

**City of Burbank Parks and Recreation Department
2025-26 PARK FACILITY PERMIT FEE SCHEDULE
4 HOUR RESERVATION PERIOD**

LAST UPDATED: 6/30/2025

PARK RESERVATION

RESIDENT FEE *Documentation Required

Group Size	*Fee	Additional Hours	Cleaning Deposit	Insurance
1 -- 50	\$ 90.00	\$ 22.50	\$ 113.00	Depends on type of event
51 -- 100	\$ 113.00	\$ 28.25	\$ 113.00	Depends on type of event
101 -- 150	\$ 135.00	\$ 33.75	\$ 225.00	Required
151 -- 199	\$ 158.00	\$ 39.50	\$ 225.00	Required
**200 -- 250	\$ 180.00	\$ 45.00	\$ 225.00	Required
**251 -- 300	\$ 203.00	\$ 50.75	\$ 225.00	Required
**301 -- 400	\$ 225.00	\$ 56.25	\$ 225.00	Required

**ROBERT GROSS PARK RESIDENT FEE
*INSURANCE REQUIRED***

Group Size	*Fee	Additional Hours	Cleaning Deposit	Insurance
1 -- 400	\$ 562.00	\$ 140.50	\$ 450.00	Required

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

Time	*Fee	Additional Hours	Cleaning Deposit	Availability
2 Hours Min	\$ 150.00	\$ 50.00	\$ 113.00	Sunday 9am-12pm
3 Hours Max	\$ 200.00	Not Available	\$ 113.00	

BALLFIELD RESIDENT FEE

**Documentation Required AND Based on Availability*

Time	*Fee	Additional Hours	Cleaning Deposit
1 Hour Min	\$ 35.00	\$ 35.00	NONE
3 Hours Max	\$ 105.00	Not Available	NONE

NON-RESIDENT FEE

Group Size	*Fee	Additional Hours	Cleaning Deposit	Insurance
1 -- 50	\$ 135.00	\$ 33.75	\$ 281.00	Depends on type of event
51 -- 100	\$ 169.00	\$ 42.25	\$ 281.00	Depends on type of event
101 -- 150	\$ 203.00	\$ 50.75	\$ 281.00	Required
151 -- 199	\$ 236.00	\$ 59.00	\$ 281.00	Required
**200 -- 250	\$ 270.00	\$ 65.25	\$ 281.00	Required
**251 -- 300	\$ 303.00	\$ 75.75	\$ 281.00	Required
**301 -- 400	\$ 338.00	\$ 84.50	\$ 281.00	Required

**ROBERT GROSS PARK NON-RESIDENT FEE
*INSURANCE REQUIRED***

Group Size	*Fee	Additional Hours	Cleaning Deposit	Insurance
1 -- 400	\$ 843.00	\$ 210.75	\$ 450.00	Required

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

Time	*Fee	Additional Hours	Cleaning Deposit	Availability
2 Hours Min	\$ 200.00	\$ 60.00	\$ 281.00	Sunday 9am-12pm
3 Hours Max	\$ 260.00	Not Available	\$ 281.00	

BALLFIELD NON-RESIDENT FEE

**Documentation Required AND Based on Availability*

Time	*Fee	Additional Hours	Cleaning Deposit
1 Hour Min	\$ 69.00	\$ 69.00	NONE
3 Hours Max	\$ 207.00	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

***NONREFUNDABLE APPLICATION FEE: \$32.00 (APPLIED TO ALL SUBMISSIONS)**

****TRASH BIN FEE: \$140.00 (GROUPS OF 200-400)**

***** (1) MOON BOUNCE ADD-ON FEE: \$34.00 (STANDARD SIZE LIMIT 20' X 22')**

2025-26 PARK PERMIT FEE SCHEDULE

2 HOUR RESERVATION PERIOD

FACILITY RESERVATION

Olive and McCambridge RESIDENT FEE

Group Size	*Fee	Additional Hours	Cleaning Deposit	Insurance
1-35	\$ 41.00	\$ 20.50	\$ 113.00	Depends on type of event

OLIVE ROOM #3, 4, & 5: Subject to availability.

MCCAMBRIDGE ROOM # 1: Subject to availability.

Olive Room #6 RESIDENT FEE *Documentation Required

Group Size	*Fee	Additional Hours	Cleaning Deposit	Insurance
1-35	\$ 57.00	\$ 28.50	\$ 113.00	Depends on type of event

Subject to availability.

McCambridge Room #4 RESIDENT FEE *Documentation Required

Group Size	*Fee	Additional Hours	Cleaning Deposit	Insurance
1-100	\$ 114.00	\$ 57.00	\$ 113.00	Depends on type of event

Subject to availability.

Ovrom Room A RESIDENT FEE *Documentation Required

Group Size	*Fee	Additional Hours	Cleaning Deposit	Insurance
1-50	\$ 225.00	\$ 112.50	\$ 113.00	Depends on type of event

Subject to availability: Mon-Thurs. 9:30 AM-7:30PM, Fri.9:30AM-5:30PM, Sat. 9:30AM-11:30AM, Sun. CLOSED NO USE OF KITCHEN

Ovrom Room B RESIDENT FEE *Documentation Required

Group Size	*Fee	Additional Hours	Cleaning Deposit	Insurance
1-50	\$ 225.00	\$ 112.50	\$ 113.00	Depends on type of event

Subject to availability: Mon-Thurs. 9:30 AM-7:30PM, Fri.9:30AM-5:30PM, Sat. 9:30AM-11:30AM, 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	\$ 338.00	\$ 169.00	\$ 225.00	Required

Subject to availability: Mon-Thurs. 9:30 AM-7:30PM, Fri.9:30AM-5:30PM, Sat. 9:30AM-11:30AM, Sun. CLOSED NO USE OF KITCHEN

Olive and McCambridge NON-RESIDENT FEE

Group Size	*Fee	Additional Hours	Cleaning Deposit	Insurance
1-35	\$ 62.00	\$ 31.00	\$ 281.00	Depends on type of event

Olive Room #6 NON-RESIDENT FEE

Group Size	*Fee	Additional Hours	Cleaning Deposit	Insurance
1-35	\$ 86.00	\$ 43.00	\$ 281.00	Depends on type of event

McCambridge Room #4 NON-RESIDENT FEE

Group Size	*Fee	Additional Hours	Cleaning Deposit	Insurance
1-100	\$ 171.00	\$ 85.50	\$ 281.00	Depends on type of event

Ovrom Room A NON-RESIDENT FEE

Group Size	*Fee	Additional Hours	Cleaning Deposit	Insurance
1-50	\$ 338.00	\$ 169.00	\$ 281.00	Depends on type of event

Ovrom Room B NON-RESIDENT FEE

Group Size	*Fee	Additional Hours	Cleaning Deposit	Insurance
1 -- 50	\$ 338.00	\$ 169.00	\$ 281.00	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	\$ 506.00	\$ 253.00	\$ 281.00	Required

NONREFUNDABLE APPLICATION FEE: \$32.00 (APPLIED TO ALL SUBMISSIONS)***NO TAPING, STAPLING, OR HANGING ITEMS ON THE WALLS IS ALLOWED INSIDE OUR FACILITIES**

City of Burbank Parks and Recreation Department
2025-26 PARK PERMIT FEE SCHEDULE
2 HOUR RESERVATION PERIOD
FACILITY RESERVATION

LAST UPDATED: 6/30/2025

Mary Alvord Log Cabin RESIDENT FEE *Documentation Required

Group Size	*Fee	Additional Hours	Cleaning Deposit	Insurance
1 -- 35	\$ 57.00	\$ 28.50	\$ 113.00	Depends on type of event

Subject on Availability.

Mary Alvord Log Cabin NON-RESIDENT FEE

Group Size	*Fee	Additional Hours	Cleaning Deposit	Insurance
1 -- 35	\$ 86.00	\$ 43.00	\$ 281.00	Depends on type of event

Mary Alvord Lower Assembly RESIDENT FEE *Documentation Required

Group Size	*Fee	Additional Hours	Cleaning Deposit	Insurance
1 -- 35	\$ 57.00	\$ 28.50	\$ 113.00	Depends on type of event

Subject on Availability.

Mary Alvord Lower Assembly NON-RESIDENT FEE

Group Size	*Fee	Additional Hours	Cleaning Deposit	Insurance
1 -- 35	\$ 86.00	\$ 43.00	\$ 281.00	Depends on type of event

Robert Gross Building RESIDENT FEE *Documentation Required

Group Size	*Fee	Additional Hours	Cleaning Deposit	Insurance
1 -- 35	\$ 57.00	\$ 28.50	\$ 113.00	Depends on type of event

Subject on Availability - Key must be picked up from Community Services Building. **Key deposit required.**

Robert Gross Building NON-RESIDENT FEE

Group Size	*Fee	Additional Hours	Cleaning Deposit	Insurance
1 -- 35	\$ 86.00	\$ 43.00	\$ 281.00	Depends on type of event

Maxam Recreation Building RESIDENT FEE *Documentation Required

Group Size	*Fee	Additional Hours	Cleaning Deposit	Insurance
1 -- 35	\$ 57.00	\$ 28.50	\$ 113.00	Depends on type of event

Based on Availability - Key must be picked up from Community Services Building. **Key deposit required.**

Maxam Recreation Building NON-RESIDENT FEE

Group Size	*Fee	Additional Hours	Cleaning Deposit	Insurance
1 -- 35	\$ 86.00	\$ 43.00	\$ 281.00	Depends on type of event

***NONREFUNDABLE APPLICATION FEE: \$32.00 (APPLIED TO ALL SUBMISSIONS)**

****NO TAPING, STAPLING, OR HANGING ITEMS ON THE WALLS IS ALLOWED INSIDE OUR FACILITIES**

City of Burbank Parks and Recreation Department
FY 2025-26 PARK PERMIT FEE SCHEDULE

LAST UPDATED: 6/30/2025

4 HOUR RESERVATION PERIOD

BURBANK BASED NON-PROFIT PARK RESERVATION

NON-PROFIT PARK FEE *Documentation Required

Group Size	*Fee	Additional Hours	Cleaning Deposit	Insurance
1 -- 50	\$ 45.00	\$ 11.25	\$ 113.00	Depends on type of event
51-100	\$ 56.00	\$ 14.00	\$ 113.00	Depends on type of event
101 -- 150	\$ 68.00	\$ 17.00	\$ 225.00	Required
151 -- **199	\$ 79.00	\$ 19.75	\$ 225.00	Required
**200 -- 250	\$ 90.00	\$ 22.50	\$ 225.00	Required
**251 -- 300	\$ 102.00	\$ 25.50	\$ 225.00	Required
**301 -- 400	\$ 112.00	\$ 28.00	\$ 225.00	Required

NON-PROFIT ROBERT GROSS PARK FEE

*Documentation Required

Group Size	*Fee	Additional Hours	Cleaning Deposit	Insurance
1 -- 400	\$ 281.00	\$ 70.25	\$ 450.00	Required

Alcohol is permitted. Some requirements include: 1. Letter of Intent 2. Certificate of Insurance with Waiver of Subrogation and Additional Insured indicating alcohol use. 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	\$ 150.00	\$ 50.00	\$ 113.00	Sun 9:00am-12:00pm
3 Hours Max	\$ 200.00	Not Available	\$ 113.00	

Subject to availability. All skaters must be registered or submit a signed waiver 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	\$ 18.00	\$ 18.00	N/A
3 Hours Max	\$ 54.00	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

***NONREFUNDABLE APPLICATION FEE: \$32.00 (APPLIED TO ALL SUBMISSIONS)**

****TRASH BIN FEE: \$140.00 (GROUPS OF 200-400)**

***** (1) MOON BOUNCE ADD-ON: \$34.00 (STANDARD SIZE LIMIT 20' X 22')**

City of Burbank Parks and Recreation Department
FY 2025-26 PARK FACILITY PERMIT FEE SCHEDULE
2 HOUR RESERVATION PERIOD

LAST UPDATED: 6/30/2025

BURBANK BASED NON-PROFIT GROUP FACILITY RESERVATION

McCambridge Room # 1 AND #2 FEE				
Group Size	Fee	Hourly Rate	Cleaning Deposit	Insurance
1--35	\$ 21.00	\$10.50	\$ 113.00	Depends on type of event

Subject to availability.

McCambridge Room #4 FEE				
Group Size	Fee	Hourly Rate	Cleaning Deposit	Insurance
1--100	\$ 57.00	\$ 28.50	\$ 113.00	Depends on type of event

Olive Rooms #3, #4, and #5 FEE				
Group Size	Fee	Hourly Rate	Cleaning Deposit	Insurance
1--35	\$ 21.00	\$10.50	\$ 113.00	Depends on type of event

Subject to availability.

Olive Room #6 FEE				
Group Size	Fee	Hourly Rate	Cleaning Deposit	Insurance
1--35	\$ 28.00	\$ 14.00	\$ 113.00	Depends on type of event

Mary Alvord Log Cabin FEE				
Group Size	Fee	Hourly Rate	Cleaning Deposit	Insurance
1--35	\$ 28.00	\$ 14.00	\$ 113.00	Depends on type of event

Subject to availability ; Key must be picked up upon arrival at Verdugo Park Office. A key deposit is required.

Mary Alvord Room #1 FEE				
Group Size	Fee	Hourly Rate	Cleaning Deposit	Insurance
1--35	\$ 21.00	\$10.50	\$ 113.00	Depends on type of event

Mary Alvord Lower Assembly Building (LAB) FEE				
Group Size	Fee	Hourly Rate	Cleaning Deposit	Insurance
1--35	\$ 28.00	\$ 14.00	\$ 113.00	Depends on type of event

Subject to availability.

Larry Maxam Recreation Building FEE				
Group Size	Fee	Hourly Rate	Cleaning Deposit	Insurance
1--35	\$ 28.00	\$ 14.00	\$ 133.00	Depends on type of event

Robert Gross Park Recreation Building FEE				
Group Size	Fee	Hourly Rate	Cleaning Deposit	Insurance
1--35	\$ 28.00	\$ 14.00	\$ 113.00	Depends on type of event

Subject to availability; Coordinate with Sports Office for availability

***NONREFUNDABLE APPLICATION FEE: \$32.00 (APPLIED TO ALL SUBMISSIONS)**

****NO TAPING, STAPLING, OR HANGING ITEMS ON THE WALLS IS ALLOWED INSIDE OUR FACILITIES**

City of Burbank Parks and Recreation Department
 FY 2025-26 PARK FACILITY PERMIT FEE SCHEDULE
 2 HOUR RESERVATION PERIOD

LAST UPDATED: 6/30/2025

BURBANK BASED NON-PROFIT GROUP FACILITY RESERVATION

Ovrom Room A RESIDENT FEE *Documentation Required				
Group Size	*Fee	Additional Hours	Cleaning Deposit	Insurance
1--50	\$ 112.00	\$ 56.00	\$ 113.00	Depends on type of event

Ovrom Room B RESIDENT FEE *Documentation Required				
Group Size	*Fee	Additional Hours	Cleaning Deposit	Insurance
1--50	\$ 112.00	\$ 56.00	\$ 113.00	Depends on type of event

Subject to availability: Mon- Thurs. 9:30 AM- 7:30PM, Fri. 9:30AM-5:30PM, Sat. 9:30AM- 11:30AM, 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	\$ 169.00	\$ 84.50	\$ 225.00	Required

Subject to availability: Mon- Thurs. 9:30 AM- 7:30PM, Fri. 9:30AM-5:30PM, Sat. 9:30AM- 11:30AM, Sun. CLOSED **NO USE OF KITCHEN**

***NONREFUNDABLE APPLICATION FEE: \$32.00 (APPLIED TO ALL SUBMISSIONS)**
****NO TAPING, STAPLING, OR HANGING ITEMS ON THE WALLS IS ALLOWED INSIDE OUR FACILITIES**

City of Burbank Parks and Recreation Services Department
2025-26 PARK PERMIT FEE SCHEDULE
2 HOUR RESERVATION PERIOD

LAST UPDATED: 6/30/2025

COMMERCIAL PARK RESERVATION

COMMERCIAL PARK FEE *Insurance Required

Group Size	*Fee	Additional Hours	Cleaning Deposit	Insurance
1 -- 25	\$ 68.00	\$ 34.00	\$ 339.00	Required
26--50	\$ 90.00	\$ 45.00	\$ 339.00	Required
51 -- 100	\$ 113.00	\$ 56.50	\$ 339.00	Required
101 -- 200	\$ 158.00	\$ 79.00	\$ 339.00	Required
201 -- 300	\$ 203.00	\$ 101.50	\$ 339.00	Required
301 -- 400	\$ 225.00	\$ 112.50	\$ 339.00	Required

COMMERCIAL BALLFIELD FEE

*Documentation Required AND Based on Availability

Time	*Fee	Additional Hours	Insurance
1 Hour Min	\$ 86.00	\$ 86.00	Required
3 Hours Max	\$ 258.00	Not Available	Required

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

***NONREFUNDABLE APPLICATION FEE: \$217.00 (APPLIED TO ALL SUBMISSIONS)**

****TRASH BIN FEE: \$140.00 (GROUPS OF 200-400)**

*****~~(1)~~MOON BOUNCE ADD-ON FEE: \$34.00 (STANDARD SIZE LIMIT 20' X 22')**

**City of Burbank Parks and Recreation Department
FY 2025-26 PARK FACILITY PERMIT FEE SCHEDULE
2 HOUR RESERVATION PERIOD**

LAST UPDATED: 6/30/2025

COMMERCIAL GROUP FACILITY RESERVATION

McCarrige Room # 1 AND #2 FEE

Group Size	Fee	Hourly Rate	Cleaning Deposit	Insurance
1--35	\$ 81.00	\$40.50	\$ 339.00	REQUIRED

Subject to availability.

McCarrige Room #4 FEE

Group Size	Fee	Hourly Rate	Cleaning Deposit	Insurance
1--100	\$ 228.00	\$ 114.00	\$ 339.00	REQUIRED

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

Group Size	Fee	Hourly Rate	Cleaning Deposit	Insurance
1--35	\$ 81.00	\$40.50	\$ 339.00	REQUIRED

Subject to availability.

Olive Room #6 FEE

Group Size	Fee	Hourly Rate	Cleaning Deposit	Insurance
1--35	\$ 114.00	\$ 57.00	\$ 339.00	REQUIRED

Mary Alvord Log Cabin FEE

Group Size	Fee	Hourly Rate	Cleaning Deposit	Insurance
1--35	\$ 114.00	\$ 57.00	\$ 339.00	REQUIRED

Subject to availability; Key must be picked up upon arrival at Verdugo Park Office. Key deposit is required.

Mary Alvord Room #1 FEE

Group Size	Fee	Hourly Rate	Cleaning Deposit	Insurance
1--35	\$ 81.00	\$40.50	\$ 339.00	REQUIRED

Mary Alvord Lower Assembly Building (LAB) FEE

Group Size	Fee	Hourly Rate	Cleaning Deposit	Insurance
1--35	\$ 114.00	\$ 57.00	\$ 339.00	REQUIRED

Subject to availability.

Larry Maxam Recreation Building FEE

Group Size	Fee	Hourly Rate	Cleaning Deposit	Insurance
1--35	\$ 114.00	\$ 57.00	\$ 339.00	REQUIRED

Robert Gross Park Recreation Building FEE

Group Size	Fee	Hourly Rate	Cleaning Deposit	Insurance
1--35	\$ 114.00	\$ 57.00	\$ 327.00	REQUIRED

Subject to availability; Coordinate with Sports Office for availability.

***NONREFUNDABLE APPLICATION FEE: \$217.00 (APPLIED TO ALL SUBMISSIONS)**

****NO TAPING, STAPLING, OR HANGING ITEMS ON THE WALLS IS ALLOWED INSIDE OUR FACILITIES**