

**City of Burbank Parks and Recreation Department
2023-2024 PARK PERMIT FEE SCHEDULE
4 HOUR PERIOD RESERVATION PERIOD**

Updated: 12/26/2023

PARK RESERVATION

RESIDENT FEE *Documentation Required

Group Size	*Fee	Additional Hours	Cleaning Deposit	Insurance
1 -- 50	\$ 84	\$ 21	\$ 105	Depends on type of event
51 -- 100	\$ 105	\$ 26.25	\$ 105	Depends on type of event
101 -- 150	\$ 126	\$ 31.50	\$ 210	Required
151 -- 199	\$ 147	\$ 36.75	\$ 210	Required
**200 -- 250	\$ 168	\$ 42	\$ 210	Required
**251 -- 300	\$ 189	\$ 47.25	\$ 210	Required
**301 -- 400	\$ 210	\$ 52.50	\$ 210	Required

NON-RESIDENT FEE

Group Size	*Fee	Additional Hours	Cleaning Deposit	Insurance
1 -- 50	\$ 126	\$ 31.50	\$ 262	Depends on type of event
51 -- 100	\$ 157	\$ 39.25	\$ 262	Depends on type of event
101 -- 150	\$ 189	\$ 47.25	\$ 262	Required
151 -- 199	\$ 220	\$ 55	\$ 262	Required
**200 -- 250	\$ 252	\$ 63	\$ 262	Required
**251 -- 300	\$ 283	\$ 70.75	\$ 262	Required
**301 -- 400	\$ 315	\$ 78.75	\$ 262	Required

ROBERT GROSS PARK RESIDENT FEE

*Documentation Required

Group Size	*Fee	Additional Hours	Cleaning Deposit	Insurance
1 -- 400	\$ 525	\$ 131.25	\$ 420	Required

ROBERT GROSS PARK NON-RESIDENT FEE

Group Size	*Fee	Additional Hours	Cleaning Deposit	Insurance
1 -- 400	\$ 787	\$ 196.75	\$ 420	Required

Alcohol is **PERMITTED**. For alcohol permit, need: 1. Letter of Intent 2. Insurance Cert w/Additional Insured Endorsement indicating use of alcohol 3. One Day Alcohol permit (forms provided by Admin).

**RESIDENT BMX BIKE/SKATE PARK RENTAL FEE
35 PEOPLE MAX * Documentation Required**

Time	*Fee	Additional Hours	Cleaning Deposit	Availability
2 Hours Min	\$ 150	\$ 50	\$ 100	Sun 9am-12pm
3 Hours Max	\$ 200	Not Available	\$ 100	

**NON-RESIDENT BMX BIKE/SKATE PARK RENTAL FEE
35 PEOPLE MAX**

Time	*Fee	Additional Hours	Cleaning Deposit	Availability
2 Hours Min	\$ 200	\$ 60	\$ 250	Sun 9am-12pm
3 Hours Max	\$ 260	Not Available	\$ 250	

All skaters must be registered or must provide a signed waiver and be submitted to Valley Skate Park on the day of event (forms provided by Admin).

BALLFIELD RESIDENT FEE

*Documentation Required AND Based on Availability

Time	*Fee	Additional Hours	Cleaning Deposit
1 Hour Min	\$ 28	\$ 28	NONE
3 Hours Max	\$ 84	Not Available	NONE

BALLFIELD NON-RESIDENT FEE

* Based on Availability

Time	*Fee	Additional Hours	Cleaning Deposit
1 Hour Min	\$ 56	\$ 56	NONE
3 Hours Max	\$ 168	Not Available	NONE

We DO NOT provide bases, lining, or lighting of field. **Ballfield breakdown hours:** 8 am, 9 am, 10 am, 11 am, 12 pm, 1 pm, 2 pm, 3 pm, 4 pm, 5 pm, 6 pm, 7 pm, and 8 pm

***A \$31.00 APPLICATION FEE WILL BE ADDED TO THE FEE PRICE **TRASH BIN FEE FOR GROUPS 200-400 \$130.00
*** MOONBOUNCE PERMIT FEE \$31.00 (STANDARD MOONBOUNCE SIZE 13X13 OR 15X15)**

**City of Burbank Parks and Recreation Department
2023-2024 PARK PERMIT FEE SCHEDULE
2 HOUR PERIOD RESERVATION PERIOD**

Updated: 12/26/2023

FACILITY RESERVATION

Olive and McCambridge RESIDENT FEE *Documentation Required				
Group Size	*Fee	Additional Hours	Cleaning Deposit	Insurance
1-35	\$ 38	\$ 19	\$ 105	Depends on type of event

Olive Room #3, 4, & 5 Available Mon-Fri 9:15am-9:15pm Sat.9:15am-4pm Sun.1:15pm-4pm
MCCAMBRIDGE ROOM # 1 & 2 Available Mon-Fri 9:15am-9:15pm Sat.9:15am-4pm Sun.CLOSED

Olive Room #6 RESIDENT FEE *Documentation Required				
Group Size	*Fee	Additional Hours	Cleaning Deposit	Insurance
1-35	\$ 53	\$ 26.50	\$ 105	Depends on type of event

Available Mon-Fri 9:15am-9:15pm Sat.9:15am-4pm Sun.1:15pm-4pm

McCambridge Room #4 RESIDENT FEE *Documentation Required				
Group Size	*Fee	Additional Hours	Cleaning Deposit	Insurance
1-100	\$ 106	\$ 53	\$ 157	Depends on type of event

Available Mon-Fri 9:15am-9:15pm Sat.9:15am-4pm Sun.CLOSED

Ovrom Room A RESIDENT FEE *Documentation Required				
Group Size	*Fee	Additional Hours	Cleaning Deposit	Insurance
1-60	\$ 210	\$ 105	\$ 157	Depends on type of event

Available Mon-Thurs. 9:15am-8:30pm Fri.9:15am-5:30pm Sat. 9:15am-12:30pm Sun. CLOSED **NO USE OF KITCHEN**

Ovrom Room B RESIDENT FEE *Documentation Required				
Group Size	*Fee	Additional Hours	Cleaning Deposit	Insurance
1-50	\$ 210	\$ 105	\$ 105	Depends on type of event

Available Mon-Thurs. 9:15am-8:30pm Fri.9:15am-5:30pm Sat. 9:15am-12:30pm Sun. CLOSED **NO USE OF KITCHEN**

Ovrom Room A & B RESIDENT FEE *Documentation Required				
Group Size	*Fee	Additional Hours	Cleaning Deposit	Insurance
1-150 Room A&B	\$ 315	\$ 157.50	\$ 210	Required

Available Mon-Thurs. 9:15am-8:30pm Fri.9:15am-5:30pm Sat. 9:15am-12:30pm Sun. CLOSED **NO USE OF KITCHEN**

Olive and McCambridge NON-RESIDENT FEE				
Group Size	*Fee	Additional Hours	Cleaning Deposit	Insurance
1-35	\$ 57	\$ 28.50	\$ 157	Depends on type of event

Olive Room #6 NON-RESIDENT FEE				
Group Size	*Fee	Additional Hours	Cleaning Deposit	Insurance
1-35	\$ 80	\$ 40.00	\$ 157	Depends on type of event

McCambridge Room #4 NON-RESIDENT FEE				
Group Size	*Fee	Additional Hours	Cleaning Deposit	Insurance
1-100	\$ 159	\$ 79.50	\$ 210	Depends on type of event

Ovrom Room A NON-RESIDENT FEE				
Group Size	*Fee	Additional Hours	Cleaning Deposit	Insurance
1-60	\$ 315	\$ 157.50	\$ 210	Depends on type of event

Ovrom Room B NON-RESIDENT FEE				
Group Size	*Fee	Additional Hours	Cleaning Deposit	Insurance
1-50	\$ 315	\$ 157.50	\$ 157	Depends on type of event

Ovrom Room A & B NON-RESIDENT FEE				
Group Size	*Fee	Additional Hours	Cleaning Deposit	Insurance
1-150 Room A&B	\$ 472	\$ 236	\$ 262	Required

***A \$31.00 APPLICATION FEE WILL BE ADDED TO THE FEE PRICE**

**City of Burbank Parks and Recreation Department
2023-2024 PARK PERMIT FEE SCHEDULE
2 HOUR PERIOD RESERVATION PERIOD
FACILITY RESERVATION**

Updated: 12/26/2023

Mary Alvard Log Cabin RESIDENT FEE *Documentation Required				
Group Size	*Fee	Additional Hours	Cleaning Deposit	Insurance
1 -- 35	\$ 53	\$ 26.50	\$ 100	Depends on type of event

Based on Availibilty - Key must be picked up from Community Services Building.

Mary Alvard Lower Assembly RESIDENT FEE *Documentation Required				
Group Size	*Fee	Additional Hours	Cleaning Deposit	Insurance
1 -- 35	\$ 53	\$ 26.50	\$ 100	Depends on type of event

Mary Alvard Log Cabin NON-RESIDENT FEE				
Group Size	*Fee	Additional Hours	Cleaning Deposit	Insurance
1 -- 35	\$ 80	\$ 40.00	\$ 150	Depends on type of event

Mary Alvard Lower Assembly NON-RESIDENT FEE				
Group Size	*Fee	Additional Hours	Cleaning Deposit	Insurance
1 -- 35	\$ 80	\$ 40.00	\$ 150	Depends on type of event

Robert Gross Building RESIDENT FEE *Documentation Required				
Group Size	*Fee	Additional Hours	Cleaning Deposit	Insurance
1 -- 35	\$ 53	\$ 26.50	\$ 105	Depends on type of event

Based on Availibilty - Key must be picked up from Community Services Building.

Robert Gross Building NON-RESIDENT FEE				
Group Size	*Fee	Additional Hours	Cleaning Deposit	Insurance
1 -- 35	\$ 80	\$ 40.00	\$ 157	Depends on type of event

Maxam Recreation Building RESIDENT FEE *Documentation Required				
Group Size	*Fee	Additional Hours	Cleaning Deposit	Insurance
1 -- 35	\$ 53	\$ 26.50	\$ 105	Depends on type of event

Based on Availibilty - Key must be picked up from Community Services Building.

Maxam Recreation Building NON-RESIDENT FEE				
Group Size	*Fee	Additional Hours	Cleaning Deposit	Insurance
1 -- 35	\$ 80	\$ 40.00	\$ 157	Depends on type of event

***A \$31.00 APPLICATION FEE WILL BE ADDED TO THE FEE PRICE **TRASH BIN FEE FOR GROUPS 200-400 \$130.00**

**City of Burbank Parks and Recreation Department
 FY 2023-2024 PARK PERMIT FEE SCHEDULE
 4 HOUR RESERVATION PERIOD**

Updated: 12/26/2023

NON PROFIT PARK RESERVATION

NON PROFIT PARK FEE *Documentation Required

Group Size	*Fee	Additional Hours	Cleaning Deposit	Insurance
1 -- 50	\$ 42	\$ 10.50	\$ 105	Depends on type of event
51-100	\$ 52	\$ 13.00	\$ 105	Depends on type of event
101 -- 150	\$ 63	\$ 15.75	\$ 210	Required
151 -- **199	\$ 73	\$ 18.25	\$ 210	Required
**200 -- 250	\$ 84	\$ 21.00	\$ 210	Required
**251 -- 300	\$ 94	\$ 23.20	\$ 210	Required
**301 -- 400	\$ 105	\$ 26.25	\$ 210	Required

NON PROFIT ROBERT GROSS PARK FEE

*Documentation Required

Group Size	*Fee	Additional Hours	Cleaning Deposit	Insurance
1 -- 400	\$ 262	\$ 65.50	\$ 420	Required

Alcohol is **PERMITTED**. For alcohol permit, need: 1. Letter of Intent 2. Insurance Cert w/Additional Insured Endorsement indicating use of alcohol 3. One Day Alcohol permit (forms provided by Admin).

NON PROFIT BMX BIKE/SKATE PARK RENTAL FEE 35 PEOPLE MAX

Time	*Fee	Additional Hours	Cleaning Deposit	Availability
2 Hours Min	\$ 150	\$ 50	\$ 50	Sun 9:00am-12:00pm
3 Hours Max	\$ 200	Not Available	\$ 50	

All skaters must be registered or must provide a signed waiver and be submitted to Valley Skate Park on the day of event (forms provided by Admin).

NON PROFIT BALLFIELD FEE

*Documentation Required AND Based on Availability

Time	*Fee	Additional Hours	Cleaning Deposit
1 Hour Min	\$ 14.00	\$ 14.00	N/A
3 Hours Max	\$ 42.00	Not Available	N/A

We **DO NOT** provide bases, lining, or lighting of field. **Ballfield breakdown hours:** 8 am, 9 am, 10 am, 11 am, 12 pm, 1 pm, 2 pm, 3 pm, 4 pm, 5 pm, 6 pm, 7 pm, and 8 pm

***A \$31.00 APPLICATION FEE WILL BE ADDED TO THE FEE PRICE **TRASH BIN FEE FOR GROUPS 200-400 \$130.00**

**City of Burbank Parks and Recreation Department
 FY 2023-2024 PARK PERMIT FEE SCHEDULE
 2 HOUR RESERVATION PERIOD**

Updated 12/26/2023

NON-PROFIT GROUP FACILITY RESERVATION

McCambridge Room # 1 AND #2 FEE

Group Size	Fee	Hourly Rate	Cleaning Deposit	Insurance
1--35	\$ 19	\$9.50	\$ 100	Depends on type of event

Room # 1,2 & 4 Available Mon-Fri 9:15am-9:15pm Sat.1:15 pm-4pm Sun.CLOSED

McCambridge Room #4 FEE

Group Size	Fee	Hourly Rate	Cleaning Deposit	Insurance
1--100	\$ 53	\$ 26.50	\$ 150	Depends on type of event

Olive Rooms #3, #4, and #5 FEE

Group Size	Fee	Hourly Rate	Cleaning Deposit	Insurance
1--35	\$ 19	\$9.50	\$100	Depends on type of event

Room #3,4,5 & 6 Available Mon-Fri 9:15am-9:15pm Sat.9:15pm-4pm Sun.1:15pm-4pm

Olive Room #6 FEE

Group Size	Fee	Hourly Rate	Cleaning Deposit	Insurance
1--35	\$ 26	\$ 13.00	\$ 100	Depends on type of event

Mary Alvord Log Cabin FEE

Group Size	Fee	Hourly Rate	Cleaning Deposit	Insurance
1--35	\$ 26	\$ 13.00	\$ 100	Depends on type of event

Log Cabin available Mon-Fri 9:15am - 4pm Sat. 9:15am - 12:30pm; Key must be picked up upon arrival at Verdugo Park Office

Mary Alvord Room #1 FEE

Group Size	Fee	Hourly Rate	Cleaning Deposit	Insurance
1--35	\$ 19	\$9.50	\$ 100	Depends on type of event

Room#1 Available Mon-Fri 9:15am-4pm Sat. 9:15am-12:30pm Sun.1:15pm-4pm

Mary Alvord Lower Assembly Building (LAB) FEE

Group Size	Fee	Hourly Rate	Cleaning Deposit	Insurance
1--35	\$ 26	\$ 13.00	\$ 100	Depends on type of event

Case by Case basis

Larry Maxam Recreation Building FEE

Group Size	Fee	Hourly Rate	Cleaning Deposit	Insurance
1--35	\$ 26	\$ 13.00	\$ 100	Depends on type of event

Case by Case basis

Robert Gross Park Recreation Building FEE

Group Size	Fee	Hourly Rate	Cleaning Deposit	Insurance
1--35	\$ 26	\$ 13.00	\$ 100	Depends on type of event

Case by Case basis; Must work with Sports Office for availability

\$31.00 APPLICATION FEE WILL BE ADDED TO THE FEE PRICE

**City of Burbank Parks and Recreation Department
 FY 2023-2024 PARK PERMIT FEE SCHEDULE
 2 HOUR RESERVATION PERIOD**

Updated 12/26/2023

NON-PROFIT GROUP FACILITY RESERVATION

Ovrom Room A RESIDENT FEE *Documentation Required				
Group Size	*Fee	Additional Hours	Cleaning Deposit	Insurance
1--75	\$ 105	\$ 52.50	\$ 150	Depends on type of event

Ovrom Room B RESIDENT FEE *Documentation Required				
Group Size	*Fee	Additional Hours	Cleaning Deposit	Insurance
1--50	\$ 105	\$ 52.50	\$ 100	Depends on type of event

Available Mon-Thurs. 9:15am-8:30pm Fri. 9:15am-5:30pm Sat. 9:15am-12:30pm Sun. CLOSED **NO USE OF KITCHEN**

Ovrom Room A & B RESIDENT FEE *Documentation Required				
Group Size	*Fee	Additional Hours	Cleaning Deposit	Insurance
250 Max Room A&B	\$ 157	\$ 78.50	\$ 350	Required

Available Mon-Thurs. 9:15am-8:30pm Fri. 9:15am-5:30pm Sat. 9:15am-12:30pm Sun. CLOSED **NO USE OF KITCHEN**

\$31.00 APPLICATION FEE WILL BE ADDED TO THE FEE PRICE

City of Burbank Parks and Recreation Services Department
 2023-2024 PARK PERMIT FEE SCHEDULE
 2 HOUR MINIMUM RESERVATION PERIOD

Updated: 12/26/2023

COMMERCIAL PARK RESERVATION

COMMERCIAL PARK FEE *Documentation Required

Group Size	*Fee	Additional Hours	Cleaning Deposit	Insurance
1 -- 25	\$ 63	\$ 15.75	\$ 315	Depends on type of event
26--50	\$ 84	\$ 21.00	\$ 315	Depends on type of event
51 -- 100	\$ 105	\$ 26.25	\$ 315	Required
101 -- 200	\$ 147	\$ 36.75	\$ 315	Required
201 -- 300	\$ 189	\$ 47.25	\$ 315	Required
301 -- 400	\$ 210	\$ 52.50	\$ 315	Required

COMMERCIAL BALLFIELD FEE

*Documentation Required AND Based on Availability

Time	*Fee	Additional Hours	Cleaning Deposit
1 Hour Min	\$ 70.00	\$ 70.00	N/A
3 Hours Max	\$ 210.00	Not Available	N/A

We DO NOT provide bases, lining, or lighting of field. **Ballfield breakdown hours:** 8 am, 9 am, 10 am, 11 am, 12 pm, 1 pm, 2 pm, 3 pm, 4 pm, 5 pm, 6 pm, 7 pm, and 8 pm

***A \$210.00 APPLICATION FEE WILL BE ADDED TO THE FEE PRICE**

FY 2023-2024 PARK PERMIT FEE SCHEDULE

2 HOUR RESERVATION PERIOD

COMMERCIAL GROUP FACILITY RESERVATION

McCambridge Room # 1 AND #2 FEE

Group Size	Fee	Hourly Rate	Cleaning Deposit	Insurance
1--35	\$ 76	\$38.00	\$ 105	Depends on type of event

Room # 1,2 & 4 Available Mon-Fri 9:15am-9:15pm Sat.1:15 pm-4pm Sun.CLOSED

McCambridge Room #4 FEE

Group Size	Fee	Hourly Rate	Cleaning Deposit	Insurance
1--100	\$ 211	\$ 105.50	\$ 157	Depends on type of event

Olive Rooms #3, #4, and #5 FEE

Group Size	Fee	Hourly Rate	Cleaning Deposit	Insurance
1--35	\$ 76	\$38.00	\$105	Depends on type of event

Room #3,4,5 & 6 Available Mon-Fri 9:15am-9:15pm Sat.9:15pm-4pm Sun.1:15pm-4pm

Olive Room #6 FEE

Group Size	Fee	Hourly Rate	Cleaning Deposit	Insurance
1--35	\$ 106	\$ 53.00	\$ 105	Depends on type of event

Mary Alvord Log Cabin FEE

Group Size	Fee	Hourly Rate	Cleaning Deposit	Insurance
1--35	\$ 106	\$ 53.00	\$ 105	Depends on type of event

Log Cabin available Mon-Fri 9:15am - 4pm Sat. 9:15am - 12:30pm; Key must be picked up upon arrival at Verdugo Park Office

Mary Alvord Room #1 FEE

Group Size	Fee	Hourly Rate	Cleaning Deposit	Insurance
1--35	\$ 76	\$38.00	\$ 105	Depends on type of event

Room#1 Available Mon-Fri 9:15am-4pm Sat. 9:15am-12:30pm Sun.1:15pm-4pm

Mary Alvord Lower Assembly Building (LAB) FEE

Group Size	Fee	Hourly Rate	Cleaning Deposit	Insurance
1--35	\$ 106	\$ 53.00	\$ 105	Depends on type of event

Case by Case basis

Larry Maxam Recreation Building FEE

Group Size	Fee	Hourly Rate	Cleaning Deposit	Insurance
1--35	\$ 106	\$ 53.00	\$ 105	Depends on type of event

Case by Case basis

Robert Gross Park Recreation Building FEE

Group Size	Fee	Hourly Rate	Cleaning Deposit	Insurance
1--35	\$ 106	\$ 53.00	\$ 105	Depends on type of event

Case by Case basis; Must work with Sports Office for availability

\$210.00 APPLICATION FEE WILL BE ADDED TO THE FEE PRICE