

Council Meeting of

July 15, 2008

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

Members of the Council:

**SUBJECT: Community Services – Request for use of the Portable Stage
by the American Cancer Society’s Relay for Life.**

RECOMMENDATION

Recommendation of the Community Services Director that City Council approve a request for use of the Portable Stage outside the City of Torrance for the American Cancer Society’s Relay for Life event to be held at Redondo Union High School in Redondo Beach.

Funding: Not applicable

BACKGROUND/ANALYSIS

The American Cancer Society will be holding its Eighth Annual Relay for Life event at Redondo Union High School on July 18-20, 2008. Last year the Relay for Life event generated approximately \$330,000. A request for use of the stage was received from Katie Holmes, a representative from the California Division of the American Cancer Society (Attachment A).

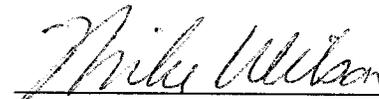
On September 25, 2007, your body approved the Portable Stage Usage Policy (Attachment B). This request for use has met the majority of the requirements identified in the Policy with the exception of the use of the Stage outside of the Torrance City Limit (Attachment C). The American Cancer Society has provided the City with liability insurance and will have the required security personnel in place for the event. They also have already agreed to pay the \$679.05 in labor and vehicle costs associated with set up and delivery of the stage, along with the required \$250.00 security deposit.

The Community Services Director recommends approval of this application based on the following special considerations:

- The Community Services Department has supported the Beach Cities Relay for Life event in Redondo Beach for over 6 years.
- This event has raised over \$1 million for cancer research since 2000 and honors those individuals in our community that are cancer survivors and the families that have lost loved ones to cancer.
- This is an event that promotes the City's partnership with the South Bay community in helping to eradicate cancer.

With your approval, the Community Services Department will support the American Cancer Society's Relay for Life event at Redondo Union High School.

Respectfully submitted,

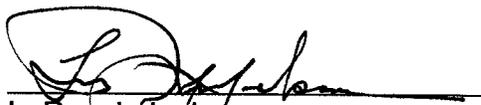


Mike Wilson
Park Services Manager

CONCUR:



John Jones
Community Services Director



LeRoy J. Jackson
City Manager

Attachments: A) Relay for Life application
B) Portable Stage Usage Policy
C) Letter of request from Katie Holmes

MW:JM:pj:tlk:x:p&r/stage portable/American Cancer 7-15-08ci



**City of Torrance, Community Services Department
Portable Stage Application**

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 91503
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: 4-16-08

1. Name of Organization: American Cancer Society, California Division Inc.
Address: 5731 W. Slawson Ave Ste 200
City/State/Zip: Culver City / CA / 90230

2. Contact Person: Katie Holmes Title: Community Development Manager
Primary Phone: (310) 348-0356 ext 3 Alternate Phone: (310) 256-0592
E-mail: Katie.Holmes@acsamer.org Fax: (310) 348-2328

3. Name of Event: Relay for Life

4. Drop off: Date 7-18-08 Time: 1pm

5. Pick up: Date 7-20-08 Time: after 10am

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

7. Contact on day of the event for set-up: Mark Klempa (310) 592-2532

8. Describe details of the event: 24 hour walkathon to celebrate cancer survivors and remember those we have lost to cancer

9. If requested for more than one day, identify security arrangements Redondo Union School district security staff and additional private security

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): Mary Gomez Organization: American Cancer Society California Division Inc.

Signature: Mary Gomez Title: Director of Operations Date: 5-3-08

FOR OFFICE USE ONLY

FEES		OTHER	
Refundable Security Deposit \$	<u>250.00</u>	Date Paid:	_____
Staff Charges	<u>\$ 507.00</u>	Check #	_____
Mileage	<u>\$ 172.05</u>	Receipt #	_____
TOTAL FEES	<u>\$ 929.05</u>	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: [Signature] Date: _____

WHITE-File YELLOW-User PINK-Park Services GOLDENROD-Park Staff



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.

May 9, 2008

City of Torrance
3031 Torrance Blvd.
Torrance, CA 90503



To the City of Torrance,

On behalf of the American Cancer Society California Division Inc and the 2008 Relay For Life of the Beach Cities committee, we would like to request that fees associated with the Torrance stage be waived for our Annual Relay For Life of the Beach Cities, taking place on July 19th-20th 2008. The waive of fees will allow the donations raised by the community to go directly to the mission statement of eradicating cancer as a major health problem.

Relay For Life is a very special community event that honors cancer survivors and families that have lost loved ones to cancer. It is a 24-hour event where the community comes together and shows their support for this cause for the full 24hours, because cancer never sleeps. The event will take place on July 19th-20th 2008 at Redondo Union High School. The Redondo Union High School, has agreed to host our event.

We would also like permission to use the City of Torrance's name on the back of all participant t-shirts and thank you banners to recognize the City for their support and sponsorship of the stage. Thank you to the City of Torrance for your amazing support in our 2007 Annual Relay For Life of the Beach Cities, helping to raise over \$1 Million in the last 8 years!

Relay For Life of the Beach Cities is coordinated by a group of very dedicated volunteers who are anxious to get things up and running. The Event Chair for the 2008 Relay For Life of the Beach Cities is Shaun Gorman (310-480-2198). Your support in providing the services listed above for the 2008 Relay For Life of the Beach Cities will help to support the community effort in fighting this disease and further the mission of the American Cancer Society. Your support will also help us reach our 2008 goals for the Relay For Life of the Beach Cities: 250 survivors, 45 teams, 40 committee members, and \$400,000.

If you have any questions, or need additional information, please do not hesitate to call me at (310)256-0582.

Sincerely,

Katie Holmes
American Cancer Society
Katie.Holmes@cancer.org



1.800.ACS.2345
www.cancer.org

Hope.Progress.Answers.®