



**DATE:** June 5, 2014

**TO:** Parks, Recreation, Marina and Cultural Commission

**FROM:** Recreation Staff

**SUBJECT:** Special Request for Use of Nancy Boyd East, West and Pavilion – Ice Cream Social and Backpack Giveaway for Invited Foster Families

Applicant seeks approval for use of Nancy Boyd East, West and Pavilion. Pertinent details are listed below.

**Applicant:**  
Kris Gery, Foster Families Network

**Park Request:**  
Nancy Boyd East, West and Pavilion

**Reservation Date Request:**  
Friday, August 15, 2014 6-9 pm

**Special Request(s):**  
Fee waiver

**Event Info:**  
Ice Cream Social and Backpack Giveaway for Invited Foster Families

**Attendance:**  
Projected to be 75

**Special Event Permit:**  
N/A

**Letter to neighbors:**  
N/A

**Park Fees:**  
\$75 deposit (refundable) and \$112.50 rental

**PARK USE/LARGE EVENT FEE WAIVER POLICY**  
**(Adopted by City Council 6/19/13)**

**Eligibility**

There are four types of users that are eligible for Park Use/Large Event Fee Waiver:

1. Martinez Unified School District and Mount Diablo Unified School District – Uses submitted by MUSD or MDUSD for the purpose of serving their students.
2. Non-profit Community Groups: These groups have 501(c) status in good standing with the State and meet the following:
  - 50% of members are Martinez Residents
  - Event or activity has a community wide benefit
  - Paying fee would create a financial hardship for the group that would endanger the group's ability to conduct the event.
3. City Co-sponsored Groups/Events – Groups that receive regular financial support from the City or Events in which the City is participating as key supporter of the event.
4. Community Fundraiser– This category is targeted for events put on by Martinez Residents for impromptu fundraisers surrounding a cause in the community in which all the proceeds go to the cause and the event is open to everyone in the community.

**Review and Approval**

All MUSD permits fitting the #1 Eligibility definition of use will not come to PRMCC and will be approved administratively.

Users that meet the definition of use or user #2 through #4

- The PRMCC reviews and approves/denies Park Use/Large Event Fee Waiver Applications at the regular PRMCC meetings
- Application for Park Use/Large Event Fee Waiver must be received 30 days in advance
- PRMCC may waive any portion of fees up to 100%

**Procedure**

- Complete a Park Use/Large Event Reservation application and submit deposit
- Complete a Special Request Form 30 days prior to the event
- Attend PRMCC Meeting Review of Application

## SPECIAL REQUEST FORM\*\*

Martinez Park and Recreation Department  
525 Henrietta Street, Martinez, CA 94553  
Ph: (925) 372-3510 Fax: (925) 372-3509  
Email RAgostino@cityofmartinez.org

All questions must be completely filled out:

Date: May 22, 2014

Your Name:

Kris Gery

Organization (if applicable): Foster Family Network

Address (organization or home): 4545 Grothman Lane  
Martinez, Ca. 94553

Phone: (hm) 925-229-0469 \_\_\_ cell 925-323-8769

Date of Event: August 15, 2014. Friday evening

Time and Duration of Event: 6 pm- 9 pm

Location: Nancy Boyd Park

Family/group size. 75

Purpose: ice cream social and backpack giveaway

What is your Special Request? **(Please check all that applies)**

Amplified music/speakers  Waterfront picnic lawn usage   Fee  
waived/reduction

Non-picnic uses  Sale of alcoholic beverages  More than the picnic park capacity

Others (please explain): \_\_\_\_\_

Special Request Justification: We are a non profit organization and we have events for children in out of home placements and the families they live with.

**Note: The Park Recreation, Marina and Cultural Commission will review appropriate requests and make a recommendation to the City Council who will make the final determination. The Applicant or a representative is encouraged to attend both meetings to answer questions from the PRMCC and City Council.**

**The Commission meets on the third Tuesday of each month. All inquires should be received at the above address no later than one week prior to scheduled Commission meeting.**



**Recreation Department**  
 525 Henrietta Street Martinez, CA 94553  
 925-372-3510

<i>Office Use Only</i>	
Deposit \$ _____	Date Rec'd <u>5/29/14</u>
Rental \$ _____	Deposit Returned _____
REC1 _____	Picnic # _____
Check# _____ CC _____	Cash _____
Received by <u>Robin</u>	

## FACILITY RESERVATION PERMIT

Group/Business Name Foster Family Network Work/Cell# \_\_\_\_\_

Applicant/Representative Kris Gery Home# \_\_\_\_\_

Address 4545 Grothman Lane, 94553 Friday Night Ice Cream social and back pack give away

**Email Address**

Facility	Deposit	Martinez Resident & Non-Profit Org.	Non-Martinez Resident & Non-Profit	Corporate Local & Non-Martinez
<b>25 person capacity</b> <input type="checkbox"/> Golden Hills <input type="checkbox"/> Morello Park	\$50	\$28	\$50	\$94
<b>15 person capacity</b> <input type="checkbox"/> West-Nancy Boyd	\$50	\$22.50	\$45	\$60
<b>30 person capacity per pod</b> <input type="checkbox"/> Nancy Boyd East <input type="checkbox"/> Nancy Boyd Pavilion	\$50	\$45	\$90	\$120
<b>75 person capacity</b> <input type="checkbox"/> Hidden Valley Oak	\$250	\$112.50	\$225	\$300
<b>40 person capacity</b> <input type="checkbox"/> Hidden Valley Beech	\$50	\$60	\$120	\$160
<b>100 person capacity per area</b> <input type="checkbox"/> Hidden Valley Poplar <input type="checkbox"/> Hidden Valley Sycamore	\$250	\$150	\$300	\$400
<b>125 person capacity</b> <input type="checkbox"/> 1/2 Waterfront Group Area	\$100	\$66	\$132	\$187
<b>250 person capacity</b> <input type="checkbox"/> Waterfront Group Area	\$125	\$105	\$259	\$303
<b>120 person capacity</b> <input type="checkbox"/> Gazebo (Rankin)	\$250	\$240	\$340	\$360
<b>110 person capacity</b> <input type="checkbox"/> The Canyon (Rankin)	\$250	\$165	\$260	\$275
<b>160 person capacity</b> <input type="checkbox"/> Olive Grove (Rankin)	\$250	\$240	\$360	\$400

  

Date	Facility Requested	Reservation Hours	Est. Attend.
August 15, 2014	Nancy Boyd East, West and Pavilion	8- Dusk	75

Deposits: **The check must match the applicant's name on the picnic permit.** Check and cash deposits will be returned to the renter within 5 business days of the picnic. If the renter falsifies residency, exceeds capacity or damages the facility, the deposit will be forfeited. If damages exceed the deposit, renter will be invoiced for time and materials. Non-payment will be sent to collections. Protect yourself! Upon leaving your picnic area, take a picture and include site, date and your name and e-mail it to: [classes@cityofmartinez.org](mailto:classes@cityofmartinez.org).  
**I, the undersigned have read and understand all the information provided on both sides of this agreement. I hereby agree to be bound by the conditions and stipulations**

RENTER \_\_\_\_\_

Date \_\_\_\_\_  
 Martinez Police Dept. 925-372-3440