

# Permits Overview

- Public Recreation
  - Picnics
  - Gymnasium and Pool Rentals
  - Clubhouse and Rec Center Rooms (parties, meetings)
- Athletic Venues
- Special Events
  - Weddings
  - Special Event Outdoor Sites
  - Special Event Indoor Venues



# Permits Overview

- **Available Information**
  - Website includes details on various types of permits including maps, pictures and fees
  - Online Availability Currently Posted for Indoor Facilities and Picnics
  - Online Booking Starts by May 15 for Indoor Facilities and Picnic
- **Balance Use of Facilities**
  - **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



# Permits Biggest Challenges

- **Impacts of Events on Neighbors and Passive Recreation:** Need to balance the desire for the city to have events in our parks and the impact of those events on neighbors and passive recreation. However, we have some neighbors who view their park as their backyard and would prefer no picnics or other users.
  - Neighborhood Parks vs Destination Parks
- **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.
- **Fees for Neighborhood Use of our Facilities:** We want to ensure that community groups can use our facilities.



# Permits Fees

- **Fees are set in park code** (more details to follow)
- **Permit Fees Waived For**
  - **Community Meeting Space**
    - 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).
    - Meetings must be open to all and focus on serving the community and not commercial businesses
  - **Community Events- Special Events**
    - The Department will co-sponsor community events in parks or at our facilities. Total waived fees cannot exceed \$616.
    - 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.
  - **Protests/Rallies**
    - 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)
    - There can be no vendor sales, alcohol sales or food sales (so no commercial benefits)
    - It is subject to availability of the facility and rules on amplified sound
    - No music events



# Picnics

- Sites Throughout the City
- In 2015, we issued nearly 8,000 group picnic permits, of which:
  - 82% were for family events (children’s parties, weddings, family gatherings)
  - 6% were for school gatherings
  - 5% were for non-profit and community group events
  - 4% were for work-related events
- A permit is not required for groups of fewer than 25 people.



# Picnic Permits- Why

- Large picnic groups want assurance that space will be available at a specific location for their event.
- Permits are necessary for groups of 25 or more people or for groups needing special setup because they have the potential for greater impact on our parks. Permits help:
  - Avoid user conflict
  - Provide increased accountability for cleanup and potential damage to our parks
  - Ensure that parks are accessible for low-cost picnics celebrating life events
  - Provide a tool for park maintenance staff to better manage and steward open space



# Picnics-Fees

- **Residents/Not for Profit:** \$36 for up to 50 people, \$72 for up to 100 people. Increasing to \$358 for 400 or more.
- **Premium Sites:** We have a few premium sites (Stow Lake, Julius Kahn) where fees are higher (\$72 for up to 50, \$107 for up to 100).
- **Corporate:** Start at \$286
- **Amplified Sound:** Any event with amplified sound starts at \$670 due to its impact on others
- **Other Impact Fees:** There are extra impact fees for caterers, food trucks, more than one jump house, and setting up tables and chairs





# Picnics Permits- Lawn Areas

- Large groups can not fit around a picnic table.
- About 10% of permits area at Lawn only sites including
  - GGP, Duboce, Marina Green, Allyn Park, Buena Vista, Pioneer Park, Hamilton, Kimbell, Precita, Walter Hass, Grattan, Mountain Lake, Rolph Nichol, Sue Bierman and others
- Providing permits in designated lawn areas is a standard practice in park systems across the country.





# Gymnasiums

- Located in Rec Centers (except Kezar Pavilion)
- **Fees**
  - Fees range from \$62 to \$123 per hour depending on whether it is peak or off peak time (also staffing fee)
- **Availability**
  - Limited availability for rentals – generally only when facility is closed (Sundays, Mondays)
  - Used extensively for open gym times and our own programs
- **Kezar Pavilion**
  - Higher Fees- \$600 to \$3000 (except SFUSD is free)



# Clubhouse and Rec Center Rooms

- **Fees** -Vary and range from
  - Excelsior: \$25/hour
  - Eureka Valley Multipurpose Room: \$35/hour
  - Louis Sutter Clubhouse: \$35/hour
  - Upper Noe Auditorium with Tot Toys: \$57/hour
  - West Portal Clubhouse: \$80/hour
- **Free Community Use:** Each facility allows for up to 3 free community meeting use per month.
- **Staffing Fees:** All events must also pay a \$25/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



# Athletic Venues

- **Athletic Fields:** Baseball Diamonds to Soccer Fields
  - **Youth Non Profit Programs Serving SF Residents and Schools:** No Fees
  - **Residents:** \$32/hour for up to 4 hours per month
  - **Not for Profit Adult Leagues Serving Only Residents:** \$32/ hour
  - **All Others:** \$83/hour
  - **Summer Camps:** \$32/hour for up to 25 kids except camps charging no or nominal fees – no fee
  - **Tournaments:** Pay nonresident fees. Limited availability since our priority is to serve SF based leagues.
- **Kezar and Boxer Stadium**
  - **School Use** – Primary use of facility. SFUSD – no fees unless they charge admission. Other schools \$500.
  - **Adult Playing Leagues** – usually around \$600 for the day
  - **Adult Events:** Varies – could cost \$2000 to \$10,000
- **Allocations** - Quarterly



# Special Events

- **Outdoor Wedding Sites:**
  - Rose Garden in GGP or Faye Park: \$396 for a 2 hour rental (\$66 per hour additional)
  - Shakespeare Garden \$726 for a two hour rental (\$132 per hour additional)
  - Palace of Fine Arts: \$726 for a two hour rental for wedding use only, use for reception starts at \$10,000
- **Sunnyside Conservatory**
  - Saturdays and Weddings: 726 for a two hour rental (\$132 per hour additional.
  - Other: \$100 per hour
- **Stern Grove:**
  - Weekdays: \$970 for 6 hour minimum
  - Weekends: \$1200 or 6 hour minimum
- **Lake Merced:**
  - Not for Profit (no food): \$71-\$141/hour
  - Not for Profit (food): \$112-\$141/hour
  - All Others: \$170-\$257/hour
- **County Fair Building: Fees vary based on type of user**
  - Flower Groups (no sales): A 2 hour rental ranges from \$25 for smallest room to \$200 for the entire facility
  - Flower Groups (sales), Individuals or Not for Profit (no sales): A 2 hour rental ranges from \$58 for smallest room to \$460 for the entire facility
  - Not for Profit (sales) or Corporate: A 2 hour rental ranges from \$207 for smallest room to \$1180 for the entire facility



# Special Events

- **Special Events**

- Includes Walks, races, festivals and concerts. Fees are priced based on size of facility. Sample fees:

	Not for Profit	For Profit
Hellman Hollow	\$11,400	\$22,800
Union Square Plaza	\$4,750	\$9,500
Marina Green	\$4,750	\$9,500
Civic Center	\$15,800	\$31,700
Civic Center – DG Area Only	\$7,600	\$15,200
Portsmouth Square	\$317	\$635

- Additional fees apply. Examples include walk fees \$.70 per walker, runs \$1.39 per runner and ground regeneration fees for events with large set ups.



# Permits by the Number of Sites

# Diamonds?	69
# Youth Teams Served?	500
# High School Game Diamor	10
# High School Teams Use Shared Diamonds?	30
# Pitches (full-size)?	26
# Practice Areas?	313
# Youth Teams Served?	1000
# Picnic Sites Per Weekend?	210 spots
# Party Rooms Per Weekend	104 spots

# Permits by the Numbers

## Public Recreation

**Athletic Permits -----58,000**

**Picnic Permits -----7,844**

**Indoor Rentals -----3,491  
(birthday, meetings, flower shows,  
swimming)**

**Wedding -----440**

**Film -----277**



## Special Event Permits

- Over 10,000 Inquiries
- 2800 Applications
- 1900 Permits Per Year

Concerts

Marathons and Walks

Community Gatherings

Protests and Rallies

# Permit Revenue

	<b>FY 17/18</b>
Balboa Stadium	43,131
Kezar Stadium	30,045
Kezar Pavilion	115,482
Athletic field Reservations	2,485,475
County Fair Bldg	179,505
Stern Grove	187,535
Rec Center, Clubhouse, Pool, Gym Rentals	998,000
Outside Lands Concert	3,299,435
Special Event Permits-Picnics, Weddings, Special Events	2,687,705
Film/Video/Photo	89,443
Pool Rentals	230,421



# Public Recreation- How to Get Permits and Information

## Three Sources

- **Website**
  - Extensive information
  - Site by Site webpage with details
  - Information on Fees and How to Apply
  - Starting Feb 2019- Live Information about Availability for Indoor Rentals and Picnic Sites
  - Starting A Week from Today – Soft launch – Online booking of Indoor Rentals and Picnic Sites
- **Phone**
  - Phone Tree to Direct You To Someone Who Has Information
  - Current Pain Point 300 to 500 calls today with generally 4 people to answer
  - Open 9 am to 5 pm- 2 Spanish Speakers
- **Visit Our Offices**
  - Pioneer Log Cabin Mon- Fri 9 to 5 (except Thurs 1 to 2:30)
  - Mission Clubhouse – One Day a Week Wed- Spanish Speaking

# Permits- Changes and Challenges

- Athletic Fields
  - Challenge: More Demand Than Supply
  - Solutions:
    - Organization by season to maximize use
    - Rules that Treat All Fairly and Equally but with a Slight Preference for Equity Zone teams and Girls Sports
    - Transparency – SPOTERY SYSTEM
- Phone Queue
  - Challenge: Increasing demand for our services – have gone from 200 to 500 phone call per day
  - Solutions:
    - Website has so much information – pictures of sites, search by amenity
    - Online Availability
    - Online Booking starting next week
- Serving All
  - Open Mission Satellite Office
  - 2 Spanish Speaking Staff Members Added

# Permits- Changes and Challenges

- Switch to New System
  - February 2019 switched to a new system – took 2 years to implement
  - Still kinks to work out
  - Allows Online Reservations
- Respect for Our Parks
  - How to get users to understand that they need to clean up at end and can not damage property
  - Worry that loss of personal contact may lead to new issues
- Staffing
  - Very difficult to hire in this economy
  - Indoor rentals need as needed staff – over 100 different assignments each weekend
- GGP Tennis Closure
  - Launched pilot free online tennis reservations in April 2019

# Q & A

