



**CITY OF CERRITOS  
CITY FACILITY USE AND RENTAL POLICY**

Current Version Adoption Date: 10/27/2025 (v.3, Resolution 2025-29)  
Prior Version Adoption Date: 01/26/2023 (v.2, City Council minute motion, Item 9B)  
Original Policy Adoption Date: 04/28/2022 (v.1, Resolution 2022-20\*)

*\*Prior versions adopted via City Council minute motion as follows: 08/05/1992, Item 13A; and 11/29/1994, Item 12A.*

**7.08.010 PURPOSE**

This Policy applies to all members of the general public and establishes guidelines for the use and rental of the following City facilities:

- A. Cerritos Senior Center;
- B. Community Centers; and
- C. Recreation Facilities.

**7.08.020 POLICY DIRECTIVES**

The City Council-approved Facility User Group Classifications and Reservation Fees are contained within the Exhibits for Attachment 1 - Master Facility User Group Classifications and User Fee Schedule.

**APPROVAL OF POLICY**

This policy was originally approved by City Council Resolution No. 2022-20 on April 28, 2022 and amended by City Council minute motion on January 26, 2023. The policy was further amended and approved by way of City Council action on October 27, 2025 and became effective immediately hereon.

Signed:

Frank Aurelio Yokoyama, Mayor

Date:

Signed:

Robert A. Lopez, City Manager

Date:

Attachment(s): 1. Master Facility User Group Classifications and User Fee Schedule (adopted 10/27/2025).

- Exhibit No. 1 – Meeting Room Fee Schedule
- Exhibit No. 2 – Athletic Field Fee Schedule (amended 01/26/2023)
- Exhibit No. 3 – Picnic Shelter Fee Schedule
- Exhibit No. 4 – Swim Center Pool Fee Schedule
- Exhibit No. 5 – Community Gymnasium Fee Schedule

## Master Facility User Group Classifications and User Fee Schedule

**FACILITY USER GROUP CLASSIFICATIONS**

CLASS	TITLE	GROUP DESCRIPTION/REQUIREMENTS
<b>A</b>	Cerritos Resident Public/Non-profit Organizations  ABC Unified School Clubs/Groups located in Cerritos	<p>Public, non-profit organizations with at least 51% Cerritos residents operating with officers according to established by-laws. Rosters (which will be kept confidential), by-laws, organization approval form, and proof of registration as a not-for-profit corporation with the State of California or the IRS required. Organizations may be required to obtain a \$1 million liability insurance certificate naming the City of Cerritos as additional insured based upon the organization's activities. All reservations must be made by the designated advisor/president/contact, who must be over the age of 21. An authorized or designated representative (listed on the group application) must be present throughout the entire reservation.</p> <p>ABC Unified School District clubs/organizations located in Cerritos must provide proof from the school that they are a bona fide club on campus and are covered by the school's insurance.</p> <p>Sports organizations wanting to reserve athletic fields or gymnasiums must provide the above-listed information, game schedules, and obtain a \$1 million liability insurance certificate naming the City of Cerritos, its officers, employees, agents, and volunteers as additional insured at least two weeks prior to the start of the league when utilizing fields and gymnasiums. Sports teams governed by/or participating within a larger organization/league are not permitted. The entire organization must submit information for consideration.</p>

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**FACILITY USER GROUP CLASSIFICATIONS (Continued)**

CLASS	TITLE	GROUP DESCRIPTION/REQUIREMENTS
<b>B</b>	<p>Cerritos-based Public/Non-profit Organizations</p> <p>Organizations serving a substantial number of Cerritos Residents</p> <p>ABC Unified</p> <p>School Clubs/Groups <b>not</b> located in Cerritos</p> <p>Government Agencies serving Cerritos Residents</p> <p>(must be approved by Recreation Services Superintendent)</p>	<p>Public, non-profit organizations based in or operating out of Cerritos, or serving a substantial number (suggested 50 or more or 25% of roster) of Cerritos residents operating with officers according to established by-laws. Rosters (which will be kept confidential), by-laws, organization approval form, and proof of registration as a not-for-profit corporation with the State of California or the IRS required. Organizations may be required to obtain a \$1 million liability insurance certificate naming the City of Cerritos as additional insured based upon the organization's activities. All reservations must be made by the designated advisor/president/contact, who must be over the age of 21. An authorized or designated representative (listed on the group application) must be present throughout the entire reservation.</p> <p>ABC Unified School District clubs/organizations located in Cerritos must provide proof from the school that they are a bona fide club on campus and are covered by the school's insurance.</p> <p>Government agencies serving Cerritos residents must submit an organization approval form and a roster and by-laws (if requested). Groups must be approved by the Recreation Services Superintendent.</p> <p>Sports organizations wanting to reserve athletic fields or gymnasiums must provide the above-listed information, game schedules, and obtain a \$1 million liability insurance certificate naming the City of Cerritos as additional insured at least two weeks prior to the start of the league when utilizing fields and gymnasiums. (Sports teams governed by/participating within larger organization/league are not permitted. The entire organization must submit information).</p>

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**FACILITY USER GROUP CLASSIFICATIONS (Continued)**

<b>CLASS</b>	<b>TITLE</b>	<b>GROUP DESCRIPTION/REQUIREMENTS</b>
<b>C</b>	Private Cerritos Resident	<p>Non-commercial private functions coordinated by a Cerritos resident. Reservations must be made and attended in its entirety by the resident who must be at least 21 years of age. This classification is intended to allow family or Cerritos neighborhood related facility use by residents.</p> <p>Cerritos resident must actually reside in the City (this does not include the owner of a rental property) and must show verification of residency with a valid California Driver's License or California ID with current Cerritos address or a government issued ID and one of the following items, which must be postmarked within the last 60 days: utility bill, rent receipt, tax bill or escrow papers, credit card or bank statement, or car registration.</p> <p>Under "C" group classification, residents are unable to reserve rooms for businesses, organized groups, or teams.</p> <p>Cerritos Sheraton guests are given resident privileges in regards to the use of the fitness center at the Swim &amp; Fitness Center facility and the use of tennis courts operated by the City for the length of their stay only.</p>
<b>D</b>	Private Cerritos Business	Businesses with permanent facilities located in Cerritos. Must show verification with valid California Driver's License or California ID and Cerritos business ID.
<b>F</b>	Other Groups or Individuals	Groups or residents not meeting any of the above criteria, including non-Cerritos residents and Cerritos residents coordinating for a non-approved group, team, or business.

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**FACILITY USER GROUP CLASSIFICATIONS (Continued)**

CLASS	TITLE	GROUP DESCRIPTION/REQUIREMENTS
<b>G</b>	Other Athletic Groups	<p>Public, non-profit organizations based in or operating out of Cerritos, or serving some (suggested 12 or more) Cerritos residents that fail to meet the minimum residency requirement for class B community organization approval and seeking athletic fields, operating with officers according to established by-laws. Rosters (which will be kept confidential), by-laws, organization approval form, and proof of registration as a not-for-profit corporation with the State of California and the IRS required. Organizations will be required to obtain a \$1 million liability insurance certificate and endorsement naming the City of Cerritos as additional insured. All reservations must be made by the designated advisor/president, who must be over the age of 21. An authorized or designated representative (listed on the group application) must be present throughout the entire reservation.</p> <ul style="list-style-type: none"> <li>- Group would only be allocated fields at facilities other than Cerritos Park East, after class A and B groups have completed the field allocation process.</li> <li>- Group would only be allocated fields per allocation entitlement hours and charged at the current hourly rate per hour, per field.</li> <li>- All field maintenance fees and charges apply.</li> <li>- Tournaments are not allowed.</li> </ul> <p>Sports organizations wanting to reserve athletic fields must provide game schedules at least two weeks prior to the start of the league. (Club sports teams governed by/participating within larger organizations/leagues are not permitted. The entire organization must submit information).</p>

**FACILITY USE POLICIES - MEETING ROOMS**

CLASS	MEETING ROOMS
A	<p><b>Park Meeting Rooms</b></p> <p><b>Monday-Thursday</b> – Groups with thirty (30) or more individuals are allowed one (1) free meeting reservation at the Library or any Recreation Services facility meeting room or shelter excluding Cerritos Park East per calendar month not to exceed four (4) hours. The free four-hour use cannot be split between two or more dates. Any part of the four-hour meeting constitutes full use of the entire four hours. Meetings are defined as a meeting of the group’s board or membership roster. Fundraisers, recitals, catered dinners, etc. constitute a special event. See below for reservation policy. Reservations accepted up to three (3) months in advance. Ongoing monthly reservations will be accepted up to six (6) months in advance within a calendar year. Additional use requires fees (see Exhibit No. 1 for specific fees and deposits for individual rooms).</p> <p>Groups with less than thirty (30) members on roster may only reserve Heritage Park and Liberty Park Activity Gallery unless utilizing the Liberty Park Washington Room, Library Skyline Room, or the CCPA for the special event use.</p> <p><b>Friday-Sunday</b> – Groups are allowed one (1) free maximum six-hour special event at any one City facility excluding Cerritos Park East (CCPA, Liberty Park, Heritage Park, Senior Center, and Library) each calendar year. Reservations accepted thirteen (13) months in advance. After hours fees and deposits will apply. Additional use requires fees. Refer to other Department facility policies for specific details and fees regarding facilities not in the Recreation Services Division. All rental fees are required at Cerritos Park East.</p> <p>All reservations must be made by the designated advisor/president/contact in person, who must be over the age of 21. An authorized or designated representative (listed on the group application) must be present throughout the entire reservation.</p>
B	<p><b>Park Meeting Rooms</b></p> <p><b>Monday-Thursday</b> – Groups with thirty (30) or more individuals are allowed one (1) free meeting reservation at the Library or any Recreation Services facility meeting room or shelter excluding Cerritos Park East per calendar month not to exceed four (4) hours. The free four-hour use cannot be split between two or more dates. Any part of the four-hour meeting constitutes full use of the entire four hours. Meetings are defined as a meeting of the group’s board or membership roster. Fundraisers, recitals, catered dinners, etc. constitute a special event. See below for reservation policy. Reservations accepted up to three (3) months in advance. Additional use requires fees (see Exhibit No. 1 for specific fees and deposits for individual rooms).</p> <p>Groups with less than thirty (30) members on roster may only reserve Heritage Park, and Liberty Park Activity Gallery unless utilizing the Liberty Park Washington Room, Library Skyline Room, or the CCPA for the special event use.</p> <p><b>Friday-Sunday</b> – Facility use requires fees (see Exhibit No. 1 for specific fees and deposits for individual rooms). Reservations accepted up to eight (8) months in advance at facilities other than Cerritos Park East. Reservations at Cerritos Park East are accepted up to thirteen (13) months in advance.</p> <p>All reservations must be made by the designated advisor/president/contact in person, who must be over the age of 21. An authorized or designated representative (listed on the group application) must be present throughout the entire reservation.</p>

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**FACILITY USE POLICIES - MEETING ROOMS (Continued)**

CLASS	MEETING ROOMS
<b>C</b>	<p>Reservations accepted up to twelve (12) months in advance at facilities other than Cerritos Park East. Reservations at Cerritos Park East are accepted up to thirteen (13) months in advance (see Exhibit No. 1 for specific fees and deposits for individual rooms). No alcoholic beverages permitted.</p> <p>Ongoing/standing reservations are at the discretion of the Facility Coordinator and Supervisor.</p> <p>Resident use of rooms must be family or Cerritos neighborhood related. Residents are unable to reserve rooms for businesses, organized groups, or teams.</p> <p>Reservations must be made and attended in its entirety by the designated contact person, who must be over the age of 21.</p>
<b>D</b>	<p>Reservations accepted up to six (6) months in advance at facilities other than Cerritos Park East. Reservations at Cerritos Park East are accepted up to thirteen (13) months in advance (see Exhibit No. 1 for specific fees and deposits for individual rooms). No alcoholic beverages permitted.</p> <p>Use for meeting purposes only. No commercial use. All use requires fees.</p> <p>Reservations must be made and attended in its entirety by the designated contact person, who must be over the age of 21.</p>
<b>F</b>	<p>Reservations accepted up to six (6) months in advance at facilities other than Cerritos Park East. Reservations at Cerritos Park East are accepted up to thirteen (13) months in advance (see Exhibit No. 1 for specific fees and deposits for individual rooms). No alcoholic beverages permitted.</p> <p>No commercial use. All use requires fees.</p> <p>Reservations must be made and attended in its entirety by the designated contact person, who must be over the age of 21.</p>



**FACILITY USE POLICIES - ATHLETIC FIELDS**

CLASS	ATHLETIC FIELDS – LOCATIONS OTHER THAN CERRITOS PARK EAST
<b>A</b>	<p>Groups may reserve fields up to six (6) months in advance for league play through the Sports Supervisor. Allocation of fields made available by the City for approved youth sports organizations will be assigned by the Supervisor based on each organization's residency status, with a minimum target usage of three (3) hours per week for every 15 Cerritos residents (rostered players only). When teams from other than Cerritos leagues are involved in league play, the percentage of games scheduled in each City shall be proportionally distributed.</p> <p>Field reservation priority will be given to soccer and football from August through December and softball and baseball from February through June. Upon allocation of fields for City-use, youth leagues, and special events, field space will then be allocated to approved adult organizations. Groups desiring to be eligible for field allocations must be a City of Cerritos approved group no later than September 30 for allocation from February through June and no later than March 30 for allocation from July through December. Other field reservations (max. 1.5 hrs/ea) may be requested by the designated group representative up to one (1) week in advance for no fee if during normal hours.</p> <p>Sports organizations must provide game schedules and obtain a \$1 million liability insurance certificate naming the City of Cerritos as additional insured at least two weeks prior to the start of the league when utilizing fields; otherwise, their reservations will be cancelled.</p> <p><b>Tournament Fees:</b> Groups are permitted to hold one (1) tournament per calendar year with the following fees: Groups shall pay either: <b>A)</b> \$5 per hour per field; or <b>B)</b> \$50 per field per day. After-hours staff fees, field maintenance fees, and light fees are required. For additional tournaments, groups shall pay Group "F" Sports Complex fees (see Exhibit No. 2 for use fees). \$1 million liability insurance certificate naming the City of Cerritos, its officers, employees, agents, and volunteers as additional insured (see Exhibit No. 2 for specific use fees).</p>

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**FACILITY USE POLICIES - ATHLETIC FIELDS (Continued)**

CLASS	ATHLETIC FIELDS – LOCATIONS OTHER THAN CERRITOS PARK EAST
<b>B</b>	<p>Groups may reserve fields up to six (6) months in advance for league play through the Sports Supervisor. Allocation of fields made available by the City for approved youth sports organizations will be assigned by the Supervisor based on each organization's residency status, with a minimum target usage of three (3) hours per week for every 15 Cerritos residents (rostered players only).</p> <p>When teams from other than Cerritos Leagues are involved in league play, the percentage of games scheduled in each city shall be proportionally distributed. Field reservation priority will be given to soccer and football from August through December and softball and baseball from February through June. Upon allocation of fields for City-use, youth leagues, and special events, field space will then be allocated to approved adult organizations. Groups desiring to be eligible for field allocations must be a City of Cerritos approved group no later than September 30 for allocation from February through June and no later than March 30 for allocation from July through December. Other field reservations (max. 1.5 hrs/ea.) may be requested by designated group representative up to one (1) week in advance for no fee if during normal hours.</p> <p>Sports organizations must provide game schedules and obtain a \$1 million liability insurance certificate naming the City of Cerritos, its officers, employees, agents, and volunteers as additional insured at least two (2) weeks prior to the start of the league when utilizing fields, otherwise their reservations will be cancelled.</p> <p><b>Tournament Fees:</b> Groups are permitted to hold one (1) tournament per calendar year with the following fees: Groups shall pay either: <b>A)</b> \$7 per hour per field; or <b>B)</b> \$75 per field per day. After hours staff fees, field maintenance fees, and light fees required. For additional tournaments, groups shall pay Group "F" Sports Complex fees (see Exhibit No. 2 for use fees). \$1 million liability insurance certificate naming the City of Cerritos, its officers, employees, agents, and volunteers as additional insured (see Exhibit No. 2 for specific use fees and charges).</p>
<b>C</b>	<p>Residents may reserve one (1) field per calendar month (max. 1.5 hrs/ea) up to three (3) months in advance for no fee during normal hours. Additional free monthly use (max. 1.5 hrs/ea) may be scheduled as fields are available up to one (1) week in advance for no fee if during normal operating hours.</p> <p>Resident use of fields must be family or Cerritos neighborhood related. Residents reserving fields for approved community groups, non-approved community groups, etc., must use Group "F" status (see Exhibit No. 2 for specific use fees and charges).</p>
<b>D</b>	<p>Businesses may reserve one (1) field per calendar month (max. 1.5 hrs/ea) up to one (1) month in advance for no fee during normal operating hours. Additional free monthly use (max. 1.5 hrs/ea) may be scheduled as fields are available up to one (1) week in advance for no fee if during normal operating hours (see Exhibit No. 2 for specific use fees and charges).</p>

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**FACILITY USE POLICIES - ATHLETIC FIELDS (Continued)**

CLASS	ATHLETIC FIELDS – LOCATIONS OTHER THAN CERRITOS PARK EAST
F	<p>Groups or individuals coordinated by a Cerritos resident (with current, valid I.D.) may reserve one (1) field per week (max. 1.5 hrs/ea.) up to three (3) days in advance for \$15 per hour per field during normal hours. Groups not coordinated by a Cerritos resident are unable to reserve fields at community centers or neighborhood parks.</p> <p>Sports Complex Tournaments Only: Non-resident groups must make reservations through the Sports Supervisor up to three (3) months in advance for a tournament. Fees are \$15 per hour per field plus \$15 per hour per field for lights during normal hours of operation. Deposit of \$250 required, unless it is a Group A or B tournament.) After-hours staff fees and field maintenance fees required (see Exhibit No. 2 for use fees). \$1 million liability insurance certificate naming the City of Cerritos, its officers, employees, agents, and volunteers as additional insured.</p>
G	Refer to the Group Description/Requirements for detailed information on field use provisions.

**FACILITY USE POLICIES - ATHLETIC FIELDS (Continued)**

CLASS	ATHLETIC FIELDS – CERRITOS PARK EAST
A-G	<p>Groups or individuals may reserve one field per calendar month (max. 1.5 hrs/ea) up to one (1) week in advance for no fee during normal hours. Additional free monthly use (max. 1.5 hrs/ea) may be scheduled as fields are available up to three (3) days in advance for no fee if during normal operating hours.</p> <p>Groups with 150 or more members may reserve fields up to three (3) months in advance for league play through the Sports Supervisor. Allocation of fields made available by the City for approved youth sports organizations will be assigned by the Supervisor.</p> <p>Field reservation priority will be given to soccer and football from August through December and softball and baseball from February through June. Upon allocation of fields for City-use, youth leagues, and special events, field space will then be allocated. Groups desiring to be eligible for field allocations must submit paperwork no later than September 30 for allocation from February through June and no later than March 30 for allocation from July through December. Other field reservations (max. 1.5 hrs/ea) may be requested by the designated group representative up to one (1) week in advance for no fee if during normal hours.</p> <p>Sports organizations must provide game schedules and obtain a \$1 million liability insurance certificate naming the City of Cerritos as additional insured at least two (2) weeks prior to the start of the league when utilizing fields; otherwise, their reservations will be cancelled.</p> <p><b>Tournament Fees:</b> Groups with 150 or more members are permitted to hold one (1) tournament per calendar year with the following fees: Groups shall pay either: <b>A)</b> \$5 per hour per field; or <b>B)</b> \$50 per field per day. After-hours staff fees, field maintenance fees, and light fees are required. For additional tournaments, groups shall pay Group "F" Sports Complex fees (see Exhibit No. 2 for use fees). \$1 million liability insurance certificate naming the City of Cerritos, its officers, employees, agents, and volunteers as additional insured (see Exhibit No. 2 for specific use fees).</p>

**FACILITY USE POLICIES - PICNIC SHELTERS**

<b>CLASS</b>	<b>PARK PICNIC SHELTERS – FACILITIES OTHER THAN CERRITOS PARK EAST AND HERITAGE PARK ISLAND</b>
<b>A</b>	<p>Allowed one (1) free reservation at any Recreation Services facility meeting room or shelter, excluding Cerritos Park East and Heritage Park Island, and including Camp Liberty, per calendar month not to exceed four (4) hours. The free four-hour use cannot be split between two (2) or more dates. Any part of the four-hour use constitutes full use of the entire four (4) hours. Reservations accepted up to three (3) months in advance with only one (1) shelter (park or Camp Liberty) reservation scheduled at any time. Additional use requires fees (see Exhibit No. 3 for specific use fees).</p> <p>Groups are allowed one (1) free maximum six-hour special event at any one City facility excluding Cerritos Park East and Heritage Park Island (CCPA, Liberty Park, Heritage Park, Senior Center, and Library) each calendar year. Reservations accepted thirteen (13) months in advance. Special Event must be conducted during normal operating hours. Refer to other Department facility policies for specific details and fees regarding facilities not in the Recreation Services Division. All reservations must be made by the designated advisor/president/contact in person, who must be over the age of 21. An authorized or designated representative (listed on the group application) must be present throughout the entire reservation.</p>
<b>B</b>	<p>Allowed one (1) free reservation at any Recreation Services facility meeting room or shelter, excluding Cerritos Park East and Heritage Park Island, and including Camp Liberty, per calendar month not to exceed four (4) hours. The free four-hour use cannot be split between two (2) or more dates. Any part of the four-hour use constitutes full use of the entire four (4) hours. Reservations accepted up to three (3) months in advance with only one (1) shelter (park or Camp Liberty) reservation scheduled at any time. Additional use requires fees (see Exhibit No. 3 for specific use fees).</p> <p>All reservations must be made by the designated advisor/president/contact in person, who must be over the age of 21. An authorized or designated representative (listed on the group application) must be present throughout the entire reservation.</p>
<b>C</b>	<p>Reservations accepted up to three (3) months in advance with only one (1) shelter reservation scheduled at any time (see Exhibit No. 3 for specific use fees). Resident use of shelters must be family or Cerritos neighborhood related. Residents are unable to reserve shelters for businesses, organized groups, or teams.</p> <p>Reservations must be made in person and attended in its entirety by the resident, who must be over the age of 21.</p>
<b>D</b>	<p>The only picnic shelter available to "D" Groups is Camp Liberty. Groups with 200 or more may reserve up to three (3) months in advance during normal hours. Only one (1) Camp reservation per calendar month (see Exhibit No. 3 for specific use fees). All use requires fees.</p> <p>Reservations must be made in person and attended in its entirety by the contact person, who must be over the age of 21.</p>
<b>F</b>	No shelter reservations permitted.

**FACILITY USE POLICIES - PICNIC SHELTERS (Continued)**

CLASS	PARK PICNIC SHELTERS – CERRITOS PARK EAST AND HERITAGE PARK ISLAND
A-F	<p>Reservations accepted up to three (3) months in advance with only one (1) shelter reservation scheduled at any time (see Exhibit No. 3 for specific use fees). Use of shelters must be family related.</p> <p>Reservations must be made in person and attended in its entirety by the reservation holder, who must be over the age of 21.</p>

**FACILITY USE POLICIES - PICNIC SHELTERS (Continued)**

CLASS	CAMP LIBERTY PICNIC SHELTER
<b>A</b>	<p>Allowed one (1) free reservation (at any Recreation Services facility meeting room or shelter, including Camp Liberty but excluding Cerritos Park East) per calendar month not to exceed four (4) hours. The free four-hour use cannot be split between two (2) or more dates. Any part of the four-hour use constitutes full use of the entire four (4) hours. Only one (1) shelter (park or Camp Liberty) reservation scheduled at any time. Additional use requires fees (see Exhibit No. 3 for specific use fees).</p> <p>All reservations must be made by the designated advisor/president/contact in person, who must be over the age of 21. An authorized or designated representative (listed on the group application) must be present throughout the entire reservation.</p>
<b>B</b>	<p>Allowed one (1) free reservation (at any Recreation Services facility meeting room or shelter, including Camp Liberty but excluding Cerritos Park East) per calendar month not to exceed four (4) hours. The free four-hour use cannot be split between two (2) or more dates. Any part of the four-hour use constitutes full use of the entire four (4) hours. Only one (1) shelter (park or Camp Liberty) reservation scheduled at any time. Additional use requires fees (see Exhibit No. 3 for specific use fees).</p> <p>All reservations must be made by the designated advisor/president/contact in person, who must be over the age of 21. An authorized or designated representative (listed on the group application) must be present throughout the entire reservation.</p>
<b>C</b>	<p>Individuals with 200 or more expected attendance may reserve up to three (3) months in advance during normal hours. Only one (1) shelter (park or Camp Liberty) reservation scheduled at any time (see Exhibit No. 3 - Picnic Shelter Fee Schedule).</p> <p>Resident use of shelters must be family or Cerritos neighborhood related. Residents are unable to reserve shelters for businesses, organized groups, or teams.</p> <p>Reservations must be made in person and attended in its entirety by the resident who must be over the age of 21.</p>
<b>D</b>	<p>Businesses may reserve up to three (3) months in advance. Only one (1) Camp reservation per calendar month (see Exhibit No. 3 - Picnic Shelter Fee Schedule). Use of any City facility shall require payment of associated fees.</p> <p>Reservations must be made in person and attended in its entirety by the resident who must be over the age of 21.</p>
<b>F</b>	<p>No shelter reservations permitted.</p>



**FACILITY USE POLICIES - TENNIS/ RACQUETBALL COURTS**

<b>CLASS</b>	<b>PARK TENNIS COURTS</b>	<b>LIBERTY PARK RACQUETBALL COURT</b>
<b>A</b>	Groups may reserve courts up to three (3) months in advance. Arrangements made through Facility Coordinator and Supervisor. Deposit may be required.	Groups may reserve court for tournaments up to three (3) months in advance, during non-prime hours, M-F, 10 AM – 3 PM, through Facility Coordinator and Supervisor. Fee is \$11 per hour per court.
<b>B</b>	No court reservations permitted.	Groups may reserve court for tournaments up to three (3) months in advance, during non-prime hours, M-F, 10 AM – 3 PM, through Facility Coordinator and Supervisor. Fee is \$11 per hour per court.
<b>C</b>	Residents may reserve one (1) court up to one (1) week in advance through Liberty Park or Cerritos Park East. Residents will not be charged for this privilege. Only one (1) reservation per account at one time. Reservations can be made in person or by phone. Residents must produce resident identification when arriving for court use. A 5-minute grace period will be given before the court is given to the next person waiting for an open court. Courts may be reserved on the hour or the half hour. Court use will be granted for a one-hour maximum for singles and a 1-1/2 hour maximum for doubles. Players may continue to play if no one is waiting for a court.	Residents may reserve court up to two (2) days in advance through Liberty Park. Only one (1) reservation per person at one time. Fee of \$6 per court per hour payable at reservation.
<b>D</b>	No court reservations permitted. Employees of Cerritos businesses may have drop-in play for no fee (M-F, 10 AM - 3 PM only).	Employees of Cerritos businesses may reserve court up to two (2) days in advance through Liberty Park. Only one (1) reservation per person at one time. Fee of \$11 per court per hour payable at reservation.
<b>F</b>	No court reservations permitted. Individual drop-in use allowed at \$6 per hour per court payable at reservation (M-F, 10 AM-3 PM only).	Individuals may reserve court up to two (2) days in advance, during non-prime hours, M-F, 10 AM – 3 PM, through Liberty Park. Only one (1) reservation per person at one time. Fee of \$11 per hour per court payable at reservation.

**FACILITY USE POLICIES - TENNIS/ RACQUETBALL COURTS (Continued)**

<b>CLASS</b>	<b>CERRITOS PARK EAST HANDBALL COURTS</b>
<b>A-F</b>	Handball courts are available for drop-in use on a first-come, first-served basis.

**FACILITY USE POLICIES - BATTING CAGES**

<b>CLASS</b>	<b>BATTING CAGES (Sports Complex)</b>
<b>A</b>	Reservations are based on league field allocations and must be made through the Sports Supervisor at no fee. Organization must provide their own machine. Only two (2) individuals allowed in cage at one time. Must be one (1) adult, age 21 or older, operating the machine. Batting helmet is required.
<b>B</b>	Reservations are based on league field allocations and must be made through the Sports Supervisor at no fee. Organization must provide their own machine. Only two (2) individuals allowed in cage at one time. Must be one (1) adult, age 21 or older, operating the machine. Batting helmet is required.
<b>C</b>	Reservations must be made through the Facility Supervisor at no fee. Only one (1) individual is allowed in the cage at one time, and children under the age of 18 must be supervised by an adult, 21 or older. No batting machines are allowed. Batting Ts only. Batting helmet is required.
<b>D</b>	No reservations permitted.
<b>F</b>	No reservations permitted.
<b>G</b>	Reservations are based on league field allocations and must be made through the Sports Supervisor at no fee. Organization must provide their own machine. Only two (2) individuals allowed in cage at one time. Must be one (1) adult, age 21 or older, operating the machine. Batting helmet is required.

<b>CLASS</b>	<b>BATTING CAGES (Cerritos Park East)</b>
<b>A-G</b>	Reservations must be made through the Sports Supervisor at no fee. Only sports organizations are permitted to use a machine and they must obtain a \$1 million liability insurance certificate naming the City of Cerritos, its officers, employees, agents, and volunteers as additional insured at least two (2) weeks prior to use of the batting cages. Organizations must provide their own machine. Only two (2) individuals allowed in cage at one time. Must be one (1) adult, age 21 or older, operating the machine. Batting helmet is required.

**FACILITY USE POLICIES - PARK SNACK BARS**

<b>CLASS</b>	<b>PARK SNACK BARS</b>
<b>A</b>	Groups may reserve snack bars in advance only for the length of their season and/or designated tournaments through the Sports Supervisor. A \$50 per season deposit and a \$25 key deposit will be required.
<b>B</b>	Groups may reserve snack bars in advance only for the length of their season and/or designated tournaments through the Sports Supervisor. A \$50 per season deposit and a \$25 key deposit will be required.
<b>C</b>	No reservations permitted.
<b>D</b>	No reservations permitted.
<b>F</b>	No reservations permitted.

**FACILITY USE POLICIES - SWIM CENTER POOL**

<b>CLASS</b>	<b>CERRITOS OLYMPIC SWIM CENTER POOL</b>
<b>A</b>	Pool may be reserved during normal hours up to eighteen (18) months in advance through Aquatics Supervisor. A minimum of fifty (50) participants required (see Exhibit No. 4 for all related staff fees and equipment rental). Aquatic related community organizations fees vary.
<b>B</b>	Pool may be reserved during normal hours up to eighteen (18) months in advance through Aquatics Supervisor. A minimum of fifty (50) participants required (see Exhibit No. 4 for all related staff fees and equipment rental).
<b>C</b>	Pool may be reserved during normal hours up to three (3) months in advance through Aquatics Supervisor. A minimum of fifty (50) participants required (see Exhibit No. 4 for all related staff fees and equipment rental). Birthday party package reservations can only be made during recreational swim hours. The reservation includes tables and chairs for two (2) hours on the deck and 30 minutes of lifeguard-led games. Reservations must be approved by the Aquatics Coordinator. Fees: \$45 for 20 children and \$15 for additional 10 children. This includes admission fee for children and adults. No deposit necessary.
<b>D</b>	No reservations permitted. Employees of Cerritos businesses may use pool during lap swim periods at resident fee.
<b>F</b>	Pool may be reserved during normal hours up to twelve (12) months in advance through Aquatics Supervisor. A minimum of fifty (50) participants required (see Exhibit No. 4 for all related staff fees and equipment rental).

**FACILITY USE POLICIES AND CHARGES – MISCELLANEOUS**

<b>CLASS</b>	<b>LAW ENFORCEMENT</b>	<b>PART-TIME STAFF</b>
<b>A</b>	Security may be required for various reservations. Hourly rate varies. Coordinate through Facility Coordinator.	\$45/HR
<b>B</b>	Security may be required for various reservations. Hourly rate varies. Coordinate through Facility Coordinator.	\$45/HR
<b>C</b>	Security may be required for various reservations. Hourly rate varies. Coordinate through Park Supervisor.	\$45/HR
<b>D</b>	Security may be required for various reservations. Hourly rate varies. Coordinate through Park Supervisor.	\$45/HR
<b>F</b>	Security may be required for various reservations. Hourly rate varies. Coordinate through Park Supervisor.	\$45/HR

**FACILITY USE POLICIES AND CHARGES – MISCELLANEOUS (Continued)**

<b>CLASS</b>	<b>BASES</b>	<b>FIELD LIGHTS</b>	<b>AFTER HOURS</b>
<b>A</b>	\$75/set for season deposit	Tournaments only: \$15/HR per field after hours only.	Charge for facility fees for time outside of free use agreement, all staff charges plus any miscellaneous charges.
<b>B</b>	\$75/set for season deposit	Tournaments only: \$15/HR per field after hours only.	Charge for facility fees for time outside of free use agreement, all staff charges plus any miscellaneous charges.
<b>C</b>	Current, valid identification will be held to checkout equipment.	\$15/HR per field after hours only.	Charge hourly rate for all facility use, all staff charges plus any miscellaneous charges.
<b>D</b>	Current, valid identification will be held to checkout equipment.	\$15/HR per field after hours only.	Charge hourly rate for all facility use, all staff charges plus any miscellaneous charges.
<b>F</b>	Current, valid identification will be held to checkout equipment.	\$15/HR per field after hours only.	Charge hourly rate for all facility use, all staff charges plus any miscellaneous charges.



**FACILITY USE POLICIES AND CHARGES - COMMUNITY GYMNASIUMS AT CERRITOS & WHITNEY HIGH SCHOOLS**

CLASS	COMMUNITY GYMNASIUMS AT CERRITOS AND WHITNEY HIGH SCHOOLS
<b>A</b>	<p>Allowed to rent gymnasium during City's available hours when not scheduled for Recreation Services activities. City's available hours are on schooldays from 6:00 PM to closing and on non-schooldays from 8:00 AM to closing. (Refer to Joint Use Agreement with ABC Unified School District) Reservations accepted up to three (3) months in advance. Each rental is a minimum of two (2) hours. All use requires fees (see Exhibit No. 5 for specific use fees and deposits).</p> <p>Sports organizations must provide game schedules and obtain a \$1 million liability insurance certificate naming the City of Cerritos, its officers, employees, agents, and volunteers as additional insured at least two weeks prior to the start of the league when utilizing gymnasiums or their reservation(s) will be cancelled.</p> <p>All reservations must be made by the designated advisor/president/contact in person, who must be over the age of 21. An authorized or designated representative (listed on group application) must be present throughout the entire reservation.</p>
<b>B</b>	<p>Allowed to rent gymnasium during City's available hours when not scheduled for Recreation Services activities. City's available hours are on schooldays from 6:00 PM to closing and on non schooldays from 8:00 AM to closing. (Refer to Joint Use Agreement with ABC Unified School District). Reservations accepted up to two (2) months in advance. Each rental is a minimum of two (2) hours. All uses require fees (see Exhibit No. 5 for specific use fees and deposits).</p> <p>Sports organizations must provide game schedules and obtain a \$1 million liability insurance certificate naming the City of Cerritos, its officers, employees, agents, and volunteers as additional insured at least two (2) weeks prior to the start of the league when utilizing gymnasiums or their reservation(s) will be cancelled.</p> <p>All reservations must be made by the designated advisor/president/contact in person, who must be over the age of 21. An authorized or designated representative (listed on group application) must be present throughout the entire reservation.</p>
<b>C</b>	<p>Allowed to rent gymnasium during City's available hours when not scheduled for Recreation Services activities. City's available hours are on schooldays from 6:00 PM to closing and on non schooldays from 8:00 AM to closing. (Refer to Joint Use Agreement with ABC Unified School District). Reservations accepted up to three (3) months in advance for a maximum of six (6) consecutive weeks. Each rental is a minimum of two (2) hours. All uses require fees (see Exhibit No. 5 for specific use fees and deposits).</p> <p>Reservations must be made in person and attended in its entirety by the resident, who must be over the age of 21.</p>

*(table continues on the next page)*

**FACILITY USE POLICIES - COMMUNITY GYMNASIUMS AT CERRITOS & WHITNEY HIGH SCHOOLS (Continued)**

CLASS	COMMUNITY GYMNASIUMS AT CERRITOS AND WHITNEY HIGH SCHOOLS
<b>D</b>	<p>Allowed to rent gymnasium during City's available hours when not scheduled for Recreation Services activities. City's available hours are on schooldays from 6:00 PM to closing and on non schooldays from 8:00 AM to closing. (Refer to Joint Use Agreement with ABC Unified School District). Reservations accepted up to two (2) months in advance. Each rental is a minimum of two (2) hours. All uses require fees (see Exhibit No. 5 for specific use fees and deposits).</p> <p>Reservations must be made in person and attended in its entirety by the resident, who must be over the age of 21.</p>
<b>F</b>	<p>Allowed to rent gymnasium for clinics, camps and other use at the Facility Supervisor's discretion during City's available hours when not scheduled for Recreation Services activities. City's available hours are on schooldays from 6:00 PM to closing and on non schooldays from 8:00 AM to closing. (Refer to Joint Use Agreement with ABC Unified School District). Reservations accepted up to two (2) months in advance.</p> <p>Groups or individuals coordinated by a Cerritos resident (with I.D.) may reserve one (1) court per week up to three (3) days in advance at the Facility Supervisor's discretion during City's available hours when not scheduled for Recreation Services activities. Groups not coordinated by a Cerritos resident are unable to reserve the gymnasiums.</p> <p>Each rental is a minimum of two (2) hours. All uses require fees (see Exhibit No. 5 for specific use fees and deposits).</p> <p>Reservations must be made in person and attended in its entirety by the contact person, who must be over the age of 21.</p>

**FACILITY USE POLICIES AND CHARGES - HERITAGE PARK ISLAND**

CLASS	HERITAGE PARK ISLAND
A-F	<p>School and youth related groups allowed to reserve up to two (2) hours free, on any Monday through Friday, during the school year between 10 AM and 2 PM, excluding holidays. Reservations accepted up to three (3) months in advance through Heritage Park. There is a maximum of 100 participants per group, with an Island capacity of up to two (2) groups at a time. Groups must have an adult to child ratio of 1 to 10.</p>

**FACILITY USE POLICIES AND CHARGES – CLASSES, ACTIVITIES, PROGRAMS, AND EVENTS**

<b>CLASS</b>	<b>CERRITOS PARK EAST AND LIBERTY PARK II</b>
<b>A-F</b>	Cerritos residents and members of the general public can register for classes, activities, programs, and events concurrently. Cerritos residents and members of the general public are charged the same fee for activities, programs, and events concurrently.

**FACILITY USE POLICIES AND CHARGES – CLASSES, ACTIVITIES, PROGRAMS, AND EVENTS**

<b>CLASS</b>	<b>FACILITIES OTHER THAN CERRITOS PARK EAST AND LIBERTY PARK II</b>
<b>RESIDENT</b>	Cerritos residents can register for classes, activities, programs, and events in advance of non-residents.
<b>NON-RESIDENT</b>	Members of the general public who do not live in Cerritos can register for classes, activities, programs, and events after the Cerritos resident priority period ends. Members of the general public who do not live in Cerritos are charged a fee for classes, activities, programs, and events that is 50 percent higher than the amount charged to Cerritos residents.

**MEETING ROOM FEE SCHEDULE**

<b>COMPLEX</b>	<b>FACILITY</b>	<b>BANQUET CAPACITY (No Dancing)</b>	<b>BANQUET CAPACITY (Dancing)</b>	<b>ASSEMBLY CAPACITY</b>	<b>SQUARE FEET</b>	<b>HOURLY FEES (All Group Classifications)</b>	<b>RENTAL DEPOSIT (All Group Classifications)</b>
Cerritos Park East	California Room	400	360	600	6,578 SF	\$150	\$500
Cerritos Park East	Malibu Room	200	160	275	3,620 SF	\$100	\$500
Cerritos Park East	Newport Room	200	160	275	2,958 SF	\$100	\$500
Cerritos Park East	Newport Room A or B or C	56	N/A	80	1,000 SF	\$30	\$250
Cerritos Park East	Newport Room 2 Sections	AB-80 BC-120	88	175	2,000 SF	\$60	\$500
Cerritos Park East	Game Room	(Drop-In Use Only)		15	500 SF	\$30	\$250
Cerritos Park East	Activity Room	N/A	N/A	15	605 SF	\$30	\$250
Cerritos Park East	Dance Room	(Dance Use Only)			848 SF	\$30	\$100
Liberty Park	Washington Room	100	96	195	1,877 SF	\$60	\$500
Liberty Park	Jefferson Room	72	N/A	105	1,052 SF	\$30	\$250
Liberty Park	Lincoln Room	48	N/A	80	825 SF	\$30	\$250
Liberty Park	Activity Room	30	N/A	30	683 SF	\$30	\$250
Liberty Park	Dance Studio	(Dance Use Only)			1,038 SF	\$30	\$100
Heritage Park	Multi-Purpose Room	30	N/A	30	625 SF	\$30	\$250
Heritage Park	Den	30	N/A	30	796 SF	\$30	\$250

**ATHLETIC FIELD FEE SCHEDULE – LOCATIONS OTHER THAN CERRITOS PARK EAST**

<b>USAGE</b>	<b>GROUP A</b>	<b>GROUP B</b>	<b>GROUP C</b>	<b>GROUP D</b>	<b>GROUP F</b>	<b>GROUP G</b>
Water and Drag Field	No fee	No fee	\$10 flat fee	\$20 flat fee	\$20 flat fee	\$20 flat fee
Baseball/Softball Line Field	\$10 flat fee*	\$10 flat fee*	\$10 flat fee	\$10 flat fee	\$10 flat fee	\$10 flat fee
Portable Chain Link Homerun Fence	\$150 flat fee*	\$150 flat fee*	\$150 flat fee	\$150 flat fee	\$150 flat fee	\$150 flat fee
Soccer Line Field	\$20 flat fee	\$20 flat fee	\$20 flat fee	\$30 flat fee	\$30 flat fee	\$30 flat fee
Portable Soccer Goal Set-up (fee per field)	No fee	No fee	\$25 flat fee	\$25 flat fee	\$25 flat fee	\$25 flat fee
Soccer Nets**	No deposit	No deposit	\$25 deposit	\$25 deposit	\$25 deposit	\$25 deposit
Electronic Scoreboard Use – Sports Complex (Fee Per Field)**	No fee No deposit	No fee No deposit	No fee \$50 deposit	\$50 fee per day \$100 deposit	\$50 fee per day \$100 deposit	\$50 fee per day \$100 deposit
Public Address System Use – Sports Complex (Fee Per Field)**	No fee No deposit	No fee No deposit	No fee \$50 deposit	\$25 fee per day \$100 deposit	\$25 fee per day \$100 deposit	\$25 fee per day \$100 deposit
Storeroom Use	\$100 deposit	N/A	N/A	N/A	N/A	N/A
Field Light (Use After 8 PM)	\$15 per hour	\$15 per hour	\$15 per hour	\$15 per hour	\$15 per hour	\$15 per hour

\*No fee if work performed by group.

\*\*User will pick up/return from office; current, valid identification will be held to checkout equipment.

**ATHLETIC FIELD FEE SCHEDULE – CERRITOS PARK EAST**

<b>USAGE</b>	<b>GROUPS A-G</b>
Water and Drag Field	\$20 flat fee
Baseball/Softball Line Field	\$10 flat fee
Portable Chain Link Homerun Fence	\$150 flat fee
Soccer Line Field	\$30 flat fee
Portable Soccer Goal Set-up (fee per field)	\$25 flat fee
Soccer Nets**	\$25 deposit
Electronic Scoreboard Use – Sports Complex (Fee Per Field)**	\$50 fee per day \$100 deposit
Public Address System Use – Sports Complex (Fee Per Field)**	\$25 fee per day \$100 deposit
Storeroom Use	N/A
Field Light (Use After 8 PM)	\$15 per hour

\*No fee if work performed by group.

\*\*User will pick up/return from office; current, valid identification will be held to checkout equipment.



**FACILITY USE POLICIES - PICNIC SHELTERS**

**PICNIC SHELTER FEE SCHEDULE**

<b>COMPLEX</b>	<b>FACILITY</b>	<b>MAXIMUM CAPACITY</b>	<b>HOURLY FEES</b> All Group Classifications	<b>RENTAL DEPOSIT</b> All Group Classifications
Cerritos Park East	Shelter #1	150	\$100 flat rate for all shelters	\$100
	Shelter #2	50	Shelter #1 - \$150 deposit	
	Shelter #3	50	Shelter #2 & 3 - \$100 deposit	
Heritage Park	Shelter #1	80	\$100 flat rate for all shelters \$100 deposit for all shelters	\$100
	Shelter #2	40		
	Shelter #3	400		
	Shelter #4	30		
	Picnic Area #5	30		
	Island Shelter	40		
Liberty Park	Camp Liberty	250	\$200 flat rate	\$100
	North Shelter	100	\$100 flat rate	
	South Shelter	135	\$100 flat rate \$100 deposit for all shelters	
Westgate Park	Shelter #1	30	\$100 flat rate	\$100
Frontier Park	Shelter #1	20	\$100 flat rate	\$100

**CERRITOS OLYMPIC SWIM CENTER FEE SCHEDULE**

GROUP CLASSIFICATIONS					
AREA	A	B	C	D	F
Pool Rental (Hourly) – 1/3 of pool	\$60	\$60	\$60		\$80
Lifeguards - Each (per hour)	\$15	\$15	\$15		\$15
Supervisory Staff (per hour)	\$15	\$15	\$15		\$15
Electrical Timing (per hour)	\$15	\$15	\$15		\$15
Security Deposit	\$250	\$250	\$250		\$250
"T" Markers	\$65	\$65	\$65		\$65
Liability Insurance Certificate in the Amount of \$1,000,000	Required				Required

Lifeguard requirement: The Aquatics Supervisor reserves the right to make the final determination of the number of pool employees required, based upon the size and requirements of any event. The following applies to the Cerritos Aquatic Club:

1. Practices - \$10/Per Hour on M/W/F during the school year, workouts will be 4:00 - 6:00 PM and on T/TH from 5:00 - 7:00 PM. On weekdays during the summer, the Club may practice Monday through Friday, 7:30 AM to 9:30 AM.
2. Meets - \$20/Per Hour (1st four hours)

The City limits the club to six (6) days of meets per calendar year, and shall require a minimum of six (6) months advance request. Club may carry over maximum of one unused meet day to the following calendar year. An additional twelve (12) hours per calendar year may be used for weekly mini meets as approved by the City. Meets and hours are subject to pool availability.

3. For all additional services, the club will be assessed "Group A" charges.

The ABC Unified School District will be charged Swim Center fees in accordance to guidelines outlined in the Joint Use Agreement between the City and the School District.

**COMMUNITY GYMNASIUMS AT CERRITOS & WHITNEY HIGH SCHOOLS FEE SCHEDULE**

<b>FACILITY/SERVICE</b>	<b>FEE GROUPS A-B</b>	<b>FEE GROUP C</b>	<b>FEE GROUP D</b>	<b>FEE GROUP F</b>	<b>DEPOSIT GROUPS A-B</b>	<b>DEPOSIT GROUP C</b>	<b>DEPOSIT GROUP D</b>	<b>DEPOSIT GROUP F</b>
Entire Gym (Ex: 2 Full Courts)	\$40/HR	\$20/HR	\$50/HR	\$55/HR	\$100	\$150	\$250	\$250
1/2 Gym (Ex: 1 Full Courts)	\$25/HR	\$13/HR	\$35/HR	\$40/HR	N/A	N/A	N/A	N/A
1/4 Gym (Ex: 1/2 Court)	\$15/HR	\$8/HR	\$20/HR	\$24/HR	N/A	N/A	N/A	N/A
P.A. System Rental (Each System)	\$10/Day	\$10/Day	\$20/Day	\$20/Day	\$50	\$100	\$150	\$150
Scoreboard Rental (Each System)	\$10/Day	\$10/Day	\$20/Day	\$20/Day	\$50	\$100	\$150	\$150

**NOTES:**

1. Above fees do not include staff fees for set-up/breakdown or supervision. These fees are \$15/hour per required staff person. Supervision costs will be charged for each rental, unless staff is already scheduled for another activity.
2. Staff charges for set-up/breakdown may include floor covering, floor mopping, P.A./scoreboard set-up, table/chair set-up, portable bleacher installation, etc.
3. Each rental shall be a minimum of two (2) hours