



**Approvals:** \_\_\_\_\_

Dept. Head \_\_\_\_\_

Manager SP

Admin. Assistant MS

# AGENDA REPORT

BEACHES, PARKS & RECREATION COMMISSION  
Meeting Date: February 13, 2018

**Department:** Beaches, Parks & Recreation  
**Prepared By:** Samantha Thomas, Recreation Manager

**Subject:** ***PARTNERSHIP AGREEMENT WITH SAN CLEMENTE PUBLIC LIBRARY FOR SUMMER READING PROGRAM.***

**Fiscal Impact:** Yes. A loss of revenue equaling approximately \$1,350 in Community Center rental revenue, annually.

**Summary:** The San Clemente Public Library, operated by the County of Orange, is requesting a waiver for its summer reading program that includes the waiver of rental fees and deposit associated with the Community Center Auditorium.

**Background:** A Partnership Policy was adopted by City Council to encourage and promote activities, facility rentals, and special events/programs on a year around basis that provide valuable cultural, recreational, and civic benefits to residents, visitors, and businesses of San Clemente. The process to become a Partner requires a minimum of two fee waiver requests for the activity, facility rental, or special event within a two-year period. Over the course of the two-year period, the City reviews the success of the program before formalizing a Partnership. The primary criterion to qualify for a fee waiver under the policy, it that the organization is a non-profit civic or social organization, and all revenue generated by the event largely benefits the residents, visitors, and businesses of San Clemente.

The San Clemente Public Library (SCPL) branch has hosted a summer reading program for the past 25 years at the Community Center, at no cost to SCPL. In 2016, formally SCPL requested a fee waiver for its annual summer activity. On January 17, 2017, City Council unanimously approved the SCPL request to waive the rental fees for the Community Center Auditorium.

**Discussion:** SCPL is requesting a fee waiver to hold its annual summer reading program at the Community Center. As a well-established program/facility rental, the program attracts approximately 1,000 attendees throughout the summer, with roughly 250-350 attendees weekly. Because this activity has occurred for many years at no cost to SCPL and the program is a great benefit for the community, staff recommends the Commission approve a partnership agreement between the City and SCPL for all future summer reading program facility rentals.

SCPL will be responsible for coordinating the weekly activities, including marketing, providing staff and volunteers, supplies, equipment, and entertainment for each activity.

**Recommended**

**Action:** STAFF RECOMMEND THAT the Beaches, Parks and Recreation Commission recommend the City Council approve a partnership agreement with the San Clemente Public Library for its annual Summer Reading Program, waiving the rental fees and deposit for the use of the Community Center Auditorium.

**Attachments:** 1) Fee Waiver Request  
2) Draft Permit (2018)

**Notification:** San Clemente Public Library, Karen Wall  
Friends of San Clemente Library

ORANGE COUNTY  
**OC Community Resources**  
*Our Community. Our Commitment.*

ATTACHMENT 1

November 2, 2017

**DYLAN WRIGHT**  
DIRECTOR  
OC COMMUNITY RESOURCES

**CYMANTHA ATKINSON**  
DEPUTY DIRECTOR  
OC COMMUNITY RESOURCES

**JENNIFER HAWKINS, DVM**  
DIRECTOR  
OC ANIMAL CARE

**RENEE RAMIREZ**  
DIRECTOR  
OC COMMUNITY SERVICES

**JULIA BIDWELL**  
DIRECTOR  
HOUSING & COMMUNITY  
DEVELOPMENT &  
HOMELESS PREVENTION

**STACY BLACKWOOD**  
DIRECTOR  
OC PARKS

**HELEN FRIED**  
COUNTY LIBRARIAN  
OC PUBLIC LIBRARIES

San Clemente Library  
242 Avenida Del Mar  
San Clemente, CA 92672

To Whom It May Concern:

Fee Waiver: San Clemente Library Summer Reading Program

This letter serves as a request for a fee waiver for the use of the Community Room Auditorium for the San Clemente Library Summer Reading Program.

Summer Reading programs serve to prevent "summer slide", the tendency for students to lose some of the achievement gains they made during the previous school year.


The San Clemente Library offers a well-established summer reading program that encourages almost 1,000 kids, teens, and adults to read over the summer.

Educational, fun enrichment activities throughout the summer are an important feature of the programs. The library has held weekly programs in the adjacent Community Room Auditorium for approximately ten years. Attendance at these shows draw an average of 200 attendees weekly. Historically, the City has charged neither the library, County or Friends of the Library for use of the Auditorium.

In the spirit of community benefit and inter-agency cooperation, I would ask that the City waive all fees in the total amount of \$1,450.00 (\$1,350.00 for rental fees [6 weeks, @75/hr.] and \$100 refundable deposit) for use of the Auditorium. This would cover 6 free weekly shows on Thursday mornings for the enjoyment of all who would like to attend.

Respectfully,

  
Karen R. Wall, Senior Branch Librarian

  
November 2, 2017



OFFICE OF THE DIRECTOR  
1770 NORTH BROADWAY  
SANTA ANA, CA 92706-2642  
PHONE: 714.480.2788  
FAX: 714.480.2899

**City of San Clemente Recreation**  
 san-clemente.org/recreation | recreation@san-clemente.org  
**Community Center:** 100 N. Calle Seville, 92672 | 949-361-8264  
**Aquatics Center:** 987 Ave. Vista Hermosa, 92673 | 949-429-8797

**PERMIT #2157**

Authorized On: 11/08/2017 04:30 PM

**NOTE:** Summer Reading Program Chairs needed

<b>Location</b> Community Center	<b>Permit Holder</b> Orange County Public Library 242 Avenida Del Mar San Clemente, CA 92672	<b>Authorized Agent</b> Lynda Pulley 949-361-8264 recreation@san-clemente.org http://san-clemente.org
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**RESERVATIONS**

<b>Location</b>	<b>Facility</b>	<b>Date</b>	<b>Time</b>	<b>Hours</b>	<b>Estimate</b>
Community Center	Auditorium	Thu, Jun 21st 2018	9:30a-12:30p	3	\$900.00
	<b>Discounts</b>	Resident Non-Profit Discount			\$675.00
	<b>Discounts Total</b>				(\$675.00)
Community Center	Auditorium	Thu, Jun 28th 2018	9:30a-12:30p	3	\$900.00
	<b>Discounts</b>	Resident Non-Profit Discount			\$675.00
	<b>Discounts Total</b>				(\$675.00)
Community Center	Auditorium	Thu, Jul 5th 2018	9:30a-12:30p	3	\$900.00
	<b>Discounts</b>	Resident Non-Profit Discount			\$675.00
	<b>Discounts Total</b>				(\$675.00)
Community Center	Auditorium	Thu, Jul 12th 2018	9:30a-12:30p	3	\$900.00
	<b>Discounts</b>	Resident Non-Profit Discount			\$675.00
	<b>Discounts Total</b>				(\$675.00)
Community Center	Auditorium	Thu, Jul 19th 2018	9:30a-12:30p	3	\$900.00
	<b>Discounts</b>	Resident Non-Profit Discount			\$675.00
	<b>Discounts Total</b>				(\$675.00)
Community Center	Auditorium	Thu, Jul 26th 2018	9:30a-12:30p	3	\$900.00
	<b>Discounts</b>	Resident Non-Profit Discount			\$675.00
	<b>Discounts Total</b>				(\$675.00)
<b>TOTAL:</b>					<b>\$1,350.00</b>

**Conditions of use:** All facility rental policies, local, state, and federal laws are enforced. Alcohol and amplified sound permitted inside only. Liability insurance, security guards (1 per 75 guests), and certified bartender or licensed caterer required for rentals serving alcohol. Open flames approved according to rental policies. No Styrofoam products, individual glass bottles, or fog machines allowed. Grills and smoking must be 20 ft away from all building structures. No refunds for inclement weather or limited parking.

**Release from Liability and Indemnification:** In consideration for and as a condition of the use of the above stated facility, applicant hereby agrees to hold harmless the City, its officers, employees, and agents, against any and all claims, demands, causes of action,