00 per player, per season
		Non-residents	\$20.00 per player, per season

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	<ul style="list-style-type: none"> - Jr. Giants - RPAL 		
2.	<p>Adult Athletic Field users</p> <ul style="list-style-type: none"> • Applies to tournaments, events, activities that are hosted by *local sports leagues, churches, neighborhood associations, & non-profit groups based in Richmond, CA. <ul style="list-style-type: none"> - Neighborhood association events - Chamber of Commerce activities 	Residents	\$30.00 per player, per season
		Non-residents	\$40.00 per player, per season
3.	<p>Maintenance- League cleaning & trash disposal</p> <ul style="list-style-type: none"> • This category applies to all Local/Non-Local user groups/leagues and • for-profit entities, regardless of whether or not they are based in Richmond, CA or have a majority of Richmond residents participating in their programs. 		<p>\$200.00 per season or \$20.00 per month</p> <p>In addition to hourly charges, and other extra fees that may apply.</p> <p>Covers cost of trash pick-up on athletic fields over and above regular trash disposal.</p>

***Local-** defined as those organizations based in Richmond, CA or where a majority of the participants or members are Richmond residents.

***Non-Local-** defined as those organizations not based in Richmond, CA, or where a majority of the organization's participants or members are not Richmond residents.