



**COLUMBIA
-HEIGHTS-**

DRAFT

The City of Columbia Heights 2021 Fee Schedule

Adopted December 14, 2020

Amended _____, 2021

City of Columbia Heights Fee Register

ADMINISTRATION/GENERAL

DATA PRACTICES REQUEST FEES	
Paper Copies/Documents (100 pages or fewer of 8.5 x 11 or 8.5 x 14)*	.25/copy; .50/2 sided
Special requests from public for information (electronic or more than 100 pages)*	Hourly wage of lowest paid employee able to retrieve/copy data plus copying, materials and mailing costs
*Waived if the total cost is under \$5.00	
Library copier	.10 per black and white copy; .50 per color copy
Copy of City Charter	\$5
City Code-Book (unbound)	\$100
City Code-Chapter	\$15
Copy of meeting- CD, DVD or flash drive	\$20

COMMUNITY DEVELOPMENT

Comprehensive Plan	\$10
Multiple Dwelling List	.50 for 1st Copy .25 for each additional copy
Appeal	\$200
Comprehensive Plan Amendment	\$1,000
Conditional Use Permit (Residential)	\$250
Conditional Use Permit (All Others)	\$500
Site Plan (Under 1 acre)	\$500
Site Plan (1 acre and Over)	\$1,000
Preliminary Plat	\$1,000
Final Plat	Included w/prelim plat fee
Interim Use	\$250
Minor Subdivision (Lot Split)	\$275
Vacation	\$150
Variance (Residential)	\$250
Variance (All Others)	\$500
Zoning Amendment	\$1,000
Zoning Letter	\$75
BUSINESS LICENSE FEES	
Arcades/Amusement Centers (\$5,000 Bond/\$100 Inv. Fee) (PD)	\$500
Auto Recycling Dealer/Junk Yard (\$10,000 Surety Bond) PD,FD, ZA	\$500
Beer Sales	
On Sale (\$250 Inv. Fee 1st time application)	\$400
Off Sale (\$250 Inv. Fee 1st time application) Formerly \$150	\$200
Merchants & Brewers	\$200
Temporary Beer (per day basis) (\$250 Investigation Fee)	\$100
Brewer Taprooms & Brew Pubs (On Sale) (\$250 Investigation Fee 1st time Applicant)	
Brewers manuf. Less than 2,000 barrels/yr.	\$150
Brewers manuf. 2,000-3,500 barrels/yr.	\$500
Brewers manuf. 3,500+ barrels/yr.	\$4,000
Carnivals (\$500 deposit & insurance)	\$50/day

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Christmas Tree Sales (\$200 Clean-up Deposit)	\$50
Contractor's License/Registration* (Bond and Insurance Required)	
Building –Commercial Projects (not licensed by State)	\$80
Blacktop	\$80
Excavator	\$80
Masonry/Concrete	\$80
Moving	\$80
Demolition	\$80
Plaster/Stucco	\$80
Heating/Cooling	\$80
Sign Installation	\$80
*City contractor licenese may only be issued to contractors who are not required to be licensed by the State	
Courtesy Benches (Insurance Required)	\$25/each
Exhibition/Convention/Shows/Expos (\$5,000 Bond)	
First Day	\$50
Each Additional Day	\$10
Food Truck Registration Fee	\$100
Games of Skill	\$15/Location, Plus \$15/machine
Kennels	\$50
Each additional cage	\$10
Massage Therapist, Business (\$250 Inv. Fee)	\$500
Massage Therapy, Individual (\$250 Inv. Fee)	\$100
Motor Vehicle Fuel Dispensing Stations	
First Metering Device	\$50
Each Additional Metering Device	\$10
L.P. Gas per Metering Device	\$50
Motor Vehicle Rental/Leasing	
New Application	\$75
Renewal Application	\$50
Motor Vehicle Sales (New & Used)	\$300
Pawnbroker (\$5,000 Bond/\$100 Inv. Fee)	\$12,000
Peddlers/Solicitors & Transient Merchant	
Itinerant Hawker/Peddler	\$50/day; \$100/mo.; \$500/yr.
Transient Merchant	\$50/day; \$100/mo.; \$500/yr.

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Pet Shop	\$50
Pool/Billiard Hall (\$100 Inv. Fee)	\$100
Popcorn, Candy, Food Catering Vehicles (Insurance - Public & Vehicle Liability)	\$50
Precious Metal Dealers (\$5,000 Bond, \$100 Inv. Fee)	
New Applicant	\$300
Renewal	\$200
Secondhand Merchant Business (\$5,000 Bond, \$100 Inv. Fee)	\$100
Sexually Oriented/Adult Business (Inv. Fee \$500-\$10,000)	\$10,000
Tobacco Sales	
Accessory Sales	\$500
Smoke Shop (no indoor sampling)	\$500
Smoke Shop (indoor sampling)	\$1,000
Tree Removal & Treatment (Insurance Required)	\$80
LIQUOR LICENSING FEE	
Intoxicating Liquor Sales	
Class A (Inv. Fee \$500-\$2000)	\$8,000
Class B (Inv. Fee \$500-\$2000)	\$6,500
Class C (Inv. Fee \$500-\$2000)	\$6,500
Class D (Inv. Fee \$500-\$2000)	\$8,000
Class E (Inv. Fee \$500-\$2000)	\$5,500
On Sale Wine (Inv. Fee \$500-\$2000)	\$1,200/\$2,000
(\$1,200 for restaurants w/ seats 25-74: \$2,000 for seats 75+)	
Sunday On-Sale Liquor	\$200
Temporary On-Sale (Inv. Fee \$500-\$2000)	\$ 100/day
2:00 am Closing Time Adopted in June 2017	\$300
Club On-Sale Liquor (Inv. Fee \$500-\$2000)	Per membership
1 to 200 members	\$300
201 to 500 members	\$500
501 to 1,000 members	\$650
1,001 to 2,000 members	\$800
2,001 to 4,000 members	\$1,000
4,001 to 6,000 members	\$2,000
Over 6,000 members	\$3,000
BUILDING PERMITS, FIRE ALARM SYSEMS, AND FIRE SUPPRESSION SYSTEM FEES	
Total Valuation	Fee
\$1.00 to \$500.00	\$65.00 minimum
\$501.00 to \$2,000.00	\$65.00 for the first \$500.00, plus \$3.70 for each additional \$100.00 or fraction thereon, to and including \$2,000.00

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\$2,001.00 to \$25,000.00	\$107 for the first \$2,000.00, plus \$17.50 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00
\$25,001.00 to \$50,000.00	\$510.00 for the first \$25,000, plus \$13.40 for each additional \$1,000.00 or fraction thereof, to an including \$50,000
\$50,001.00 to \$100,000.00	\$845.00 for the first \$50,000.00, plus \$9.15 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$1,302.50 for the first \$100,000.00, plus \$6.18 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$4,262.50 for the first \$500,000.00 plus \$6.18 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$7,352.50 for the first \$1,000,000.00, plus \$4.80 for each additional \$1,000.00 or fraction thereof.

Plan Review Fees- 65% of Permit Fees
 Surcharge- As mandated by State of Minnesota

BUILDING PERMIT FIXED FEE

Residential roofing replacement	\$160 + Surcharge
Residential roofing repair (limited to 300sq.ft.)	\$120 + Surcharge
Residential roofing multi-family (townhomes)	\$70 per unit + Surcharge
Residential siding replacement	\$160 + Surcharge
Residential siding repair (limited to one side/elevation of the house)	\$120 + Surcharge
Residential siding and roofing combined	\$300 + Surcharge
Residential siding multi-family (townhomes)	\$70 per unit + Surcharge
Residential windows	\$160 + Surcharge
Residential roofing, windows, and siding combined	\$450 + Surcharge

HEATING/COOLING PERMIT FEES

Minimum permit fee	\$65 + surcharge
Fireplace	\$75 + Surcharge
Furnace and/or AC	\$75 + Surcharge
Boiler (also requires backflow preventer permit)	\$75 + Surcharge

All other plumbing fees to remain with a minimum fee of \$65 applied to all permit applications.

Fees for Residential Mechanical Permits shall be calculated as follows on a per unit basis, with a minimum permit fee of \$65.00. Surcharges shall be collected as mandated by the State.

Air to Air Exchanger	\$15
Chimney liner	\$10
Ductwork	\$10
Gas Dryer	\$10
Gas Piping	\$10
Gas Range/Oven	\$10
Gas Grill	\$10
Pool Heater	\$10

Fees for Commercial/Industrial/Institutional Mechanical Permits will be based on total cost of work calculated by using the Building Permit Fee Schedule. The total cost of work shall include all labor and materials supplied by the contractor. The minimum Permit fee shall be \$65.00. The surcharge shall be calculated as mandated by the State.

PLUMBING PERMIT FEES/GAS PIPING PERMITS

Residential Permit Fees shall be computed on the basis of the number of fixtures provided for in the permit in accordance with the following schedule:
 Residential is defined as single family, two family dwelling, townhouse unit and multi-family unit.

Fees for Group "A" fixtures at \$10.00 each with a minimum fee of \$65.00

bathtub	laundry tray	washer
bidet	lavatory	gas piping
dryer	shower	water supply-inside
dishwasher	sink	sewer repair-inside
floor drain	water closet	water supply-outside
pool heater		

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Minimum permit fee	\$65 + Surcharge
Water heater	\$65 + Surcharge
Water softener	\$65 + Surcharge
Backflow preventer	\$65 + Surcharge

All other plumbing fees to remain with a minimum fee of \$65 applied to all permit applications.

Surcharges shall be collected as mandated by the State.

Fees for Commercial/ Industrial/Institutional Plumbing

Installations/Repairs will be based on the total cost of the work calculated by using the Building Permit Fee Schedule. The total cost of the work shall include all labor and materials supplied by the Contractor. The Minimum Fee shall be **\$65.00**. The surcharge shall be calculated as mandated by the State.

SEWER/WATER PERMITS

Permits will be required for all installation, alterations, repairs of any domestic water or sewer lines, commercial water/sewer lines or any water line to be used for fire suppression systems. For any job requiring City crews to make a water or sewer tap, the Contractor must provide an OSHA approved trench box before City Crews will perform tapping operations. Fees will be \$35.00 plus parts and tax when applicable. Surcharges shall be collected as mandated by the State.

WATER METER PERMITS

The fees collected for the installation of water meters for residential, commercial, industrial, institutional installations will be calculated at 15% over the cost of the meter, plus sales tax. No surcharge will be collected.

DEMOLITION PERMITS

Permit fees and surcharges will be based on same schedule as for Building Permits, based on the cost of the job.

MOVING PERMITS

Fees for the moving or raising of any minor building such as a utility building or garage will be calculated at a fee of \$50.00 per structure. Fees for the moving or raising of all other building will be calculated at a fee of \$100 per structure. Permits will be required if passing through the City off of US Highways or County streets. Fees shall be calculated at \$50 per structure.

INSTALLATION/REMOVAL of FLAMMABLE/COMBUSTIBLE STORAGE TANKS and LP GAS TANKS

Fees for the installation, removal, or alteration of any above ground or below ground storage tanks or LP tanks will be calculated at \$35.00 per tank. All installations must be approved by the State Fire Marshall and the local Fire Department.

STREET EXCAVATION/DUMPSTER PERMITS

Permits are obtained at the Public Works Department. Fees will be charged for the permits, but no surcharge is collected.

ADDITIONAL FEES

Inspections for which no fee is specifically indicated	\$65.00 per hour (minimum 1 hour)
Inspections outside normal business hours	\$92.00 per hour (minimum 1 hour)
Reinspection fee:	\$32.50 for the first and \$65 for each inspection thereafter
Reinstate expired permit	½ the permit fee
Business use certificate of occupancy	\$120.00 to meet on site with the fire department. One reinspection included. Additional inspections see fee schedule for reinspection fee.
Investigation fee	Up to but not to exceed the permit fee.

PERMIT REFUND POLICY

The Building Official may authorize refunding of not more than 80 percent of the permit fee paid when no work has been done under a permit issued in accordance with this code. The Building Official may also authorize refunding of not more than 80 percent of the plan review fee when an application for a permit for which a plan review fee has been paid is withdrawn or canceled before any plan reviewing is done. The Building Official shall only authorize refunding of any fee paid when a written request has been submitted, by the original applicant, not later than 180 days after the date of fee payment.

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later than 100 days after the date of fee payment.

ECONOMIC DEVELOPMENT

Proposal Consideration	\$100
Single Family Home Lot Sales Program Application	\$50
Tax Exempt Conduit Revenue Bond Application	\$1,000
Escrow Deposit	\$10,000
Tax Increment Financing Application	\$1,000
Escrow Deposit	\$10,000
Legal or Financial Consultant Review Escrow Deposit	\$3,000

*Please Note: The unused amount of an escrow deposit will be refunded upon the completion of legal or financial consultant services. If additional expenses are incurred beyond the amount of the escrow deposit, an additional escrow deposit will be required upon written notice from the Columbia Heights Economic Development Authority.

FINANCE

Abandoned account fee	\$1 per month
Convenience fee for payments by telephone	\$3 per transaction

FIRE

RENTAL LICENSING FEES

Rental property license - 1 thru 3 units	\$300 per building
Rental property license – over 3 units	\$250 per building plus \$22 per unit
Family Exempt properties	\$75 per bldg

License Reinstatement after Revocation/Suspension	Five times annual license fee
License Transfer Fee	\$25.00
Licensing Late Fee	\$150.00

Reinspection Fee	\$150.00 per inspection
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ABATEMENT FEES

Immediate Abatement Administrative Fee	\$75.00 per abatement
Abatement Administrative Fee	\$200.00 per abatement

FIRE DEPARTMENT SERVICE CHARGES

Engine	Refer to DNR Fee Schedule
Ladder Truck	Refer to DNR Fee Schedule
Rescue Truck Crew of 3	Refer to DNR Fee Schedule
Ambulance Crew of 3	Refer to DNR Fee Schedule
Any Other Aparatus	Refer to the DNR Fee Schedule
Fire Watch	Actual Cost

FIRE PERMITS

Recreational Fire Permit:	
Daily (up to 9 per year)	\$0.00
Annual	\$25.00
Festival Bonfire	\$200.00
Permit Burn (requires Council approval)	\$500.00

Explosives:

Operational permit required for the manufacture, storage, handling, sale or use of any quantity of explosive material within the scope of Chapter 33 of the MN State Fire Code.

(Permits obtained by State Fire Marshal)

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Fireworks:	
Outdoor fireworks displays by State certified operator.	\$50.00
Fireworks sales in existing retail establishments.	\$0.00
Fireworks stands or tent sales. (NFPA 1124)	\$200.00
Fire Code Operational Permits	\$200.00
Operational Permits as set forth in Section 105.6	
NEW CONSTRUCTION/ MODIFICATIONS/FIRE PLAN REVIEW:	
For all occupancies with the exception of detached one- and two-family dwellings.	
Structures:	
New construction/modification fire review fee.	\$75.00
Automatic Fire-Extinguishing Systems:	
New construction/modification fire review fee.	\$90.00
Fire Alarm and Detection Systems and Related Equipment:	
New construction/modification fire review fee.	\$75.00
Fire Pumps and Related Equipment:	
New construction/modification fire review fee. If part of an automatic fire-extinguishing system review no separate fee will be charged.	\$50.00
Standpipe Systems:	\$50.00
Spray Rooms, Dip Tanks, or Paint Booths:	\$50.00
LP Gas:	
Exterior installations only: Plan review and inspections to be conducted by Fire Department.	\$180.00
Interior installations only: New construction/modification fire review fee.	\$90.00
Flammable & Combustible Liquids:	\$90.00
New construction/modification fire review fee. (includes tank installations & removals)	
Hazardous Materials:	\$90.00
New construction/modification fire review fee.	
Temporary Membrane Structures, Tents and Canopies:	
Less than 180 days: Plan review and inspections to be conducted by Fire Department.	\$90.00
Under a Conditional Use Permit.	\$50.00
Greater than 180 days: New construction/modification fire review fee.	\$50.00

LIBRARY

Video rental (for feature films less than 2 years old)	\$1.00 (21-day loan period)
Replacement library card	\$2.00
Out-of-State/Non-resident library card	\$60.00 (annually)
Earbuds	\$5.00
Flash Drive	\$5.00
Hardcover adult sale book	\$1.00
Trade/Oversize paperback sale book	\$0.75
Mass Market paperback sale book	\$0.50
Children's hardcover sale book	\$1.00
Children's paperback sale book	\$0.25
Sale DVD	\$1.00
Sale audiobook	\$2.00

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Sale audio CD	\$1.00
Print/Copy (black and white)	\$0.10
Print/Copy (color)	\$0.50
Misc.	Variable
Dishonored check fee	\$30.00
Replacement of lost or damaged materials	Discounted cost of item plus a \$8.00 processing charge for print material or a \$10.00 processing charge for media material. Magazines = \$6.00 or list price if higher
Barcode	\$0.50 (charged if 5 or more barcodes are missing or damaged.)
RFID tag	\$0.25 (charged if 5 or more tags are missing or damaged.)
Book Jacket	\$0.50 (charged if 3 or more are missing or damaged)
Audio bags, all sizes	\$1.00
Compact disc Jewel case (CD)	\$0.75
CD book case (up to 10 in a case)	\$2.50
CD book case (11-24/case)	\$5.00
CD book case (25+/case)	\$15.00
DVD case (1-4 in case)	\$1.00
DVD case (5+/case)	\$2.50
Compact disc or DVD insert (1 page)	\$1.00
Compact disc or DVD insert (multiple pages)	\$3.00
Overdue fine: Adult (hardbound and paperback books, audio discs, magazines, video discs)	\$0.30 per day (\$7.00 maximum fine)
Overdue fine: Juvenile (hardbound and paperback books, audio discs, magazines, video discs)	\$0.10 per day (\$2.00 maximum)
Referral to Collection Agency	\$10.00
Community room rental	\$25.00 per hour

POLICE

False alarm response by police or fire	
Third in calendar year	\$50.00
Fourth in calendar year	\$75.00
Fifth and any subsequent in a calendar year	\$100.00
No parking 2 a.m. to 6 a.m.	\$25.00
No parking April 1 to May 1 when there is 3 ½ inches of snow or more on the streets	\$25.00
Copies of Reports	\$.25 per page
Report on an Address or Person	\$5.00
Administrative Vehicle Impound Fee	\$35.00
Administrative Animal Impound Fee	\$8.00
Dog Impound (per day)	\$26.00
Cat Impound (per day)	\$24.00
Digital Photos	\$5.00
Copy of Color Photos	\$5.00 for 1st page, \$1 each additional page
Audio/Video CD	\$15.00
Letter of Good Standing	\$10.00
Weekly Accident Report	\$5.00
Admin Parking/Moving Violations	Varies
Repeat Nuisance Call Service Fee	\$250 plus add'l fees for excess costs
No Trespassing Signs (yellow)	\$4/each

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PUBLIC WORKS

Right of Way Permits	
Annual Registration for Utility Companies	\$75.00
Small Cell	\$850.00 per site
Street Excavation	\$150.00 per Street Penetration
Trench or Boring	\$150.00 plus \$.25 per Lineal Foot of
Boulevard Excavation	\$50.00 per Boulevard Disturbance
Non-Excavation (Obstruction)	\$50.00 plus \$.05 per Lineal Foot
Extension	\$35.00 plus \$15.00 per Week Extension
Penalty	Two (2) times the amount of the Standard Permit
Degradation*	To be calculated by City (see below for
Resident Boulevard Excavation	\$35.00
Resident Boulevard Excavation Deposit	\$750.00
Resident Driveway Apron/Curb and Gutter Deposit	\$750.00
Senior Excavation Permit (over 62 years old)	\$35.00 per Excavation
Sidewalk by Property Owners	
Senior Sidewalk (over 62 years old)	\$20.00
Property Owner Sidewalk	\$40.00

***Degradation**

Due to the difficulty in determining the possible scope of some projects, the City will only be able to provide an estimate of the degradation fee when a permit is issued. The City Right-of-Way inspector will calculate the degradation fee after the complete scope of work is determined.

Degradation Fee Estimates for Bituminous Street:		
	HOLE (Maximum length=street width)	TRENCH
New Street - 0 to 5 Years	$(\$2.25 \times \text{street width} \times \text{length}) +$ $(\$3.75 \times \text{lane width} \times \text{hole length})$	$(\$2.25 \times \text{street width} \times \text{length}) +$ $(\$3.75 \times \# \text{ of lanes} \times \text{lane width} \times \text{lengths})$
Existing Street - 5 years old to 20 years old	$(\$2.00 \times \text{lane width} \times \text{length}) +$ $(\$3.00 \times \text{lane width} \times \text{hole length})$	$\$3.00 \times \# \text{ of lanes} \times$ $\text{lane width} \times \text{length}$
Existing Street - over 20 years old	$\$2.75 \times (\text{hole width} + 4 \text{ feet}) \times$ $(\text{hole length} + 4 \text{ feet})$	$\$2.75 \times (\text{trench width} + 4 \text{ feet}) \times \text{length}$
Street to be reconstructed in next two (2) years	$\$2.00 \times (\text{hole width}) \times (\text{hole length})$	$\$2.00 \times \text{trench width} \times \text{length}$

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Degradation Fee Estimates for Concrete Street:		
	HOLE	TRENCH
New Street-0 to 5 Years	(\$3.00 x street width x length) + (\$4.50 x lane width x hole length)	(\$3.00 x street width x length) + (\$4.50 x # of lanes x lane width x lengths
Existing Street- 5 years old to 20 years old	(\$2.75 x lane width x length) + (\$4.25 x lane width x hole length)	\$3.75 x # of lanes x lane width x length
Existing Street – over 20 years old	\$3.75 x (hole width + 4 feet) x (hole length +4 feet)	\$3.75 x (trench width + 4 feet) x length
Street to be reconstructed in next 2 years	\$3.25 x (hole width) x (hole length)	\$3.25 x trench width x length

Street Obstruction Permit	
Street Obstruction Permit (Valid for 30 days)	\$30.00
Extension Fee	\$15.00 per week
Flasher Deposit	\$150.00

Load Limit Permit	
Load limit permit required for spring weight restrictions	N/C

Water Hydrant Meter Rentals	
5/8" Water Meter	\$200.00
2-1/2 Water Meter with 2" RPZ Backflow Preventer	\$2,500.00

Special Assessment Search	
Basic special assessment search	\$25.00
Additional information	\$15.00

Engineering Copy Requests	
AsBuilts	\$2.50 per sheet
Plotter Copies (22" x 34" or 24" x 36")	\$15.00 each
Regular Photocopies (8-1/2 x 11, 8-1/2 X 14, 11 x 17)	\$.25 each

Maps	
Full color city map, zoning map or parks map	\$15.00
Shaded Relief Map (36" x 36")	\$15.00
Standard Address Map	\$20.00
Large Address Map	\$30.00
Utility Maps (watermain, sanitary sewer, storm sewer) (36" by 28")	\$20.00
Property Only (Urban) 1/2 Section (22" x 34")	\$15.00
Property & Planimetric (Urban) 1/2 Section (22" x 34")	\$25.00
Property, Planimetric & Contours (Urban) 1/2 Section (22" by 34")	\$50.00
Color Aerial Photo (Urban) 1/2 Section (22" x 34")	\$30.00
Special Request (See City Engineer)	\$15.00 plus \$50/hour (\$25.00 minimum)

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GIS Data Requests (Digital Data)	
Planimetric & Contours	\$15.00 plus \$50/hour (\$25.00 minimum)
CD ROM	\$12.00
Notary	N/C

RECREATION				
RENTAL INFORMATION	2021 RATES		2022 RATES	
	(Sun - Fri)	(Saturday)	(Sun - Fri)	(Saturday)
Hall/Kitchen/LaBelle Lounge w/Tax	\$1,134.46	\$1,801.11	\$1,134.46	\$1,801.11
Hall/Kitchen/LaBelle Lounge	\$1,059.01	\$1,681.32	\$1,059.01	\$1,681.32
Hall	\$810.80	\$1,274.30	\$810.80	\$1,274.30
LaBelle Lounge	\$244.97	\$341.71	\$244.97	\$341.71
Gauvitte, Prestemon, Edgemoor, or Keyes Room	\$193.05	\$221.38	\$193.05	\$221.38
Senior Center or Maithaire/McKenna Room	\$275.78	\$323.55	\$275.78	\$323.55
Down Payment (non-refundable)	\$500 / \$100	\$500 / \$100	\$500/\$100	\$500 /\$100
Damage Deposit (refundable)	\$500 / \$250	\$500 / \$250	\$500/\$250	\$500/\$250
Security Officer Deposit	\$200.00	\$200.00	\$200.00	\$200.00
Security Officer hourly rate	\$35.00	\$35.00	\$35.00	\$35.00
Pop/CO2 Charge	\$100/\$150/\$200		\$100/\$150/\$200	
Early Entry Fee *Preapproved*	\$60	\$60	\$60	\$60
Custodial Charge per hour	\$30	\$30	\$30	\$30
Events Lasting 2 hours or less	50%	N/A	50%	N/A
Events Lasting 4 hours or less	25%	N/A	25%	N/A
Heights Resident Discount**	25%	25%	25%	25%

All rental rates, fees, and deposits are subject to State Sales Tax.

All JPM rentals end at 1:00 a.m. An \$80 plus tax late fee will be assessed every 30 minutes. Saturday/Sunday rental time: 12:00 noon - 1:00 a.m. Friday rental time: 9:00 a.m. - 1:00 a.m. A storage fee of \$100 will be charged for items left in the building outside of rental time. **Single room rentals have a maximum rental time of 7 hours.**

Linen and Napkin rental is available upon request. 2021 Prices are as follows:

White or Ivory Linens \$7.00 per hall table (60" rounds and 8' x 2 1/2' banquet tables) Tax additional \$3.50 per bar table .70 per napkin (various colors available)

White Melamine Dinnerware, Silverware and Plastic Tumblers are available for a rental fee of \$50 plus tax per rental.

Saturday rentals may decorate Friday before their event from 9:00 am - 4:30 pm for a \$150 fee. This reservation can only be made if the hall is available within 3 weeks of the rental date.

PARK RENTAL FEES	w/tax included
Resident	\$50
Non-Resident	\$75
Large groups 100+ people	\$125
EVENT WAGON	\$45
BALLFIELD RENTAL	\$40 per day or \$10 per hr
GARDEN PLOTS	\$25