



CITY OF MARTINEZ

PARKS, RECREATION, MARINA & CULTURAL
COMMISSION

DATE: April 6, 2010
TO: Parks, Recreation, Marina & Cultural Commission
FROM: Michelle Wierschem, Recreation Manager
SUBJECT: Visions in Education Use Request of Waterfront Park

RECOMMENDATION

- Approve the special request for use of Waterfront Park lawn area on Thursday, June 3, 2010, from 9:00a.m. – 12:30 p.m.
- Consider request to waive park rental fee.

BACKGROUND

This special request from Visions in Education which is a non-profit public school is requesting use of the Waterfront Park lawn area and a fee waiver for use of the park. This group used Waterfront Park last year for their event, but was unaware of the use policies and application protocol.

A waiver of park rental fees in the amount of \$359.00 for use of the park is also requested.

Attached: Reservation Permit Form
Special Request Form



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

<i>Office Use Only</i>	
Deposit \$ <u>On file</u>	Date Rec'd <u>3/2/10</u>
Rental \$ _____	Date Rec'd _____
Total \$ _____	Picnic # _____
Check# _____ / _____	CC _____ Cash _____
{Special Request} date approved _____	
Received by <u>Robin</u>	

FACILITY RESERVATION PERMIT

Group/Business Name Visions In Education **Work#** 916-971-5568

Applicant/Representative Susan Oelke **Home#** _____

Address 4800 Manzanita Ave , Carmichael, CA 95608
(Number) (Street) (City) (Zip)

Facility	Deposit	Martinez Resident & Non-Profit Org.	Non-Martinez Resident & Non-Profit	Corporate Local & Non-Martinez
25 person capacity per pod <input type="checkbox"/> Hidden Valley 1 <input type="checkbox"/> Hidden Valley 2 <input type="checkbox"/> East-Nancy Boyd <input type="checkbox"/> West-Nancy Boyd <input type="checkbox"/> Morello Park <input type="checkbox"/> Golden Hills	\$50	\$28	\$50	\$94
75 person capacity <input type="checkbox"/> Gazebo (Rankin) <input type="checkbox"/> Peppertree (Rankin)	\$100	\$55	\$99	\$187
125 person capacity <input type="checkbox"/> ½ Waterfront Group Area	\$125	\$66	\$132	\$187
250 person capacity <input type="checkbox"/> Waterfront Group Area	\$125	\$105	\$259	\$303
350 person capacity <input type="checkbox"/> Olive Grove (Rankin)	\$125	\$105	\$259	\$303
Special Request Park Use*	\$150*	\$105*	\$127*	\$193*

*Specialized park use not listed in the fee schedule must be approved by the Park & Recreation Commission. Deposit and fees may be higher.

Date	Facility Requested	Reservation Hours	Est. Attend.	Balance of Fees Due by:
June 3, 2010	Waterfront Group	8 to Dusk	150	
Thursday				
Jump House Co.		requesting fee		waiver and lawn

PARK AND RECREATION DEPARTMENT DEPOSIT POLICY FOR PICNIC RENTALS

If deposit payment is by check, the check will be cashed 1 to 3 days after received. If the park is left in acceptable condition the City will refund the deposit to the renter two weeks after their picnic date. **The check must match the applicant's name on the picnic permit.** If deposit payment is made by credit card, your credit card information will be kept on file with the Department. If the park is left in acceptable condition no fee will be assessed and the credit card will not be charged. If the park renter falsifies residency, group number or cause damages the deposit fee will be incurred and your credit card will be charged the entire deposit fee.

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

Attn: Robin



****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: 2-1-10

Your Name: Susan Oelke

Organization (if applicable): VISIONS IN Education

Address (organization or home): 4800 MANZANITA Ave St 7: Colwick, CA

Phone: (h) 916-971-5578 (wk) 916-971-1709 95608

Date of Event: Thurs June 3, 2010 9:30am - noon

Time and Duration of Event: 9:00 am - 12:30 pm

Location: Martinez Shoreline Park

Family/Group Size: 150

Purpose of Gathering: Field day - games and bar-b-que for our Home School families and our teachers

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 public school

Note: The Park and Recreation 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 Park and Recreation Commission and City Council.

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