



City of Mission Viejo Master Fee Schedule

LIBRARY FEES				
Fee #	Description	Adopted Fee Effective 1/1/2020	Unit	Notes
DAILY OVERDUE CHARGES				
1	Books/Magazines/Paperbacks/Audiobooks/Music CDs	\$0.25		
2.a	DVDs - Educational	\$0.25		
2.b	DVDs - Popular	\$0.25		
3.a	Maximum fine - Paperbacks/Magazines	\$5.00	per item	When item is returned after being overdue for an extended period of time.
3.b	Maximum fine - Books	\$10.00	per item	
3.c	Maximum fine - DVD-Educational and Audiobooks	\$10.00	per item	
3.d	Maximum fine - DVD Entertainment	\$10.00	per item	

PROCESSING FEES FOR LOST MATERIAL IN ADDITION TO COST OF ITEM				
1	Magazines/Paperbacks	\$5.00		
2.a	All other material - Book	\$5.00		
2.b	All other material - Book on CD	\$10.00		

ADDITIONAL FEES				
1	Placing a Hold	\$0.00		
2	Inter-Library Loan	\$5.00		
3	Inter-Library Loan - Second Level	\$5.00		Staff will determine need to assess fee on a per occurrence basis.
4	Collection Agency Fee	\$15.00		
5.a	Public Copiers - Black/White	\$0.15	per page	
5.b	Public Copiers - Color	\$0.75	per page	
6.a	Computer/Internet Printing - Black/White	\$0.15	per page	
6.b	Computer/Internet Printing - Color	\$0.75	per page	
7	Replacement for Lost/Damaged Card	\$0.00		
8	Fax Services	\$1.00	per page	
9	Passport Photos	\$10.00	per set of 2	
10	Passport Processing Fees	\$35.00	per passport	
11	NSF Check Charge	\$20.00		

POTOCKI CENTER FOR THE ARTS RENTAL				
2 HOUR MINIMUM FOR ALL RENTALS				
1.a	Group 1 City or Co-Sponsored - Room A	\$0.00	per hour	
1.b	Group 1 City or Co-Sponsored - Room B	\$0.00	per hour	
1.c	Group 1 City or Co-Sponsored - Room C	\$0.00	per hour	
1.d	Group 1 City or Co-Sponsored - Room D	\$0.00	per hour	
1.e	Group 1 City or Co-Sponsored - Entire Facility	\$0.00	per hour	
1.f	Group 1 City or Co-Sponsored - Patio	\$0.00	per hour	



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2.a	Group 2 Resident/Non-Profit - Room A	\$30.00	per hour	
2.b	Group 2 Resident/Non-Profit - Room B	\$25.00	per hour	
2.c	Group 2 Resident/Non-Profit - Room C	\$25.00	per hour	
2.d	Group 2 Resident/Non-Profit - Room D	\$15.00	per hour	
2.e	Group 2 Resident/Non-Profit - Entire Facility	\$85.00	per hour	
2.f	Group 2 Resident/Non-Profit - Patio	\$20.00	per hour	
3.a	Group 3 Resident/Private Party - Room A	\$38.00	per hour	
3.b	Group 3 Resident/Private Party - Room B	\$32.00	per hour	
3.c	Group 3 Resident/Private Party - Room C	\$32.00	per hour	
3.d	Group 3 Resident/Private Party - Room D	\$19.00	per hour	
3.e	Group 3 Resident/Private Party - Entire Facility	\$110.00	per hour	
3.f	Group 3 Resident/Private Party - Patio	\$25.00	per hour	
4.a	Group 4 Non-Resident/Non-Profit - Room A	\$43.00	per hour	
4.b	Group 4 Non-Resident/Non-Profit - Room B	\$36.00	per hour	
4.c	Group 4 Non-Resident/Non-Profit - Room C	\$36.00	per hour	
4.d	Group 4 Non-Resident/Non-Profit - Room D	\$22.00	per hour	
4.e	Group 4 Non-Resident/Non-Profit - Entire Facility	\$124.00	per hour	
4.f	Group 4 Non-Resident/Non-Profit - Patio	\$29.00	per hour	
5.a	Group 5 Non-Resident/Private Party - Room A	\$80.00	per hour	
5.b	Group 5 Non-Resident/Private Party - Room B	\$55.00	per hour	
5.c	Group 5 Non-Resident/Private Party - Room C	\$55.00	per hour	
5.d	Group 5 Non-Resident/Private Party - Room D	\$40.00	per hour	
5.e	Group 5 Non-Resident/Private Party - Entire Facility	\$215.00	per hour	
5.f	Group 5 Non-Resident/Private Party - Patio	\$40.00	per hour	
6.a	Group 6 Business - Room A	\$110.00	per hour	
6.b	Group 6 Business - Room B	\$85.00	per hour	
6.c	Group 6 Business - Room C	\$85.00	per hour	
6.d	Group 6 Business - Room D	\$55.00	per hour	
6.e	Group 6 Business - Entire Facility	\$300.00	per hour	
6.f	Group 6 Business - Patio	\$55.00	per hour	
7.a	Refundable Deposit - Room	\$75.00	per room/ per event	
7.f	Deposit - Patio	\$50.00		
8.a	Setup/Teardown Fee - Inside the Center	\$85.00		
8.b	Setup/Teardown Fee - On the Terrace	\$85.00		
9	Optional Room Cleaning Fee	\$150.00		Contractor provided, City will adjust as needed based on cost.
10	Onsite Staffing	\$15.00	per hour	
11.a	Cancellation Refund - 30 Days +	100% less \$15 processing fee		100% of Facility Deposit Refund



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11.b	Cancellation Refund - 29 Days - 15 Days	50% less \$15 processing fee		50% of Facility Deposit Refund
11.c	Cancellation Refund - 14 Days or less	0% less \$15 processing fee		0% of Facility Deposit Refund
12	Alcohol Administrative Fee	\$50.00		
13	Security Services	\$15-\$25	per hour	Contractor provided, City will adjust as needed based on cost.

LIBRARY ROOM RENTAL				
1.a	Bill Price Room - for residents and non-profits	\$10.00	per hour	
1.b	Bill Price Room - for non-residents	\$10.00	per hour	
1.c	Bill Price Room - for commercial and business groups	\$10.00	per hour	