

CITY OF WEST SACRAMENTO

BOOK OF FEES

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

Fee Schedule

A. FIRE STATION 45 COMMUNITY ROOM RENTAL POLICY

1. Building attendant 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 any damages that may occur.
3. An insurance endorsement naming the City of West Sacramento as an additional insured, with a minimum of \$1 million liability coverage, is required.
4. No refunds will be issues without a 14-day notice of event cancellation.

B. FIRE STATION 45 COMMUNITY ROOM RENTAL FEES

Rental Fees	Nonprofit & Government Rates	Private Party Rates
Security deposit (refundable)	\$250	\$500
Hourly Room Rental Fee (per hour)	\$20	\$50
Facility attendant (per hour)	Cost for staff*	Cost for staff*
Event Cleaning (mandatory for events with 30 or more persons with food service)	Full cost for service	Full cost for service
Security (per hour, 4 hour minimum)	\$25	\$25

*Hourly billing rates are based on the cost of delivering the services, including direct costs such as salaries and benefits (at step E), maintenance and operations costs, and indirect costs such as accounting, data processing, and insurance. (Example: Hourly salary and benefit rate, plus maintenance and operations expense calculated as 25% of the hourly salary and benefit rate, plus indirect costs calculated as 20% of the hourly salary and benefit rate. [\$50.00, plus \$12.50, plus \$10.00 equals \$72.50 service fee].)

HISTORY:

AUTHORITY	DATE	ACTION
Res. 17-60	10/18/17	Adopt fee schedule