



DATE: April 13, 2015

TO: Parks, Recreation, Marina and Cultural Commission

FROM: Recreation Staff

SUBJECT: Special Request for Use of Hidden Valley's Poplar and Sycamore Picnic Areas – Pacheco/Martinez Homeless Outreach

Applicant seeks approval for use of Hidden Valley's Poplar and Sycamore Picnic Areas. Pertinent details are listed below.

Applicant:

Bill Schilz, Treasure and Board Chairman of Pacheco/Martinez Homeless Outreach

Park Request:

Hidden Valley's Poplar and Sycamore Picnic Areas

Reservation Date Request:

May 9, 2015

Special Request(s):

Amplified sound, fee waiver or reduction, more than park capacity and non-picnic uses

Event Info:

Several Girl Scout troops have joined together to collect items that Pacheco Martinez Homeless Outreach needs to help the homeless. This request will allow for a presentation ceremony where the troops can hear Doug Stewart speak about homelessness.

Attendance:

Projected to be 250

Special Event Permit:

N/A

Letter to neighbors:

N/A

Park Fees:

\$300 for rental of both picnic areas

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

All questions must be completely filled out:

Date: 3-9-15

Your Name: BILL SCHILZ / DOUG STEWART

Organization (if applicable): PACHECO/MTZ HOMELESS OUTREACH, INC (PMH)

Address (organization or home): 225 VALLEY GLEN LANE, MARTINEZ

Phone: (hm) 925-229-8945 (wk) 530-304-4297

Date of Event: MAY 9, 2015

Time and Duration of Event: 10AM - 1 PM

Location: HIDDEN VALLEY PARK

Family/Group Size: 250

Purpose of Gathering: SEVERAL GIRL SCOUT TROOPS HAVE BANNED TOGETHER TO COLLECT ITEMS PMHO NEEDS TO HELP THE HOMELESS. THEY WANT TO HAVE A PRESENTATION CEREMONY AND HEAR DOUG SPEAK ABOUT HOMELESSNESS

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: AS A LOCAL NON-PROFIT HELPING THE HOMELESS IN MARTINEZ AND THROUGHOUT THE COUNTY, WE CANNOT AFFORD TO SPEND MONEY ON PARK RENTALS. THIS IS A TRUE COMMUNITY SERVICE GATHERING

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.

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: SEP 14 2011

PACHECO MTZ HOMELESS OUTREACH
2161 POMONA AVE
MARTINEZ, CA 94553

Employer Identification Number:
45-2706776
DLN:
17053242361001
Contact Person:
RENEE RAILY NORTON ID# 31172
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
February 23, 2011
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

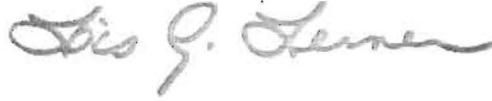
Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 947 (DO/CG)

PACHECO MTZ HOMELESS OUTREACH

We have sent a copy of this letter to your representative as indicated in your power of attorney.

Sincerely,

A handwritten signature in cursive script that reads "Lois G. Lerner". The signature is written in dark ink and is positioned below the word "Sincerely,".

Lois G. Lerner
Director, Exempt Organizations

Enclosure: Publication 4221-PC