

**CITY OF OAKLAND**  
Interoffice Memorandum



Office of Parks and Recreation

**TO:** Jeffrey Taylor, Chair, Parks and Recreation Advisory Commission  
**FROM:** Gail McMillon, Reservation Supervisor  
**DATE:** June 29, 2009  
**SUBJECT:** **LUNGeivity Foundation is requesting to collect registration fee and donations for their Walk/Run fundraiser at Lakeside Park on Sunday, September 20, 2009.**

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SUMMARY

Staff received a request from the LUNGeivity Foundation for permission to collect registration fees and donation fees for their 1<sup>st</sup> Annual Walk/Run at Lakeside Park on Sunday, September 20, 2009.

FISCAL IMPACT

There is no fiscal impact on the Office of Parks and Recreation.

BACKGROUND

The LUNGeivity Foundation is a non-profit organization that provides lung cancer research. This 1<sup>st</sup> Annual Walk/Run for Lung Cancer around Lake Merritt overall goal is to collect funds to provide research for lung cancer.

This Fundraising Walk/Run event will consist of collecting donations on site from participants.

RECOMMENDATION

Staff recommends that the Parks and Recreation Advisory Commission approve the request for the collection registration fees and donations on site from participants on Sunday, September 20, 2009. This group is aware that additional permits may be required for this event provided the request is granted.

Respectfully submitted,

Gail McMillon  
Reservation Supervisor



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Marc Swerdlow, Vice President  
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Beth Ida Stern



435 N LaSalle St, Suite 310  
Chicago, IL 60654

TEL (312) 464-0716  
FAX (312) 464-0737

[www.lungevity.org](http://www.lungevity.org)

July 1, 2009

To Whom It May Concern:

On September 20, 2009, LUNgevity Foundation plans to hold the First Annual Oakland Run/Walk for Lung Cancer. The event will consist of participants who pay a registration fee and fundraise money for lung cancer research. 100% of the proceeds from this event will benefit lung cancer research via LUNgevity Foundation, a 501(c)(3) non profit foundation.

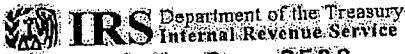
Participants will listen to speakers after checking in and receiving their event t-shirt. They will walk together and may participate in some lung cancer informational activities.

This event is open to the public. The sole purpose of the event is to raise funds and awareness for lung cancer research.

Please do not hesitate to contact me with any additional questions.

Sincerely,

Mandy Holcomb  
Events Assistant Manager  
[mholcomb@lungevity.org](mailto:mholcomb@lungevity.org)  
312-464-0716



Department of the Treasury  
Internal Revenue Service  
P.O. Box 2508  
Cincinnati OH 45201

In reply refer to: 0248205661  
Mar. 12, 2008 LTR 4168C E0  
36-4433410 000000 00 000  
00017611  
BODC: TE

LUNGEVITY FOUNDATION  
435 N LASALLE ST STE 310  
CHICAGO IL 60610



005737

Employer Identification Number: 36-4433410  
Person to Contact: Ms. Johnson  
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your request of Mar. 03, 2008, regarding your tax-exempt status.

Our records indicate that a determination letter was issued in August 2001, that recognized you as exempt from Federal income tax, and discloses that you are currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records also indicate you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

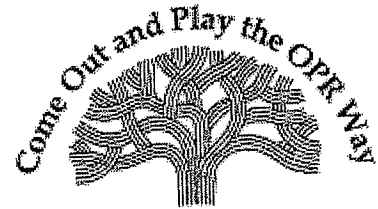
Sincerely yours,

Michele M. Sullivan, Oper. Mgr.  
Accounts Management Operations I

# Central Reservations Unit

250 Frank H. Ogawa Plaza Ste 3330  
Oakland, CA 94612

(510) 238-3187



CITY of OAKLAND  
OFFICE of PARKS & RECREATION

Lungevity Foundation  
435 N Lasalle Street  
Suite 310  
Chicago, IL 60614

## Reservation Request

Status: In-Process

Customer Type: Private

Authorized Agent: Nancy Nyberg

Work: (510) 220-0588 Home: (510) 339-9638

DATE/USER	REQUEST NUMBER	CHARGES	DISCOUNT	TAXES	REFUNDS & CREDITS	PAYMENTS	REQUEST EXPIRES	BALANCE DUE
07/01/2009 Zermaine Thomas	19597	\$380.00	\$0.00	\$0.00	\$0.00	\$380.00	N/A	\$0.00

### RESERVATIONS

EVENT NAME	FACILITY	CENTER
Lung Cancer Research Fundraiser Type: Assembly	Lakeside Park Sailboat House Area	Lakeside Park Lake Merritt Oakland, CA 94610

DATES RESERVED	HRS
Sunday - 9/20/2009	08:00 AM to 01:00 PM 5

Total Number of Dates: 1      Total Number of Hours: 5

NOTES: \*\*\*ATTENTION\*\*\* PLEASE READ AND ADHERE TO ATTACHED DISCLAIMERS

~200 IN ATTENDANCE~

SOUND USE: MICROPHONE W/SPEAKER

FOODS TO BE SERVED: FRUIT & BAGELS (FOR PARTICIPANTS ONLY)

ACTUAL TIME OF EVENT: 9:00AM - 12:00PM

### CHARGES

CHARGE DESCRIPTION	FACILITY/EVENT	UNIT FEE	QTY	TAX	TOTAL CHARGED	DISCOUNTED/PAID	BALANCE DUE
CRU Sound Permit Fee	Lakeside Park Sailboat House Area - Lung Cancer Research Fundraiser	\$50.00	1.00	\$0.00	\$50.00	\$50.00	\$0.00
Deposit (Parks)	Lakeside Park Sailboat House Area - Lung Cancer Research Fundraiser	\$150.00	1.00	\$0.00	\$150.00	\$150.00	\$0.00
Park Special Event Fee	Lakeside Park Sailboat House Area - Lung Cancer Research Fundraiser	\$180.00	1.00	\$0.00	\$180.00	\$180.00	\$0.00



Office of Parks and Recreation  
250 Frank H. Ogawa Plaza, Suite 3330 Oakland,  
CA 94612

Central Reservations Unit  
PH (510) 238-3187 Fax (510) 238-2397

Park Use Rental Application

Application Date: 5-10-09

ATTENTION:

\*RESIDENCY IS DETERMINED ACCORDING TO ADDRESS INDICATED ON DRIVER'S LICENSE OR STATE IDENTIFICATION CARD

REQ No. _____	OFFICE USE ONLY	Receipt No. _____
RWP No. _____	Approved By/Date _____	Issued By/Date _____
Police Special Events Permit Required? <input type="radio"/> Yes <input type="radio"/> No	If required, Special Events Permit due to CPR by _____	

Application on behalf of: (Group, Individual, Organization) LUNGevity Foundation

Address: 435 N. LaSalle St, 310 City: Chicago State: IL Zip: 60654

Individual responsible for event: Name: Nancy Nyberg \*Address: 2093 Drake Dr.

City: Oakland State: CA Zip: 94611 Email: nyberg@comcast.net

Home #: 510-339-9638 Work #: 513-273-8876 Fax #: 510-273-8609 Cell #: 510-220-4038

To use (Name of Park): Lakeside Park Location: Lake Merritt Boating Center

On the following date (s): 9/10/2009 General Public Allowed: Yes  No  Number of Participants: 200

Between the hours of: (Start Time/Setup) 8am (Actual Event Time) from 9am to 12pm (End Time/Cleanup) 1pm

Type of Event/Purpose (be specific; i.e., Picnic, Walk/Run, Entertainment, Family Reunion, Rally, etc.)  
Fundraising event to raise funds for lung cancer research.

Note: Charging admission, selling tickets or merchandise, or solicitation of money in any manner is prohibited in any way.

Sound Amplification: Amplified  Yes  No Non-Amplified  Yes  No

Type of equipment to be used (i.e. Jumpers, musical instruments, live band, cd player, amplifiers, microphones, etc.)  
Basic microphone/speaker set used for event speakers

Will food be served? Yes  No  (If yes, please list type(s) of food to be served.) Possible fruit, bagels, etc

Please describe below special accommodations/requests required for your event. If no special accommodations/request required, write NONE.  
None.

Fees:

Rent: <u>\$180</u>	Deposit: <u>\$150</u>
Sound Use: <u>\$50</u>	Other Fees: _____
Total of ALL Fees PLUS Deposit: <u>\$380</u>	

(Deposits are refunded 6-8 weeks AFTER event date, provided the facility is left in acceptable condition and the event goes as planned)

CANCELLATION FEES:

31 days or more notice:	Forfeit 1/2 Deposit
30 days 11 days notice:	Forfeit Deposit PLUS 1/2 Rental Fee
10 days or less notice:	Forfeit All Fees

Check Amount: \$ 380 Check #: 1451 Cash: \_\_\_\_\_

Type of Credit Card (Visa or Master Card Only): \_\_\_\_\_ Expiration Date: \_\_\_\_\_

I Authorize the Office of Parks and Recreation, Central Reservations Unit to charge my Visa or Master Card \$ \_\_\_\_\_ (Amount to be Charged)

for my reservation at \_\_\_\_\_ on \_\_\_\_\_ (Park) (Event Date)

[Signature]  
(Signature Required)

Mandy Holcomb  
(Print Name)

5112353012 (12/9/2)  
(Driver License #/Expiration Date)

\*\*\*ATTENTION\*\*\*

- ✓ DID YOU REMEMBER TO SIGN THIS APPLICATION?
- ✓ DID YOU REMEMBER TO ATTACH A LEGIBLE COPY OF YOUR DRIVER'S LICENSE OR STATE IDENTIFICATION CARD?

*Ryan Nyberg  
(510) 339-9638*

# Central Reservations Unit

250 Frank H. Ogawa Plaza Ste 3330  
Oakland, CA 94612

(510) 238-3187



## Receipt

Lungevity Foundation  
435 N Lasalle Street  
Suite 310  
Chicago, IL 60614

DATE / TIME	RECEIPT NUMBER USER NAME	CHARGES					PAYMENTS	BALANCE DUE
7/1/2009 1:33 PM	1010941.032 Zermaine Thomas	\$ 380.00					\$ 380.00	\$ 0.00

### PAYER INFORMATION

PAYER NAME	ADDRESS	PHONE #	PAYMENT TYPE INFORMATION	AMOUNT
Lungevity Foundation # 4088	435 N Lasalle Street Suite 310 Chicago, IL 60614	Phone 1:	CHECK No: 1451 ID#: Lakeside Park 9/20/09 8am-1pm	\$ 380.00

### TRANSACTION(S)

CUSTOMER NAME	TRANSACTION INFORMATION	FEES/AMOUNT
Lungevity Foundation # 4088	Made Payment for Permit #19597 Lakeside Park Sailboat House Area Lung Cancer Research Fundraiser/Lakeside Park Sailboat House Area-Park Special Event Fee	\$ 180.00
Lungevity Foundation # 4088	Made Payment for Permit #19597 Lakeside Park Sailboat House Area Lung Cancer Research Fundraiser/Lakeside Park Sailboat House Area-Deposit (Parks)	\$ 150.00
Lungevity Foundation # 4088	Made Payment for Permit #19597 Lakeside Park Sailboat House Area Lung Cancer Research Fundraiser/Lakeside Park Sailboat House Area-CRU Sound Permit Fee	\$ 50.00

BALANCE OF PAYMENT PLANS PAID AGAINST ON THIS RECEIPT:

Receipt 3006604.032 Balance = \$0.00

CALIFORNIA STATE LAW: If your check bounces you could be liable for three times the amount of the check or \$100, whichever is more, plus the face value of the check and court costs. A minimum of \$25 will be charged for all returned checks.

Additional hours, mandatory setup/takedown fee, alcohol fee, and sound fee must be paid 30 days prior to date of event.

Cancellation fees are set and charged by the City of Oakland Master Fee Schedule. Fees vary by facility.

Telephone authorization of charges constitutes an oral agreement and confirms reservation.