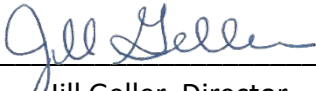


**City of Roseville – Parks, Recreation & Libraries**  
**Department Policies & Procedures**

APPROVED:

  
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Jill Geller, Director

**Number:7.1.2**

Effective Date: 03/02/2023

Revised Date: 11/01/2023

Last Reviewed Date: 11/01/2023

**Subject: Facility Rental Discounts**

**Purpose**

The City of Roseville Parks, Recreation & Libraries Department works with a variety of groups to provide facility rental opportunities at a competitive rate. Often a group will request a discount for their rental based on a variety of factors. The City of Roseville's goal is to develop and maintain positive relationships with the user groups while adding value to their experience.

This policy provides parameters and guidelines for when and to whom discounts are offered.

**Policy**

It is the policy of Roseville Parks, Recreation & Libraries Department to charge fees for facility rentals as established annually, and to provide complimentary and/or discounted rates to certain City partners, not-for-profits, and ongoing renters.

**City Use of PRL Facilities**

City of Roseville departments are not charged for their rental or amenities. Staff reserves the right to pre-empt or move an internal City rental to a different room or facility than originally requested based on facility needs, staff/room schedules or revenue generating rentals. See the *Internal Facility Use Request Application* located in the reference section of this policy for more details.

**Complimentary Non-City Rentals**

The following City-supported groups may receive facility rentals at no charge:

- RCONA Board of Directors (for Board of Director meetings only – not to exceed 6 per year)
- RCONA National Night Out in City parks
- RPAL Board (for RPAL Board Meetings only – not to exceed 6 per year)
- Chamber of Commerce Leadership Roseville (for Leadership Roseville sessions only)
- Friends of the Roseville Public Library (for meetings and events)
- Native Advisory Committee Member Organizations (for use of MMHS only)
- Existing contractual agreements, i.e. MOU's, etc.

Other non-City entities may qualify for a facility rental at no charge, if the rental is conducted or co-sponsored by a City of Roseville department. See the *Internal Facility Use Request Application* located in the reference section of this policy for more details.

### **General Information**

- A 10% discounted rate is offered to City and PRL Department partners as outlined below.
- Discounts are only applied to the hourly facility rental rate and not the additional amenities, deposit or direct costs.
- Amenities and direct costs such as, but not limited to, PA systems, stages, portable fences, field lights, staffing, etc. are charged at 100%.
- Maximum discount is 10%, with the exception of rentals outlined in MOU's or Agreements that specify a different discounted rate.
- Deposits may be waived at the discretion of PRL Staff.
- Discounts beyond what have been established in this policy must be approved by the PRL Director.
- This policy does not apply to sports field rentals.

### **Department Partners**

A 10% discount is applied to rentals on behalf of each organization as a whole – not for individual teams/committees/groups within the organization.

Partners include (but are not limited to):

- California Capital Aquatics (CCA)
- Greater Sacramento Softball Association (GSSA)
- Maidu Museum & Historic Site (MMHS) program partners
- \*Youth Sports Coalition Members
- Placer Valley Tourism (PVT)
- Existing contractual agreements, i.e. MOUs, etc.

\*Youth Sports Coalition members pay an established field rental rate for additional use beyond their field allocations allotments. In addition, YSC members receive an \$800 annual credit that may only be used towards a tournament or room rental during that calendar year. This credit cannot be cashed out and expires at the end of each calendar year.

### **City of Roseville Schools**

A 10% discount is applied to all schools located within the City of Roseville boundaries, including but not limited to, Roseville City School District, Dry Creek School District, Center Joint Unified School District and Roseville Joint Union High School District. Parent/booster clubs affiliated with the schools are included.

School Events include (but are not limited to):

- Crab feeds
- Fundraisers/Fun runs
- Picnics
- Sports days
- School workshops
- District meetings

### **Non-Profit Organizations**

Several PRL facilities offer a non-profit rate. For those facilities at which a non-profit rate is not specified, a 10% discount will apply to all non-profit organizations who reserve space/rooms for events. The non-profit identification number must be included on the rental application to be eligible for a discount.

### **Rentals offset by providing free registration fees to staff**

If a non-City agency utilizing a PRL facility for training or event purposes provides free registration to City staff attending the training/event, PRL may consider an in-kind trade of event registration fees for rental fees under the following conditions:

- 1) City staff attending the event must be funded by the general fund. Staff registrations funded by enterprise funds are not eligible to be considered towards an in-kind trade for rental fees.
- 2) The amount of discount may be equal to the value of the registration but may not exceed 50% of the rental fee.
- 3) The discount may not be used towards extra rental amenities (e.g. projectors, PA systems, etc.)

### **Ongoing Rentals Discounts**

Ongoing rental groups that exceed 10 rentals per calendar year may receive a 10% discount beginning with their 11th rental.

### **Document Reference**

All documents: [B:\PRL\RECREATION\Facilities Organizational List for Discounts.xls](#)