

Council Meeting of
March 22, 2011

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

Members of the City Council:

SUBJECT: Community Services – Approve a request to subsidize the fees for use of the Portable Stage for the American Cancer Society’s Relay for Life.

Expenditure: \$615.79

RECOMMENDATION

Recommendation of the Community Services Director that City Council subsidize fees in the amount of \$615.79 for the use of the Portable Stage by the American Cancer Society for their Relay for Life event to be held at South High School in Torrance.

Funding

Funding in the amount of \$615.79 is available in the City Council’s Municipal Legislative Policy Program Budget. A total of \$7,402.30 of the annual budget of \$10,000.00 remains in the budget for subsidy of community events for this fiscal year. If approved, the remaining balance will be \$ 6,786.51.

BACKGROUND/ANALYSIS

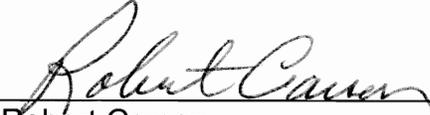
The American Cancer Society will be holding its Annual Relay for Life event at South High School in Torrance on May 13-15, 2011. A request for use of the portable stage was received from John Schmitt on behalf of the California Division of the American Cancer Society (Attachment A). In addition, the group has requested that the Council waive the fees associated with the use of the portable stage (Attachment B).

During the September 25, 2007 Council Meeting, the Council approved the Portable Stage Usage Policy (Attachment C). The American Cancer Society will provide the City with liability insurance and will have the required security in

place for the event, as stated in the Portable Stage Usage Policy (Attachment D). The fees in the amount of \$615.79 cover the cost of staff time for transportation, set-up, and break-down of the stage.

Respectfully submitted,

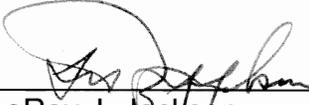
JOHN JONES
Community Services Director

By 
Robert Carson
Park Services Manager

CONCUR:



John Jones
Community Services Director



LeRoy J. Jackson
City Manager

- Attachments: A) Relay for Life application
B) Request for waiver of fees
C) Minutes Excerpt of September 25, 2007 Council Meeting
D) Portable Stage Usage Policy



City of Torrance, Community Services Department
PORTABLE STAGE APPLICATION

PLEASE COMPLETE AND RETURN TO:

City of Torrance
Community Services Department/Park Services Division
20500 Madrona Avenue, Torrance, CA 90503
Phone (310) 781-6901 • Fax (310) 618-3077

NOTE TO APPLICANT: Please type or print clearly. 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: JAN 4, 2011
- Name of Organization: TORRANCE RELAY FOR LIFE - AMERICAN CANCER SOCIETY
Address: 5731 SCAUSON AVE., STE. 200
City/State/Zip: CULVER CITY CA 90230
 - Contact Person: JOHN SCHMITT Title: VOLUNTEER
Primary Phone: 310-546-3682 Alternate Phone: 424-634-1435
E-mail: johnb.schmitt@gmail.com Fax: 310-545-2325
 - Name of Event: RELAY FOR LIFE
 - Drop off: Date MAY 13, 2011 (FRIDAY) Time: NOON - 3:00 P.M.
 - Pick up: Date MAY 15, 2011 (SUNDAY) Time: AFTER 11:00 A.M.
 - Location where stage will be set up (name of park, school, parking lot, etc.): SOUTH HIGH SCHOOL PRACTICE FIELD.
 - Contact on day of the event for set-up: JOHN SCHMITT
 - Describe details of the event: 24 HOUR COMMUNITY EVENT WITH ENTERTAINMENT
 - If requested for more than one day, identify security arrangements: 24 HOUR PAID SECURITY AND TORRANCE POLICE ON SITE.

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. - REQUEST FOR WAIVER AS IN PAST YEARS.

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.

Print Name: JOHN SCHMITT Organization: AMERICAN CANCER SOCIETY
Signature: [Signature] Title: VOLUNTEER Date: 1-4-11

FOR OFFICE USE ONLY

The above application IS IS NOT granted per John Jones, Community Services Director.

By: _____ Date _____ Fees: _____

ATTACHMENT B

February 4, 2011

Mr. John Jones
Director, Community Services
City of Torrance
3031 Torrance Blvd.
Torrance, CA 90503

Dear Mr. Jones:

For the past eight years the City has provided the portable stage in support of the Annual Torrance Relay for Life, sponsored by the American Cancer Society. We have raised over \$1,250,000 for cancer research and we are now planning this year's event. The City Council has been kind enough to waive the fees and provide the stage without cost in the past. We are again requesting to use the stage this year on May 13-15, 2011 at South High School. I have submitted an application to use the portable stage with proof of insurance with this letter.

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

Sincerely,



John Schmitt, Volunteer
Torrance Relay For Life
424.634.1435
Johnbschmitt@gmail.com

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

ATTACHMENT C**12E. APPROVAL OF PORTABLE STAGE USAGE POLICY****Recommendation**

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

Acting Community Services Director Jones reported that staff and the Parks and Recreation Commission were recommending the approval of the Portable Stage Usage Policy in order to regulate the usage of the stage and preserve its condition and quality. He noted that organizations wishing to use the stage must provide proof of liability insurance in the amount of \$1 million and provide security for any event that requires the stage to be left overnight.

MOTION: Councilmember Brewer moved to concur with the staff recommendation. The motion was seconded by Councilmember Nowatka and passed by unanimous vote (absent Councilmember Sutherland).



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.

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.