

Council Meeting of

April 22, 2008

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

Members of the Council:

SUBJECT: Community Services – Subsidize fees for use of the Portable Stage for the American Cancer Society’s Relay for Life.

Expenditure: \$722.61

RECOMMENDATION

Recommendation of the Community Services Director that City Council subsidize the fees for use of the Portable Stage for the American Cancer Society’s Relay for Life event to be held at South Torrance High School on May 2-4, 2008.

Funding

Funding of \$722.61 is available in the City Council’s Municipal Legislative Policy Program Budget.

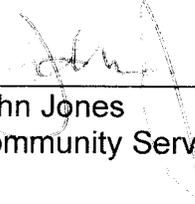
BACKGROUND/ANALYSIS

The American Cancer Society will be holding its Sixth Annual Relay for Life on May 2-4, 2008, at South Torrance High School. Over the past five years, this event has raised over \$180,000 for cancer research. A request for use of the stage was received from John Schmitt, the Co-Chair of the Torrance Relay for Life (Attachment A).

On September 25, 2007, your body approved the Portable Stage Usage Policy (Attachment B). All of the requirements included in the Policy have been met, including liability insurance and the necessary security for the trailer. The only exception is the fees for use, for which the American Cancer Society has requested a waiver. The fees in the amount of \$722.61 cover the cost of staff time for transportation, set-up, and break-down of the stage, as well as mileage reimbursement for the vehicles used by staff.

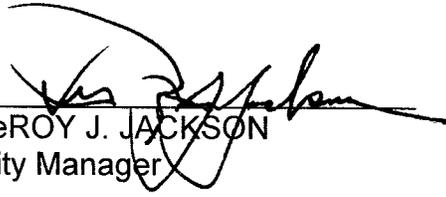
With your approval, the Community Services Department will support the Relay for Life event at South High School for the sixth year in a row.

Respectfully submitted,



John Jones
Community Services Director

CONCUR:



LeROY J. JACKSON
City Manager

Attachments: A) Relay for Life letter 11/6/07
B) Portable Stage Usage Policy

JM:tlk:stage/American cancer 4-22-08ci

November 6, 2007



Mr. Mike Wilson
Park Services Administrator
City of Torrance
3031 Torrance Blvd.
Torrance, CA 90503

Dear Mr. Wilson:

For the past five years the City provided the portable stage in support of the Annual South Torrance Relay for Life, sponsored by the American Cancer Society. The event raised over \$180,000 for cancer research and we are planning this year's event. The City Council was kind enough to waive the fees and provided the stage without cost. We are again requesting to use the trailer/stage this year from May 2-4, 2008 at South High School and we would appreciate your support.

Please let me know if this will be possible. Thanks again for your support.

Sincerely,

A handwritten signature in cursive script that reads "John Schmitt".

John Schmitt, Co-Chair
Torrance Relay For Life
424.634.1435
Johnbschmitt@gmail.com

"It's about a community that takes up the fight..."



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 4th 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.