




Conejo Recreation & Park District

GENERAL MANAGER

Jim Friedl

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DATE: May 21, 2026
TO: Board of Directors
FROM: Jim Friedl, General Manager 
SUBJECT: Facility Rental Fees & Deposits and Photography & Filming Fees

RECOMMENDATION

The Board of Directors adopt Resolution 052126-A setting the Facility Rental Fees & Deposits and Photography & Filming Fees for the Conejo Recreation & Park District effective July 1, 2026.

BACKGROUND

Staff annually review the fees and deposits for facility rentals, as well as fees for filming permits, and make recommendations to the Board of Directors for any changes.

In 2023, the Board approved a five-year plan to transition Class I and Class II user groups from paying 25% and 50% of the Base Rate to 50% and 75% of the Base Rate, respectively. Class I will begin paying 45% and Class II will begin paying 70% on July 1, 2026, in accordance with this plan.

In 2025, the Board approved changes to Indoor Facility Rentals which adjusted hourly rental rates for rooms with similar maximum capacities and amenities to be equal across all facilities throughout the district. In addition, the room deposits and floor cleaning deposits were combined to simplify the process. Fees for on-site Groundskeepers and Park Rangers were increased by approximately 15%.

DISCUSSION

Due to the minimum wage increase effective January 1, 2026, staff recommend increasing the on-site staffing fees for Part-Time Recreation staff, including Lifeguards, from \$24.00 to \$25.00 per hour, for Pool Managers from \$27.50 to \$28.00 per hour, and for Groundskeepers from \$70.00 to \$73.00 per hour.

Staff recommend no changes to the hourly or daily Photography & Filming Fees. However, staff recommend increasing the hourly fee for on-site Park Rangers from \$85.00 to \$88.00.

No changes are recommended for the hourly rental fees for Athletic Fields & Courts other than the previously approved transition. However, it is recommended that a \$100 deposit (per allocation or permit; not per day) be implemented for futsal courts.

For indoor facility rentals, it is recommended that the hourly rental fees be increased for Large Activity Rooms by \$2.00 and for Multipurpose Rooms and Gymnasiums by \$4.00. The Conejo Creek South Community Room is recommended to increase from \$27.60 per hour to \$28.00 per hour.

ADMINISTRATIVE OFFICES

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Staff recommend increasing the rental fee for the Mobile Stage from \$92.80 per hour to \$96.00 per hour.

Pool Rental fees are recommended to increase from \$11.75 per lap lane to \$12.00 per lap lane. This modest increase will continue to help offset the rising cost of pool chemicals and equipment maintenance.

Picnic Area Rental Fees at Conejo Creek North

After consolidating fees for indoor facilities last year, staff set out to achieve a similar goal for picnic areas.

Based on maximum capacity, the hourly rental fees for the picnic pavilions at Conejo Creek North fall within $\pm 3\%$ of the approved indoor facility rental rates. It is recommended that these simply be adjusted to match.

Staff also recommend that the fees for Lakeside Sections A and B be increased by \$7.00 and \$9.00, respectively. This places them at a more appropriate distance from the Creekside Pavilion to prevent internal competition between the two sites.

Picnic Area Rental Fees at All Other Locations

Moving forward, picnic areas at Borchard, Conejo, Dos Vientos, and Thousand Oaks Community Parks will no longer be designated by letters and numbers such as “Area C” or “Area 1.” Instead, the larger shade structures will be referred to as pavilions and the smaller shade structures will be referred to as gazebos:

Previous Name:	Renamed To:
BOC: Picnic Area C	Borchard Pavilion
CCC: Picnic Area 1	Conejo Pavilion
DVC: Picnic Area 1	Dos Vientos Park Pavilion
DVC: Picnic Area 2	Dos Vientos Sports Pavilion
TOC: Picnic Area 1	Thousand Oaks Pavilion
BOC: Picnic Area P	Borchard Gazebo
CCC: Picnic Area 2	Conejo Gazebo
TOC: The Picnic Basket	Thousand Oaks Gazebo
Large Grassy Area	The Lawn at Lakeside

The rental fee for the Conejo Pavilion was previously based on a maximum capacity of 200 people. However, seating only exists for 144 people. Staff recommend reducing the capacity to 150 and in turn reducing the fee by \$7.20 per hour (17%) to account for this change. Recommended changes for all other pavilions as well as the gazebos result in less than a \$3.00 difference in the hourly rental fee.

It is recommended that Wisterias no longer be rented at a daily flat rate regardless of user group classification. Previously, a \$30.40 fee was charged for the full day for both in-district and out-of-district user groups (with no refundable deposit required). In 2025, these spaces were most often rented for just the 4-hour minimum; the proposed hourly rate of \$8.00 results in a 5% increase in fees in such cases. A \$50 refundable deposit would also be required.

After reviewing usage reports for 2025, it is recommended that “BOC: Picnic Area B” and “CCC: Picnic Area 3” no longer be reservable and return to a first come, first served basis. These spaces each accounted for only 1% of rentals last year and do not offer shade or access to a sink or electricity. Including these among our reservable facilities lowers the overall quality of the District’s paid offerings.

Picnic Area Deposits

It is recommended that refundable deposits be simplified based on facility rather than a variable amount depending on the anticipated number of attendees. As the facilities already have fixed capacities, a fixed deposit achieves the same result in simpler fashion:

<u>Conejo Creek North Park</u>	<u>All Other Locations</u>
Lakeside Pavilion..... \$200	Pavilions..... \$100
Creekside Pavilion..... \$100	Gazebos..... \$50
Willowbend Pavilion..... \$50	Wisterias \$50

STRATEGIC PLAN COMPLIANCE

Meets Strategic Plan Elements 1.6 — Annually evaluate program fees and facility rental charges, using market-based survey data and formulas, favoring regular annual adjustments over sporadic and sometimes significant adjustments; and 3.2.3 — Regularly evaluate whether the District is capturing adequate revenue through facilities and programs, and seek new and enhanced revenue-generating facilities, special events and programs and explore program pricing options.

Respectfully submitted by,



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Prepared by,



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