



Edwin M. Lee, Mayor
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Permits and Reservations at Parks and Facilities

I. Community Meetings, Community Events and Protests

A. Community Meeting Space

- a. Each of our facilities can have up to four Community Meetings per month for no fee (except staff fees if it is during a time the facility is closed).
- b. Meetings must be open to all and focus on serving the community and not commercial businesses

B. Community Events- Special Events

- a. The Department will co-sponsor community events in parks or at our facilities. Total waived fees cannot exceed \$616.
- b. There can be no vendor sales, alcohol sales or food sales (so no commercial benefits). The only exception is t-shirts related to the event and a nominal fee for food.
- c. We do a variety of these throughout the city each year
- d. The Department must be recognized as a co-sponsor.

C. Protests/Rallies

- a. Under free speech guidelines – protests and rallies have the right to use our facilities for no fees. However, we do ask for reimbursement of our out of pocket expenses (custodial, park patrol)
- b. There can be no vendor sales, alcohol sales or food sales (so no commercial benefits)
- c. It is subject to availability of the facility and rules on amplified sound
- d. No music events

D. Sponsorship by Government Officials or Other City Agencies

- a. Event promoters ask government officials or other city agencies to sponsor their events as a way to reducing their fees. This is not allowed. However, you can help them through the process by contacting us.

II. Balance Use of Our Facilities

One of the trickiest parts of what we do is balancing use and different needs. In order to address these issues we have implemented a number of policies and steps:

- **Organized Review of Applications and Calendar:** We try to get a big picture of all uses by looking at them together and the overall impact. So for instance in high demand parks we look at all applications together policies to ensure that there are not too many events and that there is time between them.
- **Residents First:** We try to make our facilities available to our residents.
- **Balance of Use:** We try to ensure that a variety of different users obtain access to our facilities reflecting the broad diversity of San Francisco



The largest issues that we see are the following:

- A. Impacts of Events on Neighbors and Passive Recreation:** We do our best to balance the desire for the city to have events in our parks and the impact of those events on neighbors and passive recreation. Working with active park groups, we try to achieve that balance. However, we have some neighbors who view their park as their backyard and would prefer no picnics or other users. This balance is hard and we are always happy to discuss as we want to ensure that we are striking the correct balance.
- B. Athletic Fields:** We have a severe shortage of athletic fields in the city. We have implemented a number of changes to ensure that our fields are used by our residents and kids of all athletic abilities. We never want to turn away a child. In addition, we have been able to ensure access to adults and young adults in the city at nights and on Sundays. 90% of the users have supported the changes that we have made. However, there are a few groups that prefer the old way when historic users had preference even if they were not serving residents. In addition, we have a handful of soccer parents that believe that the focus should be more on the elite players at the expense of all kids.
- C. Fees for Neighborhood Use of our Facilities:** We want to ensure that community groups can use our facilities. We have addressed this by the policy described in I above. However, there are still groups that feel that their fees should be waived. Usually it is because they want to sell merchandise at events making them ineligible for fee reductions

III. An Overview of Fees and Services – Set in Park Code

Below is a sample of the fees we charge for permits and reservations

I. Public Recreation

1. Picnics: Sites Throughout the City – Usually include Picnic Tables

a. Residents/Not for Profit:

- \$33 for up to 50 people, \$66 for up to 100 people
- Increasing to \$325 for 400 or more.

b. Premium Sites: We have a few premium sites (Stow Lake, Julius Kahn) where fees are slightly higher (\$66 for up to 50, \$97 for up to 100).

c. Corporate: Start at \$260

d. Amplified Sound: Any event with amplified sound starts at \$616 due to its impact on others (except see I above)

e. Other Impact Fees: There are extra impact fees for caterers, food trucks, more than one jump house, and setting up tables and chairs

2. Gymnasiums

a. Fees range from \$58 to \$144 per hour depending on whether it is peak or off peak time

b. Most of our gym time is used for our programs or for open gym time (free community use).

3. Clubhouse Rentals and Rec Center Room Rentals

a. Facility Fees: Vary and range from

- Garfield Square: \$29/hour
- Eureka Valley Multipurpose Room: \$55/hour
- Louis Sutter Clubhouse: \$55/hour

- Upper Noe Auditorium with Tot Toys: \$72/hour
- Julius Kahn Clubhouse: \$101/hour

b. Free Community Use: Each facility allows for up to 3 free community meeting use per month.

c. Staffing Fees: All events must also pay a \$20/hour staff fee unless it is in a Recreation Center during hours that it is open and the onsite staff believes that they can manage overseeing the event

II. Athletic Venues

1. Athletic Fields: Baseball Diamonds to Soccer Fields

a. Youth Programs and Schools: No Fees

b. Residents: \$29/hour for up to 4 hours per month

d. Not for Profit Adult Leagues Serving Residents: \$29/ hour

e. For Profit or Nonresident: \$75/hour

f. Summer Camps: \$29/hour for up to 25 kids except camps charging no or nominal fees – no fee

g. Tournaments: Pay nonresident fees. Limited availability since our priority is to serve SF based leagues.

II. Kezar and Boxer Stadium

a. School Use – Primary use of facility. SFUSD – no fees unless they charge admission. Other schools \$500.

b. Adult Playing Leagues – usually around \$600 for the day

c. Adult Events: Varies – could cost \$2000 to \$10,000

II. Special Events:

1. Outdoor Wedding Sites:

a. Rose Garden in GGP or Faye Park: \$300 for a 2 hour rental (\$60 per hour additional)

b. Sunnyside Conservatory, Shakespeare Garden \$700 for a two hour rental (\$140 per hour additional.

c. Palace of Fine Arts: \$700 for a two hour rental for wedding use only, use for reception starts at \$10,000

d. Stern Grove:

2. Special Events: Includes walks, races, and concerts using entire facility. Fees are priced based on size of facility. Sample fees:

	Not for Profit	For Profit
Hellman Hollow	\$10,391	\$20,782
Union Square Plaza	\$4,330	\$8,659
Marina Green	\$4,330	\$8,659
Civic Center	\$14,432	\$28,864
Civic Center – DG Area Only	\$13,851	\$6,926
Portsmouth Square	\$289	\$577

Additional fees apply. Examples include walk fees \$.61 per walker, runs \$1.22 per runner and ground regeneration fees for events with large set ups.

3. Other Special Events Venues

a. Sunnyside Conservatory

- Saturdays and Weddings: 700 for a two hour rental (\$140 per hour additional).
- Other: \$100 per hour

b. Stern Grove:

- Weekdays: \$884 for 6 hour minimum
- Weekends: \$1162 for 6 hour minimum

c. Lake Merced:

- Not for Profit (no food): \$62-\$125/hour
- Not for Profit (food): \$99-\$125/hour
- All Others: \$152-\$231/hour

d. County Fair Building: Fees vary based on type of user

- Flower Groups (no sales): A 2 hour rental ranges from \$24 for smallest room to \$210 for the entire facility
- Flower Groups (sales), Individuals or Not for Profit (no sales): A 2 hour rental ranges from \$52 for smallest room to \$410 for the entire facility
- Not for Profit (sales) or Corporate: A 2 hour rental ranges from \$185 for S mallest room to \$1073for the entire facility

Permit Revenues – Past 5 Years

	FY 10-11	FY 11-12	FY 12-13	FY 13-14	FY 14-15
County Fair Building Rental	143,478	148,621	121,220	152,010	187,256
Balboa Stadium	61,218	64,329	55,190	54,704	64,776
Kezar Stadium	55,386	46,934	50,555	64,901	26,488
Kezar Pavillion	90,300	102,755	140,695	133,634	127,445
Clubhouse Rentals	76,800	258,455	247,960	281,943	373,848
Stern Grove	98,431	114,964	129,060	137,604	138,959
Rec Center Rentals	304,421	369,531	459,710	687,235	666,245
Athletic Field Reservation	1,403,410	1,570,436	1,760,230	1,833,699	1,962,475
Special Event Permits - Picnics, Weddings, Special Events	1,489,521	1,908,260	2,474,920	2,710,922	2,504,932
Outside Lands Concert	1,558,777	1,250,747	1,700,000	2,000,000	2,500,000
Film/Video/Photography	106,717	119,277	94,985	122,832	119,070
Total Permit Revenue	5,388,459	5,954,309	7,234,525	8,179,484	8,671,494