



CITY OF MARTINEZ

PARKS, RECREATION, MARINA & CULTURAL  
COMMISSION

DATE: May 17, 2011  
TO: Parks, Recreation, Marina & Cultural Commission  
FROM: Mitch Austin, Recreation Manager  
SUBJECT: Cub Scout Fee Waiver Request for Use of Hidden Valley Park

**RECOMMENDATION**

Consider the special request for a fee waiver for use of Hidden Valley Park areas #1 and #2 on August 27, 2011, from 8:00a.m. – 3:00p.m.

**BACKGROUND**

A special request was received from Penny Bristow-Wendt on behalf of Cub Scout Troop 184 for a fee waiver of \$56 for reserved use of Hidden Valley Park areas #1 and #2.

The troop expects 60 people to be in attendance of this Summer Time Annual Picnic.

Fee waiver policy item #2 appears to address their request:

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.

A similar event by a Boy Scout Troop was approved for a fee waiver at the last PRMCC meeting.

Attached: Special Request Form  
Fee Waiver Policy



**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>4/21/11</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** Martinez Cub Scouts **Work#** \_\_\_\_\_

**Applicant/Representative** Penny Bristow-Wendt **Home#** 370-6065

**Address** 10 Sun Court, 94553  
(Number) (Street) (City) (Zip)

Facility	Deposit	Martinez Resident & Non-Profit Org.	Non-Martinez Resident & Non-Profit	Corporate Local & Non-Martinez
<b>25 person capacity per pod</b> <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
<b>75 person capacity</b> <input type="checkbox"/> Gazebo (Rankin) <input type="checkbox"/> Peppertree (Rankin)	\$100	\$55	\$99	\$187
<b>125 person capacity</b> <input type="checkbox"/> ½ Waterfront Group Area	\$125	\$66	\$132	\$187
<b>250 person capacity</b> <input type="checkbox"/> Waterfront Group Area	\$125	\$105	\$259	\$303
<b>350 person capacity</b> <input type="checkbox"/> Olive Grove (Rankin)	\$125	\$105	\$259	\$303
<b>Special Request Park Use*</b>	\$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:
August 27, 2011	Hidden Valley Park	8 to Dusk	40	
	1&2			
<b>Jump House Co.</b>				

### 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 \_\_\_\_\_



## \*\*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: 4/22/11

Your Name: Penny Bristow-Wendt

Organization (if applicable): Cub Scout Pack 184

Address (organization or home): 10 Sun Court, Martinez CA 94553

Phone: (hm) 370 6065 (wk) 677-4453

Date of Event: 8/27/11

Time and Duration of Event: 11am-3pm

Location: Hidden Valley Park

Family/Group Size: 40

Purpose of Gathering: Cub Scout Annual Summertime Picnic

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 nonprofit organization that promotes leadership & good values for our community's boys.

**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.**

## **Park Use Fee Waiver Policy**

### Eligibility

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

1. Martinez School use – Uses submitted by the MUSD 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 in which all the proceeds go to the cause and the event is open to the public.

### Review and Approval

All Martinez School use 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

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

### Procedure

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