



**DATE:** July 10, 2015

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

**FROM:** Recreation Staff

**SUBJECT:** Special Request for Use of Rankin Park Gazebo

Applicant seeks approval for use of Waterfront lawn and group area. Pertinent details are listed below.

**Applicant:**

Mary Harms and Jim Payne, Contra Costa Family Community Fund

**Park Request:**

Waterfront Park Group area and lawn area

**Reservation Date Request:**

Saturday, September 7, 2015

**Special Request(s):**

Amplified sound, use of the Waterfront lawn area, fee waiver or reduction, one day permit for sale of alcohol with ABC permit, and more than park capacity.

**Event Info:**

The Contra Costa Community Fund will be raising funds for emergency financial help with utilities bills, for union members and non-union members in Contra Costa County in their time of need. Ms. Harms and or Mr. Payne will be in attendance for this meeting to answer any questions. A copy of the 501c is attached.

**Attendance:**

Projected to be 500

**Special Event Permit:**

N/A

**Letter to neighbors:**

N/A

**Waterfront Fees:**

Waterfront Group area \$600 deposit (refundable) and \$105 rental  
Waterfront Lawn area \$100 deposit (refundable) and \$100 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



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

DEPARTMENT OF THE TREASURY

Date: **JUL 9 -1 2013**

CONTRA COSTA COUNTY FAMILY  
COMMUNITY FUND  
1333 PINE ST STE E  
MARTINEZ, CA 94553-1865

Employer Identification Number:  
32-0381266  
DLN:  
17053135362043  
Contact Person:  
FAITH E CUMMINS ID# 31534  
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:  
March 1, 2013  
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)