

Community Services Department

Ballroom



City of Rancho Santa Margarita
Master Fee Schedule
Effective Date: July 8, 2024

Community Services Department - Ballroom

Fee Name		Day of the week	Unit	Adopted Fee	Additional Information
Ballroom					
Full Ballroom	Resident Non Profit	Mon - Fri	Per Hour	\$ 110.00	
2/3 Ballroom	Resident Non Profit	Mon - Fri	Per Hour	\$ 90.00	
1/3 Ballroom	Resident Non Profit	Mon - Fri	Per Hour	\$ 65.00	
1/6 Ballroom	Resident Non Profit	Mon - Fri	Per Hour	\$ 50.00	
Full Ballroom	Resident Non Profit	Sat - Sun	Per Hour	\$ 130.00	
2/3 Ballroom	Resident Non Profit	Sat - Sun	Per Hour	\$ 110.00	
1/3 Ballroom	Resident Non Profit	Sat - Sun	Per Hour	\$ 90.00	
1/6 Ballroom	Resident Non Profit	Sat - Sun	Per Hour	\$ 70.00	
Full Ballroom	Resident Private	Mon - Fri	Per Hour	\$ 155.00	
2/3 Ballroom	Resident Private	Mon - Fri	Per Hour	\$ 110.00	
1/3 Ballroom	Resident Private	Mon - Fri	Per Hour	\$ 85.00	
1/6 Ballroom	Resident Private	Mon - Fri	Per Hour	\$ 65.00	
Full Ballroom	Resident Private	Sat - Sun	Per Hour	\$ 175.00	
2/3 Ballroom	Resident Private	Sat - Sun	Per Hour	\$ 130.00	
1/3 Ballroom	Resident Private	Sat - Sun	Per Hour	\$ 105.00	
1/6 Ballroom	Resident Private	Sat - Sun	Per Hour	\$ 90.00	
Full Ballroom	Non-Resident Non Profit	Mon - Fri	Per Hour	\$ 175.00	
2/3 Ballroom	Non-Resident Non Profit	Mon - Fri	Per Hour	\$ 130.00	
1/3 Ballroom	Non-Resident Non Profit	Mon - Fri	Per Hour	\$ 100.00	
1/6 Ballroom	Non-Resident Non Profit	Mon - Fri	Per Hour	\$ 85.00	

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Community Services Department - Ballroom

Fee Name		Day of the week	Unit	Adopted Fee	Additional Information
Full Ballroom	Non-Resident Non Profit	Sat - Sun	Per Hour	\$ 200.00	
2/3 Ballroom	Non-Resident Non Profit	Sat - Sun	Per Hour	\$ 155.00	
1/3 Ballroom	Non-Resident Non Profit	Sat - Sun	Per Hour	\$ 120.00	
1/6 Ballroom	Non-Resident Non Profit	Sat - Sun	Per Hour	\$ 105.00	
Full Ballroom	Non-Resident Private	Mon - Fri	Per Hour	\$ 200.00	
2/3 Ballroom	Non-Resident Private	Mon - Fri	Per Hour	\$ 155.00	
1/3 Ballroom	Non-Resident Private	Mon - Fri	Per Hour	\$ 115.00	
1/6 Ballroom	Non-Resident Private	Mon - Fri	Per Hour	\$ 100.00	
Full Ballroom	Non-Resident Private	Sat - Sun	Per Hour	\$ 220.00	
2/3 Ballroom	Non-Resident Private	Sat - Sun	Per Hour	\$ 175.00	
1/3 Ballroom	Non-Resident Private	Sat - Sun	Per Hour	\$ 140.00	
1/6 Ballroom	Non-Resident Private	Sat - Sun	Per Hour	\$ 120.00	
Full Ballroom	Corporate/Commercial	Mon - Fri	Per Hour	\$ 220.00	
2/3 Ballroom	Corporate/Commercial	Mon - Fri	Per Hour	\$ 175.00	
1/3 Ballroom	Corporate/Commercial	Mon - Fri	Per Hour	\$ 130.00	
1/6 Ballroom	Corporate/Commercial	Mon - Fri	Per Hour	\$ 115.00	
Full Ballroom	Corporate/Commercial	Sat - Sun	Per Hour	\$ 240.00	
2/3 Ballroom	Corporate/Commercial	Sat - Sun	Per Hour	\$ 200.00	
1/3 Ballroom	Corporate/Commercial	Sat - Sun	Per Hour	\$ 155.00	
1/6 Ballroom	Corporate/Commercial	Sat - Sun	Per Hour	\$ 140.00	

City of Rancho Santa Margarita
Master Fee Schedule
Effective Date: July 8, 2024

Community Services Department - Ballroom

Fee Name		Day of the week	Unit	Adopted Fee	Additional Information
Full Ballroom Security Deposit			Per Rental	\$ 500.00	
2/3 Ballroom Security Deposit			Per Rental	\$ 400.00	
1/3 Ballroom Security Deposit			Per Rental	\$ 200.00	
1/6 Ballroom Security Deposit			Per Rental	\$ 150.00	
Table/Chair Set Up (all ballroom events)			Per Rental	\$ 30.00	
Hallway/Entrance (only in conjunction with Ballroom Rental)					
Resident Non Profit			Per Hour	\$ 15.00	
Resident Private			Per Hour	\$ 25.00	
Non-Resident Non Profit			Per Hour	\$ 30.00	
Non-Resident Private			Per Hour	\$ 40.00	
Corporate/Commercial			Per Hour	\$ 50.00	
Security Deposit			Per Rental	\$ 100.00	
Atrium (only in conjunction with Ballroom Rental)					
Resident Non Profit			Per Hour	\$ 25.00	
Resident Private			Per Hour	\$ 30.00	
Non-Resident Non Profit			Per Hour	\$ 40.00	
Non-Resident Private			Per Hour	\$ 50.00	
Corporate/Commercial			Per Hour	\$ 60.00	
Security Deposit			Per Rental	\$ 100.00	

City of Rancho Santa Margarita
Master Fee Schedule
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Community Services Department - Ballroom

Fee Name		Day of the week	Unit	Adopted Fee	Additional Information
Ballroom Veranda (only in conjunction with Ballroom Rental)					
Resident Non Profit			Per Hour	\$ 15.00	
Resident Private			Per Hour	\$ 25.00	
Non-Resident Non Profit			Per Hour	\$ 30.00	
Non-Resident Private			Per Hour	\$ 40.00	
Corporate/Commercial			Per Hour	\$ 50.00	
Security Deposit			Per Rental	\$ 100.00	
Paseo Court (only in conjunction with Ballroom Rental)					
Resident Non Profit			Per Hour	\$ 25.00	
Resident Private			Per Hour	\$ 30.00	
Non-Resident Non Profit			Per Hour	\$ 40.00	
Non-Resident Private			Per Hour	\$ 50.00	
Corporate/Commercial			Per Hour	\$ 60.00	
Security Deposit			Per Rental	\$ 100.00	
Reception/Lobby Area (only in conjunction with Ballroom Rental)					
Resident Non Profit			Per Hour	\$ 15.00	
Resident Private			Per Hour	\$ 25.00	
Non-Resident Non Profit			Per Hour	\$ 30.00	
Non-Resident Private			Per Hour	\$ 40.00	
Corporate/Commercial			Per Hour	\$ 50.00	
Security Deposit			Per Rental	\$ 100.00	

Resident must have an address located within the incorporated City of Rancho Santa Margarita.

Community Services Department

El Paseo Room



**City of Rancho Santa Margarita
Master Fee Schedule
Effective Date: July 8, 2024**

Community Services Department - El Paseo Room

Fee Name		Day of the Week	Unit	Adopted Fee	Additional Information
El Paseo Multi Purpose Room					
Full Room	Resident Non Profit	Fee	Per Hour	\$ 45.00	
1/2 Room A	Resident Non Profit	Mon - Fri	Per Hour	\$ 35.00	
1/2 Room B	Resident Non Profit	Mon - Fri	Per Hour	\$ 35.00	
El Paseo Multi Purpose Room					
Full Room	Resident Non Profit	Sat - Sun	Per Hour	\$ 65.00	
1/2 Room A	Resident Non Profit	Sat - Sun	Per Hour	\$ 55.00	
1/2 Room B	Resident Non Profit	Sat - Sun	Per Hour	\$ 55.00	
El Paseo Multi Purpose Room					
Full Room	Resident Private	Mon - Fri	Per Hour	\$ 70.00	
1/2 Room A	Resident Private	Mon - Fri	Per Hour	\$ 50.00	
1/2 Room B	Resident Private	Mon - Fri	Per Hour	\$ 50.00	
El Paseo Multi Purpose Room					
Full Room	Resident Private	Sat - Sun	Per Hour	\$ 90.00	
1/2 Room A	Resident Private	Sat - Sun	Per Hour	\$ 70.00	
1/2 Room B	Resident Private	Sat - Sun	Per Hour	\$ 70.00	

City of Rancho Santa Margarita
Master Fee Schedule
Effective Date: July 8, 2024

Community Services Department - El Paseo Room

Fee Name		Day of the Week	Unit	Adopted Fee	Additional Information
El Paseo Multi Purpose Room					
Full Room	Non-Resident Non Profit	Mon - Fri	Per Hour	\$ 90.00	
1/2 Room A	Non-Resident Non Profit	Mon - Fri	Per Hour	\$ 70.00	
1/2 Room B	Non-Resident Non Profit	Mon - Fri	Per Hour	\$ 70.00	
El Paseo Multi Purpose Room					
Full Room	Non-Resident Non Profit	Sat - Sun	Per Hour	\$ 110.00	
1/2 Room A	Non-Resident Non Profit	Sat - Sun	Per Hour	\$ 90.00	
1/2 Room B	Non-Resident Non Profit	Sat - Sun	Per Hour	\$ 90.00	
El Paseo Multi Purpose Room					
Full Room	Non-Resident Private	Mon - Fri	Per Hour	\$ 105.00	
1/2 Room A	Non-Resident Private	Mon - Fri	Per Hour	\$ 85.00	
1/2 Room B	Non-Resident Private	Mon - Fri	Per Hour	\$ 85.00	
El Paseo Multi Purpose Room					
Full Room	Non-Resident Private	Sat - Sun	Per Hour	\$ 125.00	
1/2 Room A	Non-Resident Private	Sat - Sun	Per Hour	\$ 105.00	
1/2 Room B	Non-Resident Private	Sat - Sun	Per Hour	\$ 105.00	

**City of Rancho Santa Margarita
Master Fee Schedule
Effective Date: July 8, 2024**

Community Services Department - El Paseo Room

Fee Name		Day of the Week	Unit	Adopted Fee	Additional Information
El Paseo Multi Purpose Room					
Full Room	Corporate/Commercial	Mon - Fri	Per Hour	\$ 110.00	
1/2 Room A	Corporate/Commercial	Mon - Fri	Per Hour	\$ 90.00	
1/2 Room B	Corporate/Commercial	Mon - Fri	Per Hour	\$ 90.00	
El Paseo Multi Purpose Room					
Full Room	Corporate/Commercial	Sat - Sun	Per Hour	\$ 130.00	
1/2 Room A	Corporate/Commercial	Sat - Sun	Per Hour	\$ 110.00	
1/2 Room B	Corporate/Commercial	Sat - Sun	Per Hour	\$ 110.00	
El Paseo Multi Purpose Room					
Full Room Security Deposit			Per Rental	\$ 150.00	
1/2 Room A Security Deposit			Per Rental	\$ 100.00	
1/2 Room B Security Deposit			Per Rental	\$ 100.00	

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Community Services Department

La Miranda Room



City of Rancho Santa Margarita
Master Fee Schedule
Effective Date: July 8, 2024

Community Services Department - La Miranda Room

Fee Name		Day of the Week	Unit	Adopted Fee	Additional Information
La Miranda Room					
Full Room	Resident Non Profit	Mon - Fri	Per Hour	\$ 45.00	
2/3 Room A	Resident Non Profit	Mon - Fri	Per Hour	\$ 40.00	
1/3 Room B	Resident Non Profit	Mon - Fri	Per Hour	\$ 30.00	
La Miranda Room					
Full Room	Resident Non Profit	Sat - Sun	Per Hour	\$ 65.00	
2/3 Room A	Resident Non Profit	Sat - Sun	Per Hour	\$ 60.00	
1/3 Room B	Resident Non Profit	Sat - Sun	Per Hour	\$ 50.00	
La Miranda Room					
Full Room	Resident Private	Mon - Fri	Per Hour	\$ 70.00	
2/3 Room A	Resident Private	Mon - Fri	Per Hour	\$ 60.00	
1/3 Room B	Resident Private	Mon - Fri	Per Hour	\$ 45.00	
La Miranda Room					
Full Room	Resident Private	Sat - Sun	Per Hour	\$ 90.00	
2/3 Room A	Resident Private	Sat - Sun	Per Hour	\$ 80.00	
1/3 Room B	Resident Private	Sat - Sun	Per Hour	\$ 65.00	

**City of Rancho Santa Margarita
Master Fee Schedule
Effective Date: July 8, 2024**

Community Services Department - La Miranda Room

Fee Name		Day of the Week	Unit	Adopted Fee	Additional Information
La Miranda Room					
Full Room	Non-Resident Non Profit	Mon - Fri	Per Hour	\$ 90.00	
2/3 Room A	Non-Resident Non Profit	Mon - Fri	Per Hour	\$ 75.00	
1/3 Room B	Non-Resident Non Profit	Mon - Fri	Per Hour	\$ 55.00	
La Miranda Room					
Full Room	Non-Resident Non Profit	Sat - Sun	Per Hour	\$ 110.00	
2/3 Room A	Non-Resident Non Profit	Sat - Sun	Per Hour	\$ 95.00	
1/3 Room B	Non-Resident Non Profit	Sat - Sun	Per Hour	\$ 75.00	
La Miranda Room					
Full Room	Non-Resident Private	Mon - Fri	Per Hour	\$ 105.00	
2/3 Room A	Non-Resident Private	Mon - Fri	Per Hour	\$ 90.00	
1/3 Room B	Non-Resident Private	Mon - Fri	Per Hour	\$ 75.00	
La Miranda Room					
Full Room	Non-Resident Private	Sat - Sun	Per Hour	\$ 125.00	
2/3 Room A	Non-Resident Private	Sat - Sun	Per Hour	\$ 110.00	
1/3 Room B	Non-Resident Private	Sat - Sun	Per Hour	\$ 95.00	

**City of Rancho Santa Margarita
Master Fee Schedule
Effective Date: July 8, 2024**

Community Services Department - La Miranda Room

Fee Name		Day of the Week	Unit	Adopted Fee	Additional Information
La Miranda Room					
Full Room	Corporate/Commercial	Mon - Fri	Per Hour	\$ 110.00	
2/3 Room A	Corporate/Commercial	Mon - Fri	Per Hour	\$ 90.00	
1/3 Room B	Corporate/Commercial	Mon - Fri	Per Hour	\$ 80.00	
La Miranda Room					
Full Room	Corporate/Commercial	Sat - Sun	Per Hour	\$ 130.00	
2/3 Room A	Corporate/Commercial	Sat - Sun	Per Hour	\$ 120.00	
1/3 Room B	Corporate/Commercial	Sat - Sun	Per Hour	\$ 105.00	
La Miranda Room					
Full Room Security Deposit			Per Rental	\$ 150.00	
2/3 Room A Security Deposit			Per Rental	\$ 100.00	
1/3 Room B Security Deposit			Per Rental	\$ 100.00	

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Community Services Department

Other Rooms



City of Rancho Santa Margarita
Master Fee Schedule - Proposed 2018 CPI Increase
Effective Date: July 8, 2024

Community Services Department - Other Rooms

Fee Name		Unit	Adopted Fee	Additional Information
Large Conference Room				
	Resident Non Profit	Per Hour	\$ 40.00	
	Resident Private	Per Hour	\$ 40.00	
	Non-Resident Non Profit	Per Hour	\$ 50.00	
	Non-Resident Private	Per Hour	\$ 60.00	
	Corporate/Commercial	Per Hour	\$ 70.00	
Security Deposit		Per Rental	\$ 100.00	
Small Conference Room				
	Resident Non Profit	Per Hour	\$ 20.00	
	Resident Private	Per Hour	\$ 20.00	
	Non-Resident Non Profit	Per Hour	\$ 25.00	
	Non-Resident Private	Per Hour	\$ 30.00	
	Corporate/Commercial	Per Hour	\$ 35.00	
Security Deposit		Per Rental	\$ 100.00	
Kitchen - Full Use with Room Rental		Flat Rate	\$ 250.00	
Security Deposit		Per Rental	\$ 100.00	
Kitchen -Partial Use with Room Rental (refrigerator, ice machine, small counter)		Flat Rate	\$ 50.00	
Security Deposit		Per Rental	\$ 100.00	

City of Rancho Santa Margarita
Master Fee Schedule - Proposed 2018 CPI Increase
Effective Date: July 8, 2024

Community Services Department - Other Rooms

Fee Name		Unit	Adopted Fee	Additional Information
Arts & Craft Room				
	Resident Non Profit	Per Hour	\$ 30.00	
	Resident Private	Per Hour	\$ 40.00	
	Non-Resident Non Profit	Per Hour	\$ 50.00	
	Non-Resident Private	Per Hour	\$ 60.00	
	Corporate/Commercial	Per Hour	\$ 70.00	
Security Deposit		Per Rental	\$ 100.00	
Reese Courtyard (in conjunction with the Ballroom or Arts and Crafts Room rental)	Fri (after 6:00 p.m.), Sat & Sun			
	Resident Non Profit	Per Hour	\$ 50.00	
	Resident Private	Per Hour	\$ 60.00	
	Non-Resident Non Profit	Per Hour	\$ 70.00	
	Non-Resident Private	Per Hour	\$ 80.00	
	Corporate/Commercial	Per Hour	\$ 90.00	
Security Deposit		Per Rental	\$ 100.00	
Technology Center				
	Resident Non Profit	Per Hour	\$ 120.00	
	Resident Private	Per Hour	\$ 140.00	
	Non-Resident Non Profit	Per Hour	\$ 150.00	
	Non-Resident Private	Per Hour	\$ 160.00	
	Corporate/Commercial	Per Hour	\$ 170.00	
Security Deposit		Per Rental	\$ 500.00	

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Community Services Department

Equipment and Other



**City of Rancho Santa Margarita
Master Fee Schedule
Effective Date: July 8, 2024**

Community Services Department - Equipment and Other

Fee Name	Unit	Adopted Fee	Additional Information
Porter	Per hour	\$ 30.00	Staff as required
Podium with microphone	Each	\$ 25.00	Flat Rate
Projector - Cart	Each	\$ 50.00	Flat Rate
Projector - Ceiling	Each	\$ 100.00	Flat Rate
Laptop	Each	\$ 100.00	Flat Rate
Microphone Only	Each	\$ 15.00	Flat Rate
Podium Only	Each	\$ 10.00	Flat Rate
Whiteboard package - portable	Each	\$ 25.00	Flat Rate

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