

**City of Burbank Parks and Recreation Department
2024-2025 PARK FACILITY PERMIT FEE SCHEDULE
4 HOUR RESERVATION PERIOD**

Updated: 7/5/2024

PARK RESERVATION

RESIDENT FEE *Documentation Required

Group Size	*Fee	Additional Hours	Cleaning Deposit	Insurance
1 -- 50	\$ 87.00	\$ 21.75	\$ 109.00	Depends on type of event
51 -- 100	\$ 109.00	\$ 27.25	\$ 109.00	Depends on type of event
101 -- 150	\$ 130.00	\$ 32.50	\$ 217.00	Required
151 -- 199	\$ 152.00	\$ 38.00	\$ 217.00	Required
**200 -- 250	\$ 174.00	\$ 43.50	\$ 217.00	Required
**251 -- 300	\$ 196.00	\$ 49.00	\$ 217.00	Required
**301 -- 400	\$ 217.00	\$ 54.25	\$ 217.00	Required

NON-RESIDENT FEE

Group Size	*Fee	Additional Hours	Cleaning Deposit	Insurance
1 -- 50	\$ 130.00	\$ 32.50	\$ 271.00	Depends on type of event
51 -- 100	\$ 163.00	\$ 40.75	\$ 271.00	Depends on type of event
101 -- 150	\$ 196.00	\$ 49.00	\$ 271.00	Required
151 -- 199	\$ 228.00	\$ 57.00	\$ 271.00	Required
**200 -- 250	\$ 261.00	\$ 65.25	\$ 271.00	Required
**251 -- 300	\$ 293.00	\$ 73.25	\$ 271.00	Required
**301 -- 400	\$ 326.00	\$ 81.50	\$ 271.00	Required

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

Group Size	*Fee	Additional Hours	Cleaning Deposit	Insurance
1 -- 400	\$ 543.00	\$ 135.75	\$ 435.00	Required

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

Group Size	*Fee	Additional Hours	Cleaning Deposit	Insurance
1 -- 400	\$ 815	\$ 203.75	\$ 435.00	Required

Alcohol is **PERMITTED**. Requirements: 1. Letter of Intent 2. Insurance Cert w/ Waiver of Subrogation and 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	\$ 150.00	\$ 50.00	\$ 109.00	Sun 9am-12pm
3 Hours Max	\$ 200.00	Not Available	\$ 109.00	

**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	\$ 271.00	Sun 9am-12pm
3 Hours Max	\$ 260.00	Not Available	\$ 271.00	

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	\$ 30.00	\$ 30.00	NONE
3 Hours Max	\$ 90.00	Not Available	NONE

**BALLFIELD NON-RESIDENT FEE
*Documentation Required AND Based on Availability**

Time	*Fee	Additional Hours	Cleaning Deposit
1 Hour Min	\$ 60.00	\$ 60.00	NONE
3 Hours Max	\$ 180.00	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

***A \$32.00 NON-REFUNDABLE APPLICATION FEE WILL BE ADDED TO THE FEE PRICE **TRASH BIN FEE FOR GROUPS 200-400 \$135.00
*** MOONBOUNCE PERMIT FEE \$32.00 (STANDARD MOONBOUNCE 20X22)**

**City of Burbank Parks and Recreation Department
2024-2025 PARK PERMIT FEE SCHEDULE
2 HOUR RESERVATION PERIOD**

Updated: 7/5/2024

FACILITY RESERVATION

Olive and McCambridge RESIDENT FEE

Group Size	*Fee	Additional Hours	Cleaning Deposit	Insurance
1-35	\$ 39.00	\$ 19.50	\$ 109.00	Depends on type of event

OLIVE ROOM #3, 4, & 5: Subject to availability.
MCCAMBRIDGE ROOM # 1 & 2: Subject to availability.

Olive Room #6 RESIDENT FEE *Documentation Required

Group Size	*Fee	Additional Hours	Cleaning Deposit	Insurance
1-35	\$ 55.00	\$ 27.50	\$ 109.00	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	\$ 110.00	\$ 55.00	\$ 109.00	Depends on type of event

Subject to availability.

Ovrom Room A RESIDENT FEE *Documentation Required

Group Size	*Fee	Additional Hours	Cleaning Deposit	Insurance
1-60	\$ 217.00	\$ 108.50	\$ 109.00	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	\$ 217.00	\$ 108.50	\$ 109.00	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	\$ 326.00	\$ 163.00	\$ 217.00	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	\$ 59.00	\$ 29.50	\$ 271.00	Depends on type of event

Olive Room #6 NON-RESIDENT FEE

Group Size	*Fee	Additional Hours	Cleaning Deposit	Insurance
1-35	\$ 83.00	\$ 41.50	\$ 271.00	Depends on type of event

McCambridge Room #4 NON-RESIDENT FEE

Group Size	*Fee	Additional Hours	Cleaning Deposit	Insurance
1-100	\$ 165.00	\$ 82.50	\$ 271.00	Depends on type of event

Ovrom Room A NON-RESIDENT FEE

Group Size	*Fee	Additional Hours	Cleaning Deposit	Insurance
1-60	\$ 326.00	\$ 163.00	\$ 271.00	Depends on type of event

Ovrom Room B NON-RESIDENT FEE

Group Size	*Fee	Additional Hours	Cleaning Deposit	Insurance
1-50	\$ 326.00	\$ 163.00	\$ 271.00	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	\$ 489.00	\$ 244.50	\$ 271.00	Required

***A \$32.00 NON-REFUNDABLE APPLICATION FEE WILL BE ADDED TO THE FEE PRICE**

City of Burbank Parks and Recreation Department
2024-2025 PARK PERMIT FEE SCHEDULE
2 HOUR RESERVATION PERIOD
FACILITY RESERVATION

Updated: 7/5/2024

Mary Alvard Log Cabin RESIDENT FEE *Documentation Required				
Group Size	*Fee	Additional Hours	Cleaning Deposit	Insurance
1 -- 35	\$ 55.00	\$ 27.50	\$ 109.00	Depends on type of event

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

Mary Alvard Log Cabin NON-RESIDENT FEE				
Group Size	*Fee	Additional Hours	Cleaning Deposit	Insurance
1 -- 35	\$ 83.00	\$ 41.50	\$ 271.00	Depends on type of event

Mary Alvard Lower Assembly RESIDENT FEE *Documentation Required				
Group Size	*Fee	Additional Hours	Cleaning Deposit	Insurance
1 -- 35	\$ 55.00	\$ 27.50	\$ 109.00	Depends on type of event

Mary Alvard Lower Assembly NON-RESIDENT FEE				
Group Size	*Fee	Additional Hours	Cleaning Deposit	Insurance
1 -- 35	\$ 83.00	\$ 41.50	\$ 271.00	Depends on type of event

Robert Gross Building RESIDENT FEE *Documentation Required				
Group Size	*Fee	Additional Hours	Cleaning Deposit	Insurance
1 -- 35	\$ 55.00	\$ 27.50	\$ 109.00	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	\$ 83.00	\$ 41.50	\$ 271.00	Depends on type of event

Maxam Recreation Building RESIDENT FEE *Documentation Required				
Group Size	*Fee	Additional Hours	Cleaning Deposit	Insurance
1 -- 35	\$ 55.00	\$ 27.50	\$ 109.00	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	\$ 83.00	\$ 41.50	\$ 271.00	Depends on type of event

***A \$32.00 NON-REFUNDABLE APPLICATION FEE WILL BE ADDED TO THE FEE PRICE **TRASH BIN FEE FOR GROUPS 200-400 \$135.00**

City of Burbank Parks and Recreation Department
 FY 2024-2025 PARK PERMIT FEE SCHEDULE
 4 HOUR RESERVATION PERIOD

Updated: 7/5/2024

BURBANK BASED NON-PROFIT PARK RESERVATION

NON-PROFIT PARK FEE *Documentation Required

Group Size	*Fee	Additional Hours	Cleaning Deposit	Insurance
1 -- 50	\$ 43.00	\$ 10.75	\$ 109.00	Depends on type of event
51-100	\$ 54.00	\$ 13.50	\$ 109.00	Depends on type of event
101 -- 150	\$ 65.00	\$ 16.25	\$ 217.00	Required
151 -- **199	\$ 76.00	\$ 19.00	\$ 217.00	Required
**200 -- 250	\$ 87.00	\$ 21.75	\$ 217.00	Required
**251 -- 300	\$ 98.00	\$ 24.50	\$ 217.00	Required
**301 -- 400	\$ 108.00	\$ 27.00	\$ 217.00	Required

NON-PROFIT ROBERT GROSS PARK FEE

*Documentation Required

Group Size	*Fee	Additional Hours	Cleaning Deposit	Insurance
1 -- 400	\$ 271.00	\$ 67.75	\$ 435.00	Required

Alcohol is **PERMITTED**. Requirements: **1.** Letter of Intent **2.** Insurance Cert w/Waiver of Subrogation and 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	\$ 150.00	\$ 50.00	\$ 109.00	Sun 9:00am-12:00pm
3 Hours Max	\$ 200.00	Not Available	\$ 109.00	

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	\$ 15.00	\$ 15.00	N/A
3 Hours Max	\$ 45.00	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 \$32.00 APPLICATION FEE WILL BE ADDED TO THE FEE PRICE **TRASH BIN FEE FOR GROUPS 200-400 \$135.00**

**City of Burbank Parks and Recreation Department
 FY 2024-2025 PARK FACILITY PERMIT FEE SCHEDULE
 2 HOUR RESERVATION PERIOD**

Updated 7/5/2024

BURBANK BASED NON-PROFIT GROUP FACILITY RESERVATION

McCambridge Room # 1 AND #2 FEE

Group Size	Fee	Hourly Rate	Cleaning Deposit	Insurance
1--35	\$ 20.00	\$10.00	\$ 109.00	Depends on type of event

SUBJECT TO AVAILABILITY

McCambridge Room #4 FEE

Group Size	Fee	Hourly Rate	Cleaning Deposit	Insurance
1--100	\$ 55.00	\$ 27.50	\$ 109.00	Depends on type of event

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

Group Size	Fee	Hourly Rate	Cleaning Deposit	Insurance
1--35	\$ 20.00	\$10.00	\$ 109.00	Depends on type of event

SUBJECT TO AVAILABILITY

Olive Room #6 FEE

Group Size	Fee	Hourly Rate	Cleaning Deposit	Insurance
1--35	\$ 27.00	\$ 13.50	\$ 109.00	Depends on type of event

Mary Alvord Log Cabin FEE

Group Size	Fee	Hourly Rate	Cleaning Deposit	Insurance
1--35	\$ 27.00	\$ 13.50	\$ 109.00	Depends on type of event

SUBJECT TO AVAILABILITY; 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	\$ 20.00	\$10.00	\$ 109.00	Depends on type of event

SUBJECT TO AVAILABILITY

Mary Alvord Lower Assembly Building (LAB) FEE

Group Size	Fee	Hourly Rate	Cleaning Deposit	Insurance
1--35	\$ 27.00	\$ 13.50	\$ 109.00	Depends on type of event

Case by Case basis

Larry Maxam Recreation Building FEE

Group Size	Fee	Hourly Rate	Cleaning Deposit	Insurance
1--35	\$ 27.00	\$ 13.50	\$ 109.00	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	\$ 27.00	\$ 13.50	\$ 109.00	Depends on type of event

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

\$32.00 APPLICATION FEE WILL BE ADDED TO THE FEE PRICE

City of Burbank Parks and Recreation Department
 FY 2024-2025 PARK FACILITY PERMIT FEE SCHEDULE
 2 HOUR RESERVATION PERIOD

Updated 7/5/2024

BURBANK BASED NON-PROFIT GROUP FACILITY RESERVATION

Ovrom Room A RESIDENT FEE *Documentation Required				
Group Size	*Fee	Additional Hours	Cleaning Deposit	Insurance
1--75	\$ 108.00	\$ 54.00	\$ 109.00	Depends on type of event

Ovrom Room B RESIDENT FEE *Documentation Required				
Group Size	*Fee	Additional Hours	Cleaning Deposit	Insurance
1--50	\$ 108.00	\$ 54.00	\$ 109.00	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	\$ 163.00	\$ 81.50	\$ 217.00	Required

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

\$32.00 APPLICATION FEE WILL BE ADDED TO THE FEE PRICE

City of Burbank Parks and Recreation Services Department
 2024-2025 PARK PERMIT FEE SCHEDULE
 2 HOUR RESERVATION PERIOD

Updated: 7/5/2024

COMMERCIAL PARK RESERVATION

COMMERCIAL PARK FEE *Documentation Required

Group Size	*Fee	Additional Hours	Cleaning Deposit	Insurance
1 -- 25	\$ 65.00	\$ 32.50	\$ 327.00	Required
26--50	\$ 87.00	\$ 43.50	\$ 327.00	Required
51 -- 100	\$ 109.00	\$ 54.50	\$ 327.00	Required
101 -- 200	\$ 152.00	\$ 76.00	\$ 327.00	Required
201 -- 300	\$ 196.00	\$ 98.00	\$ 327.00	Required
301 -- 400	\$ 217.00	\$ 108.50	\$ 327.00	Required

COMMERCIAL BALLFIELD FEE

*Documentation Required AND Based on Availability

Time	*Fee	Additional Hours	Cleaning Deposit
1 Hour Min	\$ 75.00	\$ 75.00	N/A
3 Hours Max	\$ 225.00	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 NON-REFUNDABLE \$217.00 APPLICATION FEE WILL BE APPLIED TO ALL RESERVATIONS**

**City of Burbank Parks and Recreation Department
 FY 2024-2025 PARK FACILITY PERMIT FEE SCHEDULE
 2 HOUR RESERVATION PERIOD**

Updated: 7/5/2024

COMMERCIAL GROUP FACILITY RESERVATION

McCambridge Room # 1 AND #2 FEE

Group Size	Fee	Hourly Rate	Cleaning Deposit	Insurance
1-35	\$ 78.00	\$39.00	\$ 327.00	REQUIRED

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	\$ 220.00	\$ 110.00	\$ 327.00	REQUIRED

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

Group Size	Fee	Hourly Rate	Cleaning Deposit	Insurance
1-35	\$ 78.00	\$39.00	\$ 327.00	REQUIRED

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	\$ 110.00	\$ 55.00	\$ 327.00	REQUIRED

Mary Alvord Log Cabin FEE

Group Size	Fee	Hourly Rate	Cleaning Deposit	Insurance
1-35	\$ 110.00	\$ 55.00	\$ 327.00	REQUIRED

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	\$ 78.00	\$39.00	\$ 327.00	REQUIRED

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	\$ 110.00	\$ 55.00	\$ 327.00	REQUIRED

Case by Case basis

Larry Maxam Recreation Building FEE

Group Size	Fee	Hourly Rate	Cleaning Deposit	Insurance
1-35	\$ 110.00	\$ 55.00	\$ 327.00	REQUIRED

Case by Case basis

Robert Gross Park Recreation Building FEE

Group Size	Fee	Hourly Rate	Cleaning Deposit	Insurance
1-35	\$ 110.00	\$ 55.00	\$ 327.00	REQUIRED

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

A NON-REFUNDABLE \$217.00 APPLICATION FEE WILL BE APPLIED TO ALL RESERVATIONS