



DATE: March 3, 2025

TO: Mayor and Members of the City Council

VIA: Stefan Chatwin, City Manager
Marlene Subhashini, Assistant City Manager

FROM: Derek Schweigart, Parks and Recreation Director
Tiffany Oren, Recreation Manager

SUBJECT: PROPOSED CHANGES TO THE PARKS AND RECREATION
DEPARTMENT MASTER FEE AND SERVICE CHARGES SCHEDULE
FOR FY 2025- 2026

RECOMMENDATION

It is recommended that the City Council provide policy direction regarding proposed changes to the Master Fee and Service Charges Schedule (MFS) for the Parks and Recreation Department for Fiscal Year (FY) 2025-2026.

EXECUTIVE SUMMARY

Parks and Recreation fees and charges are essential for cost recovery within the Special Recreation Fund. The Department aims to maintain competitive fees for facilities, programs, and services while maximizing cost recovery for the City. The Parks and Recreation Department will develop a business operations plan for the new community center this year, including establishing program cost recovery targets and a policy going forward. The plan will help to inform the master fee schedule and pricing structure to be implemented next fiscal year and with the opening of the new facility.

The following fee changes are recommended for FY 2025-2026:

1. Fee Increases
 - Vibe Small Activity Room
 - Gull, Marlin, and Erckenbrack Park reservations
 - Sports field rentals, and field lights fee
 - Bocce court rental fee
 - Brewer Island Elementary School Gymnasium rental
 - Tennis Court and Pickleball Court Group rate
2. Reservation Modifications
 - Modified Vibe Teen Center facility reservation areas to expand rental options.
 - Beach Park Elementary added to the list of schools available for multi-purpose room (MPR) reservations per JUA.

- Clarified rental hours and spaces for Special Non-Profit Facility Rental Fees to exclude peak times and rooms.
- Replaced attendee-based rental tiers for Boothbay Park with flat rate.
- Added two Bocce courts available for reservation as part of the Recreation Center Rebuild Project

3. New Fees

- Building Attendant fee added for Vibe rentals with over 100 attendees.
- Non-resident group fee added for Brewer Island Gymnasium rentals.
- Non-resident group fee added for Bocce Court rentals.
- Non-resident group fee added for Pickleball Court group rates.
- Non-resident group fee added for Tennis Court group rates.
- Non-resident group fee added for Outdoor Volleyball Court rentals.
- Non-resident group fee added for Outdoor Basketball Court rentals.
- New Table Reservation add-on option for Bocce and Pickleball rentals.
- New option for Individual Pickleball Court Rentals.
- New fees for Foster City Tennis Club and Foster City Pickleball Club.
- New reservation fee for Bay Trail Use.

BACKGROUND/ANALYSIS

The Special Recreation Fund accounts for expenses and revenue in the following areas:

- Facility Operations (including rentals for facilities, parks, and sports fields)
- Adult Sports
- Youth Camps
- Adult Contract Classes
- Special Events (such as Summer Concerts and Fourth of July)
- Youth Contract Classes
- Advertising
- Seniors/Volunteers
- Teen Programs

Fees and charges play a vital role in the cost recovery of services within both the General Fund (Parks) and the Special Recreation Fund (Recreation). The Department regularly reviews programs to ensure they are self-supporting and adjusts fees in response to market conditions to remain competitive with neighboring cities.

For FY 2025-2026, the following changes to Parks and Recreation Fees are recommended:

Rentals and Reservations:

Modify Vibe Reservation Areas

- The Vibe Main Floor will no longer include the patio area. It will instead be offered as a separate add-on option. Currently, the patio is available as an add-on to the Small Activity Room, Study Room, and Kitchen. This change is expected to generate an additional \$3,706 in revenue. Based on past years, we anticipate that 48% of rental requests will include use of the patio.

Vibe Fee Updates

- **Small Activity Room:** A small fee increase is proposed to align with similar-sized rooms at the Community Center (Port, Sail). The projected additional revenue from this change is minimal, around \$160.
- **Building Attendant Fee:** An hourly fee is proposed for events with over 100 attendees, necessitating additional staff due to the setup, breakdown, and support required for larger events. As the Vibe now functions as the main recreation center desk on weekends, the additional staff will assist with customer service during larger parties. The projected additional revenue from this fee is \$5,880. Based on previous years' rental history, 70% of those that rented the Vibe Main Floor area were parties with over 100 people which would have necessitated an additional building attendant.

Current FY 24/25

Vibe Rental Areas	Day of the Week	Resident	Non-Resident
VIBE Main floor = dance floor, patio and adjacent carpeted area	Monday – Sunday	\$156/hr	\$208/hr.
Small Activity Room	Monday – Sunday	\$52/hr.	\$78/hr.
Study Room	Monday – Sunday	\$42/hr.	\$68/hr.
Kitchen		\$78 (flat fee)	\$78 (flat fee)
Patio (not available as separate rental, add on to above rentals only)		\$109 (flat fee)	\$109 (flat fee)
Administrative Fee		\$26 (flat fee)	\$26 (flat fee)
Custodial Fee	For groups of over 80	\$55 (flat fee)	\$55 (flat fee)

Proposed FY 25/26

Vibe Rental Areas	Day of the Week	Resident	Non-Resident
VIBE Main floor = dance floor and adjacent carpeted area	Monday – Sunday (5hr minimum rental Fri-Sun)	\$156/hr	\$208/hr.
**Small Activity Room	Monday – Sunday	\$55/hr.	\$82/hr.
Study Room	Monday – Sunday	\$42/hr.	\$68/hr.
Kitchen		\$78 (flat fee)	\$78 (flat fee)
Patio (not available as separate rental, add on to above rentals only)		\$109 (flat fee)	\$109 (flat fee)
Administrative Fee		\$26 (flat fee)	\$26 (flat fee)
Custodial Fee	For groups over 80	\$55 (flat fee)	\$55 (flat fee)
Additional Building Attendant	For groups over 100	\$30/hr	\$30/hr

Modify School Reservation Areas

- Beach Park Elementary School was added to the list of schools that offer their multi-purpose rooms (MPR) for rent.

Foster City School, Beach Park and Audubon Elementary School Rental Fees

Room	Day of the Week	FY 25/26 Resident	FY 25/26 Non-resident
School MPRs	Monday-Thursday	\$52	\$99
	Friday-Sunday	\$115	\$141

Foster City School, Beach Park and Audubon Elementary School Non-Profit Rental Fees

Room	Day of the Week	FY 25/26 Resident Non-Profit	FY 25/26 Non-resident Non-Profit
School MPRs	Monday-Thursday	\$32/hr.	\$37/hr.
	Friday-Sunday	\$47/hr.	\$68/hr.

Special Non-Profit Facility Fees

- Special Non-Profit Facility fees for approved Foster City and County-wide community groups were set at a lower rate due to their benefit to the community, but these rates have not traditionally extended to the department's higher revenue-generating rooms and peak weekend hours. This has not previously been formalized in the Master Fee Schedule, staff proposes adding for clarification. The special rates are available only on Monday-Thursday, and on Friday before 4pm. The Wind Room and Vibe Teen Center are excluded from Friday-Sunday as these days and times are in greater demand and have the greatest revenue and cost recovery potential for the City. These fees will be reevaluated with the business consultant when fees are reviewed for the new Community Center. No fee changes were made at this time.

Special Non-Profit Facility Rental Fees

Special Non-Profit Category	FY 25/26 Rate
County-Wide Community Group	\$21/hr
Foster City Based Non-Profit Community Group	\$11/hr
City Use or City-Affiliated Community Group	No charge
Above rates are for non-peak hours only Monday-Thursday and Friday before 4pm. The Wind Room and Vibe Teen Center are excluded Friday-Sunday.	

Brewer Island Gym Reservation Increase; Add Fee for Non-Residents

- Propose a \$10 per hour increase for residents, along with the introduction of a non-resident fee at 25% higher rates. Based on last fiscal year's usage, the potential additional revenue is as follows: \$810 for 81 hours from residents and \$28,500 for 750 hours from non-residents. The total potential additional revenue is \$29,310.

Brewer Island Gym	FY 24/25	FY 25/26 Resident Group	FY 25/26 Non-Resident Group
Gym	*\$100/hr.	*\$110/hr.	\$138/hr

Sports Field Reservations Rate Increase; Add Language on Tournament Fees

- A modest fee increase is proposed, effective January 1, 2026. Based on past usage of Tiers 2 and 3, we estimate an additional \$16,000 in revenue, with an additional \$1,623 from Tiers 5-8 usage. A small increase in field light fees is expected to generate an additional \$345. The total estimated increase in revenue is \$17,968. The proposed fee increases align with the City Council direction received on July 17, 2023, per Resolution 2023-81 finding that the proposed fees reflect the cost recovery of providing services. Proposed fee increases have been communicated to the sports field user groups.
- Although tournament fees are already covered in the current Field Allocation Guide agreement, they have been added to the updated chart in the MFS for clarity and as a reference.

Foster City Park Sports Fields Rental Rate FY 25/26

	Foster City Youth Based Programs (Tiers 2 & 3) *Youth Participant Player Fees \$10 per resident player \$45 non-resident player		Resident Rate and Foster City Based Non-profits and Businesses (Tier 4 & 5)		Community Fundraising events sponsored by Tiers 2 & 3; Foster City and Non-City, Non-Resident Youth and Adult Rate; Private Social Parties (Tier 5, 6, 7, 8)	
	Effective from 7/1/25- 12/31/25	*Effective beginning 1/1/26	Effective from 7/1/25- 12/31/25	Effective from 1/1/26- 6/30/26	Effective from 7/1/25- 12/31/25	Effective from 1/1/26- 6/30/26
Softball / Basebal	\$3/hour (Tier 2) \$5/hour (Tier 3a) \$7/hour (Tier 3b)	\$4/hour (Tier 2) \$6/hour (Tier 3a) \$8/hour (Tier 3b)	\$16/hour plus \$37/non-resident per season	\$20/hour plus \$40/non-resident per season	\$37/hour	\$40/hour
Soccer	\$3/hour (Tier 2) \$5/hour (Tier 3a) \$7/hour (Tier 3b)	\$4/hour (Tier 2) \$6/hour (Tier 3a) \$8/hour (Tier 3b)	\$21/hour plus \$37/non-resident per season	\$24/hour plus \$40/non-resident per season	\$37/hour	\$40/hour
Field Lights	\$32/hour	\$35/hour	\$37/hour	\$40/hour	\$37/hour	\$40/hour
**All sports camps, tournaments, and clinics that are conducted at City of Foster City managed athletic facilities/parks must be authorized by the Foster City Parks and Recreation Department. The requesting organization or instructor(s) must either be a Priority User Group or an approved contract instructor with the Foster City Parks and Recreation Department. Camps and clinics held by Priority User Group and/or their affiliates must pay the City of Foster City 20% of the participants' registration fees. For tournaments, the City of Foster City will receive 10% of proceeds from host organization.						

PRIORITY SCHEDULE (In accordance with Foster City Municipal Code Section 12.16.090):

Tier 1	City of Foster City sponsored activities. This may include all programs and activities offered/sponsored by the San Mateo-Foster City School District under the joint use agreement with the City of Foster City. Priority goes to schools within the district that are located within the city limits
Tier 2	Foster City based youth sports organizations with a recreation focus; Minimum 80% participants must be Foster City residents.
Tier 3a.	Foster City based youth organizations with a competitive focus; Minimum 75% participants must be Foster City residents.
Tier 3b	Foster City based youth organizations with a competitive focus; Minimum 51% participants must be Foster City residents.
Tier 4	Foster City residents (includes resident adult groups).
Tier 5	Foster City based non-profit organizations/businesses.
Tier 6	Non-city non-profit residents, clubs or organizations.
Tier 7	Community Fundraising events sponsored by groups in Tiers 2 & 3.
Tier 8	Private Social Parties.

Bocce Court Rental Fees Increase; Non-Resident Fees Added; Two Courts Added

- Staff propose increasing the resident rate by \$2 per hour and introducing a \$35 rate for non-residents. Based on last fiscal year's usage, this change is expected to generate an additional \$40 from residents and \$180 from non-residents, totaling \$220 in increased revenue. With the addition of two new courts, we anticipate an additional \$630 in revenue, bringing the total projected increase to \$850.
- An option for add-on table reservations has been introduced, and anticipated revenue is a minimal \$0-\$100.

Foster City Bocce Court Rental Rates

Resident and **Non-Resident** Group Rates

	FY 24/25	FY 25/26 Resident Group	FY 25/26 ^Non-Resident Group
Court 1	\$26/hr.	\$28/hr	\$35/hr
Court 2	\$26/hr.	\$28/hr	\$35/hr
*Court 3	N/A	\$28/hr	\$35/hr
Court 4	N/A	\$28/hr	\$35/hr
**Table Reservation Add on amenity available with Bocce reservation only	N/A	\$30 flat rate	\$38 flat rate

Tennis Court Group Rental Fee Increase; Add Non-Resident Fees

- Staff propose a \$2 per hour increase in the tennis court rental fee, along with the introduction of non-resident fees. Based on past rental history, the fee increase could generate an additional \$93 in revenue from residents. While non-resident demand has been minimal, the non-resident fee is being introduced to accommodate potential future requests.

- **Foster City Tennis Court Group Rental Rates**

- Resident and **Non-Resident** Group Rates

	FY 24/25	FY 25/26 Resident	FY 25/26 ^Non Resident
Edgewater Court #1	\$26/hr.	*\$28/hr.	\$35/hr
Edgewater Court #3	\$26/hr.	*\$28/hr.	\$35/hr
Edgewater Court #4	\$26/hr.	*\$28/hr.	\$35/hr
Edgewater Court #5	\$26/hr.	*\$28/hr.	\$35/hr
Boothbay Court #1	\$26/hr.	*\$28/hr.	\$35/hr
Boothbay Court #2	\$26/hr.	*\$28/hr.	\$35/hr

Foster City Tennis Club / Foster City Pickleball Club Fees

- While resident and non-resident fees for club members are not new, this will be the first time the fees will be formalized in the Master Fee Schedule. Based on past membership numbers, member fees could generate an additional \$15,545 in revenue. The Pickleball Club non-resident rate is set at lower rate at this time, as it is a brand-new club and they have been granted a grace period to fully establish themselves within the community and build up their membership. Staff propose a nominal hourly court rental fee for the club reservations. To encourage responsible reservations and optimize court availability, a nominal court usage fee could be introduced to discourage Pickleball and Tennis Clubs from reserving courts without using them. If they do use them, a nominal court usage fee could be introduced as a way to encourage responsible reservations and better manage court availability. The court fees are projected to bring in approximately \$7,000 from FCTC and \$3,000 from FCPC, based on historical usage. In total, these proposed fees are expected to generate an estimated \$25,545 in revenue.

Club Fees Starting January 2026	Res.	Non. Res.	Court Use Fee
Foster City Tennis Club	\$10	\$50	\$5/hr per court
Foster City Pickleball Club	\$10	\$25	\$5/hr per court

Pickleball Court Group Rate Rental Fee Increase; Non-Resident Fees Added

- Staff propose increasing the pickleball court rental fee by \$2/hr and introducing non-resident fees. This will potentially bring in an additional \$3,564 in revenue based on current demand.

Pickleball Court Group Rates	FY 24/25	FY 25/26 Resident	FY 25/26 Non- Resident
Leo Ryan Pickleball Court #1	\$26/hr.	\$28/hr.	\$35/hr.
Leo Ryan Pickleball Court #2	\$26/hr.	\$28/hr.	\$35/hr.
Leo Ryan Pickleball Court #3	\$26/hr.	\$28/hr.	\$35/hr.
Leo Ryan Pickleball Court #4	\$26/hr.	\$28/hr.	\$35/hr.
Leo Ryan Pickleball Court #5	\$26/hr.	\$28/hr.	\$35/hr.
Leo Ryan Pickleball Court #6	\$26/hr.	\$28/hr.	\$35/hr.

Pickleball Individual Court Rentals (NEW)

- Staff propose introducing an option for individuals to rent three of the six pickleball courts at Leo J. Ryan Park. In FY 23/24, residents reserved Courts 4, 5, and 6 for a total of 4,800 hours. Based on this usage, we anticipate that 75% of residents will continue to book a similar number of hours, generating approximately \$14,400 in revenue. The remaining hours are expected to be reserved by non-residents, contributing an estimated \$9,600 in revenue, for a total projected revenue of \$24,000. Currently, no other cities on the Peninsula offer individual court reservations, except Palo Alto, which charges residents \$5–\$10 per hour and non-residents \$7–\$20 per hour. Residents will continue to be given priority access.

Pickleball Courts- Individual Rates

Individual Resident and Non-Resident Use.

No group use and/or instructional use. Residents can reserve 2 weeks in advance, non-residents 1 week in advance

	FY 24/25	FY 25/26 Resident	FY 25/26 Non- Resident
Leo Ryan Pickleball Court #4	N/A	\$4/hr.	\$8/ hr.
Leo Ryan Pickleball Court #5	N/A	\$4/hr.	\$8/ hr.
Leo Ryan Pickleball Court #6	N/A	\$4/hr.	\$8/ hr.

Pickleball Courts #1-3 are reserved for Open Play use.

Households are limited to no more than 3 reservations per week (2 for non-residents). Maximum length of rental is 1 hour

Outdoor Volleyball Court Rental: Non-Resident Fees Added

- Staff propose adding non-resident fees. Although demand has been minimal, the non-resident fee is being introduced to accommodate potential future requests. No increase to resident rates is recommended due to low demand. Revenue is expected to be minimal.

Foster City Outdoor Volleyball Court Rental Rates

*Resident Groups/Organizations Only.
No private rentals.*

	FY 2025-26 Resident	FY 2025-26 Non-Resident*
Sand Court at Catamaran Park	\$26/hr.	\$32/hr.
Sand Court at Boothbay Park	\$26/hr.	\$32/hr.

Outdoor Basketball Court Rental: Non-Resident Fees Added

- Staff propose adding non-resident fees. Although demand has been minimal, the non-resident fee is being introduced to accommodate potential future requests. No increase to resident rates is recommended due to low demand. Revenue is expected to be minimal.

Foster City Outdoor Basketball Court Rental Rates

*Resident Groups/Organizations Only.
No private rentals.*

	FY 2025-26 Resident	FY 2025-26 Non Resident
Boothbay Park	\$26/hr.	\$32/hr.
Catamaran Park	\$26/hr.	\$32/hr.
Edgewater Park	\$26/hr.	\$32/hr.
Ketch Park	\$26/hr.	\$32/hr.
Leo J. Ryan Park	\$26/hr.	\$32/hr.
Shad Park	\$26/hr.	\$32/hr.
Sunfish Park	\$26/hr.	\$32/hr.
Turnstone Park	\$26/hr.	\$32/hr.

Park Reservation Rate Adjustments

Increase Gull, Marlin and Erckenbrack Park reservation rates by 5%

- Park rental rates were last increased by 5% in FY 24/25. Staff propose a \$3 rate increase for Gull, Marlin, and Erckenbrack Parks. The average hourly rate for similar parks in comparable cities, including San Mateo, Redwood City, and Redwood Shores, is \$92. These parks typically feature 4-5 tables with varying amenities such as grills. Our proposed rates are slightly lower due to fewer amenities. Based on current usage, the projected additional revenue is \$564.

Park	FY 24/25 Resident	FY 24/25 Non-Resident	FY 25/26 Resident	FY 25/26 Non-Resident
Gull, Marlin, Erckenbrack	\$82	\$103	\$85	\$106

Modify Boothbay Reservation Rates / Add Hourly Staff Fee for Parties of Over 100

- Staff recommend eliminating the current tiered pricing based on attendance size for Boothbay and transitioning to a flat rate. This change reflects the fact that, regardless of party size, renters have access to the entire reservable space. The potential additional revenue based on current rentals is estimated at \$5,445.

Park	FY 24/25 Resident	FY 24/25 Non-Resident	FY 25/26 Resident	FY 25/26 Non-Resident
Boothbay	25-50 people \$137	\$172	\$246 Capacity 150 people	\$308 Capacity 150 people
	51-100 people \$191	\$239		
	101-150 people \$246	\$308		

Fee for Bay Trail Use (NEW)

- When groups, such as the school district, utilize the Bay Trail for events like cross-country races, they are currently charged park permit fees for Shorebird and Bridgeview parks. This fee structure will be formalized in the MFS. Groups exceeding 50 participants, as well as non-resident groups, will still need to go through the IDEC process and be subject to special event permit fees. The projected revenue from this change is minimal.

Park	FY 24/25 Resident	FY 24/25 Non-Resident	FY 25/26 Resident	FY 25/26 Non-Resident
Bay Trail Use*	NA	NA	\$88 Capacity 50 people	NA Resident use only

FISCAL IMPACT

Proposed adjustments to the Parks and Recreation fees are expected to generate an annual revenue increase of approximately \$117,085. While a rise in fee collection is anticipated, the actual revenue growth will depend on the utilization of the identified services.

CITY COUNCIL VALUE/PRIORITY AREAS

This item aligns with the City Council's *Public Safety and Social Equity* and *Staff Empowerment and Operational Excellence* priority areas. Updating Park and Facility Rental Procedures promotes staff efficiency and establishing fair market value rates ensures amenities are accessible to the entire community.

ATTACHMENTS

Attachment 1 - Proposed Fee Schedule

Foster City Facility Fees**COMMUNITY CENTER RENTAL FEES FY 24/25**

Room	Day of the Week	Resident	Non-Resident
Port, Starboard, Sail, Conf	Monday -Thursday	\$55/hr.	\$82/hr.
	Friday - Sunday	\$94/hr.	\$109/hr.
Wind	Monday – Thursday	\$82/hr.	\$109/hr.
	Friday – Saturday	\$137/hr. (5 hr. min.)	\$197/hr. (5 hr. min.)
Custodial Fee	For groups of over 80	\$55 (flat fee)	\$55 (flat fee)
Administrative Fee		\$26 (flat fee)	\$26 (flat fee)
Patio (with Wind Room)		\$109 (flat fee)	\$109 (flat fee)

- Deposit for Wind Room is \$350. Deposit for all other rooms is \$200.
- Proof of insurance will be required for all parties or if serving alcohol.
- First change to a facility rental is free. For additional changes (location and date), Renter will incur a \$10 charge per change.

COMMUNITY CENTER RENTAL FEES FY 25/26

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Port, Starboard, Sail, Conf	Monday -Thursday	\$55/hr.	\$82/hr.
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Patio (with Wind Room)		\$109 (flat fee)	\$109 (flat fee)

- Deposit for Wind Room is \$350. Deposit for all other rooms is \$200.
- Proof of insurance will be required for all parties or if serving alcohol.
- First change to a facility rental is free. For additional changes (location and date), Renter will incur a \$10 charge per change.

MODULAR UNIT RENTAL FEES FY 24/25

Unit Size	Day of the Week	Resident	Non-Resident
48'x40 Modular Unit	Monday – Thursday	\$60/hr.	\$92/hr.
	Friday – Sunday	\$107/hr.	\$125/hr.
Custodial Fee	For groups of over 80	\$55 (flat fee)	\$55 (flat fee)
24'x40 Modular Unit	Monday – Thursday	\$50/hr.	\$77/hr.
	Friday – Sunday	\$89/hr.	\$104/hr.

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Unit Size	Day of the Week	Resident	Non-Resident
48'x40 Modular Unit	Monday – Thursday	\$60/hr.	\$92/hr.
	Friday – Sunday	\$107/hr.	\$125/hr.
Custodial Fee	For groups of over 80	\$55 (flat fee)	\$55 (flat fee)
24'x40 Modular Unit	Monday – Thursday	\$50/hr.	\$77/hr.
	Friday – Sunday	\$89/hr.	\$104/hr.

Non-Profit Organization Fee Structure FY 24/25

To be eligible for this rate structure, groups must present the Parks and Recreation Department with their letter of non-profit status 501(c)(3). Deposit fees still apply.

Room	Day of the Week	Non-Profit Rate
Port, Starboard, Sail, Conf	Monday – Thursday	\$37/hr.
	Friday – Sunday	\$52/hr.
Wind	Monday - Thursday	\$58/hr.
	Friday - Sunday	\$89/hr.
Administrative Fee		\$26 (flat fee)
Custodial Fee	For groups over 80	\$55 (flat fee)

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Administrative Fee		\$26 (flat fee)
Custodial Fee	For groups over 80	\$55 (flat fee)

THE VIBE TEEN CENTER FY 24/25 RENTAL FEES

Vibe Rental Areas	Day of the Week	Resident	Non-Resident
VIBE Main floor = dance floor, patio and adjacent carpeted area	Monday – Sunday	\$156/hr	\$208/hr.
Small Activity Room	Monday – Sunday	\$52/hr.	\$78/hr.
Study Room	Monday – Sunday	\$42/hr.	\$68/hr.
Kitchen		\$78 (flat fee)	\$78 (flat fee)
Patio (not available as separate rental, add on to above rentals only)		\$109 (flat fee)	\$109 (flat fee)
Administrative Fee		\$26 (flat fee)	\$26 (flat fee)
Custodial Fee	For groups of over 80	\$55 (flat fee)	\$55 (flat fee)

- Deposit for VIBE Main floor is \$500.00. Deposit for all other rooms is \$200.
- Proof of insurance will be required for all parties or if serving alcohol.
- First change to a facility rental is free. For additional changes (location and date), Renter will incur a \$10 charge per change.

THE VIBE TEEN CENTER FY 25/26 RENTAL FEES

Vibe Rental Areas	Day of the Week	Resident	Non-Resident
*VIBE Main floor = dance floor and adjacent carpeted area. Pool table, TV's and video game amenities included.	Monday – Sunday ^(5hr minimum rental Fri-Sun)	\$156/hr	\$208/hr.
**Small Activity Room	Monday – Sunday	\$55/hr.	\$82/hr.
Study Room	Monday – Sunday	\$42/hr.	\$68/hr.
Kitchen		\$78 (flat fee)	\$78 (flat fee)
Patio (not available as separate rental, add on to above rentals only)		\$109 (flat fee)	\$109 (flat fee)
Administrative Fee		\$26 (flat fee)	\$26 (flat fee)
Custodial Fee	For groups over 80	\$55 (flat fee)	\$55 (flat fee)
***Additional Building Attendant	For groups over 100	\$30/hr	\$30/hr

- Deposit for VIBE Main floor is \$500.00. Deposit for all other rooms is \$200.
- Proof of insurance will be required for all parties or if serving alcohol.
- First change to a facility rental is free. For additional changes (location and date), Renter will incur a \$10 charge per change.

Staff Notes:

*Removed patio from Vibe Main rental area.

**Increased fees slightly for Small Activity Room so they are consistent with similar size rooms at the Community Center (Port, Sail)

***Adding fee for additional staff person due to setup/breakdown/support required for large parties. The Vibe now functions as the main recreation center desk on the weekends. Due to the additional time required for large parties, another staff person is necessary to serve walk-in customers.

^(5hr minimum rental Fri-Sun) similar to Wind room minimum rental hours

FOSTER CITY FACILITY RENTALS- MATERIAL BASED FEES

Material Fees FY 24/25	
Air Pots	\$11 for 3
Coffee Maker	\$11
Portable Stage	\$11 each piece (3 pieces = full stage)
Podium or podium w/ mic	\$11
Small TV (42")	\$20
Large Screen TV ((75")	\$50
Microphone (wired or wireless)	\$11 per mic
Portable Projector Screen	\$11
Stanchions	\$15 for 2 includes topper
Social Media Op Frame	\$11

Material Fees FY 25/26	
Air Pots	\$11 for 3
Coffee Maker	\$11
Portable Stage	\$11 each piece (3 pieces = full stage)
Podium or podium w/ mic	\$11
Small TV (42")	\$20
Large Screen TV ((75")	\$50
Microphone (wired or wireless)	\$11 per mic
Portable Projector Screen	\$11
Stanchions	\$15 for 2 includes topper
Social Media Op Frame	\$11

Community Center Material Fees FY 24/25	
BBQ Grill	\$21
Patio Heater	\$20 each
Patio Umbrella	\$16 each
Portable Bar	\$40
Wind Room Projector & Screen (co/av)	\$20

Community Center Material Fees FY 25/26	
BBQ Grill	\$21
Patio Heater	\$20 each
Patio Umbrella	\$16 each
Portable Bar	\$40
Wind Room Projector & Screen (co/av)	\$20

The Vibe Material Fees FY 24/25	
BBQ Grill	\$16
Cover for Pool Table	\$11 each
Popcorn Machine	\$60

The Vibe Material Fees FY 25/26	
BBQ Grill	\$16
Cover for Pool Table	\$11 each
Popcorn Machine	\$60

Outdoor Event Material Fees FY 24/25	
A-Frames	\$11 for 2
Barricades	\$10 each
Cord Covers	\$15 each
Spider Box	\$55
Traffic Cones	\$2 per cone

Outdoor Event Material Fees FY 25/26	
A-Frames	\$11 for 2
Barricades	\$10 each
Cord Covers	\$15 each
Spider Box	\$55
Traffic Cones	\$2 per cone

Foster City School and Audubon Elementary School - Rental Fees

Room	Day of the Week	FY 24/25 Resident	FY 24/25 Non-resident
School MPRs	Monday-Thursday	\$52	\$99
	Friday-Sunday	\$115	\$141

- Proof of insurance will be required for all parties or if serving alcohol.

Foster City School, *Beach Park and Audubon Elementary School - Rental Fees

Room	Day of the Week	FY 25/26 Resident	FY 25/26 Non-resident
School MPRs	Monday-Thursday	\$52	\$99
	Friday-Sunday	\$115	\$141

- Proof of insurance will be required for all parties or if serving alcohol.

Foster City School, and Audubon Elementary School - Rental Fees Non-Profit

Room	Day of the Week	FY 24/25 Resident Non-Profit	FY 24/25 Non-resident Non-Profit
School MPRs	Monday-Thursday	\$32/hr.	\$37/hr.
	Friday-Sunday	\$47/hr.	\$68/hr.

Foster City School, *Beach Park and Audubon Elementary School - Rental Fees Non-Profit

Room	Day of the Week	FY 25/26 Resident Non-Profit	FY 25/26 Non-resident Non-Profit
School MPRs	Monday-Thursday	\$32/hr.	\$37/hr.
	Friday-Sunday	\$47/hr.	\$68/hr.

- Deposit for School MPR Rooms is \$200
- To be eligible for the non-profit rate structure, groups must present the Parks and Recreation Department with their letter of non-profit status 501(c)(3)
- To be eligible for the **resident** non-profit rate, a roster must be presented showing at least 51% of the group to be Foster City residents in addition to the non-profit letter
- Deposit still applies
- Proof of insurance will be required for all parties or if serving alcohol.

Staff Notes:

* No fee changes. Added Beach Park Elementary.

Special Non-Profit Facility Rental Fees – Non-Profit

Special Non-Profit Category	FY 24/25 Rate
County-Wide Community Group	\$21/hr
Foster City Based Non-Profit Community Group	\$11/hr
City Use or City Affiliated Community Group	No charge

Special Non-Profit Category	FY 25/26 Rate
County-Wide Community Group	\$21/hr
Foster City Based Non-Profit Community Group	\$11/hr
City Use or City Affiliated Community Group	No charge
*Above rates are for non-peak hours (only Monday-Thursday and Friday before 4pm). The Wind Room is excluded from Friday-Sunday. The Vibe Main Floor is only available at the regular rate.	

Staff Notes:

* Added language clarifying rental hours/spaces to exclude peak times and rooms.

Brewer Island Elementary School Gymnasium

Resident and Non-Resident Rates

	FY 24/25	FY 25/26 Resident Group	^FY 25/26 Non-Resident Group
Gym	*\$100/hr.	*\$110/hr.	\$138/hr
Liability Insurance*	\$1,000,000 coverage	\$1,000,000 coverage	\$1,000,000 coverage

*Coverage required for any and all use of the gymnasium

Staff Notes:

*Increase to resident rental rate.

^Added non-resident group rate

Foster City Park Rental Rates

Park	FY 24/25 Resident	FY 24/25 Non-Resident	FY 25/26 Resident	FY 25/26 Non-Resident
Gull, Marlin, Erckenbrack	\$82 Capacity 50 people	\$103	*\$85 Capacity 50 people	\$106
Boothbay	25-50 people \$137	\$172	**\$246 Capacity 150 people	\$308
	51-100 people \$191	\$239		
	101-150 people \$246	\$308		
Leo Ryan Patio Area	\$82 Capacity 50 people	\$239	\$82 Capacity 50 people	\$239
Leo Ryan Amphitheater	1-100 people = \$164 flat fee	\$205	1-100 people = \$164 flat fee	\$205
Four (4) hour maximum rental time	101-150 = \$273 flat fee	\$342	101-150 = \$273 flat fee	\$342
Leo Ryan Gazebo Two (2) hour maximum rental time	\$44 Capacity 25 people	\$55	\$44 Capacity 25 people	\$55
Leo Ryan Grass West	\$44 Capacity 25 people	\$55	\$44 Capacity 25 people	\$55
Bridgeview and Shorebird Park	\$44 Capacity 30 people	\$55	\$44 Capacity 30 people	\$55
Catamaran, Farragut, Edgewater Park	\$71 Capacity 30 people	\$89	\$71 Capacity 30 people	\$89
	N/A	N/A	Capacity 50 people	available to resident groups only
Food truck fee	\$82 per park per truck	\$82 per park per truck	\$82 per park per truck	\$82 per park per truck

^The City does not grant exclusive use of the Bay Trail to any group. IDEC permit fees apply to groups exceeding 50 participants, and additional park permits may be required depending on the nature of the activity.

Reservation Rules

- Inflatable jump house -\$32 administrative fee.
- First change to a facility and park rental is free. For additional changes (location and date), Renter will incur a \$10 charge per change.
- Proof of insurance will be required if serving alcohol.
- Rain Out Policy: Full refunds will be issued if it rains during a scheduled rental and makes the reserved area unusable. Park user must contact Parks and Recreation Department staff within the week following the date of the permit. Requests to cancel a permit due to the forecast of bad weather will not be granted without a \$26 cancellation fee.
- If you are expecting at least 50 people at your event, it may require a Special Event Application, regardless of whether it is open to the public. If it requires three or more permits, it is considered to have a high impact for review as it must be reviewed by multiple departments in the City's Interdepartmental Evaluation Committee (IDEC).
- Damage reimbursement agreement.

Park Cancellation Fees

- All Park renters shall receive a full refund of Park Rental Fees minus current administrative fee if cancellation occurs more than 14 business days in advance. Cancelling between 13 to 3 business days in advance will result in a 50% refund of the Park Rental Fees minus current administrative fee. If a park rental cancellation occurs less than 2 business days prior to reservation date, the Park Cancellation Fee shall be the entire cost of the park rental and no refund shall be given.

Staff Notes:

*Slight increase in rental fee = to average rate of similar parks in neighboring cities including San Mateo, Redwood City, and Redwood Shores (parks with 4-5 tables w/ varying amenities such as grills, etc) Average = \$92. We are charging slightly less due to fewer amenities.

** Removing the 3-tiered system based on attendance since regardless of party size, renters still receive the entire reservable space.

Foster City Park Sports Fields Rental Rate FY 25/26

	Foster City Youth Based Programs (Tiers 2 & 3) *Youth Participant Player Fees \$10 per resident player \$45 non-resident player		Resident Rate and Foster City Based Non-profits and Businesses (Tier 4 & 5)		Community Fundraising events sponsored by Tiers 2 & 3; Foster City and Non-City, Non-Resident Youth and Adult Rate; Private Social Parties (Tier 5, 6, 7, 8)	
	Effective from 7/1/25-12/31/25	*Effective beginning 1/1/26	Effective from 7/1/25-12/31/25	Effective from 1/1/26-6/30/26	Effective from 7/1/25-12/31/25	Effective from 1/1/26-6/30/26
Softball/ Baseball	\$3/hour (Tier 2) \$5/hour (Tier 3a) \$7/hour (Tier 3b)	\$4/hour (Tier 2) \$6/hour (Tier 3a) \$8/hour (Tier 3b)	\$16/hour plus \$37/non-resident per season	\$20/hour plus \$40/non-resident per season	\$37/hour	\$40/hour
Soccer	\$3/hour (Tier 2) \$5/hour (Tier 3a) \$7/hour (Tier 3b)	\$4/hour (Tier 2) \$6/hour (Tier 3a) \$8/hour (Tier 3b)	\$21/hour plus \$37/non-resident per season	\$24/hour plus \$40/non-resident per season	\$37/hour	\$40/hour
Field Lights	\$32/hour	\$35/hour	\$37/hour	\$40/hour	\$37/hour	\$40/hour
** All sports camps, tournaments, and clinics that are conducted at City of Foster City managed athletic facilities/parks must be authorized by the Foster City Parks and Recreation Department. The requesting organization or instructor(s) must either be a Priority User Group or an approved contract instructor with the Foster City Parks and Recreation Department. Camps and clinics held by Priority User Group and/or their affiliates must pay the City of Foster City 20% of the participants' registration fees. For tournaments, the City of Foster City will receive 10% of proceeds from host organization.						

Staff Notes:

*Slight increase in fees starting 1/1/26

** Added language from the Field Allocation Guide

PRIORITY SCHEDULE (In accordance with Foster City Municipal Code Section 12.16.090):

Tier 1	City of Foster City sponsored activities. This may include all programs and activities offered/sponsored by the San Mateo-Foster City School District under the joint use agreement with the City of Foster City. Priority goes to schools within the district that are located within the city limits
Tier 2	Foster City based youth sports organizations with a recreation focus; Minimum 80% participants must be Foster City residents.
Tier 3a.	Foster City based youth organizations with a competitive focus; Minimum 75% participants must be Foster City residents.
Tier 3b	Foster City based youth organizations with a competitive focus; Minimum 51% participants must be Foster City residents.
Tier 4	Foster City residents (includes resident adult groups).
Tier 5	Foster City based non-profit organizations/businesses.
Tier 6	Non-city non-profit residents, clubs or organizations.
Tier 7	Community Fundraising events sponsored by groups in Tiers 2 & 3.
Tier 8	Private Social Parties.

Foster City Gym/Court Reservation Rates FY 25/26

Foster City Bocce Court Rental Rates FY 25/26

Resident and Non-Resident Group Rates
Proof of insurance (required if serving alcohol)

	FY 24/25	FY 25/26 Resident Group***	FY 25/26 ^Non-Resident Group
Court 1	\$26/hr.	\$28/hr	\$35/hr
Court 2	\$26/hr.	\$28/hr	\$35/hr
*Court 3	N/A	\$28/hr	\$35/hr
Court 4	N/A	\$28/hr	\$35/hr
**Table Reservation Add on amenity available with Bocce or Pickleball reservation only	N/A	\$30 flat rate	\$38 flat rate

Staff Notes:

*Added 2 additional bocce courts for reservations

**Added fee for Table Reservation

*** Increase to resident rate

^Added non-resident rate

Tennis Court Group Rates

Resident Groups/Organizations Only. No private rentals.

	FY 24/25	FY 25/26 Resident	FY 25/26 ^Non Resident
Edgewater Court #1	\$26/hr.	*\$28/hr.	\$35/hr
Edgewater Court #3	\$26/hr.	*\$28/hr.	\$35/hr
Edgewater Court #4	\$26/hr.	*\$28/hr.	\$35/hr
Edgewater Court #5	\$26/hr.	*\$28/hr.	\$35/hr
Boothbay Court #1	\$26/hr.	*\$28/hr.	\$35/hr
Boothbay Court #2	\$26/hr.	*\$28/hr.	\$35/hr

Staff Notes:

*Increase in resident rate

^Added non-resident group fee

Tennis Club Membership Fees- NEW

Club Fees (Effective January 2026)	Resident	Non-Resident	Court Fee
Foster City Tennis Club	\$10 per Resident	\$50 per Non-Resident	\$5/hr per court*

Staff Notes:

While resident/non-resident fees are not new to the club members, this will be the first time they'll be listed in the Master Fee Schedule.

* The hourly court usage fee is new.

Pickleball Courts-Group Rates

*Resident and Non-Resident
Groups/Organizations Only
No private rentals.*

	FY 24/25	FY 25/26 Resident*	FY 25/26 Non-Resident**
Leo Ryan Pickleball Court #1	\$26/hr.	\$28/hr.	\$35/hr.
Leo Ryan Pickleball Court #2	\$26/hr.	\$28/hr.	\$35/hr.
Leo Ryan Pickleball Court #3	\$26/hr.	\$28/hr.	\$35/hr.
Leo Ryan Pickleball Court #4	\$26/hr.	\$28/hr.	\$35/hr.
Leo Ryan Pickleball Court #5	\$26/hr.	\$28/hr.	\$35/hr.
Leo Ryan Pickleball Court #6	\$26/hr.	\$28/hr.	\$35/hr.

Staff Notes:

*Increase to resident rate

** Added non-resident rental rate

Pickleball Courts- Individual Rates

Individual Resident and Non-Resident Use.

No group use and/or instructional use. Residents can reserve 3 weeks advance, non-residents 1 week

	FY 24/25	FY 25/26 Resident*	FY 25/26 Non-Resident**
Leo Ryan Pickleball Court #4	\$0	\$4/hr.	\$8/ hr.
Leo Ryan Pickleball Court #5	\$0	\$4/hr.	\$8/ hr.
Leo Ryan Pickleball Court #6	\$0	\$4/hr.	\$8/ hr.

Pickleball Courts #1-3 are reserved for Open Play use.

Households are limited to no more than 3 reservations per week (2 for non-residents). Maximum length of rental is 1 hour.

Staff Notes:

*Added a nominal rental fee for residents

** Added a non-resident rental fee

Pickleball Club Membership Fees- NEW

Club Fees (Effective January 2026)	Resident	Non-Resident	Court Fee
Foster City Pickleball Club	\$10 per Resident	\$25 per Non-Resident	\$5/hr per court*

Staff Notes:

While resident/non-resident fees are not new to the club members, this will be the first time they'll be listed in the Master Fee Schedule.

* The hourly court usage fee is new.

Foster City Outdoor Volleyball Court Rental Rates

Resident Groups/Organizations Only.

No private rentals.

	FY 2025-26 Resident	FY 2025-26 Non Resident*
Sand Court at Catamaran Park	\$26/hr.	\$32/hr.
Sand Court at Boothbay Park	\$26/hr.	\$32/hr.

Staff Notes:

*Added non-resident rental rate

Foster City Outdoor Basketball Court Rental Rates

Resident Groups/Organizations Only.

No private rentals.

	FY 2025-26 Resident	FY 2025-26 Non Resident
Boothbay Park	\$26/hr.	\$32/hr.
Catamaran Park	\$26/hr.	\$32/hr.
Edgewater Park	\$26/hr.	\$32/hr.
Ketch Park	\$26/hr.	\$32/hr.
Leo J. Ryan Park	\$26/hr.	\$32/hr.
Shad Park	\$26/hr.	\$32/hr.
Sunfish Park	\$26/hr.	\$32/hr.
Turnstone Park	\$26/hr.	\$32/hr.

Staff Notes:

*Added non-resident rental rate

Citywide Special Event Fees

The goal of Special Event Fees is full cost recovery of events, while encouraging and supporting events that help promote a sense of community, enrich Foster City's culture and support the City's philosophy of inclusiveness and other values, by helping organizers A) lower costs and B) eliminate process burden and bureaucracy, where possible, without adding risks/unintended consequences.

FEE TITLE	FY 2024-25
Application Fee - Low Impact Events	\$1,061
Application Fee - Recurring High Impact Events (See Definition)	\$2,089
Application Fee - Nonrecurring High Impact Events (See Definition)	\$3,482
High Impact Recreation Center Day Fee	\$2,152
Street Closure Approval Fee	\$1,201
Boulevard Closure by City Staff	\$23,830
Special Events Open to the General Public without an entrance cost - Discount for Organizers Not Based in Foster City	50% off Non-Permit fees up to \$10,000 cap
Special Events Open to the General Public without an entrance cost - Discount for Organizers Not Based in Foster City	25% off Non-Permit fees
	up to \$5,000 cap

FEE TITLE	FY 2025-26
Application Fee - Low Impact Events	\$1,061
Application Fee - Recurring High Impact Events (See Definition)	\$2,089
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Special Events Open to the General Public without an entrance cost - Discount for Organizers Not Based in Foster City	25% off Non-Permit fees
	up to \$5,000 cap

DEFINITIONS

- Recurring Event - For the purpose of this fee, a "Recurring Event" is an event that has been held in Leo Ryan Park for at least the previous three (3) years without incident and has an anticipated attendance of under 3,000 people.
- Foster City Based Organizer - For the purpose of this discount, a "Foster City Based Organizer" maintains a physical presence (e.g., an office) in Foster City and its membership is at least 51% Foster-City based.

A special event is often referred to as an outdoor function with over 50 people in attendance. Once the application is reviewed by City Staff, it will be forwarded to IDEC for further review if applicable. Per City Council direction, non-city co-sponsored special events are to be cost recovery.

**IDEC stands for Interdepartmental Evaluation Committee*