

Honorable Mayor and Members  
of the City Council  
City Hall  
Torrance, California

Members of the Council:

**SUBJECT: Community Services – Approval of the Portable Stage Usage Policy**

### **RECOMMENDATION**

The Parks and Recreation Commission and the Acting Community Services Director recommend that the City Council approve the Portable Stage Usage Policy.

### **Funding**

Not required.

### **BACKGROUND**

On September 12, 2007, the Parks and Recreation Commission approved the proposed Portable Stage Usage Policy, and asked staff to forward the Policy to City Council for their review and approval. Upon approval, the policy will be effective November 1, 2007, in order to accommodate groups that have previous commitments from the City.

The Portable Stage was purchased by the Parks and Recreation Department in 1990 with Parks and Recreation restricted funds. In August 1996, the Parks and Recreation Commission approved a Portable Stage Rental Policy and graphics design for the stage. This rental policy was implemented by staff and immediately attracted requests from many different organizations outside of the City of Torrance. In an effort to satisfy these requests, staff were required to transport the stage beyond City boundaries, increasing both the maintenance costs for the stage and the staff time required to facilitate these requests. Staff became concerned that with the rental policy in place, the condition of the portable stage would decrease as the number of uses increased. As a result, staff discontinued the rental portion of the policy and restricted the usage of the portable stage for City programs and other events held in the City of Torrance.

### **ANALYSIS**

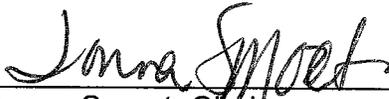
Staff continue to receive requests from other municipalities and organizations for use of the stage. Staff feel that an updated portable stage usage policy is needed in order to regulate usage of the stage and to preserve its condition and quality.

The attached Portable Stage Usage Policy clearly defines the use of the stage for events held in the City of Torrance, and further protects the City by requesting applicants to provide

additional liability insurance coverage and, in some cases, requiring security to watch over the stage. The Policy advises applicants that a Fee Schedule will be sent that identifies the Refundable Security Deposit, Staff Charges, and Mileage Reimbursement that is necessary to support the event. The fees identified in the Fee Schedule may vary based on the event, and may increase over time due to rising staff and fuel costs. The average cost to the Department for delivery, set-up and break-down of the stage ranges between \$500 and \$800, depending on the complexity of the set-up. Organizations that are permitted to use the stage will be charged fees necessary to cover only the direct costs to the Department. Payment of these fees will be required prior to the event unless the fees are waived by City Council.

Respectfully submitted,

PARKS AND RECREATION COMMISSION

  
 \_\_\_\_\_  
 Jonna Smoot, Chair

JOHN JONES  
 Acting Community Services Director

  
 \_\_\_\_\_  
 By: Mike Wilson  
 Park Services Manager

CONCUR:

  
 \_\_\_\_\_  
 John Jones  
 Acting Community Services Director

*Noted:*  
  
 \_\_\_\_\_  
 LeRoy J. Jackson  
 City Manager

- Attachment: A) Recommended Portable Stage Use Policy  
 B) Copy of Application for Use of the Portable Stage  
 C) Copy of Portable Stage Rental Policy and Graphic Design Item,  
 dated August 14, 1996  
 D) Excerpt of minutes from the Parks and Recreation Commission Meeting –  
 September 12, 2007



## City of Torrance, Community Services Department

### Policy & Procedures:

### PORTABLE STAGE USAGE POLICY

The Torrance Community Services Department owns and operates a portable stage; a 40 foot trailer that can be used to host special events and musical performances. This trailer is used primarily for City programs, such as the Turkey Trot Fun Run and the 4<sup>th</sup> of July event at Wilson Park. In addition to City Programs, the stage is used for other events that the City sponsors/co-sponsors, such as the Torrance Symphony and the Special Olympics. The stage is available for use by organizations located within the City of Torrance provided they meet the requirements identified in this policy.

**Description:** The portable stage is a 40' trailer that includes a covered 36' by 14' section with stairs on each end. There is a forward extension platform that adds 8' across the full width of the stage, with an access stair. In total there is approximately 792 sq. ft. of stage area. Additionally, the stage is wheelchair accessible.

**Requirements:** Organizations wishing to use the stage must meet the following requirements:

1. The event must be held within the Torrance City limit.
2. The location must be suitable for the towing, parking, and leveling of the stage.
3. The organization must provide proof of liability insurance in the amount of \$1,000,000 with the City of Torrance and its officers listed as additionally insured.
4. The organization must provide security for any event that requires the stage to be left overnight.

#### **Procedure for Use:**

1. Any organization requesting use of the stage is required to complete the *Application for Use of Portable Stage* and must include a site map and detailed location information. This *Application* must be submitted at least 60 days prior to the event.
2. After receiving the *Application*, the Community Services Director will approve or deny the request for use.
3. If the request is approved, the organization will receive a copy of the Fee Schedule with the costs associated with that request. This **Fee Schedule** will include the Security Deposit, Staff Charges, and Mileage Reimbursement that is necessary to cover the costs of the event. All fees must be received at least 10 business days prior to the event.

NOTE: Any request for reduction/waiver of fees or other exceptions to the policy requires City Council approval and appropriation of funds to offset the cost associated with the use of the portable stage. Such requests must be submitted for City Council approval at least 10 business days prior to the event.

#### **Responsibilities:**

**City Staff:** Park Services staff will be responsible for the transportation, set-up, and breakdown of the stage. A site visit may be required if the location of the event is unfamiliar, or if staff has concerns about the location requested for set-up. The site visit will be free of charge.

**Organization:** The organization must identify an on-site contact and cell phone number on the application that will assist Park Services staff with specific set-up location, as well as provide additional support for crowd control and access to parking lots, gates, etc. It is the responsibility of the organization to provide any generators, lighting and sound equipment that is required for the event.



# City of Torrance, Community Services Department Portable Stage Application

**ATTACHMENT B**

## Application for Use of Portable Stage

PLEASE COMPLETE AND RETURN ALL FOUR COPIES TO:

City of Torrance  
Community Services Department/Facility Booking Office  
3031 Torrance Boulevard, Torrance, CA 90503  
Phone (310) 618-5982 • Fax (310) 781-7598

**NOTE TO APPLICANT:** Please type or print firmly using a ball point pen. Any person applying for the use of City property on behalf of any society, group or organization must present satisfactory credentials to the Community Services Department representative in charge of permits, prior to filing of such applications.

Date of Application: \_\_\_\_\_

1. Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

2. Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

3. Name of Event: \_\_\_\_\_

4. Drop off: Date \_\_\_\_\_ Time: \_\_\_\_\_

5. Pick up: Date \_\_\_\_\_ Time: \_\_\_\_\_

6. Location where stage will be set up (name of park, school, parking lot, etc.): \_\_\_\_\_

7. Contact on day of the event for set-up: \_\_\_\_\_

8. Describe details of the event: \_\_\_\_\_

9. If requested for more than one day, identify security arrangements: \_\_\_\_\_

I, the undersigned, agree that any fees charged must be paid at least 10 business days prior to the requested date of use or the permit will be cancelled.

Additionally, any damage done to the Portable Stage will be deducted from the security deposit. If damages occur that are greater than the security deposit, I understand that the organization will be billed for repairs.

Additionally, on behalf of the organization, I agree to abide by and enforce all procedures governing use of the Portable Stage.

Name (please print): \_\_\_\_\_ Organization: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

FOR OFFICE USE ONLY

FEES		OTHER	
Refundable Security Deposit	\$ _____	Date Paid:	_____
Staff Charges	\$ _____	Check #	_____
Mileage	\$ _____	Receipt #	_____
TOTAL FEES	\$ _____	Fee Rate:	_____
		<input type="checkbox"/> Standard <input type="checkbox"/> Non-Profit <input type="checkbox"/> Waiver	
			Refund Process Started
			Date: _____
			<input type="checkbox"/> Refund Denied: See attached

The above application  IS  IS NOT granted per the Community Services Director.

By: \_\_\_\_\_ Date \_\_\_\_\_

WHITE-File

YELLOW-User

PINK-Park Services

GOLDENROD-Park Staff

FOR COMMISSION MEETING

August 14, 1996

TO: PARKS AND RECREATION COMMISSION  
FROM: GENE BARNETT, PARKS AND RECREATION DIRECTOR  
SUBJECT: PORTABLE STAGE RENTAL POLICY AND GRAPHIC DESIGN

### ABSTRACT

The Parks and Recreation Director is asking that the Parks and Recreation Commission recommend that the City Council approve the proposed Portable Stage Rental Policy and appropriate \$1,200 from the Parks and Recreation Facility Fund for installation of the Graphic Design.

### BACKGROUND

The state-of-the-art portable stage was purchased by the Parks and Recreation Department in 1990 with Parks and Recreation restricted funds. This stage is used approximately 6-12 times annually for City functions, as well as for functions coordinated by a variety of profit and non-profit organizations. To date, the portable stage does not have a formal rental policy or graphic design which is essential for the use and promotion of this unit to the community.

At the Parks and Recreation Commission meeting on August 9, 1995, the issue of developing a rental policy and graphic design for the portable stage was deferred to the Facilities Committee of the Parks and Recreation Commission. The Committee has been meeting on this issue since September, 1995. Research entailed reviewing the portable stage rental policies of several other cities, as well as requesting information from the manufacturer of the portable stage in order to see what information might be available in other districts or states. Once the Committee was comfortable with the process and format of the policy, they then reviewed the actual costs associated with rental of this unit in order to determine the direct and indirect costs for this rental schedule. It was agreed that these fees should recover the costs associated with the delivery, set up/break down, and the maintenance/repair of this unit. In addition, this Committee reviewed several graphic designs of other portable stages, and made some recommendations to staff to assemble for final draft.

On May 8, 1996, the Facilities Committee met to review the final draft of the Rental Policy and to vote on the Graphic Design that would best represent the Parks and Recreation Department and the City of Torrance.

**6D**

## ANALYSIS

Since its purchase, the Parks and Recreation Department has allowed several cities and both profit and non-profit organizations the use of the Portable Stage. The average costs for usage of the stage range between \$200-\$250 per use, the amount necessary to reimburse the labor and vehicle usage to deliver, set up and break down for their event. Staff have received several calls inquiring about the possible rental of this unit from other municipalities who would pay upward of \$500 a day. Staff believe that because use of this state-of-the-art stage is becoming more and more popular, the Department should develop a Rental Policy.

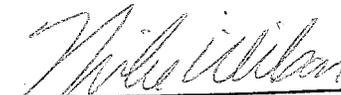
The Rental Policy format developed by the Facilities Committee is consistent with other municipalities and further protects the City by requesting additional liability insurance and, in some cases, requires security to watch over this unit. The Rental Schedule provides a fee structure that covers the direct costs for use by City departments, and community non-profit groups, and covers the direct and indirect costs for the resident, non-resident, and commercial groups. Rental fees may be waived only by authority of the City Council.

Additionally, it is recommended that the stage be reconditioned using operating funds, and an attractive, identifiable graphic design be applied to the exterior. The cost of the stage graphic is estimated at \$1,200.

## RECOMMENDATION

The Parks and Recreation Director is asking that the Parks and Recreation Commission recommend that the City Council approve the proposed Portable Stage Rental Policy and appropriate \$1,200 from the Parks and Recreation Facility Fund for installation of the Graphic Design.

Respectfully submitted,



MIKE WILSON

Acting Parks and Recreation Director

JJ:MW:dle:stageprt\policypr

- Att:
- A) Excerpt of minutes from Parks and Recreation Commission meeting of Oct. 1995
  - B) Excerpt of minutes from Facilities Committee meeting of May 8, 1996
  - C) Recommended Portable Stage Rental Policy with Fee Schedule
  - D) Recommended picture of Portable Stage with Graphic Design
  - E) Cost estimate from Century Industries for installation of Graphic Design

**EXCERPT OF MINUTES**

Minutes Approved  
 Minutes Subject to Approval

September 12, 2007

**MINUTES OF A REGULAR MEETING OF THE  
 TORRANCE PARKS AND RECREATION COMMISSION**

**1. CALL TO ORDER**

The Torrance Parks and Recreation Commission convened in a regular session at 7:03 p.m. on Wednesday, September 12, 2007, in the West Annex meeting room at Torrance City Hall.

**2. ROLL CALL**

Present: Commissioners Cook, Gilbert, Hazell, McGee, Ning, Orpe, Robbins, Taniguchi, and Chairperson Smoot.

Absent: Commissioner Numark.

Also Present: Councilmember Nowatka, Acting Community Services Director Jones, Senior Business Manager Minter, Park Services Manager Wilson, Acting Cultural Services Manager Kelso, and Acting Recreation Services Manager Wand.

**MOTION:** Commissioner Cook moved to grant an excused absence to Commissioner Numark for the September 12, 2007 Parks and Recreation Commission meeting. Commissioner Taniguchi seconded the motion; a voice vote reflected unanimous approval.

**MOTION:** Commissioner Cook, seconded by Commissioner McGee, moved to grant an excused absence to Commissioner Robbins for the August 8, 2007 Commission meeting; a voice vote reflected unanimous approval.

**7. NEW BUSINESS**

**7B. APPROVAL OF THE PORTABLE STAGE USAGE POLICY**

Acting Community Services Director Jones provided background and analysis of the item included in the material of record and recommended that the Commission approve the proposed Portable Stage Usage Policy, to be forwarded to City Council for review and approval. He noted that fees identified in the Fee Schedule average between \$500 and \$800 and would be charged to offset existing staff costs. He noted that fees could be waived by City Council with submittal of a letter of proposal.

Responding to Commissioner Ning's inquiry, he explained that fees vary depending on distance, set-up, and break-down of the stage.

**MOTION:** Commissioner Orpe, seconded by Commissioner Taniguchi, moved to approve the proposed Portable Stage Usage Policy as submitted and to forward the policy to City Council for their review and approval; a voice vote reflected unanimous approval (absent Commissioner Numark).

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