



AGENDA REPORT

SAN CLEMENTE CITY COUNCIL MEETING
Meeting Date: May 1, 2018

Agenda Item 6H

Approvals:

City Manager [Signature]

Dept. Head [Signature]

Attorney [Signature]

Finance [Signature]

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

Subject: *FEE WAIVER REQUEST FOR RELAY FOR LIFE HOSTED BY THE AMERICAN CANCER SOCIETY.*

Fiscal Impact: Yes. A special event and rental fee waiver in the amount of \$1,092 is requested.

Summary: The American Cancer Society, is requesting a fee waiver for a fundraising cancer awareness walk called "Relay for Life San Clemente" to be held at Jim Johnson Memorial Sports Park in the amount of \$1,092.

Background: The American Cancer Society is dedicated to raising awareness about cancer and raising money to assist with improving the lives of those affected by the disease. Prior to 2017, Relay for Life San Clemente was hosted at the San Clemente High School football field and track. In 2017, the organization hosted the event at Jim Johnson Memorial Park and raised over \$32,000.

At its April 10, 2018 meeting, the Beaches, Parks and Recreation Commission recommended the City Council approve a fee waiver for fees associated with the "Relay for Life San Clemente" event at Jim Johnson Memorial Sports Park in an amount not to exceed \$1,092.

Discussion: Relay for Life is the American Cancer Society's signature event where teams walk around a track to raise awareness and money in their fight against cancer. The Relay for Life walk is unique in that it mobilizes communities throughout the country to take on this fight together. The event is open to the public and free to the participants.

The American Cancer Society will be responsible for coordinating the event including providing volunteers, supplies, equipment, and will handle the marketing and registration of the event. Proceeds will be used to support the mission to eliminate cancer and save lives. The organization has paid the required Special Event Permit application fee and is on file with the Beaches, Parks and Recreation Department.

Recommended Action: STAFF AND THE BEACHES, PARKS AND RECREATION COMMISSION RECOMMEND THAT the City Council approve a fee waiver for fees associated with the "Relay for Life San Clemente" event at Jim Johnson Memorial Sports Park in an amount not to exceed \$1,092.

Attachments: Fee Waiver Request Letter and Application

Notification: American Cancer Society, Relay for Life Event Coordinator

ATTACHMENT



October 24, 2017

Dear Friend of the American Cancer Society,

Now, more than ever, your help is needed in the fight against cancer, a disease that has taken too much from too many of us. The American Cancer Society's Relay For Life of San Clemente is the perfect opportunity for the City to join with our community in helping end cancer and save and improve the lives of those affected by the disease.

Relay For Life is the American Cancer Society's signature event, where teams walk around a track to raise awareness and money in their fight against cancer. Relay is truly unique in that it mobilizes communities throughout the country to take on this fight together. The event is open to the public and is free.

Last year, the residents of San Clemente, who organize the Relay event each year, helped to raise over \$32,000 with 45 cancer survivors walking the track. For the several years the residents of San Clemente have come together to raise funds to help support cancer awareness, research, and programs and services for local cancer patients. This year the San Clemente residents would like to host the event at Jim Johnson Memorial Park on July 28, from 10 am to 8pm.

In order for Relay For Life to succeed, it is imperative that we have the support of the community as well as local cities to keep our costs low. All expenses incurred for the event are paid for out of the fundraising efforts of our resident teams. To help reduce our expenses, we are asking if the City of San Clemente would kindly waive rental fees or reduce them. In return, the City will be acknowledged for their support on our Relay website and our Relay t-shirt. With the help of the City, we can engage businesses, schools, and residents to take on the fight against cancer together.

Please consider supporting the Relay For Life of San Clemente with an in-kind donation of waiving rental fees. With your help, our community can thrust the American Cancer Society further towards achieving its ultimate mission of eliminating cancer and saving lives.

I look forward to working with you to make the presence of the City's willingness to help end cancer through Relay For Life, felt in our community. We thank you in advance for this considerate contribution and your commitment to the fight against cancer. For your records, the American Cancer Society's Tax I.D. number is 13-1788491. Please feel free to call me anytime with any questions you might have at 949-567-0764.

Thank You!

Renee Daniels

Sr. Manager, Community Development,
Relay for Life



City of San Clemente
 Beaches, Parks and Recreation Department
 100 N. Calle Seville, San Clemente, California. 92672
 Phone: (949) 361-8264 Fax: (949) 361-8280

SPECIAL EVENT APPLICATION

PLEASE SUBMIT COMPLETED APPLICATION AT LEAST 60 DAYS IN ADVANCE OF EVENT

We are happy to hear you are planning a special event in San Clemente. Special events build community spirit, promote worthy causes and celebrate important accomplishments. Planning a successful event involves cooperation and participation from many people, including City of San Clemente employees. City staff will begin reviewing your application once it is submitted to the Recreation Division. You can help speed the process along by completing your application in full before submitting it for review. Your application will be circulated to affected department and division heads who may contact you for clarification or additional information. Event organizers recognize the benefits of planning ahead and keeping everyone informed. This special event application will help you identify equipment, services and activities early in the planning stages to help minimize last minute surprises that could be a problem for you or your organization.

Applicant Information			
Contact Person:	Renee Daniels	Phone:	
Organization:	American Cancer Society	Email:	
Business Lic #	152792	Address:	
Non-Profit ID#	13-1788491	City/Zip:	

Event Information			
Event Name:	Relay For Life of San Clemente	Event Time:	10:00 am - 8:00 pm
Event Type:	Cancer Awareness Walk	Set-up Time:	6:30 am July 26
Location:	Jim Johnson Memorial Park	Tear-Down Time:	8:00 pm July 28
Event Date:	July 28, 2018	Attendance:	200
Sponsors:	None at this time	#Staff/Volunteers:	2/15

YES	NO	TYPE OF ACTIVITY	YES	NO	SERVICES
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Merchandise Retail Sales/Vendors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Stage/Scaffolding
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Trade/Craft Show	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Tents/Canopies
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Car Show	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Portable Restrooms
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Race TYPE:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Portable Fencing/Barricades
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Athletic Competition TYPE:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Posting of Signs/Banners
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Carnival/Mechanical Rides	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Street Closure
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Inflatable Rides/Bounce Houses	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Traffic Control
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Live Performance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Dumpsters
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Live Animals	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Portable Lighting
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Parade on Street or Right-Of-Way	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Security: <input type="checkbox"/> Police <input type="checkbox"/> Private Security
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Alcohol Service/Sales	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Electrical: <input type="checkbox"/> Generator <input type="checkbox"/> City
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Food Service/Sales	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Water: <input type="checkbox"/> Private Source <input type="checkbox"/> City
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Amplified Sound/Music	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Vehicle Access

A City representative will be responsible for processing your application through other potentially affected departments for their comments/requirements. The representative will approve, conditionally approve or deny your event application. Please communicate directly with the lead department's representative on all matters pertaining to your event, unless directed to do otherwise. Application should be submitted to the City of San Clemente Recreation Division, or electronically to recreg@san-clemente.org. If you have any questions, feel free to contact the Division at (949) 361-8264.