



PARKS AND RECREATION ADVISORY COMMISSION
City of Oakland
Wednesday, July 8, 2015
Lake Merritt Garden, 666 Bellevue Avenue
4:30pm
Agenda

NOTE: The Parks and Recreation Advisory Commission will be on official recess from July 9, 2015 until September 8, 2015.

1. CALL TO ORDER:

2. ROLL CALL:

BELCHER, DU BOIS, FLORES, KADERA-REDMOND, MARSHALL, MILLER, PETERSON, ROSENBLOOM, SELNA, WU

3. DISPOSITION OF MINUTES:

- May 13, 2015 Draft Meeting Minutes
- June 10, 2015 Draft Meeting Minutes

4. SPECIAL ORDERS:

5. PRAC PENDING LIST:

6. MODIFICATIONS TO THE AGENDA:

7. CONSENT NEW BUSINESS:

8. NEW BUSINESS

A. REQUEST FOR THE PARK AND RECREATION ADVISORY COMMISSION TO ACCEPT AN INFORMATIONAL REPORT ON THE CAMRON STANFORD

HOUSE LANDSCAPING AND LIGHTING IMPROVEMENTS. Existing lack of public safety during evening use and the protection of the historic house and its grounds have been on-going concerns for the Camron-Stanford House Preservation Association (CSHPA), the governing organization for the Camron-Stanford House museum. Although there is excellent exterior lighting on the front and right side of the building, installed by the City during the Measure DD project, there is no night illumination on the back and left side of the building. This perpetuates unsafe conditions for people coming and going from the house at night. Also, vagrancy and fires around the building have long been issues.

B. THE OMNIRA INSTITUTE IS REQUESTING THE PARKS AND RECREATION ADVISORY COMMISSION APPROVAL FOR VENDORS AND ON-SITE COLLECTION OF MONEY FOR ITEMS AND FOOD SOLD FOR THE BLACK EYED PEA FESTIVAL AT MOSSWOOD PARK ON SEPTEMBER 12, 2015.

The Omnira Institute is hosting its second annual free Black Eyed Pea Festival event on Saturday September 12, 2015 from 11am to 5:30 pm at Mosswood Park. This event is expected to attract 500+ attendees with a strong focus on Oakland and the East Bay. The Omnira Institute is requesting permission to allow vendors to sell services, merchandise, and food. Vendor booths will highlight the richness and preservation of the African Culture.

- C. **REQUEST FROM FAMILY PATHS, INC. FOR PERMISSION TO COLLECT FUNDS FOR A PRIZE DRAWING/RAFFLE TO RAISE ADDITIONAL FUNDS AT THEIR OAKLAND WOMEN'S LEADERSHIP LUNCHEON AT THE LAKESIDE PARK GARDEN CENTER ON WEDNESDAY, OCTOBER 14, 2015.** Family Paths, Inc., an Oakland-based non-profit, has requested to collect funds for a prize drawing/raffle at their 4th Annual Women's Leadership Luncheon Fundraiser. This is the first time the fundraising event will be held at the Lakeside Park Garden Center.
- D. **REQUEST FROM URBAN UNIVERSITY (UU) FOR PERMISSION TO COLLECT FUNDS ON-SITE FOR ENTRY TICKET DOOR SALES, SALES OF ALCOHOLIC BEVERAGES (WINE/BEER), VENDOR SALES (GOODS, FOOD & PHOTOS), SALES OF RAFFLE TICKETS, COLLECTION OF MONIES FROM SILENT AUCTION AND COLLECTION OF TIPS FOR HIRED MUSICIANS (LIVE BAND AND DJ) AT THEIR 1ST ANNUAL A SUMMER WHITE PARTY FUNDRAISER HELD AT THE LAKESIDE PARK GARDEN CENTER ON SATURDAY, AUGUST 29, 2015.** This is the Unban University's first year hosting their fundraising event at the Lakeside Park Garden Center.
- E. **REQUEST FROM THE EAST BAY INNOVATION ACADEMY (EBIA) FOR PERMISSION TO COLLECT ON-SITE REGISTRATION FEES AND THE SALES OF RAFFLE TICKETS AT THEIR 5K FUN RUN/WALK AT LAKESIDE PARK (PERGOLA) ON SUNDAY, OCTOBER 4, 2015.** This is the first 5K event hosted by EBIA at Lakeside Park and Oakland Park property.
- F. **REQUEST APPROVAL FROM THE BOY SCOUTS OF AMERICA PIEDMONT COUNCIL, BSA TO COLLECT FUNDS ON-SITE AT THEIR LIVE AND SILENT AUCTION AND TO SELL RAFFLE TICKETS AT THE FUNDRASING PARTY AT THE LAKE MERRITT SAILBOAT HOUSE ON SATURDAY, OCTOBER 17, 2015.** This will be first year the event will be hosted at the Lake Merritt Sailboat House and Oakland Park property.
- G. **REQUEST FOR APPROVAL FROM THE FESTIVAL FUNDRAISER NETWORK TO COLLECT FUNDS ON-SITE WITH INTERNATIONAL FOOD, BEVERAGES AND ARTS AND CRAFTS VENDORS AT THEIR OUTDOOR MUSIC FESTIVAL AT LAKESIDE PARK (BANDSTAND) ON SATURDAY, AUGUST 29, 2015.** This will be the first year the event will be hosted on Oakland Park property.

9. CONDITIONAL USE PERMITS:
10. COMMUNICATIONS:
11. PRAC COMMITTEE REPORT:
12. ADVISORY COUNCIL REPORTS:
13. UNFINISHED BUSINESS:
14. COUNCIL REFERRALS:

15. OPEN FORUM:

16. DIRECTOR'S REPORT:

- Introductions
 - New Staff
 - YALI Fellows (Young African Leaders Initiative)
- Final Budget
- Water Conservation Plan – Brown is the New Green
- Warriors' Dedication at Verdese Carter Park
- Intimate Evening

17. ADJOURNMENT:

This meeting is wheelchair accessible. To request materials in alternative formats, or to request an ASL interpreter, or assistive listening device, please call ***Oakland Parks and Recreation at (510) 238-7532*** or **TDD (510) 615-5883** at least three working days before the meeting. Please refrain from wearing scented products to this meeting so attendees who may experience chemical sensitivities may attend. Thank you.

*******MEETING INFORMATION*******

**The Parks and Recreation Advisory Commission will be on official recess from
July 9, 2015 until September 8, 2015.**



PARKS AND RECREATION ADVISORY COMMISSION
City of Oakland
Wednesday, May 13, 2015
Lake Merritt Garden, 666 Bellevue Avenue
4:30pm

Draft Minutes

1. CALL TO ORDER: 4:35pm
2. ROLL CALL:
BELCHER, DU BOIS, FLORES, KADERA-REDMOND, MARSHALL, MILLER, PETERSON,
ROSENBLOOM, SELNA, WU

Present: Belcher, Kadera-Redmond, Marshall, Miller, Rosenbloom, Selna

Arrivals: Wu (4:38)

Excused: DuBois, Flores and Peterson

Staff: Parks and Recreation – Audree V. Jones-Taylor, Diane Boyd, Zermaine Thomas,
Stephanie Benavidez, Karis Griffin, Elena Bermeo, Vinzuela Bolden: Neighborhood
Services Division Coordinator – Hoang Banh: Council District 2 - Jennie Gerard

3. DISPOSITION OF MINUTES:
April 8, 2015 Draft Minutes

Motion: Commissioner Miller entertained a motion to approve the April 8, 2015 Draft Minutes. **Moved by:** Commissioner Rosenbloom. **Second by:** Commissioner Kadera-Redmond. **Vote:** Yes - Belcher, Kadera-Redmond, Marshall, Miller, Rosenbloom and Selna.
Motion: Passed

4. SPECIAL ORDERS:
5. PRAC PENDING LIST:
6. MODIFICATIONS TO THE AGENDA:
7. CONSENT NEW BUSINESS:

- A. REQUEST FROM PREVENTION INTERNATIONAL: NO CERVICAL CANCER FOR PERMISSION TO COLLECT REGISTRATION FEES, DONATIONS AND SELL EVENT-RELATED ITEMS ON-SITE AT LAKESIDE PARK ON SATURDAY, SEPTEMBER 19, 2015. Oakland Parks and Recreation received a request from Prevention International: No Cervical Cancer (PINCC), a non-profit organization, for permission to collect on-site donations, registration fees and sell event-related items at their “Walk for Women of Africa” Walkathon on Saturday, September 19, 2015, at Lakeside Park. The funds raised will support African clinics that will benefit thousands of women by reducing their chances of developing cervical cancer.

- B. REQUEST FOR PERMISSION TO COLLECT REGISTRATION FEES, VENDORS TO SELL EVENT RELATED ITEMS AND MOBILE FOOD TRUCKS AT THE 11TH ANNUAL FAITH FANCHER BREAST CANCER CHALLENGE WALK/RUN AT LAKESIDE PARK ON SATURDAY, AUGUST 22, 2015.** Parks and Recreation received a request from the Friends of Faith, Inc. (FOFI), a non-profit organization, for permission to collect registration fees, allow vendors sales and mobile food vendors at the 11th Annual Faith Fancher Breast Cancer Challenge Walk/Run at Lakeside Park on Saturday, August 22, 2015. The funds raised will help provide health services support to breast cancer survivors and to share information about the importance of early detection. The 2014 Post Event Report is attached.
- C. REQUEST FROM THE EAST BAY FRONT RUNNERS AND WALKERS FOR PERMISSION TO COLLECT ON-SITE REGISTRATION FEES AND SELL ONE MERCHANDISE ITEM DURING THE PRIDE RUN/WALK AT LAKESIDE PARK ON SATURDAY, OCTOBER 10, 2015.** Oakland Parks and Recreation received a request from the East Bay Front Runners and Walkers, a 501c3 non-profit organization, for permission to collect on-site registration fees and sell one merchandise item during the 5K and 10K Pride Run/Walk at Lakeside Park on Saturday, October 10, 2015. The limited merchandise is a pair of socks bearing the club's initials. Proceeds raised from the event will be donated to several local non-profit organizations. A Post Event Report from the 2014 Pride Run/Walk is attached.
- D. REQUEST APPROVAL FROM THE PARKS AND RECREATION ADVISORY COMMISSION TO GRANT PERMISSION TO ALLOW COMMUNITY MERCHANDISE AND FOOD VENDORS COLLECT DONATIONS ON SITE AT THE EASTSIDE ARTS ALLIANCE'S MALCOLM X JAZZ FESTIVAL AT SAN ANTONIO PARK ON SATURDAY, MAY 16, 2015.** Oakland Parks and Recreation received a request from Elena Serrano, Program Director for Eastside Arts Alliance, for permission to have community merchandise and food vendors collect donations at the 15th Annual Malcolm X Jazz Festival at San Antonio Park on Saturday, May 18, 2015. The funds raised will be used to cover the costs of presenting the festival, e.g. stage rental, clean-up, tables/chairs, etc.

Motion: Commissioner Miller entertained a motion to approve the Consent New Business Items 7A – 7D. **Moved by:** Commissioner Belcher. **Second by:** Commissioner Kadera-Redmond. **Vote:** Yes - Belcher, Kadera-Redmond, Marshall, Miller, Rosenbloom, Selna and Wu. **Motion:** Passed

8. NEW BUSINESS:

- A. REQUEST TO ALLOW A CAMERA TRAPPING STUDY TO BE PLACED IN JOAQUIN MILLER OPEN SPACE FOR A MOUNTAIN LION RESEARCH PROJECT BY FELIDAE CONSERVATION FUND:** The Parks and Recreation Advisory Commission reviewed the staff report for Item 8A presented by Stephanie Benavidez, Naturalist and Open Spaces Specialist with Parks and Recreation. In June 2010 a 100 pound mountain lion was struck and killed at the Joaquin Miller exit of 13. Since that time, verified reports of what is known as deer caches have been found in Joaquin Miller and Dunsmuir Ridge Open Spaces. With fragmented wildlife corridors in the Oakland/ Berkeley hills and drought issues drawing animals to water sources to fountains and pools in backyards, it is imperative to account for the movements of these wild creatures and educate

the public properly without giving rise to panic. Residents are multi users of recreational activities that may encroach in areas where a cougar may be residing.

Through the collection of data and images, this 10 year research project will give a larger picture overall of the Bay Area movement of these cats, as well as shine light on their pathways and travels through Oakland's open spaces. Notices of the project will be posted and all images of humans will be deleted. The analysis will be shared with the public for educational purposes and is not intended to recommend people not use the land. Cal Trans relies on the data from the study along with EBMUD and 17 other agencies and municipalities in the region. Researchers are approximately 3 years into the study and will begin generating reports in 6 months to a year.

Motion: Commissioner Miller entertained a motion to approve the staff recommendation to allow a camera trapping study to be placed in Joaquin Miller open space for a mountain lion research project by Felidae Conservation Fund. **Moved by:** Commissioner Belcher. **Second by:** Commissioner Selna. **Vote:** Yes - Belcher, Kadera-Redmond, Marshall, Miller, Rosenbloom, Selna and Wu. **Motion:** Passed

- B. **REQUEST FROM ADOPT A SPECIAL KID (AASK)/LILLIPUT CHILDREN SERVICES FOR PERMISSION TO HOST A FUNDRAISING 5K RUN/WALK BY ACCEPTING ON-SITE REGISTRATION AND DONATION FEES AT LAKESIDE PARK ON SATURDAY, AUGUST 1, 2015.** The Parks and Recreation Advisory Commission reviewed the staff report for Item 8B presented by Zermaine Thomas from Central Reservations with Parks and Recreation. Oakland Parks and Recreation received a request from Adopt A Special Kid(AASK)/Lilliput Children Services, non-profit organizations, to host a fundraising walk by collecting on-site registration and donation fees at their 3rd Annual 5K Fun Run/Walk for AASK/Lilliput Child Services at Lakeside Park on Saturday, August 1, 2015. Funds raised will help support the AASK/Lilliput Child Services programs which serve children who are transferred from foster care and placed into adoptive homes. A Post Event Report from 2014, 5K Fun Run is attached.

Motion: Commissioner Miller entertained a motion to approve the staff recommendation to allow organizers of Adopt A Special Kid/Lilliput Child Services s collect on-site registration and donation fees at their 3rd Annual Family Fun Run/Walk at Lakeside Park on Saturday, August 1, 2015. **Moved by:** Commissioner Belcher. **Second by:** Commissioner Marshall. **Vote:** Yes - Belcher, Kadera-Redmond, Marshall, Miller, Rosenbloom, Selna and Wu. **Motion:** Passed

- C. **REQUEST FROM OAKLAND ASSOCIATION OF REALTORS (OAR) FOR PERMISSION TO HOST A FUNDRAISING WALK-A-THON ON BEHALF OF THE ORAL LEE BROWN FOUNDATION BY ACCEPTING ON-SITE REGISTRATION AND DONATION FEES AT LAKESIDE PARK ON SATURDAY, OCTOBER 3, 2015** The Parks and Recreation Advisory Commission reviewed the staff report for Item 8C presented by Zermaine Thomas from Central Reservations with Parks and Recreation. Oakland Parks and Recreation received a request from Oakland/Berkeley Association of Realtors and the Oral Lee Brown Foundation, to host a fundraising walk-a-thon by collecting on-site registration fees and donation at Lakeside Park on Saturday, October 3, 2015. Funds raised will support the Oral Lee

Brown Foundation's goal of fully funding the college tuition of disadvantaged and underprivileged youth in the Oakland community. This is the second presentation and request to the Commission by these organizations.

Motion: Commissioner Miller entertained a motion to approve the staff recommendation and allow the Oakland Association of Realtors (ORA) to collect on-site registration fees and donations at their walk-a-thon at Lakeside Park on Saturday, October 3, 2015. **Moved by:** Commissioner Belcher. **Second by:** Commissioner Kadera-Redmond. **Vote: Yes** - Belcher, Kadera-Redmond, Marshall, Miller, Rosenbloom, Selna and Wu. **Motion:** Passed

D. REQUEST THE PARK AND RECREATION ADVISORY COMMISSION ACCEPT THE INFORMATIONAL REPORT REGARDING CAPITAL IMPROVEMENTS AT RAIMONDI PARK.

The Parks and Recreation Advisory Commission reviewed the staff report for Item 8D presented by Audree V. Jones-Taylor, Director of Parks and Recreation. As a result of significant budget cuts, OPR has had to initiate creative avenues to increase revenues for the capital improvements needed in Oakland's parks. By partnering with its users, community non-profits and businesses, OPR can better sustain its parks and sports fields to ensure safe and community oriented environments.

Under this proposed agreement, Phase II of the renovation at Raimondi Park would include construction and surfacing of a second multi-purpose field with artificial turf and revitalization of the putting green with artificial turf.

The Jack London Youth Soccer League East Bay United Chapter will execute an anonymous gift in place not to exceed two million dollars (\$2,000,000) through fiscal agent Oakland Parks and Recreation Foundation, formerly known as Friends of Oakland Parks and Recreation (Friends).

Shimmick Construction Company will act as the general contractor for Phase IIA for the capital improvements at Raimondi Park and will provide In-kind services not to exceed five hundred thousand dollars (\$500,000). In addition, a gift in place construction contract of one dollar (\$1) will be put in place and advertising and bidding requirements waived.

Motion: Commissioner Miller entertained a motion to approve the staff recommendation to accept the Informational Report regarding the capital improvement project at Raimondi Park and support the Gift in Place, In-Kind Services, and License Agreement for approval by the City Council on June 2, 2015 and June 9, 2015. **Moved by:** Commissioner Selna. **Second by:** Commissioner Belcher. **Vote: Yes** - Belcher, Kadera-Redmond, Marshall, Miller, Rosenbloom, Selna and Wu. **Motion:** Passed

E. REQUEST FOR PARKS AND RECREATION ADVISORY COMMISSION APPROVAL OF SOLICITATION OF FEES FOR FOOD CONCESSIONS AND SALES OF GOODS AND WARES FOR OAKLAND CARNIVAL 2015 COMMUNITY WELLNESS FESTIVAL AT MOSSWOOD PARK.

The Parks and Recreation Advisory Commission reviewed the staff report for Item 8E presented by Karis Griffin, Director of Cultural Arts with Parks and Recreation.

This is Oakland Carnival's annual free community festival held at Mosswood Park on May 25th from 12pm to 7pm. Oakland Carnival Festival & Parade is a cultural community festival

featuring the musical and artistic traditions of Carnivals throughout the African Diaspora; including the Caribbean, South, Central and North America. Carnival is rich culturally and highly celebrated in Brazil, Trinidad, the Americas and places all over the World.

Staff suggested that the event be approved provided that all documents are received by May 15th. The application for the event was paid in full and submitted to Central Reservations. Outstanding documents include proof of insurance, waste management, verification of portable restrooms and others.

Theo Williams – Event Organizer

The post evaluation from 2014 was not included in the application to staff. Mr. Williams requested to distribute an official version of the evaluation document to the body. The 2014 event did not include food vendors which will be involved this year. The Commission was informed that food vendors/trucks would have to carry individual permits and not set-up on park property. Approximately 300 – 500 attended the 2014 event. The proposed event will include a community wellness component to the exclusion of alcohol. Organizers were unable to secure funding from the City's Cultural Arts Fund, but received financial support from a private foundation and Council District 3, as well as other community organizations. According to the organizer all documents have been submitted.

The Commission expressed concern that event planners submitted their proposal letter (dated April 22, 2015) for the project so late in the process.

According to staff, the seven outstanding items listed under Recommendations on the staff report were not received. Prior to the evening's meeting, staff gave the event planners until Friday, May 15th to complete the required documentation.

The event organizer informed the Commission that waste management and portable restroom services were arranged and offered to show verification via email, but stated the staff deadline date of May 15th was still in place.

Director Jones-Taylor reminded staff that all required documentation must be included with the staff report for the Commission's review, and completed including the special event approval and permit by OPD.

Regarding food trucks, the Director received clarification that staff had not received a list of event vendors, and that food truck vendors could not be on city

park property without the completing the proper process and securing the necessary permits.

The event organizer clarified that the request for approval now excluded food vendors as the late date made it improbable to secure them for participation in the park. However, if able to secure them, food truck vendors would be posted off park property.

The Director informed the event organizer that the City had a policy regarding food trucks and that those vendors should be advised of to avoid any conflict.

Motion: Commissioner Miller entertained a motion to approve the staff recommendation to allow the Oakland Carnival Festival organizers to solicit fees for food, concessions and sales of goods and wares by vendors at their May 25, 2015 event at Mosswood Park. This consideration is contingent upon staff receipt of all seven (7) documents listed on the staff report (See Recommendation) no later than 5pm on May 15, 2015. **Moved by:** Commissioner Belcher. **Second by:** Commissioner Kadera-Redmond. **Vote:** Yes - Belcher, Kadera-Redmond, Marshall, Miller, Rosenbloom, Selna and Wu. **Motion:** Passed

- F. **RECOMMENDATION: STAFF RECOMMENDS THAT THE PARKS AND RECREATION ADVISORY COMMISSION (PRAC) ESTABLISH A TASK FORCE WHICH INCLUDES CITY OFFICIALS FROM OAKLAND PARKS AND RECREATION, OAKLAND PUBLIC WORKS, OAKLAND POLICE DEPARTMENT, PARK PATRONS, OAKLAND RESIDENTS AND PRAC MEMBERS FOR THE PURPOSE OF CREATING A POLICY REGARDING GRILLING IN OAKLAND CITY PARKS, WITH THE PRIORITY BEING LAKESIDE PARK.** The Parks and Recreation Advisory Commission reviewed the staff report for Item 8F presented by Audree V. Jones-Taylor, Director of Parks and Recreation. As the City prepares for another exciting spring and summer, it is critical that Oakland Parks and Recreation (OPR) and City officials are ready to meet the challenges of heavy use and grilling in City parks.

The Director recognized Jennie Gerard from Councilmember Guillen's office – District 2 member, Jennie Gerard and their partnership and conversations on the issues regarding the issues of parks use and grilling at Lakeside Park.

Lakeside Parks has been made as there have been many complaints from area residents regarding nuisance behavior and park violations. OPR has collected input from community focus groups over a 9 month period which includes grilling in Oakland City Parks, but has not established a solid policy. The ordinance reads patrons can grill in areas designated by the Commission. Director Jones-Taylor requested the Commission to approve this request to form the task force in order to access Lakeside Park and to designate areas for grilling. OPR has developed a brochure which describes the process for park use and requesting permits. In a response to public complaints OPD cruisers and bike officers have been patrolling Lakeside Park informing patrons that grilling is not allowed. The Director requested expedient formation of the task force to determine policies governing grilling so that the public can be informed and to establish guideline should OPD need to issue citations. The Commission was asked to reference the staff

report and to consider the information and recommendations gather from the community focus group meetings recorded in the report when drafting park policies on the subject.

Speaker Comments:

- Support task force because it includes the community input.
- There is a growing diverse group of people enjoying the Lake Merritt and Lakeside Park and is very popular on Sundays
- Park patrons are taking advantage and pleasure in the benefits from the Measure DD improvements
- There are problems with people behaving badly
- Increased popularity is having a negative impact on wildlife.
- The community would like the task force to make policies for patrons who just want to picnic
- Mitigate issue of excessive trash and hot coals dumping by including additional waste receptacles and coal bins in the new plans – consider trash compactors
- A comprehensive policy this will allow OPD to cite those who are behaving badly and to correct behavior
- Use of Lake Merritt has grown significantly and is creating noise and air pollution, public urination, public drinking
- Add bb pits near existing picnic tables
- Consider propane tanks rather than coal
- Must consider enforcement and Park Ranger program, advocate for funding
- Look at SF Park Patrol program and consider as training for new OPD officers
- Concerned the no regulation to regulation will be an issue – should not be a citation free-for-all or cash cow for the City
- Consider foot and bike officers rather than cruisers
- Do not lose the diversity around the Lake through citations
- Add more restrooms and/or portable restrooms
- People Behaving Badly video does not show parks users and residents gathering trash
- Business benefit from spill over visitors on Lake Merritt/Lakeside Park
- Area feels safer due to increased park use

Hoang Banh - Neighborhood Services Division Coordinator

From 2014 -2015, OPD has only distributed literate regarding park rules. No tickets or citations were issued until the beginning of May 2015, they include three main areas:

Lakeside park patrons are being cited for the following repeated violations:

- Excessive public drinking
- Public urination
- Excessive noise

Unfortunately, some residents have moved away from the area due public urination. To date, OPD has not issued tickets for barbecuing in Lakeside Park.

Director Jones-Taylor encouraged the public to visit the department's website to review staff report 8F.

Chair Miller:

PRAC subcommittee members Selna, Kadera-Redmond and DuBois have met several times on the subject.

Kadera-Redmond

There are many of concerns and issues regarding the subject. The subcommittee has walked the area to determine the best places for installing permanent grill. The committee is currently considering no coals grilling.

Commissioner Selna asked for clarification on establishing policy and dates for moving forward.

Director Jones-Taylor

Wants to establish one voice on the subject and bring all entities working separately together. Since PRAC has the authority to designate the areas it is not necessary to hold too many meetings to move forward. While OPR does not have a complete inventory of all park grills, the PRAC can begin the process of designation sites with Lakeside Park. OPD is not issuing citation for grilling and is waiting for PRAC's input. Ordinances for City Parks will not change.

Chair Miller asked for clarification regarding the level of staff support in meeting the challenges of completing the task necessary develop and issue the requested policy.

Director Jones-Taylor reported that OPR will take the lead on developing the task force and appointed Zermaine Thomas as the department's point of contact for Lakeside Park and will later designate staff for other parks.

Staff created and circulated a sign-up sheet for those interested in participating on the Grilling Task Force.

Staff recommends that the Parks and Recreation advisory

Note: Commissioner Marshall was not present for the vote.

Motion: Commissioner Miller entertained a motion to approve the recommendation that Oakland Parks and Recreation establish a task force which includes officials from Oakland Parks and Recreation, Oakland Public Works, Oakland Police Department, park patrons, Oakland residents and PRAC members for the purpose of creating a policy regarding grilling in Oakland City Parks, with a focused priority on Lakeside Park and to report back on June 10, 2015. **Moved by:** Commissioner Belcher. **Second by:** Commissioner Kadera-Redmond. **Vote:** Yes - Belcher, Kadera-Redmond, Miller, Rosenbloom, Selna and Wu.
Motion: Passed

G. REQUEST FOR THE PARKS AND RECREATION ADVISORY COMMISSION TO RECOMMEND RENAMING THE NEW GOLDEN GATE RECREATION CENTER AFTER CHARLES PORTER.

The Parks and Recreation Advisory Commission reviewed the staff report for Item 8G presented by Vinzuela Bolden from Parks Recreation. Charles Porter served as a member of the Golden Gate Recreation Center Advisory Board where he advocated for programs and activities that would meet the needs of the local community. He was also a faithful member of the Neighborhood Crime Prevention Council Beat 10x (North Oakland Community) which met once a month at Golden Gate Recreation Center. Mr. Porter worked tirelessly on behalf of the children, youth and community to renovate the recreation center and dreamed of having a state-of-the-art facility that would expand programming to include cooking classes, a computer lab, performing arts, arts/crafts and sports and fitness programs. Mr. Porter met with architects, project managers, State of California officials and, often spoke at City Council meetings in an effort to ensure his vision of the renovations, and to secure the grants and funding necessary to complete the project. Mr. Porter often recalled his youth at the Golden Gate Recreation Center, and would refer to it as a "one room shack", but praised the influence participating in the programming there had on his life. Mr. Porter was a hard working dedicated man who, even though ill, worked on behalf of his community. The newly renovated Golden Gate Recreation Center is scheduled to reopen in 2016.

Community Comments/Summary

Mr. Porter's family moved to the Golden Gate neighborhood in 1946, attended Golden Gate School and played at the Golden Gate Recreation Center when it was new. His was one of the first Black families to move into the neighborhood. He worked with the city for over 3 decades to improve the conditions of the neighborhood including better business, lighting, landscaping and traffic improvements and the Golden Gate Recreation Center. Mr. Porter was so well loved that he was known as the "Mayor of San Pablo".

He also worked on citywide projects as well and served on the CDBG Board, he was a founder of the local Neighborhood Crime Prevention Council (NCPC) and served on the Golden Gate Advisory Board for decades. He always sought funding for the children. When talk of remodeling the center was raised, Mr. Porter had a larger vision and recognized that children lost participation as they aged because of the lack of programming. He envisioned a state-of-the-art center with a stage, indoor basketball courts, and computer lab and more that could include older youth.

In spite of many delays and changes of architects, Mr. Porter worked with the community for over 30 years to have the Golden Gate Recreation Center renovated. He was instrumental in securing a total of eight million dollars (\$8,000,000) for the project; five million dollars

(\$5,000,000) from the State of California and three million dollars (\$3,000,000) from the Bushrod project. Mr. Porter was a tireless advocate for the Golden Gate community, and City of Oakland community at large.

Before his death in January of 2013, Mr. Porter hoped to have seen the Golden Gate Recreation Center's renovation.

Commission Comments Summary:

Learned that the community held several meeting regarding the center's name change and the Councilmember Kalb - District 1 supports the proposed name change. The community was directed to the PRAC then to City Council for final approval. The commission clarified the requested name change to be: the Charles Porter Golden Gate Recreation Center and subsequently learned that "Golden Gate" was left in the name as agree upon by the community.

Motion: Commissioner Miller entertained a motion to approve the staff recommendation to accept the request to rename the Golden Recreation Center to the **Charles Porter Golden Gate Recreation Center**. The request was made in honor of Charles and in memory of his dedication and service to the City of Oakland and the Golden Gate community. **Moved by:** Commissioner Wu. **Second by:** Commissioner Selna. **Vote: Yes** - Belcher, Kadera-Redmond, Marshall, Miller, Rosenbloom, Selna and Wu. **Motion:** Passed

9. CONDITIONAL USE PERMITS:

10. COMMUNICATIONS:

- A letter to the Planning Commission was circulated for review.
- The Commission received an invitation from the Planning Commission to tour the Brooklyn Basin Project.

11. PRAC COMMITTEE REPORT:

12. ADVISORY COUNCIL REPORTS:

13. UNFINISHED BUSINESS:

Susan Montauk to present the Oakland Parks Coalition's State of the Parks report

14. COUNCIL REFERRALS:

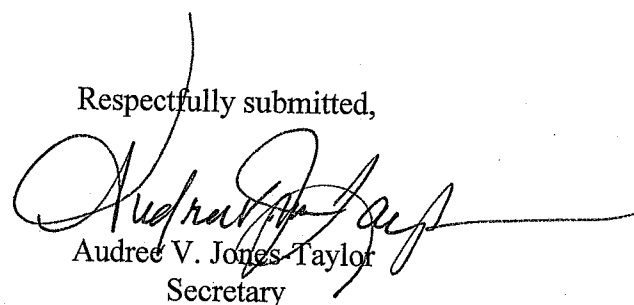
15. OPEN FORUM:

16. DIRECTOR'S REPORT:

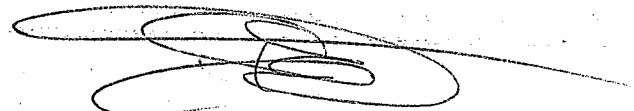
- Naming Rights – OPR will be going before the City Council requesting the adoption of a policy on naming rights, sponsorships and donations.
- Budget Update
 - Ball fields maintenance will be transferred to Oakland Public Works
 - No reductions to OPR's budget. 5 PPT positions will be frozen. The Oakland Zoo and the Chabot Space and Science will absorb the potential hit.
- 2015 Retreat – Staff will schedule for June or possibly for May 30th.
- Adult Recess – May 29th
- Green Tee – July 13th
- Intimate Evening July 25th
- Dads and Jazz – June 21st

17. ADJOURNMENT: 7:11pm

Respectfully submitted,



Audree V. Jones-Taylor
Secretary



Diane Boyd
Recording Secretary

This meeting is wheelchair accessible. To request materials in alternative formats, or to request an ASL interpreter, or assistive listening device, please call **Oakland Parks and Recreation at (510) 238-7532** or **TDD (510) 615-5883** at least three working days before the meeting. Please refrain from wearing scented products to this meeting so attendees who may experience chemical sensitivities may attend. Thank you.

Next Meeting: **Wednesday, June 10, 2015, 4:30 p.m.**
Lakeside Garden Center
666 Bellevue Ave, Oakland, CA



PARKS AND RECREATION ADVISORY COMMISSION
City of Oakland
Wednesday, June 10, 2015
Lake Merritt Garden, 666 Bellevue Avenue
4:30pm
Draft Minutes

1. CALL TO ORDER:4:37pm

2. ROLL CALL:

**BELCHER, DU BOIS, FLORES, KADERA-REDMOND, MARSHALL, MILLER,
PETERSON, ROSENBLOOM, SELNA, WU**

Present: Commissioners Du Bois, Kadera-Redmond, Marshall, Miller, Peterson, Wu

Excused: Commissioners Belcher, Flores, Rosenbloom and Selna

Staff: Parks and Recreation: Audree V. Jones-Taylor, Diane Boyd, Zermaine Thomas,
Elena Bermeo, Frederick Morris and Wendy Johnson. Public Works Department:
Jennifer Stanley.

3. DISPOSITION OF MINUTES:

May 13, 2015 Draft Meeting Minutes

Note: Commissioner Miller deferred the vote on the disposition of the May 13, 2015 minutes until the July 8.

4. SPECIAL ORDERS:

5. PRAC PENDING LIST:

6. MODIFICATIONS TO THE AGENDA:

Motion: Commissioner Miller entertained a motion to move Item 8D to Consent New Business. **Moved by:** Commissioner Wu. **Second by:** Commissioner Peterson.

Vote: Yes – Du Bois, Kadera-Redmond, Marshall, Miller, Peterson and Wu. **Motion:** Passed

7. CONSENT NEW BUSINESS:

- A. REQUEST FOR PERMISSION TO COLLECT DONATIONS AND SELL EVENT RELATED MERCHANDISE AT MONTCLAIR BALL FIELD ON JULY 16, 2015 AND LAKESIDE PARK ON JULY 22, 2015 AND JULY 23, 2015 AT SAN FRANCISCO MIME TROUPE ANNUAL PERFORMANCES. Oakland Parks and Recreation has received a request from San Francisco Mime Troupe (SFMT), a non-profit organization, seeking permission to collect donations and to sell event related merchandise at Montclair Ball Field on July 16, 2015 and Lakeside Park on July 22, 2015 and July 23, 2015.

B. **REQUEST FROM THE SHATTUCK NEIGHBORHOOD CRIME PREVENTION COUNCIL FOR A FEE WAIVER AND PERMISSION TO HOST A COMMUNITY GARAGE SALE FUNDRAISER ON SATURDAY, AUGUST 15, 2015, AT BUSHROD PARK.** Oakland Parks & Recreation (OPR) received a request from Don Link, Shattuck Neighborhood Crime Prevention Council, (SNCPC), for approval of a fee waiver and permission to host a Community Garage Sale Fundraiser at Bushrod Park on Saturday, August 15, 2015.

C. **REQUEST APPROVAL FROM THE PARK AND RECREATION ADVISORY COMMISSION TO FUNDRAISE AT THE 5TH ANNUAL CARMEN FLORES DAY OF MUSIC IN THE PARK ON SUNDAY AUGUST 16, 2015 AT JOSIE DE LA CRUZ PARK.** The City of Oakland's Parks and Recreation, Carmen Flores Recreation Center at Josie de la Cruz Park will host its 5th Annual Carmen Flores Day of Music in the Park on Sunday August 16, 2015. The event will take place at Josie de la Cruz Park from 11:00am-5:00pm.

Motion: Commissioner Miller entertained a motion to approve the Consent New Business Items 7A-7C and 8D. **Moved by:** Commissioner Peterson. **Second by:** Commissioner Wu. **Vote: Yes** – Du Bois, Kadera-Redmond, Marshall, Miller, Peterson and Wu. **Motion:** Passed

8. **NEW BUSINESS:**

A. **REQUEST THE PARKS AND RECREATION ADVISORY COMMISSION APPROVE THE INSTALLATION OF A PLAQUE COMMEMORATING OAKLAND RESIDENT BILL HENRY.** The Parks and Recreation Advisory Commission reviewed the staff report for Item 8A presented by Jennifer Stanley from the Public Works Department. Oakland Public Works (OPW) Bicycle Facilities Program requested approval from the Parks and Recreation Advisory Commission (PRAC) for the installation of a commemorative plaque on Grand Ave adjacent to Lakeside Park. The 8" x 8" stainless steel plaque would be installed in concrete (former bus shelter pad), and accompany bike racks that are being donated to the City by Ms. Karen Henry, a private citizen, in honor of her brother Mr. Bill Henry, an Oakland resident who died in 2014. The layout of the racks and plaque were shown in Exhibit A. The design of the plaque reading "In Memory of Bill Henry" was shown in Exhibit B. The bike racks and plaque would be installed this summer.

Motion: Commissioner Miller entertained a motion to approve the staff recommendation for installation of a plaque reading "In memory of Bill Henry" and support the installation of two bike racks being donated to the City by Karen Henry. **Moved by:** Commissioner Kadera-Redmond. **Second by:** Commissioner Peterson. **Vote: Yes** – Du Bois, Kadera-Redmond, Marshall, Miller, Peterson and Wu. **Motion:** Passed

B. **REQUEST FROM THE FRIENDS OF MONTCLAIR RAILROAD TRAIL TO INSTALL THREE MARKERS WITH WAY FINDING SIGNS AT THE THREE MAIN**

ENTRANCES TO THE TRAIL. The Parks and Recreation Advisory Commission reviewed the staff report for Item 8B presented by Director Audree V. Jones-Taylor on behalf of Stephanie. Oakland Parks & Recreation received a request from The Friends of Montclair Railroad Trail for the approval and installation of 3 trail markers to be placed at the 3 main entrances of the trail in Montclair Village.

In the event the trail markers need to be removed, they will be set in gravel rather than concrete. Staff will confirm how the signs will be mounted and report back to the Commission.

Motion: Commissioner Miller entertained a motion to approve the staff recommendation to approve the request from the Friends of the Montclair Railroad Trail to install three markers with way finding signs at the three main entrances to the trail. **Moved by:** Commissioner Du Bois. **Second by:** Commissioner Wu. **Vote: Yes** – Du Bois, Kadera-Redmond, Marshall, Miller, Peterson and Wu. **Motion:** Passed

C. **REQUEST FROM STAN DODSON OF TRAILHEAD ORGANIZATION TO INSTALL 12 TRAIL MARKERS IN DIMOND CANYON PARK.** The Parks and Recreation Advisory Commission reviewed the staff report for Item 8C presented by Director Audree V. Jones-Taylor on behalf of Stephanie Benavidez. Oakland Parks & Recreation received a request from Stan Dodson of the Trailhead Organization to install 12 stepping stone markers to replace the existing set of markers that are insufficient, incorrect and heavily marked with graffiti. Exhibit A & B were referenced which depicted the condition of the markers. The request was supported with the approval of Robert Kennedy from the Public Works Department, Dimond Park Recreation Supervisor Michele Doppelt, Friends of Sausal Creek, Dimond Improvement Association and Oakland Park & Recreation Foundation.

The first of the 12 mosaic stones markers will be installed under the supervision and direction of Robert Kennedy and staff from the Oakland Public Works (OPW) Department. The remaining 11 markers will be installed by volunteers directed by OPW. OPW will set the standard of where and how each stone will be placed.

Stan Dodson informed the Commission that he expected to fundraise 100% of the production fees at \$250 to \$300 per stone within two weeks. Individuals and business who wish to purchase a stone may be promoted on the organization's website in lieu of stone naming recognition.

Motion: Commissioner Miller entertained a motion to approve the staff recommendation to approve the request from Stan Dodson of the Trailhead organization to install 12 trail markers in Dimond Canyon Park. **Moved by:** Commissioner Wu. **Second by:** Commissioner Peterson. **Vote: Yes** – Du Bois, Kadera-Redmond, Marshall, Miller, Peterson and Wu. **Motion:** Passed

Note: Item 8D was moved and voted on under Consent New Business.

D. **REQUEST FROM THE FRIENDS OF SAUSAL CREEK FOR APPROVAL TO HOLD A NATIVE PLANT SALE ON SUNDAY, OCTOBER 25, 2015 AT THE NATIVE PLANT NURSERY IN JOAQUIN MILLER PARK.** Oakland Parks & Recreation received a request from the Friends of Sausal Creek for approval to hold a native Plant sale at the Native Plant nursery in Joaquin Miller Park on Sunday, October 25, 2015. The proceeds collected will be used to continue the various watershed programs sponsored by the Friends of Sausal Creek, this year especially creek restoration in Dimond Park.

E. **THE PAN AFRICAN FAMILY REUNION IS REQUESTING THE PARKS AND RECREATION ADVISORY COMMISSION APPROVAL FOR VENDORS AND ON-SITE COLLECTION OF MONEY FOR ITEMS SOLD AND DONATIONS FOR THEIR 5TH ANNUAL EVENT HELD AT MOSSWOOD PARK ON SEPTEMBER 6, 2015.** The Parks and Recreation Advisory Commission reviewed the staff report for Item 8E presented by Elena Bermeo. Staff at the Mosswood Recreation Center received a request from the Pan African Family Reunion organizers to host their annual free event scheduled to be held on September 6, 2015 from 10am to 10pm at Mosswood Park. This event attracts approximately 1500 attendees and outreaches to communities from all over the African Diaspora and throughout the Bay Area with a primary focus on Oakland and the East Bay.

This is the Pan African Family's 5th annual event and its second request to collect money for merchandise. The organization is fiscally sponsored by the Oakland Parks and Recreation Foundation.

Motion: Commissioner Miller entertained a motion to approve the staff recommendation to approve the request by the Pan African Family to allow vendors to except donations and collect funds in exchange for food and merchandise at their event on September 6, 2015 at the Mosswood Recreation Center from 10am to 10pm. **Moved by:** Commissioner Kadera - Redmond. **Second by:** Commissioner Marshall. **Vote: Yes** – Du Bois, Kadera-Redmond, Marshall, Miller, Peterson and Wu. **Motion: Passed**

F. **REQUEST APPROVAL TO ALLOW THE OAKLAND FOOD PANTRY TO COLLECT REGISTRATION FEES, AND TO ALLOW MERCHANTS AND MOBILE FOOD TRUCK VENDORS TO SELL PRODUCTS AND COLLECT FUNDS AT THE 1ST ANNUAL LAKE MERRITT LABOR DAY 5K/10K RUN AT THE PERGOLA ON SATURDAY, SEPTEMBER 5, 2015.** The Parks and Recreation Advisory Commission reviewed the staff report for Item 8F presented by Zermaine Thomas. The Oakland Food Pantry (OFP), a non-profit organization, contacted Oakland Parks and Recreation and requested permission to collect registration fees and to allow merchants and mobile food vendors to collect funds at the 1st Annual Lake Merritt Labor Day 5k/10k Run at the Pergola on Saturday, September 5, 2015. The funds raised will offset the cost of producing the event. Last minute registrations and merchandise sales are an essential element to raising the required operating funds for the Oakland Food Pantry including administrative staff, food and upgrading the center.

The Oakland Food Pantry is seeking corporate sponsorships and is promoting the event through media contacts, PSA's and other running groups. Participants will pay \$35 for preregistration or \$45 on the day of. Organizers anticipate they will raise between \$25K to \$50K.

Participating vendors will include local burger shops and mobile food truck operators currently approved by the City.

Motion: Commissioner Miller entertained a motion to approve the staff recommendation to allow the Oakland Food Pantry to collect registration fees and to grant participating merchants and food vendors permission to collect funds at their 1st Annual Lake Merritt Labor Day 5K/10K Run on Saturday, September 5, 2015. **Moved by:** Commissioner Peterson. **Second by:** Commissioner Kadera-Redmond. **Vote:** Yes – Du Bois, Kadera-Redmond, Marshall, Miller, Peterson and Wu. **Motion:** Passed

- G. **REQUEST APPROVAL FROM THE PARKS AND RECREATION ADVISORY COMMISSION TO ALLOW THE UMOJA EPIPHANI PRODUCTION ORGANIZERS TO HAVE ARTISANS AND FOOD VENDORS ON SITE AT THE LOWELL PARK BALL FIELD FOR THEIR UMOJA AFRICAN FESTIVAL AND TO COLLECT FEES ON SATURDAY, AUGUST 15, 2015.** The Oakland Parks and Recreation Advisory Commission reviewed the staff report for Item 8G presented by Frederick Morris. UMOJA Epiphani Production and Digging4Gold organizers contacted Oakland Parks and Recreation and requested permission to allow food and artisan vendors to collect fees at their African Festival at Lowell Park ball field on Saturday, August 15, 2015. The funds collected will pay for operating cost. This is UMOJA's third presentation before PRAC requesting permission to collect fees at this annual event.

Motion: Commissioner Miller entertained a motion to approve the staff recommendation to allow food and artisan vendors to collect fees their African Festival on August 15, 2015 at the Lowell Park ball field. **Moved by:** Commissioner Kadera-Redmond. **Second by:** Commissioner Peterson. **Vote:** Yes – Du Bois, Kadera-Redmond, Marshall, Miller, Peterson and Wu. **Motion:** Passed

- H. **RECOMMENDATION THAT THE PARKS AND RECREATION ADVISORY COMMISSION (PRAC) ESTABLISH AND ADOPT A TASK FORCE OF CITY OFFICIALS FROM PARKS AND RECREATION, OAKLAND PUBLIC WORKS, OAKLAND POLICE DEPARTMENT, PARK PATRONS, OAKLAND RESIDENTS AND PRAC MEMBERS FOR THE PURPOSE OF CREATING A POLICY REGARDING GRILLING IN OAKLAND CITY PARKS WITH THE INITIAL PRIORITY BEING LAKESIDE PARK.** The Parks and Recreation Advisory Commission reviewed the report for Item 8H presented by Commissioner Faith Du Bois. In response to recent growing concerns about Oakland parks visitors setting up large unpermitted gatherings for grilling activities a meeting of fourteen community *thought partners* representing the Lakeshore Business Improvement District, Lake Merritt Business Association, Eastlake Music Festival, Oakland Police Department's Neighborhood Services Division, the Vice Chair of San Antonio NCPC, OPR Central Reservations, as well as several District 2 residents, a local artist, a resident of the Lake Merritt area, 3 PRAC Commissioners, and OPR Director Audree V. Jones-Taylor was convened.

A community meeting was held on May 27, 2015 to discuss the parameters of the task force on grilling. It was recommended that the task force should include members from Oakland Fire, Oakland Police, Oakland Public Works, Parks and Recreation, PRAC, Council District 2, Oakland community members, and park patrons. A walking tour of Lakeside Park was scheduled for June 15th to determine the types of grilling to be allowed and possible sites.

Immediate observations regarding public education on the issue of grilling included the need for comprehensive signage to read:

- “No Grilling”
- The universal ‘no’ or red circle w/ the image of a grill or flame

The community reported ordinance signs near the amphitheater were being obliterated because the low installation has made it easy for the public reach cause damage. Without the signage, OPD is unable to enforce the ordinance.

Ongoing issues at Lakeside Park include:

- Dumping coals in Lake Merritt
- Amplified sound
- Blocked traffic lanes
- Garbage and insufficient trash receptacles
- Large number of individual groups gathering without permits

Motion: Commissioner Miller entertained a motion to approve the recommendation that Oakland Parks and Recreation, instead of the PRAC, establish a task force of city officials from Parks and Recreation, Oakland Public Works, Oakland Police Department, park patrons, Oakland residents and PRAC members for the purpose of creating a policy regarding grilling in Oakland city parks with the initial priority being Lakeside Park and that said task force be adopted by the PRAC. **Moved by:** Commissioner -Peterson. **Second by:** Commissioner Marshall. **Vote:** Yes – Du Bois, Kadera-Redmond, Marshall, Miller, Peterson and Wu. **Motion:** Passed

- I. **REQUEST APPROVAL FROM THE PARKS AND RECREATION ADVISORY COMMISSION TO GRANT PERMISSION TO ALLOW COMMUNITY MERCHANTS TO COLLECT DONATIONS ON SITE AT THE XICANA MORATORIUM COALITION'S FESTIVAL AT SAN ANTONIO PARK ON SUNDAY, AUGUST 30, 2015.** The Oakland Parks and Recreation Advisory Commission reviewed the staff report presented by Wendy Johnson. Aurora Lopez and Sagnicthe Salazar, Program Directors for The Xicana Moratorium Coalition contacted Oakland Parks and Recreation and requested permission to allow community and local arts and crafts vendors to collect donations at their Annual Festival at San Antonio Park on Sunday, August 30, 2015. The funds raised will be used to cover the costs of organizing the festival and to promote support for local talent and artists at future events. This is the organizations first time addressing the PRAC.

Motion: Commissioner Miller entertained a motion to approve the staff recommendation to allow community and local arts and crafts vendors to collect donations at their Annual Festival at San Antonio Park on Sunday, August 30, 2015. **Moved by:** Commissioner Wu. **Second by:** Commissioner Kadera-Redmond. **Vote:** Yes – Du Bois, Kadera-Redmond, Marshall, Miller, Peterson and Wu. **Motion:** Passed

9. CONDITIONAL USE PERMITS:

10. COMMUNICATIONS:

Commissioners Miller, Peterson and Kadera-Redmond toured the Brooklyn Basin project site on June 4th. Appears to be a ambitious plan but a great destination location. Interested to see language drafted to include festivals and generating funds. Planning staff will report back to PRAC later in the year.

11. PRAC COMMITTEE REPORT:

Commissioner Dubois: The Oakland Zoo will be hosting their annual Walk in the Wild event on Saturday, June 27th from 5pm to 11pm

Commissioner Peterson: Studio One's Beer, Bites and Bella event will be held on Friday, July 10th.

12. ADVISORY COUNCIL REPORTS:

13. UNFINISHED BUSINESS:

Commissioner Kadera-Redmond: Attended the Hush Silent Disco on at Lake Merritt in May – It was a very successful event.

14. COUNCIL REFERRALS:

15. OPEN FORUM:

16. DIRECTOR'S REPORT:

Budget Update


- Position Changes

- Pools and boating will be transferred out of the General Purpose Fund to the Self Sustaining fund
- 2 year freeze on 5 Rec Leader II PPT positions
- OPR will be Partner with the Chabot Space and Science Center to offset funding cuts and to support programming. The department hopes to establish a partnership with the Oakland Zoo.
- Ball Fields staff will be transferred to Oakland Public Works
- Feather River/Camps in Common asking for \$90K
- 6 Parks and Recreation sites will receive extended security services

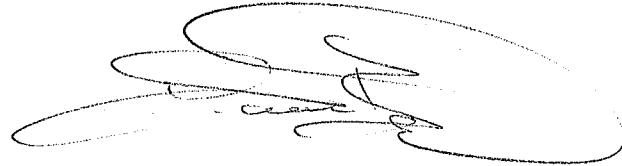
- Announcement

- PPT's attended State Family Camp Leadership Training

17. ADJOURNMENT: 5:57pm



Audree V. Jones Taylor
Secretary



Diane Boyd
Recording Secretary

This meeting is wheelchair accessible. To request materials in alternative formats, or to request an ASL interpreter, or assistive listening device, please call **Oakland Parks and Recreation at (510) 238-7532** or TDD **(510) 615-5883** at least three working days before the meeting. Please refrain from wearing scented products to this meeting so attendees who may experience chemical sensitivities may attend. Thank you.

*******Next Meeting*******

4:15pm

Wednesday, July 8, 2015
Lakeside Garden Center
666 Bellevue Avenue
Oakland, CA

CITY OF OAKLAND
Interoffice Memorandum



Oakland Parks and Recreation

TO: Barry Miller, Chair, Parks and Recreation Advisory Commission
FROM: Mark Hall, Oakland Parks and Recreation
DATE: July 15, 2015
SUBJECT: **REQUEST FOR THE PARK AND RECREATION ADVISORY COMMISSION TO ACCEPT AN INFORMATIONAL REPORT ON THE CAMRON STANFORD HOUSE LANDSCAPING AND LIGHTING IMPROVEMENTS.**

SUMMARY

Existing lack of public safety during evening use and the protection of the historic house and its grounds have been on-going concerns for the Camron-Stanford House Preservation Association (CSHPA), the governing organization for the Camron-Stanford House museum. Although there is excellent exterior lighting on the front and right side of the building, installed by the City during the Measure DD project, there is no night illumination on the back and left side of the building. This perpetuates unsafe conditions for people coming and going from the house at night. Also, vagrancy and fires around the building have long been issues.

Because the house is a designated historic structure, no modern lighting fixtures may be attached to the fabric of the building. Thus, the CSHPA contracted to have a landscape lighting design developed that would address the lighting issues appropriately without compromising the historic structure. The landscape lighting plan has been previously reviewed and approved by Betty Marvin, City liaison to the Landmarks Preservation Advisory Board. The current target for the project is to install Part One, as well as the basic electrical connections for Phase Two in the Fall of 2015. The light fixtures in Part Two will be installed as funds are raised by the CSHPA.

FISCAL IMPACT

A private grant has provided the funds to pay for the Part One scope of work, therefore there is no cost to the City. As mentioned above, the fixtures and miscellaneous electrical work for Phase Two will be completed when the funds have been raised, and likewise will use no City funding.

On-going maintenance of the lighting fixtures will be provided by the Camron-Stanford House Preservation Association.

PROJECT DESCRIPTION

The project is divided into two parts:

Part One: Lighting outside the garden fence.

This landscape lighting will illuminate the north side of the building and its adjacent parking areas. Low voltage light fixtures, with LED lamps, will be mounted in palm trees that are adjacent to the house, as shown on the plan. These fixtures will light the side entry of the house, the walkway to the main garden gate, the access from the parking lot and all of the parking spaces for the building. One fixture will be used to accent the antique fountain that will be installed in the garden according to the approved plans. All fixtures will have glare shields and louvers, preventing light spill into other areas. All tree straps, securing the fixtures are moveable and designed specifically to expand with tree growth.

Part Two: Lighting the garden

This lighting will illuminate the back garden lawn area and the main staircase descending from the back veranda of the house. Residential-scale pole lanterns, typical of the house's historic period, were chosen to look appropriate in the setting. The lanterns provide good illumination with few fixtures (keeping the design simple) and are much safer than the alternative stake-mounted fixtures that could create trip hazards. These pole lanterns use 110 voltage but will have LED lamps, making them highly efficient and cost-effective to run. Other features include "Dark Sky" covers on the globes, and electrical outlets for event equipment integrated into the support poles. In addition, small, low-voltage, in-ground fixtures with LED lamps will be used to highlight the antique fountain at ground level, for pedestrian safety and fountain aesthetics.

BACKGROUND

The Camron-Stanford House, as a Victorian house museum, has been a venue for many historical exhibits and public and private events since 1978, when much of the building had been restored to the 1880 period. The Camron-Stanford House Preservation Association has a current lease with the City of Oakland (March 1, 2003), which is the owner of the Camron-Stanford House and its property. The lease designates CSHPA to maintain the property, to make improvements and to run a house museum for the benefit of the general public. In addition, the lease allows CSHPA to hold a variety of rental events on the property, including weddings. The CSHPA received approval from the Landmarks Preservation Board on September 24, 2012, on plans to improve the garden at the back of the house and permission from Oakland City Planning to do the construction. The majority of the garden renovation project was completed that year. Implicit in the overall garden plan of the CSHPA was its intention to improve lighting around the structure.

RECOMMENDATION

Staff recommends that the Park and Recreation Advisory Board accept the informational report regarding the Camron Stanford House Landscaping and Lighting improvements.

Respectfully submitted,

Mark Hall
Oakland Parks and Recreation



CITY OF OAKLAND
Interoffice Memorandum

Office of Parks and Recreation

TO: Barry Miller, Chair, Parks and Recreation Advisory Commission
FROM: Elena Bermeo, Recreation Center Director
DATE: July 8, 2015
SUBJECT: **THE OMNIRA INSTITUTE IS REQUESTING THE PARKS AND RECREATION ADVISORY COMMISSION APPROVAL FOR VENDORS AND ON-SITE COLLECTION OF MONEY FOR ITEMS AND FOOD SOLD FOR THE BLACK EYED PEA FESTIVAL AT MOSSWOOD PARK ON SEPTEMBER 12, 2015.**

SUMMARY

The Omnira Institute is hosting its second annual free Black Eyed Pea Festival event on Saturday September 12, 2015 from 11am to 5:30 pm at Mosswood Park. This event is expected to attract 500+ attendees with a strong focus on Oakland and the East Bay. The Omnira Institute is requesting permission to allow vendors to sell services, merchandise, and food. Vendor booths will highlight the richness and preservation of the African Culture. Individual vendors will be collecting money on-site. There will also be free community health resources to help service the community.

FISCAL IMPACT

Mosswood will provide 2 staff to help monitor and supervise this event for a total impact of \$784. The Omnira Institute will provide funds for facility rental and park space, certified security, and marketing. Mosswood will benefit in the collection of approximately \$2,257.50 for rental usage toward our self-sustaining fund.

PROJECT DESCRIPTION

The Black Eyed Pea Festival will include cultural performances, education seminars, children's area, arts and crafts, wellness services, a food court, and vendors (pending approval). Vendor booths range from non-profit informational booths dealing with healthcare to traditional African apparel and crafts as well as local food vendors.

BACKGROUND

This event began last year at Mosswood Park as a community festival to preserve the roots of the African American culture. With its growing number and interest the Omnira Institute is excited about educating and exposing the entire community in hope that the mobilization created will facilitate and deepen community organizing as providers of all kinds gather to celebrate their strength.

RECOMMENDATION

Staff recommends that the Park and Recreation Advisory Commission approve the request for vendors and onsite collection of money for the sales of merchandise and food.

The event organizer is aware that OPD may require additional permits if event is granted.

Respectfully submitted,



Elena Bermeo, Recreation Center Director
Mosswood Recreation Center

Any additional questions please call Elena Bermeo, 510 597-5038

Attachments: Exhibit A- Proposal Letter
Exhibit B- Facility Permit/Rental Application
Exhibit C-501 © (3) Tax ID
Exhibit D- Insurance
Exhibit E- Health Permit Application
Exhibit F- Invoice Portable Restrooms
Exhibit G-List of Vendors and Guest

July 8th, 2015

Black Eyed Pea Festival

Dear Parks and Recreation Advisory Commission

History and Purpose of organization:

Omnira (Freedom) Institute's purpose is to support the emotional and mental health of black people through the recovery and preservation of the roots of African American culture by a) demonstrating the living links to Africa that survived slavery and b) reintroducing and reaffirming the historic and psychic links to West African cultural and spiritual tradition. Omnira (Freedom) Institute, formerly known as Nouvo'rishia Institute, began in 2003 as a school for sacred knowledge for children of practitioners of spiritual traditions derived from West Africa by way of Cuba, Puerto Rico, and Haiti. The organization's choir, Awon Ohun Omnira (Voices of Freedom), participates in annual Juneteenth and Black History Month celebrations. Omnira Institute is located in Oakland, California and was founded by Wanda Ravernell who is a journalist and independent performing arts professional.

Omnira Institute received a grant from Alliance for California Traditional Arts (ACTA) Living Cultures Grants Program (in 2011, 2013, and 2014) to support Roots of Faith, Roots of Freedom, a project providing Oakland's African American community with opportunities to promote healing through a series of observances that honor the history of slavery and emancipation. In 2014, Omnira Institute also received a grant from the FAITHS Program at the San Francisco Foundation to support its programming.

Public presentations and ritual observances take place during Black History Month; a Juneteenth commemoration marks the Emancipation Proclamation (1863); the Maafa observance held in the fall commemorates the tragedy of the Middle Passage; and Watch Night, an African American ritual derived from a similarly named observance of Methodists.

In the African American tradition, Watch Night represented a somber possible last time a slave family might be together before being sold to pay a landowner's debt after Christmas time. Omnira Institute commemorates this with a New Year's Eve chorus of song and chant, including singing spirituals from the Black church.

The Omnira Institute and Awon Ohun Omnira Choir have added to their annual schedule the Black-Eyed Pea Festival: "The Pea, the whole Pea and nothing but the Pea."

The purpose is a celebration of African American history and culture to strengthen the community through its traditional food, music and arts and promotion of entrepreneurship and wellness that mobilizes the community around an iconic cultural food that comes from Africa. It is our hope that the mobilization created by the festival will facilitate and deepen community organizing as providers of all kinds of services meet each other in a refreshing informal atmosphere as they serve members of the African American community.

It will be held Saturday, Sept. 12, 2015 at Mosswood Park in Oakland. The event will be free and open to the public with a focus on African Americans.

a. The event sponsor, Omnira Institute, is requesting permission from the park to collect registration fees (\$75-\$125) from artists, crafters, food vendors and community resource vendors beginning Aug. 1 to Sept. 5, 2015, to defray festival expenses.

b. We are requesting permission from the park to allow these vendors to collect money at the site:

1. Individual African American artists and craftspersons selling their wares. It will benefit them individually and expose the community to the worth and value of handmade items.
2. Food vendors who will benefit themselves by getting new opportunities to reach wider audiences while the community benefits by exposure to new tastes and flavors.

c. We are requesting permission from the park to:

1. Allow community resource vendors to provide FREE advice and information
2. Allow county-approved personnel to make FREE blood glucose and blood pressure screenings.
3. Have a FREE arts-and-craft corner for children to make items from and/or inspired by Black-Eyed Peas
4. Expose community to healthy living activities like jump-rope, hula hoops, wall-climbing (free) and massage for a fee.

We do not know how much money will be made by the individual food or arts and crafts vendors. In last year's festival, one vendor made a high of \$400 and one a low of \$25.

The festival will feature:

- 1) Food: Our food 'court' -so to speak-will feature the black eye pea cooked in traditional and non-traditional forms -from the Nigerian 'Akara' to Hoppin' John (black eye peas and rice cooked together) and New Orleans style Hoppin' John which uses yellow rice and includes shrimp. Non-traditional forms include a black-eye pea salsa with scoop corn chips and black-eye peas poured over a piece of hot-water cornbread.
 - 2) A Children's Area with opportunities for play and creative arts by teaching the children to make rainmakers and rattles filled with Black-Eyed Peas among other things.
 - 3) Performance Stage for local performers of traditional African and African American music.TBD
-

- 4) Arts and Crafts Vendors: We will feature the work of local African American artists. Art and crafts vendors can feature homemade dolls, greeting cards, earrings, clothing in African cloth, etc. The emphasis is that it must be handmade or produced by local entrepreneurs
- 5) Corporate and Government Sponsorships: Major Bay Area Corporations and job creators may have tables.
- 6) Wellness tables include associations of black physicians and mental health workers, Black Infant Health Project, Diabetes and Heart Associations, Kaiser, Sutter, Cover California, Black Coalition on AIDS, YMCA. Opportunities for healing include Reichi practitioners, massage and acupressure for a fee.
- 7) Education: Representatives from the local community and state colleges, state universities and Historically Black Colleges, preschool, homeschooling and GED signup.
- 8) Municipal: Oakland Police and Fire Departments, Registrar of Voters. Re-entry for Convicts; Oakland Museum, AAMLO:
- 9) African American: Black Organizing Project, NAACP, Black Chamber of Commerce, Marcus Books. Black Churches' community works.
- 10) The festival will be augmented by activities/events the week before and the week after (i.e. restaurants can participate by offering a special dish on their menus; Black-eye pea inspired Spoken Word at a local club(s) ; Panel on African American Food History and Lore, Soul Food Junkies (film) and off-site Art Show.

Sincerely

Wanda Ravernell E.D

Omnira Institute

Mosswood Recreation Center

3612 Webster Street
Oakland, CA 94609

(510) 597-5038

Omnira Institute
2151 47th Avenue
Apt. A
Oakland, CA 94601

Facility Permit

Status: Approved

Customer Type: .Private

Authorized Agent: Wanda J. Ravernell

Work: (510) 436-0658 Home: (510) 436-0658

DATE/USER	PERMIT NUMBER	CHARGES	DISCOUNT	TAXES	REFUNDS & CREDITS	PAYMENTS	NEXT PAYMENT DUE	BALANCE DUE
06/18/2015 Jeanette Driskell	33568	\$2257.50	\$0.00	\$0.00	\$0.00	\$1190.00	08/13/2015	\$1067.50

RESERVATIONS

EVENT NAME	FACILITY	CENTER
Black Eyed Pea Festival Attendance: 400 Type: Celebration	Mosswood Park / Broadway Side	Mosswood Recreation Center 3612 Webster Street Oakland, CA 94609
DATES RESERVED		HRS
Saturday - 9/12/2015	07:30 AM to 07:00 PM	11.5
Total Number of Dates: 1		Total Number of Hours: 11.5

NOTES:

Customer will provide details for custom setup.

EVENT NAME	FACILITY	CENTER
Black Eyed Pea Festival Type: Celebration	Mosswood Great Room/ Multipurpose	Mosswood Recreation Center 3612 Webster Street Oakland, CA 94609
DATES RESERVED		HRS
Saturday - 9/12/2015	10:00 AM to 04:30 PM	6.5
Total Number of Dates: 1		Total Number of Hours: 6.5

NOTES:

Customer will provide details for custom setup.

Customer will provide details for custom setup.

EVENT NAME	FACILITY	CENTER
Black Eyed Pea Festival Type: Celebration	Mosswood Dance Studio/Gallery	Mosswood Recreation Center 3612 Webster Street Oakland, CA 94609

DATES RESERVED		HRS
Saturday - 9/12/2015	10:00 AM to 04:30 PM	6.5

Total Number of Dates: 1

Total Number of Hours: 6.5

NOTES:

Customer will provide details for custom setup.

Customer will provide details for custom setup.

Customer will provide details for custom setup.

CHARGES

CHARGE DESCRIPTION	FACILITY/EVENT	UNIT FEE	QTY	TAX	TOTAL CHARGED	DISCOUNTED/PAID	BALANCE DUE
CRU Permit Processing Fee	Mosswood Park / Broadway Side - Black Eyed Pea Festival	\$30.00	1.00	\$0.00	\$30.00	\$0.00	\$30.00
Deposit (Parks)	Mosswood Park / Broadway Side - Black Eyed Pea Festival	\$500.00	1.00	\$0.00	\$500.00	\$500.00	\$0.00
Deposit (Rentals)	Mosswood Park / Broadway Side - Black Eyed Pea Festival	\$200.00	1.00	\$0.00	\$200.00	\$0.00	\$200.00
Mosswood Facility Rental Fee	Mosswood Park / Broadway Side - Black Eyed Pea Festival	\$80.00	6.00	\$0.00	\$480.00	\$0.00	\$480.00
Mosswood Facility Rental Fee	Mosswood Park / Broadway Side - Black Eyed Pea Festival	\$20.00	10.00	\$0.00	\$200.00	\$200.00	\$0.00
Mosswood Park Rental Fee	Mosswood Park / Broadway Side - Black Eyed Pea Festival	\$65.00	11.50	\$0.00	\$747.50	\$490.00	\$257.50
Mosswood Sound Application Fee	Mosswood Park / Broadway Side - Black Eyed Pea Festival	\$100.00	1.00	\$0.00	\$100.00	\$0.00	\$100.00

PAYMENTS AND REFUNDS

RECEIPT NUMBER	DATE	CHARGE DESCRIPTION	FACILITY/EVENT	AMOUNT
1007387.024	05/19/2015	Deposit (Parks)	Mosswood Park / Broadway Side - Black Eyed Pea	\$500.00
1007387.024	05/19/2015	Mosswood Park Rental Fee	Mosswood Park / Broadway Side - Black Eyed Pea	\$490.00
1007387.024	05/19/2015	Mosswood Facility Rental Fee	Mosswood Park / Broadway Side - Black Eyed Pea	\$200.00

ADDITIONAL CUSTOMER INFORMATION

Customer Email: ravernell@aol.com

DISCLAIMERS

ALCOHOLIC BEVERAGES-REV043014

Alcoholic beverages may be served at events upon approval and when specific fees are paid.

- * Amounts are to be carefully supervised so that every guest and participant leaves the event safely.
- * The premises are to be left clean and all bottles must be removed.
- * SELLING alcoholic beverages is NOT ALLOWED unless approval is granted from the Parks and Recreation Advisory Commission.

The applicant will hold Oakland Parks and Recreation, City of Oakland and its employees free from liability or claim for damages or suit by reason of any injuries to any person or property, of any kind whatsoever, arising out of the serving of alcoholic beverages before, during and after use of event to self and attendees. An Alcoholic Beverage Control License is required for sales of any alcoholic beverages. (See Parks and Recreation Advisory Commission Requirements)

This permit allows applicant to serve the following alcoholic beverage(s):

-Wine, beer and champagne _____ (initials)

-Distilled spirits _____ (initials)

I certify that alcoholic beverages will not be served at my event. _____ (initials)

_____, (Signature) _____ date

CANCELLATION POLICY: (REV-050114)

A cancellation fee will be assessed according to the current City of Oakland Master Fee Schedule.

Mosswood Recreation Center

3612 Webster Street
Oakland, CA 94609

(510) 597-5038

Omnira Institute
2151 47th Avenue
Apt. A
Oakland, CA 94601

Permit Charge Summary

DATE / TIME	NON-MONETARY NUMBER USER NAME	CHARGES					
5/19/2015 3:17 PM	3004219.024 Jeanette Driskell	\$ 2,257.50					

PAYER INFORMATION

PAYER NAME	ADDRESS	PHONE #	PAYMENT TYPE INFORMATION	AMOUNT
Omnira Institute Attn: Wanda J. Ravernell	2151 47th Avenue Apt. A Oakland, CA 94601	Home: (510) 436-0658 Work: (510) 436-0658	PAYMENT PLAN #67333	

TRANSACTION(S)

CUSTOMER NAME	TRANSACTION INFORMATION	FEES/AMOUNT
Omnira Institute # 4819	Facility Reservation Permit #33568 Mosswood Park / Broadway Side Black Eyed Pea Festival	CRU Permit \$ 30.00 Deposit \$ 500.00 Deposit \$ 200.00 Mosswood \$ 480.00 Mosswood \$ 200.00 Mosswood \$ 747.50 Mosswood \$ 100.00

TAX ID NUMBER
The Federal Tax ID number for Oakland Parks and Recreation is: 94-6000384



Oakland Parks and Recreation
 250 Frank H. Ogawa Plaza, Suite 3330, Oakland, CA 94612
 Office: (510) 238-3187; Facsimile: (510) 238-2397



Rental Application

ATTENTION: _____

Date of Application: 5-15-2015

RESIDENCY IS DETERMINED ACCORDING TO ADDRESS INDICATED ON DRIVER'S LICENSE OR STATE IDENTIFICATION CARD. PHOTO ID IS REQUIRED

Name of Business/Organization: Omnica Institute

Business/Organization Address: 360 Grand Ave. #210 Oakland, CA 94612

Applicant Name: Wanda Ravernell

Applicant Mailing Address: 2151 A 47th Ave. Oakland, CA 94601

Phone Number: (510) 332-5851 Fax Number: n/a E-mail: Ravernell@aol.com

Facility/Park Name: Masswood Park Broadway Side

Room(s)/Site(s) RO (See other application)

EVENT INFORMATION:

Date(s) of Event: Sept. 12, 2015

Time In/Prep Time 7:30 a.m. Actual Event Time 11:00 to 5:30 p.m. Cleanup/Time Out 5:30-7pm

Type of Event/Purpose: *(be specific, i.e., Wedding Reception, Meeting, Birthday Party, Banquet, Picnic, BBQ, Walk, Run, Festival, Rally, Quinceanera, BarMitzvah/BatMitzvah, etc.)* Black-Eyed Pea Festival

General Public Allowed: Yes No Sound Amplification: Yes No Non-Amplified Sound: Yes No

Type of Equipment to be used: *(i.e., musical instruments, live band, cd player, amplifiers, microphones, etc.)*

Note: Charging admission, selling tickets or merchandise, or solicitation of money in any manner must be approved by the Parks and Recreation Advisory Commission 60 days or more in advance of event date.

Number of Participants (Total) 700 Approximate # of Adults 250 # of Teens 50 # of Children/Infants 100

Please provide below special accommodations/requests for your event. If no special accommodations required, please write NONE.

We will also need to use the dance studio, the gallery area and

Will you require a caterer for your event? Yes No

If yes, are you choosing a caterer from OPR's Approved Caterer's List? Yes No

Name of Approved Caterer: _____

If not using an OPR Approved Caterer, provide name of non-approved caterer: _____

(Note: An Opt-Out Fee is applicable to non-approved Caterers and non-Catered events. See Attached Regulations)

RENTAL FEES *(The minimum rental requirement and deposit are required when the facility of your choice is reserved 31 days or more in advance.)*

Non-Refundable Permit Processing Fees:

Picnic & Related Events: \$15 (50+ people)

Building Rentals/Special Events (Parks): \$30

- | | |
|---|--|
| (1) <u>65</u> x <u>11.5</u> = <u>\$747.50</u>
(Hourly Rate) (# of hours) | (7) Alcoholic Beverage Fee = _____ |
| (2) _____ x _____ = _____
(Hourly Rate) (# of hours) | (8) Administrative Service Fee = _____ |
| (3) Permit Processing Fee <u>\$30</u> | (9) Caterer Opt Out Fee = _____ |
| (4) Deposit = <u>500</u> | (10) Sound Use Fee = <u>100.00</u> |
| (5) Setup/Teardown = _____ | (11) Other Charges = _____ |
| (6) Kitchen <u>\$1377.50</u> | |

TOTAL: ~~\$1497.50~~ Less Advance Minimum Payment of \$ _____; BALANCE DUE 30 DAYS BEFORE EVENT: \$ _____

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

Please check payment type: Cash: _____ Check #: _____ Type of Credit Card: Visa or MasterCard: _____
 (See attached Authorization for Credit Card Payment Form)

CANCELLATION FEE: 61 days or more notice: Forfeit 1/2 Deposit 30 days to 11 days notice: Forfeit Deposit Plus 1/2 Rental Fee
 31 to 60 days notice: Forfeit Deposit 10 days or less notice: Forfeit All Fees

APPLICANT SIGNATURE Wanda J. Ravernell DATE May 19, 2015

Please note: By submitting this application, other documents/permits may be initiated to finalize your reservation



Office of Parks and Recreation
 250 Frank H. Ogawa Plaza, Suite 3330, Oakland, CA 94612
 Office: 510.238-3187; Facsimile: 510.238-2397



Rental Application

ATTENTION: _____

Date of Application: 5-15-2015

RESIDENCY IS DETERMINED ACCORDING TO ADDRESS INDICATED ON DRIVER'S LICENSE OR STATE IDENTIFICATION CARD. PHOTO ID IS REQUIRED.

Name of Business/Organization: Omnira Institute
 Address: 360 Grand Ave Oakland CA 94610
Street Address City Zip Code
 Name of Contact Person: wanda Ravernell
 Phone Number: (510) 332-5857 Fax Number: n/a E-mail: Ravernelle@aol.com
 Mailing Address: 2151 A 47th Ave Oakland CA 94601
Street Address City Zip Code

Facility/Park Name: Mosswood Park
 Room(s)/Site(s): Great Hall (main studio) 2 meeting rooms

EVENT INFORMATION:

Date(s) of Event: Sept. 12, 2015
 Time In/Prep: 7:30 a.m. Event Time: 11:00 - 5:30 Cleanup/Time Out: 5:30 - 6 p.m.

Type of Event/Purpose: (be specific, i.e., Wedding Reception, Meeting, Birthday Party, Banquet, Picnic, BBQ, Walk, Run, Festival, Rally, Quinceanera, BarMitsvah/BatMitsvah, etc.)
Festival

General Public Allowed: Yes No Sound Amplification: Yes No Non-Amplified Sound: Yes No

Type of Equipment to be used: (i.e., musical instruments, live band, cd player, amplifiers, microphones, etc.)
Handy man's CD player

Note: Charging admission, selling tickets or merchandise, or solicitation of money in any manner must be approved by the Parks and Recreation Advisory Commission 60 days or more in advance of event date.

Number of Participants (Total) 60 Approximate # of Adults 40 # of Teens 10 # of Children/Infants 10

Please provide below special accommodations/requests for your event. If no special accommodations required, please write NONE.
none

Will you require a caterer for your event? Yes No

If yes, are you choosing a caterer from OPR's Approved Caterer's List? Yes No

Name of Approved Caterer: _____

If not using an OPR Approved Caterer, provide name of non-approved caterer: _____

(Opt-Out Fee - See Attached Regulations)

RENTAL FEES (The minimum rental requirement and deposit are required when the facility of your choice is reserved 31 days or more in advance.)
 Permit Processing Fees (Picnic & Related Events) A non-refundable permit processing fee of \$15 will be added to each application with 50 or more people.
 For Park Use: (Special Events) A non-refundable permit processing fee of \$30 will be added to each application.

- | | |
|--|--|
| (1) <u>80</u> x <u>6</u> = <u>480.00</u>
<small>(Hourly Rate) (# of hours)</small> | (7) Alcoholic Beverage Fee = _____ |
| (2) <u>20</u> x <u>10</u> = <u>200.00</u>
<small>(Hourly Rate) (# of hours)</small> | (8) Administrative Service Fee = _____ |
| (3) Permit Processing Fee = _____ | (9) Caterer Opt Out Fee = _____ |
| (4) Deposit = <u>200.00</u> | (10) Sound Use Fee = _____ |
| (5) Setup/Teardown = _____ | (11) Other Charges = _____ |
| (6) Kitchen = _____ | |

TOTAL: 380 Less Advance Minimum Payment of \$ _____; BALANCE DUE 30 DAYS BEFORE EVENT: \$ _____
(Deposits are refunded 6-8 weeks AFTER event date, provided the facility is left in acceptable condition and the event goes as planned.)

Please check payment type: Cash: _____ Check #: _____ Type of Credit Card: Visa or MasterCard: _____
(See attached Authorization for Credit Card Payment Form)

CANCELLATION FEE: 61 days or more notice: Forfeit 1/2 Deposit 30 days to 11 days notice: Forfeit Deposit Plus 1/2 Rental Fee
 31 to 60 days notice: Forfeit Deposit 10 days or less notice: Forfeit All Fees

APPLICANT SIGNATURE Wanda Ravernell DATE 5-18-2015

Please note: By submitting this application, other documents/permits may be initiated to finalize your reservation.

③
20x6



OAKLAND POLICE DEPARTMENT
Special Events Permit Application
TF-807-3 (Jul 10)

APPLICANT INFORMATION

Applicant Name <i>Wanda Ravernell</i>	Date of Birth: <i>10-3-1953</i>	Contact No. <i>(510) 332-5851</i>	Alternate Contact No. <i>N/A</i>
Applicant's Address <i>2151 A 47th Ave.</i>	City <input checked="" type="checkbox"/> Oakland	Zip Code <i>Oakland, CA 94601</i>	

EVENT INFORMATION

Date of Application <i>Sept 12, 2015</i> <i>May 15, 2015</i>	Type of Event Select one <i>Festival</i>	Other Event (Describe)
Location/ Address of Event <i>3612 Webster St.</i>	Date of Event <i>Sept. 12, 2015</i>	Time/ Start-End <i>7:30 am to 7 pm</i> <i>11:00 a.m to 5:30 pm</i>
No. Persons Expected <i>400</i>	Persons Allowed Select one <i>200</i> <i>1000</i>	Ticket Sales Select One <i>none</i>
No. of Monitors/ Security <i>8</i>	Security Company	Telephone No.
Type of Music Select one <i>Band music/spoken word</i>	Other Music (Describe)	Will food/drink be sold <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

PERMIT INFORMATION

HAVE YOU EVER BEEN DENIED A PERMIT? Yes No

Applicant agrees to abide by Oakland Municipal Code Dance Hall Regulations, Section 5-4.03 HOLD HARMLESS AGREEMENT

The Special Event applicant or president of designee of the sponsoring organization(s) (hereafter called "permittee") agrees to reimburse the City of Oakland (hereafter called "City") for all losses incurred by it in repairing or replacing damage to City Property proximately caused by the permittee, its officers, employees, agents, monitors, or any other persons or forming the special event, who were, or should have been, under the permittee's control. Persons who merely attend or join in a special event are not considered by that reason alone to be "under the control" of the permittee.

The permittee further agrees to defend without costs, indemnify, and hold harmless the City, its officers, agents, and employees from any liability to any persons, damages, losses, or injuries arising out of or alleged to arise out of the permitted special events, which was proximately caused by the actions of the permittee, its officers, employees, agents, including monitors, or any other persons attending or joining in the special event who were, or reasonably should have been under the control of the permittee. Persons who merely attend or join in a special event are not considered by that reason alone to be "under the control" of the permittee.

I have read and I understand the Hold Harmless Agreement and I declare under penalty of perjury that the information provided in this application is true and correct.

Permittee's Signature *Wanda J. Ravernell* Date *5-15-2015*

Police Overtime cost Attached: Yes No Application Fees Paid: Yes No

ABC Endorsement: Approved Denied Verified By: _____
Special Events Personnel Serial No. _____

Pursuant to OMC §9.52.080, a Special Events Permit is conditionally approved in order for the applicant to obtain additional required documentation.

Signature of Special Events Coordinator Serial No. _____ Date Signed _____

A Permit is Hereby Approved
 Denied – Pursuant to OMC Section 9.52.090 Subsection (Select Appropriate Subsection)

Signature of Chief of Police Designee Serial No. _____ Date Signed _____

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **JUL 18 2014**

OMNIRA INSTITUTE
360 GRAND AVE
OAKLAND, CA 94610

Employer Identification Number:
27-1267824
DLN:
17053060359033
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
May 15, 2014
Contribution Deductibility:
Yes
Addendum Applies:
Yes

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,



Director, Exempt Organizations



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
06/04/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Helios Insurance Group 1409 S. Lamar St., Suite 1007 Dallas, TX 75215	CONTACT NAME: PHONE (A/C, No, Ext): _____ FAX (A/C, No): _____ E-MAIL ADDRESS: _____ PRODUCER CUSTOMER ID #: _____	
	INSURER(S) AFFORDING COVERAGE	NAIC #
INSURED Omnira Institute Subscribed Event Organizers of Helios Insurance Group Program 1409 S. Lamar St., Suite 1007 Dallas, TX 75215	INSURER A : HCC Specialty	
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

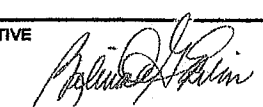
COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Host Liquor GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC		Policy Number: S097001069 Policy Id: 03872	03/28/2015	03/28/2016	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ Not Covered PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DEDUCTIBLE RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A				WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER \$ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

The Certificate Holder is added as an Additional Insured with respects to our Insured's operations only.
This coverage is with respect to Black-Eyed Pea Festival event to be held 09/12/2015 at Mosswood Park.

CERTIFICATE HOLDER Mosswood Park member of Helios Group 3612 Webster St. Oakland, CA 94609	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
---	---



IN0188665

**Alameda County
Department of Environmental Health**

1131 Harbor Bay Parkway - Alameda, CA 94502 - (510) 567-6858
Website: www.acgov.org/aceh

PAYMENT RECEIPT

Invoice No.: IN0188665
Account No.: AR0324880
Facility No.: FA0311066

RECEIPT #: RP0048678
Print Date: 06/12/2015
Payment Type: CHECK

Facility Name: WANDA RAVERNELL
Facility Address: 2151 47TH AVE, OAKLAND CA 94601
Owner Name: WANDA RAVERNELL

Invoice Date	Program Element	Description	Amount
06/12/15	1911	TEMPORARY EVENT SPONSOR, 2-15 BOOTHS	\$ 168.00
06/12/15	9999	PAYMENT (CREDIT)	\$ -168.00
INVOICE BALANCE DUE:			\$ 0.00

To insure an available fund balance, a 14-calendar-day hold will be placed on all checks prior to issuing a permit.

Health permit fees are non-refundable and are non-transferrable to new owners or new locations. In addition, there will be no proration of health permit fees.

Payer's Name: BLACK EYED PEA FESTIVAL-9-12-15
Receipt Issued By: CASTRO-MARTZ, ERNESTINE

Issued Date: 6/12/2015

Alameda County Environmental Health Department--Sponsor Application
 Health Permit Application for Sponsors of Food Facilities at Temporary Events in Alameda County
 (For events in the City of Berkeley contact City of Berkeley Environmental Health)

ck # 1302
 #168

For Office Use Only
 Date Rec'd 6/12/15 Rec'd By Ent Amt \$168 EV# _____ Approved By _____ Date / /

Name of Sponsor/Organizer (please print): Omnicra Institute FA# _____
 Person in Charge Wanda J. Ravernell Title Executive Director
 Phone (510) 332-5851 Fax () N/A E-mail Ravernell@aol.com

Business Address
360 Grand Ave #210
 Street # Oakland Street Name CA 94601
 City State Zip

Mailing Address
2151 47th Ave. #A
 Street # Oakland, CA 94601
 City State Zip

Name of Event Black-Eyed Pea Festival
 Location of Event & City Mosswood Park, Oakland, CA 94609
 Date(s) of the Event Sept. 12, 2015
 Check one: Indoor Outdoor Other Start time: 11:00 End time: 5:30 p.m.

Permit Fees - for July 1, 2013 through June 30, 2015

A Sponsor/Organizer Permit is required for each event (California Health and Safety Code Section 114381.1). Permits must be obtained prior to arriving at the event. No permits will be issued at an event. A Sponsor application and one application for each Food Facility Operator must be completed and submitted with all fees at least 10 working days prior to the event (annual permit holders must have a current, valid, original permit posted at the event).

Event Duration	1-4 Contiguous Days (Same Event)	Fee Exempt Up to 12 months (Same Event)	Recurring Non-Contiguous Up to 12 months (Same Event)
Program Element	P/E 1911	P/E 1912 (fee exempt)	P/E 1913
Fee	\$143.00	n/a	\$143.00
Fee Exempt	Submit Fee Exempt Paperwork†	Submit Fee Exempt Paperwork†	Submit Fee Exempt Paperwork†
50% Penalty*	\$71.50	\$54**	\$71.50
Total with Penalty	\$214.50	\$54**	\$214.50

- *Applications and payment received less than 5 working days prior to the event will be charged a 50% penalty.
 - **All Fee Exempt permit applications received less than 5 days prior to an event are subject to a \$54.00 penalty. (For a Saturday event, applications received on Tuesday or later will be subject to late penalties).
 - †Please visit our website (address below) to fill out the Requirements for Fee Exemption Request form
- Note: If an event is cancelled or an application is rejected, 50% of the application fee is not refundable. After June 30, 2014, print a new application form from the website, or call 510-567-6858 for fee amounts.
- Send Applications and Payment to Alameda County at least 10 working days prior to the event date to: Alameda County DEH, 1131 Harbor Bay Parkway, Ste. 111, Alameda CA 94502-6540
 - Make checks payable to: "Alameda County Environmental Health". A 14 business day waiting period will occur before issuance of permit(s) if paying by check.
 - To pay by credit card: email your application to DEHWEBBILLING@acgov.org or fax the request to (510)337-1139. Our Finance Unit will issue you an Invoice Number so that the permit fee can be paid online at <http://www.acgov.org/aceh/billing/index.htm>. Call 510-567-6858 if you need online payment assistance.
 - A copy of your application must be received by this office before a phone payment can be accepted.
 - Go to www.acgov.org/aceh/food/temp.htm to review the Temp Food Facilities Pocket Guide, FAQ's and more info.

ENVIRONMENTAL HEALTH
 PAID
 JUN 12 2015

Ent
 ck # 130
 #168

I have read, understood and will abide by the requirements for temporary event sponsors and temporary booth food sales.

Application completed by Wanda Ravernell Title Executive Director
 Signature of Applicant Wanda J. Ravernell Date June 10, 2015
 Phone (510) 332-5851 Contact Phone # the day of the Event (510) 332-5851

Submit a Site Plot Plan (Health and Safety Code section 114381.1)

Submit two sets of plans, 10 working days prior to event date, showing the general layout of the event indicating the proposed location of the following:

1. Food Facility Plan, specifications & location of each food facility including food booths.
2. Indicate who will be providing handwashing setups for each temporary food booth (sponsor or booth operator).
3. Show location of Potable Water Supply.
4. Show location of toilet and handwashing facilities and note the quantity at each location.
Provide one toilet with inside soap, towels & hot water for every 15 food handlers (about 1 toilet per 4 booths).
Provide additional toilets for the public.
5. Show location of Trash Disposal Containers (number).
6. Note if there are any Common Food Storage Facilities (Dry or Refrigerated storage).
7. Note the location of Liquid Waste Disposal Facilities/Bladders.
8. **Write in the distances from food booths to all other facilities on plot plan.**

One set of plans will be stamped "Approved" and returned to you. The inspector will keep the second set.

Water Supply	
Location of potable water	<u>Spigot outside Rec center, Kitchen inside and bathroom</u>
Quantity of potable water (at least 20 gallons/booth per day)	_____
Maximum distance to a temporary food booth from the water supply	_____
Liquid Waste Disposal	
Location of disposal	_____
Type of container or disposal method	_____
Capacity of container	_____
Trash and Manure Disposal	
Trash containers provided? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	_____
How often are trash containers emptied?	_____
If animal manure is present, how often is it removed?	_____
Is there a central refuse collection site? (indicate it on the plan.) YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	_____
Is there a secondary refuse collection site? (indicate it on the plan.) YES <input type="checkbox"/> NO <input type="checkbox"/>	_____
Person(s) Responsible for trash/manure removal.	_____
Name	Address
_____	_____
Toilet Facilities (include hand wash sinks supplied with hot and cold water and attached dispensers with single use soap & towels)	
A minimum of one toilet for every 15 food handlers is required.	
Number of toilets: FIXED <u>3</u> PORTABLE <u>1</u> (with water, soap & towels inside)	_____
Location and distance from food facilities.	_____
Location <u>Inside rec center</u> Maximum distance from food facilities <u>100</u> feet (show on plan)	_____
Do the toilet facilities have the handwashing inside? (i.e., running water, liquid soap and towels in dispensers?) YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	_____
Give details <u>Outside washing and 1 inside washing for portable toilets plus toilets inside rec center</u>	_____
Lighting and Electrical	
If it is a night event, will you have lighting? YES <input type="checkbox"/> NO <input type="checkbox"/>	_____
Give details	_____
Is electrical service provided for mobile food facilities and/or equipment at food booths? YES <input type="checkbox"/> NO <input type="checkbox"/>	_____
Handwashing Facilities for Each Booth	
One handwashing station per food booth is required. We recommend that the sponsor provide handwashing facilities.	
Who will provide the handwash facility in each booth? <input type="checkbox"/> Event Sponsor OR <input checked="" type="checkbox"/> Booth Operator	_____
What type of handwash station will be provided? <input type="checkbox"/> Hot and cold running water	_____
Minimum: (1) 5 gallons of warm water, <input checked="" type="checkbox"/> 5 gallon dispenser with spigot	_____
(2) Liquid soap and single use towel, <input type="checkbox"/> Other _____	_____
(3) Waste water container	_____
Miscellaneous Remarks (i.e., dust control methods, first-aid facilities, lighting, equipment, etc).	
<u>We will have EMT Emergency personnel on site</u>	

Approvals

Please obtain all required local city/county permits and approvals, e.g. Business License, Fire Department, Street Use and Insurance Carrier.



Sponsor Contract

Regulations for Sponsors of Food Facilities operating at Community Events

As an event sponsor, I agree to comply with all of the following:

1. **Submit** a completed sponsor application form at least 10 working days prior to the planned event date.
2. **Confirm** that every food vendor has a current health permit issued specifically for the event (original permits must be posted for public view at each facility/booth).
3. **Provide** solid and liquid waste receptacles, portable toilets (1 per 15 persons), and sufficient hand washing facilities furnished with liquid soap and disposable paper towels.
4. **Provide** site maps, detailing the locations of the food courts, toilets, hand washing facilities, solid and liquid waste disposal sites.
5. **Protect** the employees of the Alameda County Health Department from any abuse or harassments by individuals or representatives of other organizations, while the county employees are performing their assigned duties.
6. **Pay for any or all unpermitted food facilities*** found operating at the event without prior authorization from the Alameda County Health Department.
7. **I agree** that failure to comply with any or all of the above stated regulations may be a sufficient reason to deny me the issuance of a sponsor health permit now and in the future.
8. **I will renew my Sponsor Permit at least two weeks prior to the permit expiration date** if the event occurs in the same location with the same schedule (weekly, bi-weekly, monthly, etc.).

Name of the Event: The Black-Eyed Pea Festival

Location of the Event and City: Mosswood Park, 3612 Webster St. Oakland

Date(s) of the Event: Sept. 12, 2015

Number of Food Facilities* Selling or Giving Away Food:

of Food Booths & # of Mobile Food Facilities (Trucks/Trailers/Carts)

➔ **Attach to this packet a list of all Food Facilities* that will be operating at the event.**

Sponsor's Name: Omnia Institute Cell Phone: (510) 332-5851

Sponsor's Signature: Wanda J. Pavein Today's Date: June 10, 2015

*Fixed or mobile food facilities including booths, carts, trucks, and trailers.

United Site Services of California, Inc.



Customer Service: 1-800-864-5387

ORDER

Customer ID: USS-175462
Order No: 0-716098
Order Date: 06/11/15
Terms: Due Upon Receipt
P.O. No:
Salesperson:
Cust. Serv. Rep.: Maria L. Yanez

Bill To: WANDA RAVERNELL
2151 47TH AVE APT A
OAKLAND, CA 94601

Ship To: WANDA RAVERNELL
3612 WEBSTER ST
OAKLAND, CA 94609

Items Rented Item / Description	Quantity	Rental Term	From / Thru	Unit Price	Total Price
2SS 2 Station Sink	1 Each		09/11/15 09/14/15	10.00	10.00
EVT-2SS 2 Station Sink Service	1 Each		09/11/15 09/14/15	126.00	126.00
DW Damage Waiver	1 Each		09/11/15 09/14/15	7.95	7.95
DEL / PU Delivery, Setup, Removal	1 Each		09/11/15 09/14/15	85.00	85.00
EEC Environment/Energy/Compliance					96.51

Remit To: United Site Services, PO Box 53267, Phoenix, AZ 85072-3267

Subtotal: 891.26
Tax: 19.00
Total: 910.26

Signature _____ Date: _____

Food Chart for Black-Eyed Pea Festival Sept. 12, 2015

Company	Contact Name	Type	Menu Details	Phone/Email
Genny's Fire Pit	Genny	Booth	Barbecue: Stewed black-eyed peas, collard greens, barbecued chicken, pork ribs, macaroni and cheese	(510) 777-1200
Restaurant Kreole	Anderson	Booth	Caribbean food: Hoppin John, plantain, pumpkin rice, jerk chicken, jerk sauce	beflalarge@hotmail.com ,
Panache/ Uggo Kitchen	Grace Obbu Jones	Booth	Nigerian food fried fish, jollof rice, black-eyed peas, Pufpuf (African style pastry)	differugo@yahoo.com (510) 837-0114
Carlinhos do Acaraje	Antonio Carlos Encarracao	Booth	Brazilian cuisine: Acaraje, feijoeda, chicken xinxin, rice, cocada (dessert) watermelon	(510) 610-7328

CONFIRMED GUESTS

Government

- Councilwoman Lynette Gibson McElhaney (welcome)
- 19. Rep. Barbara Lee's office (waived)
- 23. Rep. Rob Bonta's Office/Rep. Nancy Skinner's Office (coming)
- 13. County Supervisor Keith Carson's office (paid)
- 39. Alameda County Registrar of Voters (paid)
- 9. Alameda County Transit

Law enforcement

- 7. Oakland Police Dept. Fee waived (P)
- 20. California Highway Patrol (fee coming)

Food

- 1. Wil Scott, Farmers' Market
- Genny's Fire Pit (waived)
- Espereance Kreyole (p)
- Grace Uggo (p)
- 2 Mandelas' Food Coop. (p)

Education

- 6. Samuel Merritt University (paid)
- 29. Carrington College fee (waived)
- 4. OTX Tech Support (fee waived)
- 32. OUSD Family Support

Medical

- 3. Women's Cancer Resource Center (fee waived)
- 14. Covered California (paid)
- 11. Mental Health Assoc. of Alameda County (paid)
- 24. Red Cross
- 33. HHREC

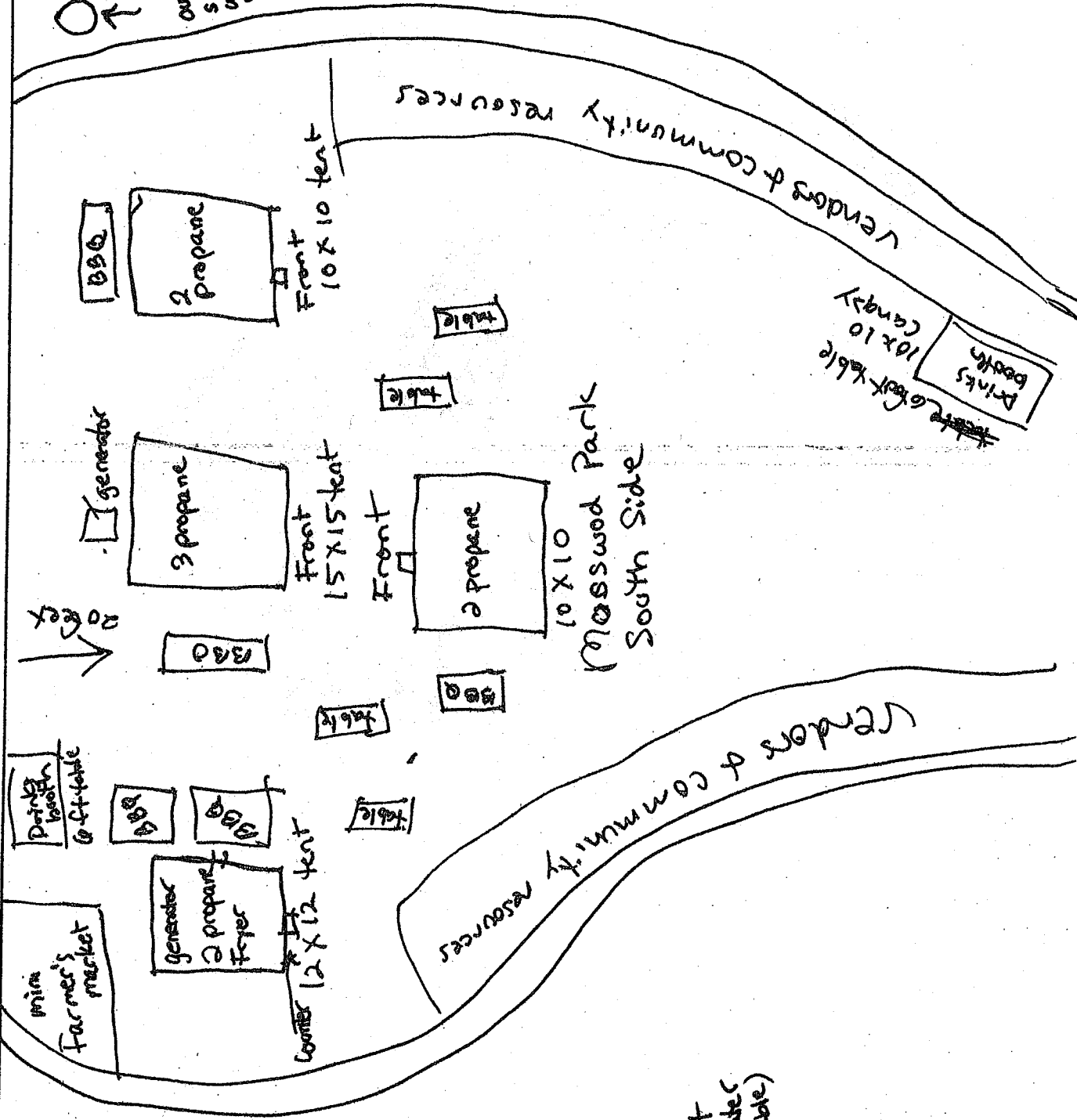
Civic

- 31. Alameda County Transportation Assoc. (paid)
- 21. Friends of Negro Spirituals (paid)

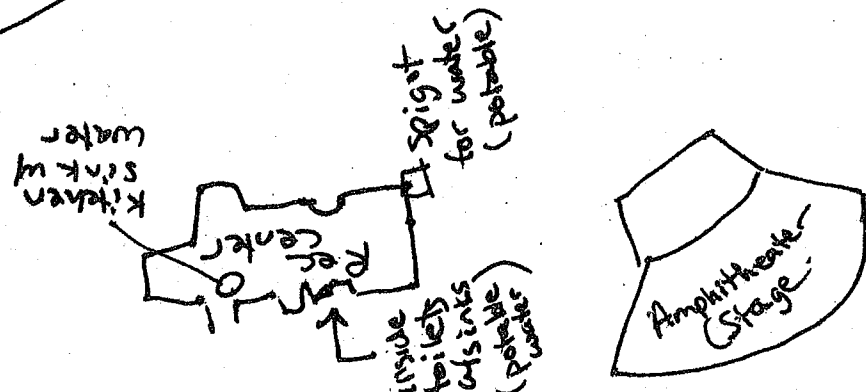
Artists and Crafters

- | | |
|---------------------------|----------------------|
| 34. Thearthur Wright | 28. Barbara Scarlett |
| 25 Nedra Williams | 30. Jo Manuel |
| 22. BJ Van Buren/Williams | 12. Latisha Baker |
| | 18. Craig Clarke |
-

Black-Eyed Pea Festival
9-12-2015



See other map for true scale



CITY OF OAKLAND
Interoffice Memorandum



TO: Barry Miller, Chair, Parks and Recreation Advisory Commission
FROM: Zermaine Thomas, Central Reservations Lead
DATE: July 8, 2015
SUBJECT: **REQUEST FROM FAMILY PATHS, INC. FOR PERMISSION TO COLLECT FUNDS FOR A PRIZE DRAWING/RAFFLE TO RAISE ADDITIONAL FUNDS AT THEIR OAKLAND WOMEN'S LEADERSHIP LUNCHEON AT THE LAKESIDE PARK GARDEN CENTER ON WEDNESDAY, OCTOBER 14, 2015.**

SUMMARY

Family Paths, Inc. an Oakland-based non-profit is requesting to collect funds for a prize drawing/raffle at their 4th Annual Women's Leadership Luncheon Fundraiser. This is Family Paths, Inc. first year hosting their fundraising event in the East Bay, at the Lakeside Park Garden Center. There is no Post Event Report however; a Post Event Report is required to be submitted to Oakland Parks and Recreation after their event provided approval is granted by the Commission to collect funds on-site.

FISCAL IMPACT

There is a positive fiscal impact for Oakland Parks and Recreation. Family Paths, Inc. is paying all rental fees required to host their event at the Lakeside Park Garden Center.

BACKGROUND

Founded as a hotline for stressed parents in 1972, Parental Stress Service has evolved over the past 43 years to become Family Paths, Inc. a multi-pronged Community Mental Health Agency with 3 offices in the East Bay. Headquartered in Oakland, Family Paths' Mission is to provide clinical and supportive services to children, caregivers and families with Respect, Integrity, Compassion and Hope. Their 24-Hour Parent Support Hotline is one of the largest Referral/Resource databases in Northern California.

Family Paths, Inc. will sell tickets in advance online from \$50.00 - \$100 each, depending on the package purchased. In previous years, they have held prize drawing/raffle to raise additional funds; their prize drawing/raffle last year raised approximately \$1200.00. The funds raised are essential to the continuation and expansion of their programs and services.

RECOMMENDATION

Staff recommends that the Parks and Recreation Advisory Commission approve Family Paths, Inc. request for permission to collect funds for their prize drawing/raffle at Lakeside Park Garden Center for their 4th Annual Women's Leadership Luncheon Fundraiser. The group is aware that additional permits are required provided their request is granted.

Parks and Recreation Advisory Commission
July 8, 2015

Respectfully submitted,

Zermaine Thomas
Central Reservations Lead

Attachments: Exhibit A – Family Paths, Inc. Proposal Letter
Exhibit B – Family Path, Inc. Annual Report (2014)
Exhibit C – Non-Profit Certificate (501c3)
Exhibit D – Rental Application



May 22, 2015

To: Parks and Recreations Advisory Commission, June 10th Review Meeting
Re: Family Paths, Inc. Request for Fundraising for October 14, 2015, Vista Room

Dear Esteemed Parks and Recreations Advisory Commission,

My name is Kimberly Cohn and I'm writing on behalf of Family Paths, Inc. an Oakland-based non profit, to request review for fundraising at our Oakland Women's Leadership Luncheon to be held in the Garden Center's Vista Room on October 14, 2015.

Founded as a hotline for stressed parents in 1972, *Parental Stress Service* has evolved over the past 43 years to become Family Paths, Inc. a multi-pronged Community Mental Health Agency with 3 offices in the east bay. Headquartered in Oakland, Family Paths' Mission is to provide clinical and supportive services to children, caregivers and families with Respect, Integrity, Compassion and Hope. Our 24-Hour Parent Support Hotline is one of the largest Referral/Resource databases in Northern California. Last FY '13-'14, our Hotline alone received nearly 7,000 calls, fielded in English and Spanish. Our frontline clinical staff provided direct mental health and supportive services to over 500 individuals. Additionally, as the Lead Agency for The Oakland Early Childhood Mental Health Initiative, Family Paths and two subcontractors served more than 1,200 low-income children at Head Start centers throughout Oakland. Unfortunately, operating and service costs exceed contracted revenues annually. For example, in FY '13-14, we provided more than \$102, 400 in services *pro-bono* to Oakland kids, parents and families whom we serve. Fundraisers are essential to the continuation and expansion of our programs and services.

This event will be our 4th Annual Women's Leadership Luncheon fundraiser. Attached please find the write-up of last year's event in our Newsletter/Annual Report. This is the first year we will begin holding the event in the east bay, at the Garden Center. It is a tradition we hope to continue. Tickets will be sold in advance online for \$50.00-100.00 each, depending on package purchased. In previous years, we've also held a prize drawing to raise additional funds. Last year's drawing raised approximately \$1,200. The exact nature and cost of projected revenues will depend on total expenditures which may include but are not limited to full service catering, advertising, printing, decorations and speaker gift/honoraria.

Thank you in advance for your consideration. Please contact me directly if I can answer additional questions prior to June 10th.

Truly,
Kim

Kimberly Cohn, MFT, RDT/BCT
Development Associate,
Victims of Crime Services Coordinator
Family Paths, Inc.
(510) 893-9230 X 262
www.familypaths.org

Exhibit A



family PATHWAYS

SHARING INNOVATIVE PATHWAYS WITH OUR FRIENDS AND SUPPORTERS | ANNUAL REPORT 2014



As we look back over the past year and look forward to the future, the key words from our mission statement: respect, integrity, compassion, and hope (RICH) continue to challenge and shape our organization. Our 42 years of service have been exciting and rewarding as we remain inspired to change paths of children and families throughout our Bay Area.

Family Paths reached a milestone this year as we exceeded a strategic goal, tripling the number of Spanish-speakers employed throughout the agency. As many non-profits struggle to attract and keep Spanish-speaking staff, Family Paths

proudly maintains a reputation in the professional community as an agency committed to employee training, development, and support. With the added hands, we are eager to provide more services to our Spanish-speaking clients, including our **Victims of Crime Trauma Treatment** services in Oakland and Hayward.

Family Paths also launched a new free program, **Yoga for Parents**, to promote the positive effects of yoga as a life-management tool. So many of our clients' daily lives are affected by the stress of poverty and limited resources. This program provides an opportunity for parents to pause, to gain self-understanding and ideally, increased personal insight, all common benefits of yoga practice. The goal is to further support each family, one yoga class at a time. By encouraging parents and caregivers to consciously slow down and breathe, they discover they are learning new skills which enhance their parental decision making abilities. Many also report feeling less stressed as a result of increased self-care.

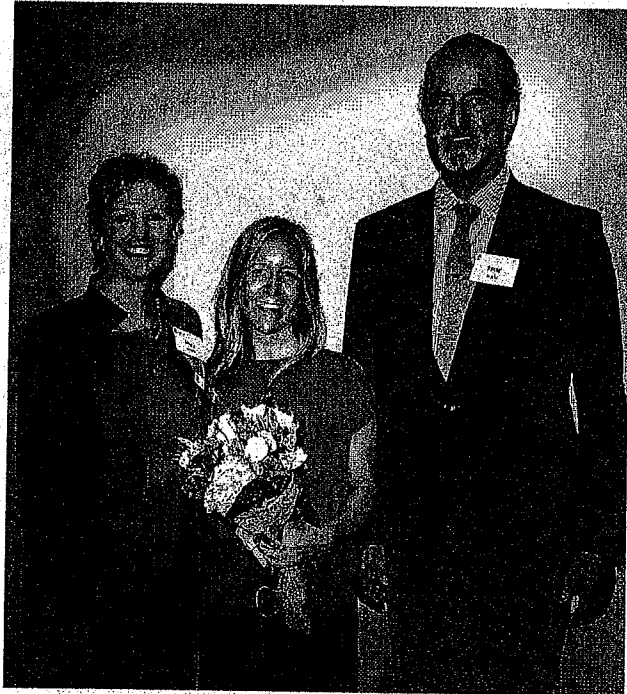
I shared how our work expands opportunities to transform lives. By helping families break patterns of behavior that propagate generational poverty, violence, and substance abuse, their life trajectories are forever enhanced. As you read through our newsletter we invite you to engage in the stories of how we help our clients, their families, and the community.

Finally, we want these pages to inspire you to be a part of the life-changing work here at Family Paths by joining our **Leadership Circle**. As a member, your monthly donation will sustain the work of Family Paths and strengthen families throughout the Bay Area. ♥

Family Paths provided more than \$102,400 in pro bono services last year, as noted by Janet Van Huysse at the Women's Leadership Luncheon.

\$102,400
PRO BONO HOURS
2013-2014





Mary Brooks, Janet Van Huysse and Peter Brooks.



Kimberly Cohn, Joyce LaMar and Lorraine Allen.

The Third Annual Women's Leadership Luncheon

An affair to tweet home about! | Family Paths' **Third Annual Women's Leadership Luncheon** was held on September 25, 2014, at the City Club of San Francisco. Family Paths was honored to feature Twitter's **Janet Van Huysse**, head of leadership, diversity, and inclusion as keynote speaker. Janet's inspiring talk entitled **The Engaged Workplace: Impacting Home and Community from Hyperlocal to Global** held captive the enthusiastic crowd of more than 90 women (*and men!*) and grossed more than \$12,000 for Family Paths!

The event was generously sponsored by the **Raymond James Network for Women Advisors**. In her welcoming remarks, sponsor and Luncheon Committee Member, **Mary Brooks** of Raymond James, and CEO of Integrè Wealth Management, shared her respect and gratitude for Family Paths' work. She spoke of our collective responsibility to invest in our communities in myriad ways and at any level we can. Family Paths is grateful to our former Development Director, **Peter Brooks**, for introducing us to Mary and the generous women of Raymond James. Our sincerest thanks to all!

Themes of community support, giving back, and Family Paths' Vision of a safe home for every child echoed throughout the event. Our dynamic EmCee, **Donna Gianoulis**, kept the program flowing with her unique blend of humor and social-justice insights. Executive Director, **Marcella Reeves**, vividly depicted the life circumstances of a typical Family Paths client. She noted the impact of our programs that *change the life trajectories* of our clients, and also those of our supporters, board, and staff. In her announcement about the launching of the **Leadership Circle**, Family Paths' new, online,



monthly donation capability, Ms. Reeves spoke about the physical and emotional benefits of altruism for all involved. While introducing Family Paths staff and board members serving as ambassadors to the event, Ms. Reeves noted that by years' end, our management staff alone will have amassed a total of **177 years** of dedicated service to Family Paths, 22 of which are hers! Considering Family Paths' 42 years of service to Alameda County, it was an apt intro to the featured speaker and Twitter's accomplishments, which occur 140 characters at a time!

Janet shared a range of anecdotes, from Twitter's early days to more recent examples. Each illustrated how Twitter has become a revolutionary tool and has changed the way we talk about global politics, humanitarian causes, and acts of social justice. Twitter-produced videos and screen shots of actual tweets were shown highlighting Twitter's engaged workplace and its wide impact. Citing Twitter's commitment to both staff and hyperlocal community development, Janet shared recent projects including the company's move from their original, South-of-Market, San Francisco home base, to their ambitious Tenderloin/Mid-Market, current headquarters. Prior to that move, it was reported that Twitter staff had logged more than 500 hours of community service in their new neighborhood.

When Janet joined Twitter in 2009 as their vice president of human resources, the company had fewer than 100 employees and one San Francisco office. She spent the next four years advancing the company, building Twitter's human resources, and recruiting functions—while tending her own home life as a mother of three.

In four short years Twitter grew to more than 3,000 employees, in 18 different countries. This fall, Twitter was one of only three San Francisco companies to receive **Gold Level Status** by the **Healthy Mothers Coalition**, something of which Janet is proud. She credited smart devices with challenging standard models of employment, family, and managing work-life balance.

Concluding with a moving and relevant example of Twitter's impact on family life, Janet shared a tweet that went viral, and led to the reunion of a young woman with her birth mother. The girl had been adopted at birth without a trace of her origins. Six days after tweeting a photo and short story of her birthdate and place, the young woman was contacted by her biological mother.

Family Paths extends our heartfelt thanks to Janet Van Huysse and Twitter for an engaging, and enlightening luncheon. Stay tuned for the fourth in the series, fall 2015. Meanwhile, if you know a notable woman speaker who would be a great addition to the Family Paths' Women's Leadership Luncheon series, please contact **Kim** at kohn@familypaths.org. ♥



Family Paths Women's Leadership Luncheon 2014.

Thank You
to our great
Sponsors!

The 14 Karats	
ABC Security Services	
	RAYMOND JAMES
Duende	Marcella Reeves
Janet Van Huysse	Timothy Reynolds
KB Designz	deltabreezmedia

2013-2014 Annual Report

2014 CLIENT SURVEY FEEDBACK

- YOUTH
- ADULTS
- PARENTS/CAREGIVERS

90%

"I was included in creating my treatment goals."

91%

"I enjoyed being a part of my treatment process and was connected to resources in my community when I needed them."

79%

"I am making progress..."

83%

"I have learned ways to help me calm down when upset and I have a better understanding of my feelings."

"I support Family Paths for helping me and my child in time of crisis and no place to turn to...I look forward to the day when I can be a financial supporter through donations."

"I am grateful for the services offered at Family Paths. They have certainly helped improve my quality of life. My foster child has made significant improvements in all aspects of his life as a direct result of Family Paths."

89%

"I am making progress on my therapy goals."

"My son's therapist has gone over and beyond the call of duty for him as well as me. He has given me hope and helped me to see the light at the end of the tunnel. It's still a long road ahead but with his support we (my family) can make it. I truly believe we made a connection with him. I trust his method."

"Please continue. FP services are truly helping my child."

87%

"I am better able to manage stress."

"Es un servicio muy bueno porque me ha ayudado a tener mas comprencion y comunicacion para con mis hijos."

Translation:
It is a very good service which has helped me have more understanding and (better) communication with my children.



2014 FINANCIAL OVERVIEW

SUPPORT AND REVENUE	
Public Support	\$4,887,564
Private Support	\$111,081
Contributed Services	\$226,461
Other	\$124,691
Total Support and Revenue	\$5,349,797



RECEIVED FROM THE UNIVERSITY OF MICHIGAN
 2014-2015 FUNDING
 2607 HSP, PRINCIPAL INVESTMENT
 2607 HSP, PRINCIPAL INVESTMENT

EXPENDITURES	
Program	\$5,045,640
Management and General	\$107,615
Fundraising	\$50,008
Total Expenditures	\$5,203,263



UNIVERSITY OF MICHIGAN
 2014-2015 FUNDING
 2607 HSP, PRINCIPAL INVESTMENT

CHANGE IN NET ASSETS	
Change in Net Assets—Unrestricted	\$57,699
Temporarily Restricted: Unrealized gain due to market changes	\$88,835
Total Change in Net Assets	\$146,534



UNIVERSITY OF MICHIGAN
 2014-2015 FUNDING
 2607 HSP, PRINCIPAL INVESTMENT





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Marcella Reeves, MPT
Barbara Silver, MPT
Cynthia Stephens
Steven Lovell
Dara Youngdale
Women's Auxiliary
Ligure Club

Thank you to our Donors!

June 2013-July 2014

Gold

\$5,000-\$9,999

Bernard E. & Alba Witkin Charitable Foundation
East Bay Community Foundation
Ruth Amhold Endowment Fund
Peter Brooks

Silver

\$1,000-\$4,999

Patricia Myers Stull
Kit Colbert
The Bergen Chilcott Family Foundation
Yuri Damitz
Wells Fargo Foundation
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Bronze

\$500-\$999

The Mann Family Trust
Richard & Marlene Millikan
Theodore Frey & Anne Spanier
Jill Silver & Steve Echavez
Laura Milner
ABC Security Service, Inc.
Danielle Yvette Sellers

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\$250-\$499

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Heidi Giordano & Helen Ortiz
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Margaret Smith
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Mary Leichter
Mary Louise Flynn
Mary S. Brooks
Maya Hart
Michele Tarkington
Moss & Renee Kardener

Mr. & Mrs.

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Vicki Edge, MD
Vincenza Baldino & Carr Giuseppina Palli
Wendy Leyden
Wilma Bass
Wilma V. Gardner
Zonia & Richard Banegas



THANK YOU to
our interns, staff,
volunteers and
partners!

Volunteers

Aimee Reeder
Amora Freire Leite
Andrew Park &
Trybe Community
Annie Hoffkling
Bari Johnson-Glass
Brennan Garcia
Catalina Favila
Chantelle Lorenz
Danny Jolles
David Gerrard
Dawn Hawk
Elizabeth Wiemels
Evelyn Camacho
Faith Liggins
Gianni Jones
Ingrid Cognato
Jessica Muzio
Jill Pettegrew
John Lewin
Kailey Kowolics
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Kim san Gabriel
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Manya Tan
Margaret Keig
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Michelle Sicula
Miriam Geiger
Naomi Corwin
Paula Averruz

Paula Swiatkowski
Rachel Jaffe
Roxas Tumeneng
Susie Oryzak
Tara Stroud
Tiffany Wu
Yessica Bravo
Zeana Bey

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Mr. Mopps'
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Peet's Coffee & Tea
(MONTCLAIR VILLAGE)
Xolo Taqueria

Community Partners

Holy Names
University
Siemens Healthcare
Diagnostics

FP FREMONT Office Spotlight



Rotynia Adams-Payne, ASW

For more than 15 years, Family Paths' Fremont office continues to thrive! Although our third and smallest office may be lesser known in the North Bay, it remains a beacon to the Tri-Cities' community. This Family Paths satellite is nestled amongst the integrated services that comprise the Fremont Family Resource Center (FRC).

Family Paths was one of the founding agencies when FRC was first established in 1999. Today, it houses more than 25 offices, agencies, and supportive services under one large, comprehensive roof. **Judy Schwartz**, the administrator of the Fremont FRC with the City of Fremont's Human Services Department notes that FRC's integrated model blends public, private, government, and non-profit entities. "We work together in a collaborative structure to support and sustain multi-pronged services for families in the area."

Three Family Paths' long-time clinicians currently staff our Fremont office.

Rotynia Adams-Payne, ASW, Phyllis Lorenz, MFT, and Lorna Sadusk, MFT. Regardless of venue, be it office, school, or home-based, each provides innovative treatments, including Evidence-based and Trauma-Informed Best Practices i.e.: Eye Movement Desensitization and Reprocessing (EMDR) and Structural Sensory Interventions for Traumatized Children, Adults and Parents (SITCAP), a cognitive-based art program to name a few. We asked our clinicians to share what they love about their work and clients.

What gives you hope?

"What gives me hope, is when I work with a family that refuses to give up, even when things do not turn around for a very, very long time. My hope is their hope. The way I see the impact made by Family Paths, is based on the reception we get at the schools within the Tri-City area. School staff and principals are happy about the service we provide for their families." —rotynia adams-payne, acsw

"Since I primarily use somatic interventions (body and movement-based) in my work here at FP, what gives me hope is seeing the difference it makes for clients to learn ways to regulate their wildly erratic emotional states. I do use EMDR once a client has a wide enough *window of tolerance* to treat the effects of trauma. But I also use it to develop and enhance their resources to create a *safe place* etc." —phyllis lorenz, mft

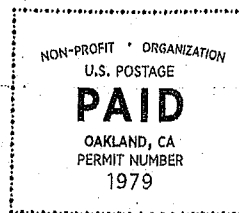
"What gives me hope and how I know I'm making a difference is when parents make the time to meet with me in support of their child... or reschedule an appointment... I enjoy using SITCAP with both the children and parents when discussing traumas. The child at first will resist discussing trauma, but then after using the process of the SITCAP, I can see the child relax and begin to share more." —lorna sadusk, mft

Thank you Rotynia, Phyllis, and Lorna, for your great work in the Fremont community!



1727 Martin Luther
King Jr. Way, Suite N^o 109
Oakland CA 94612

RETURN SERVICE REQUESTED



OAKLAND OFFICE

1727 Martin Luther
King Jr. Way, Suite N^o 109
Oakland CA 94612
T 510.893.9230
F 510.893.2074

HAYWARD OFFICE

22455 Maple Court, N^o 402
Hayward CA 94541
T 510.582.0148
F 510.582.8460

FREMONT OFFICE

39155 Liberty Street, N^o F600
Fremont CA 94538
T 510.790.3803
F 510.790.3805



Family paths is honored to be a selected beneficiary of East Bay Gives 2015. The 24-hour online fundraiser sponsored by the East Bay Community Foundation begins May 5, 2015.

Mission Statement

Family Paths strengthens family relationships by providing mental health treatment and supportive services with respect, integrity, compassion, and hope.

Family Support Services

The Parent Support Hotline is staffed 24 hours every day by professional and volunteer counselors to assist parents and caregivers with over-the-phone counseling, crisis intervention, assistance in finding community resources, and referrals to Family Paths' services.

For more information please call:

Parent Support Hotline (24 hours)

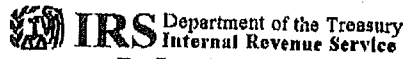
1 · 800 · 829 · 3777

Foster Parent Advice Line (24 Hours)

510 · 893 · 5444

WWW.FAMILYPATHS.ORG

For more information regarding the Leadership Circle please go to: www.familypaths.org



Department of the Treasury
Internal Revenue Service

P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248344558
June 17, 2013 LTR 4168C 0
23-7181846 000000 00
00025225
BODC: TE

FAMILY PATHS INC
1727 MARTIN LUTHER KING JR WAY
OAKLAND CA 94612

038917

Employer Identification Number: 23-7181846
Person to Contact: Mr. Burns
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your June 05, 2013, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in May 1972.

Our records also indicate that 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.

Please refer to our website www.irs.gov/eo for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

Exhibit C



CITY OF OAKLAND
OAKLAND PARKS AND RECREATION

Oakland Parks and Recreation
250 Frank H. Ogawa Plaza, Suite 3330, Oakland, CA 94612
Office: 510.238-3187; Facsimile: 510.238-2397



Rental Application

ATTENTION: Zermaine Thomas

Date of Application: May 20, 2015

RESIDENCY IS DETERMINED ACCORDING TO ADDRESS INDICATED ON DRIVER'S LICENSE OR STATE IDENTIFICATION CARD. PHOTO ID IS REQUIRED

Name of Business/Organization: Family Paths, Inc.

Business/Organization Address: 1727 MLK Jr. Way #109 94612

Applicant Name: Family Paths - Kimberly Cohn

Applicant Mailing Address: 1727 MLK, Oakland #109 94612

Phone Number: 510 893-9230 Fax Number: 9230-262 E-mail: KCohn@familypaths.org

Facility/Park Name: Garden Center

Room(s)/Site(s): VISTA room

EVENT INFORMATION:

Date(s) of Event: Weds. Oct 14th
Time In/Prep Time: 10am Actual Event Time: 11:30 to 1:30 Cleanup/Time Out: 2pm

Type of Event/Purpose: (be specific, i.e., Wedding Reception, Meeting, Birthday Party, Banquet, Picnic, BBQ, Walk, Run, Festival, Rally, Quinceanera, BarMitzvah/BatMitzvah, etc.) NON profit fundraiser

General Public Allowed: Yes No Sound Amplification: Yes No Non-Amplified Sound: Yes No

Type of Equipment to be used: (i.e., musical instruments, live band, cd player, amplifiers, microphones, etc.) A/V, Projector, Microphone

Note: Charging admission, selling tickets or merchandise, or solicitation of money in any manner must be approved by the Parks and Recreation Advisory Commission 60 days or more in advance of event date.

Number of Participants (Total) 100 Approximate # of Adults 100 # of Teens 0 # of Children/Infants 0

Please provide below special accommodations/requests for your event. If no special accommodations required, please write NONE. NONE

Will you require a caterer for your event? Yes No

If yes, are you choosing a caterer from OPR's Approved Caterer's List? Yes No

Name of Approved Caterer: Debbie P. - Blue Heron

If not using an OPR Approved Caterer, provide name of non-approved caterer: _____

(Note: An Opt-Out Fee is applicable to non-approved caterers and non-catered events. See Attached Regulations)

RENTAL FEES (The minimum rental requirement and deposit are required when the facility of your choice is reserved 31 days or more in advance.)

Non-Refundable Permit Processing Fees:

Picnic & Related Events: \$15 (50+ people)

Building Rentals/Special Events (Parks): \$30

(1) 65 x 4 = 260
(Hourly Rate) (# of hours)

(2) _____ x _____ = _____
(Hourly Rate) (# of hours)

(3) Permit Processing Fee = 30

(4) Deposit = 300

(5) Setup/Tear-down = 150

(6) Kitchen = 125

(7) Alcoholic Beverage Fee = _____

(8) Administrative Service Fee = _____

(9) Caterer Opt Out Fee = _____

(10) Sound Use Fee = _____

(11) Other Charges = _____

TOTAL: \$ 560 Less Advance Minimum Payment of \$ _____; BALANCE DUE 30 DAYS BEFORE EVENT: \$ _____

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

Please check payment type: Cash: _____ Check #: 19537 Type of Credit Card: Visa or MasterCard: _____
(See attached Authorization for Credit Card Payment Form)

CANCELLATION FEE: 61 days or more notice: Forfeit 1/2 Deposit 30 days to 11 days notice: Forfeit Deposit Plus 1/2 Rental Fee
31 to 60 days notice: Forfeit Deposit 10 days or less notice: Forfeit All Fees

APPLICANT SIGNATURE _____ DATE 5/21/15

Exhibit D

Please note: By submitting this application, other documents/permits may be initiated to finalize your reservation.

CITY OF OAKLAND
Interoffice Memorandum



TO: Barry Miller, Chair, Parks and Recreation Advisory Commission
FROM: Zermaine Thomas, Central Reservations Lead
DATE: July 8, 2015
SUBJECT: **REQUEST FROM URBAN UNIVERSITY (UU) FOR PERMISSION TO COLLECT FUNDS ON-SITE FOR ENTRY TICKET DOOR SALES, SALES OF ALCOHOLIC BEVERAGES (WINE/BEER), VENDOR SALES (GOODS, FOOD & PHOTOS), SALES OF RAFFLE TICKETS, COLLECTION OF MONIES FROM SILENT AUCTION AND COLLECTION OF TIPS FOR HIRED MUSICIANS (LIVE BAND AND DJ) AT THEIR 1ST ANNUAL A SUMMER WHITE PARTY FUNDRAISER HELD AT THE LAKESIDE PARK GARDEN CENTER ON SATURDAY, AUGUST 29, 2015.**

SUMMARY

Urban University an Oakland-based non-profit is requesting to collect funds on-site at their 1st Annual *A Summer White Party* Fundraiser for the following:

- Entry Ticket Door Sales
- Sales of Alcoholic Beverages (Beer/Wine)
- Vendor Sales (Goods, Food and Photos)
- Sales of Raffle Tickets
- Collection of Monies From Silent Auction
- Tips for Hired Musicians (Live Band & DJ)

This is Urban University first year hosting their fundraising event at the Lakeside Park Garden Center. There is no Post Event Report on file however; a Post Event Report is required to be submitted to Oakland Parks and Recreation after their event provided approval is granted by the Commission to collect funds on-site.

FISCAL IMPACT

There is a positive fiscal impact for Oakland Parks and Recreation. Urban University is paying all rental fees required to host their event at the Lakeside Park Garden Center.

BACKGROUND

Established in 1998, Urban University (UU), is a 501c3 non-profit organization with the mission to improve the socio-economic status of disenfranchised individuals by delivering employability training, individualized coaching and employment opportunities. Over the past 17 years, UU has prepared more than 1,700 individuals with socio-economic barriers for successful entry into the workforce to include single mothers transitioning from public assistance, formerly foster care youth seeking stability, low-wage workers striving for upward mobility and ex-offenders reintegrating into the labor force.

Parks and Recreation Advisory Commission
July 8, 2015

Urban University will primarily utilize Eventbrite, an on-line event portal for pre-sale admission and drink tickets. **In order to maximize their fundraising efforts, they are specifically requesting to collect funds on-site through the following proposed activities with the proposed itemized amounts:**

- Event door ticket sales (\$1,500);
- Individual contributions from existing and new donors (\$1,000);
- Sales of alcohol beverages to include beer and wine (\$3,000);
- Sales of goods by vendors i.e. food caterers, photographers (\$3,000);
- Sales of raffle tickets for prizes from participating Oakland businesses (\$1,000);
- Monies for silent auction items (\$500);
- Tips for hired musicians, Prieto and the Mirage Band and a D.J.

Proceeds from the event will go to Urban University, which will assist in bringing exposure to their mission, develop a broader donor base and celebrate key accomplishments of their parents, team members and business partners.

RECOMMENDATION

Staff recommends that the Parks and Recreation Advisory Commission approve Urban University request for permission to collect funds onsite for their Entry Ticket Door Sales, Sales of Alcoholic Beverages (Beer/Wine), Vendor Sales (Goods, Food and Photos), Sales of Raffle Tickets, Collection of Monies from Silent Auction, Tips for hired musicians (Live Band & DJ). The group is aware that additional permits are required provided their request is granted.

Respectfully submitted,

Zermaine Thomas
Central Reservations Lead

Attachments: Exhibit A – Urban University Proposal Letter
Exhibit B – Non-Profit Certificate (501c3)
Exhibit C – Rental Application

Brief history of the organization: Established in 1998, urban university (uu), is an award winning 501 c3 non-profit organization with the mission to improve the socio-economic status of disenfranchised individuals by delivering employability training, individualized coaching and employment opportunities. Over the past seventeen years, uu has prepared more than 1,700 individuals with socio-economic barriers for successful entry into the workforce to include single mothers transitioning from public assistance, formerly foster care youth seeking stability, low-wage workers striving for upward mobility and ex-offenders reintegrating into the labor force.

From 1998-2009, our organization's primary activities included the design and delivery of workforce development services that prepared the "hardest-to-serve," for gainful employment. uu delivered its niche services to the community through successful collaborations and partnerships to include the following short list:

- *Oakland Green Jobs Re-entry Initiative* sponsored by the City of Oakland Community Development Agency in partnership with Laney Community College and Civicorps, – uu delivered case management services to 25 low-income non-violent ex-offenders entering into the green construction sector;
- *Oakland Green Jobs Corps* in partnership with Laney Community College – uu delivered professional development and case management services to more than 200 low-income individuals entering into the green construction and clean energy sector;
- *LIFT Program* – sponsored by the City and County of San Francisco in partnership with City College of San Francisco and 50 Early Child Education employers, uu provided candidate selection, case management, and retention services to 100 low-income single parents entering into entry-level early child education;
- *Veteran's Employment Action Program* sponsored by Pacific Gas & Electric in partnership with Growth Sector & CCSF, – uu delivered candidate recruitment and case management services to more than 100 recently discharged Veterans entering into utilities positions;
- *Legal Employment Action Program* in partnership with the Bar Association of San Francisco and Jewish Vocational Services, uu delivered soft skills, case management and job retention services to more than 125 single mothers transitioning from public assistance into entry-level legal positions with more than 50 San Francisco based law firms.

Current activities of the organization: In 2009, uu combined its expertise in training and coaching with transitional employment as a solution to combat poverty and launched *urban furniture* and *urban boutique*, two reuse stores located in the Grand/Lakeshore Business District that are used as a platform to deliver *Single Moms at Work* (SMAW), our on the job training and education program for single mothers living in Alameda County, that desire to depart from public assistance. The mission of Single Moms at Work is to help single mothers move from economic dependency to self-sufficiency through transitional employment, professional development and individual coaching. Additionally, the urban stores offer employability development opportunities to Oakland's youth. Located at 3241 Grand Avenue in the Grand/Lakeshore Business District, our primary activities include the delivery of:

- *Single Moms at Work*, transitional employment to include paid employment of one year that includes retail and customer service training, professional development, and individualized coaching. Since 2009, the program has transitioned 17 single parents from poverty into gainful employment;
- Internship opportunities for Oakland youth/formerly foster care young adults in partnership with the Oakland Youth Employment Program, First Place for Youth and SoulCiety. Since 2010, we have provided internships to more than 50 low-income youth from east and west Oakland.



Office of Parks and Recreation
250 Frank H. Ogawa Plaza, Suite 3330, Oakland, CA 94612
Office: 510.238-3187; Facsimile: 510.238-2397



Rental Application

ATTENTION: Zermaine Thomas

Date of Application: May 26, 2015

RESIDENCY IS DETERMINED ACCORDING TO ADDRESS INDICATED ON DRIVER'S LICENSE OR STATE IDENTIFICATION CARD. PHOTO ID IS REQUIRED.

Name of Business/Organization: urban university
Address: 3241 Grand Avenue Oakland, CA 94610
Street Address City Zip Code
Name of Contact Person: Tracey Weaver
Phone Number: (510) 835-3165 Fax Number: (510) 835-3125 E-mail: traceycweaver@gmail.com
Mailing Address: 3241 Grand Avenue Oakland, CA 94610
Street Address City Zip Code

Facility/Park Name: Lakeside Park Garden Center
Room(s)/Site(s): Entire Building (Vista Room, Ebell Room, Garden Room & Large Kitchen)

EVENT INFORMATION: 2/1
Date(s) of Event: August 21, 2015
Time In/Prep: 5:00pm-7:00pm Event Time: 7:00pm to 12:00am Cleanup/Time Out: 12:00am-1:00am

Type of Event/Purpose: (be specific, i.e., Wedding Reception, Meeting, Birthday Party, Banquet, Picnic, BBQ, Walk, Run, Festival, Rally, Quinceanera, BarMitsvah/BatMitzvah, etc.)

Non-Profit Organization Fundraiser

General Public Allowed: Yes No Sound Amplification: Yes No Non-Amplified Sound: Yes No

Type of Equipment to be used: (i.e., musical instruments, live band, cd player, amplifiers, microphones, etc.)
Live Band/DJ's/Amplifiers/Microphones/Musical Instruments/Record Players/Speakers

Note: Charging admission, selling tickets or merchandise, or solicitation of money in any manner must be approved by the Parks and Recreation Advisory Commission 60 days or more in advance of event date.

Number of Participants (Total) 500 Approximate # of Adults 500 # of Teens _____ # of Children/Infants _____

Please provide below special accommodations/requests for your event. If no special accommodations required, please write NONE.

Will you require a caterer for your event? Yes No

If yes, are you choosing a caterer from OPR's Approved Caterer's List? Yes No

Name of Approved Caterer: _____

If not using an OPR Approved Caterer, provide name of non-approved caterer: _____

(Opt-Out Fee - See Attached Regulations)

RENTAL FEES (The minimum rental requirement and deposit are required when the facility of your choice is reserved 31 days or more in advance.)

Permit Processing Fees (Picnic & Related Events) A non-refundable permit processing fee of \$15 will be added to each application with 50 or more people.

For Park Use: (Special Events) A non-refundable permit processing fee of \$30 will be added to each application.

(1) $\frac{270}{\text{Hourly Rate}} \times \frac{1}{\text{\# of hours}} = 270$	(7) Alcoholic Beverage Fee = \$195.00
(2) $\frac{260}{\text{Hourly Rate}} \times \frac{7}{\text{\# of hours}} = 1,820$	(8) Administrative Service Fee = _____
(3) Permit Processing Fee = \$30.00	(9) Caterer Opt Out Fee = \$200.00
(4) Deposit = \$500.00	(10) Sound Use Fee = \$50.00
(5) Setup/Teardown = \$300.00	(11) Other Charges = _____
(6) Kitchen = N/A	

TOTAL: \$ 3,365 Less Advance Minimum Payment of \$ 1,540 ; BALANCE DUE 30 DAYS BEFORE EVENT: \$ 1,825
(Deposits are refunded 6-8 weeks AFTER event date, provided the facility is left in acceptable condition and the event goes as planned.)

Please check payment type: Cash: _____ Check #: _____ Type of Credit Card: Visa or MasterCard: Visa
(See attached Authorization for Credit Card Payment Form)

CANCELLATION FEE: 61 days or more notice: Forfeit 1/2 Deposit 30 days to 11 days notice: Forfeit Deposit Plus 1/2 Rental Fee
31 to 60 days notice: Forfeit Deposit 10 days or less notice: Forfeit All Fees

APPLICANT SIGNATURE: Tracey Weaver DATE: May 25, 2015

Please note: By submitting this application, other documents/permits may be initiated to finalize your reservation.

Exhibit C

CITY OF OAKLAND
Interoffice Memorandum



Oakland Parks and Recreation

TO: Barry Miller, Chair, Parks and Recreation Advisory Commission
FROM: Zermaine Thomas, Central Reservation Lead
DATE: July 8, 2015
SUBJECT: **REQUEST FROM THE EAST BAY INNOVATION ACADEMY (EBIA) FOR PERMISSION TO COLLECT ON-SITE REGISTRATION FEES AND THE SALES OF RAFFLE TICKETS AT THEIR 5K FUN RUN/WALK AT LAKESIDE PARK (PERGOLA) ON SUNDAY, OCTOBER 4, 2015**

SUMMARY

Staff received a request from the East Bay Innovative Academy (EBIA), a non-profit organization, for permission to collect on-site registration fees and the sales of raffle tickets at their 5k Fun Run/Walk at Lakeside Park (Pergola) on Sunday, October 4, 2015. There is no Post Event Report on file however; a Post Event Report is required to be submitted to Oakland Parks and Recreation after their event provided approval is granted by the Commission to collect funds on-site.

FISCAL IMPACT

There will be a positive fiscal impact to Oakland Parks and Recreation. The East Bay Innovation Academy will pay all fees associated with the rental of the park space.

BACKGROUND

East Bay Innovation Academy (EBIA) is located in Oakland at OUSD's Thurgood Marshall Campus. EBIA is a grades 6-12 college preparatory public charter school that is currently concluding its first year of operation serving an inaugural class of 210, 6th and 7th graders. EBIA is designed to offer quality programs and additional educational opportunities that are currently not readily accessible to the majority of Oakland students. They intend to bring families back into the public school system by offering a unique, dynamic, and challenging public school option for Oakland families.

EBIA is committed to community involvement in which their 5k Fun Run/Walk is open to the public. Being able to collect funds on-site would allow EBIA to register anyone that would like to participate in their 5k Fun Run/Walk. The cost to register is \$35 per participant. Raffle tickets range from \$1 per ticket or \$5 for 8 tickets. All proceeds collected at the race will go directly to EBIA, for their technology and operating cost.

RECOMMENDATION

Staff recommends that the Park and Recreation Advisory Commission approve the request for collection of on-site registration fees and raffle ticket sales at East Bay Innovation Academy 5k Fun Run/Walk to be held at Lakeside Park (Pergola) on Sunday, October 4, 2015. The group is aware that additional permits are required provided the request is approved.

Parks and Recreation Advisory Commission
July 8, 2015

Respectfully submitted,

Zermaine Thomas
Central Reservation Lead

Attachments: Exhibit A – East Bay Innovation Academy Proposal Letter
Exhibit B – Non-Profit Certificate (501c3)
Exhibit C - Rental Application



2400 Mulcohn Ave. Oakland, CA 94605 Phone: 510-577-9887
E-Mail: info@eastbayia.org Web: www.eastbayia.org

June 12, 2015

To Whom it may concern,

East Bay Innovation Academy (EBIA) is located in Oakland at OUSD's Thurgood Marshall Campus. EBIA is a grades 6-12 college preparatory public charter school that is currently concluding its first year of operation serving an inaugural class of 210 6th and 7th graders. EBIA is designed to offer quality programs and additional educational opportunities that are currently not readily accessible to the majority of Oakland students. We intend to bring families back into the public school system by offering a unique, dynamic, and challenging public school option for Oakland families.

EBIA delivers a personalized learning experience that provides every student the opportunity to achieve their academic goals regardless of their previous preparation and background. Our students are learning to become articulate advocates, building and defending digital portfolios of their work, and growing into leaders who collaborate, manage change and take ownership. In short, we are a rigorous, Science, Technology, Engineering, Art, and Math (STEAM)-based school, with a unique focus on the social and emotional skills needed to be leaders. We aim to equip students with the skills and knowledge that enables them to navigate and confront the challenges of both today and tomorrow.

We are requesting a permit to host a 5K fun run/walk at Lake Merritt on Sunday October 4, 2015. The race would start at the Pergola across from the library and circumvent the lake. The event would be open to one and all, as EBIA is committed to community involvement. This is one reason that funds would be collected at the event. Oftentimes, people on their regular run come upon a race and want to participate. Being able to collect money on race day would allow us to register these people and let them join in. We would charge the regular race fee of \$35 per participant. We also will host a raffle at the event, in order to raise more funds for EBIA. We charge \$1 per ticket, or \$5 for 8 tickets.

All proceeds collected at the race go directly to EBIA, for their technology and operating costs. We intend to have both parent and student participants/volunteers to also help build a sense of community in our students and look forward to a successful event.

Thank you,

East Bay Innovation Academy

Laurie Jacobson Jones and Tara Nunez-Walker

Exhibit A

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **MAY 13 2014**

EAST BAY INNOVATION ACADEMY
C/O LAURIE JACOBSON JONES
774 CALMAR AVE
OAKLAND, CA 94610

Employer Identification Number:
46-2428863
DLN:
17053324310003
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(677) 829-5500
Accounting Period Ending:
June 30
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
April 4, 2013
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.



CITY OF OAKLAND
OAKLAND PARKS AND RECREATION

Oakland Parks and Recreation
250 Frank H. Ogawa Plaza, Suite 3330, Oakland, CA 94612
Office: 510.238-3187; Facsimile: 510.238-2397



Rental Application

ATTENTION: Z. THOMAS

Date of Application: 6.12.15

RESIDENCY IS DETERMINED ACCORDING TO ADDRESS INDICATED ON DRIVER'S LICENSE OR STATE IDENTIFICATION CARD. PHOTO ID IS REQUIRED

Name of Business/Organization: EAST BAY INNOVATION ACADEMY

Business/Organization Address: 3400 MALCOLM AVE OAKLAND 94605

Applicant Name: EAST BAY INNOVATION ACADEMY c/o LAURIE JACOBSON JONES

Applicant Mailing Address: Same as above

Phone Number: 510 577 9557 Fax Number: _____ E-mail: info@eastbayia.org

Facility/Park Name: LAKE MERRITT (PERGOLA)

Room(s)/Site(s) _____

EVENT INFORMATION:

Date(s) of Event: 10.4.15

Time In/Prep Time 8am Actual Event Time 8:30 am to 11 am Cleanup/Time Out 12pm

Type of Event/Purpose: (be specific, i.e., Wedding Reception, Meeting, Birthday Party, Banquet, Picnic, BBQ, Walk, Run, Festival, Rally, Quinceanera, BarMitzvah/BatMitzvah, etc.) 5K FUN RUN/WALK

General Public Allowed: Yes No Sound Amplification: Yes No Non-Amplified Sound: Yes No

Type of Equipment to be used: (i.e., musical instruments, live band, cd player, amplifiers, microphones, etc.) _____

Note: Charging admission, selling tickets or merchandise, or solicitation of money in any manner must be approved by the Parks and Recreation Advisory Commission 60 days or more in advance of event date.

Number of Participants (Total) 150 Approximate # of Adults 75 # of Teens _____ # of Children/Infants 75

Please provide below special accommodations/requests for your event. If no special accommodations required, please write NONE.

NONE

Will you require a caterer for your event? Yes No

If yes, are you choosing a caterer from OPR's Approved Caterer's List? Yes No

Name of Approved Caterer: _____

If not using an OPR Approved Caterer, provide name of non-approved caterer: _____

(Note: An Opt-Out Fee is applicable to non-approved Caterers and non-Catered events. See Attached Regulations)

RENTAL FEES (The minimum rental requirement and deposit are required when the facility of your choice is reserved 31 days or more in advance.)

Non-Refundable Permit Processing Fees:

Picnic & Related Events: \$15 (50+) people

Building Rentals/Special Events (Parks): \$30

(1) 40 x 4 = 160
(Hourly Rate) (# of hours)

(2) _____ x _____ = _____
(Hourly Rate) (# of hours)

(3) Permit Processing Fee = 30

(4) Deposit = 300

(5) Setup/Teardown = _____

(6) Kitchen = _____

(7) Alcoholic Beverage Fee = _____

(8) Administrative Service Fee = _____

(9) Caterer Opt Out Fee = _____

(10) Sound Use Fee = _____

(11) Other Charges = _____

TOTAL: \$ 490 Less Advance Minimum Payment of \$ 490; BALANCE DUE 30 DAYS BEFORE EVENT: \$ 0

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

Please check payment type: Cash: _____ Check #: _____ Type of Credit Card: Visa or MasterCard: (See attached Authorization for Credit Card Payment Form)

CANCELLATION FEE: 61 days or more notice: Forfeit 1/2 Deposit 30 days to 11 days notice: Forfeit Deposit Plus 1/2 Rental Fee
31 to 60 days notice: Forfeit Deposit 10 days or less notice: Forfeit All Fees

APPLICANT SIGNATURE [Signature] DATE 6.12.15 Exhibit C

Please note: By submitting this application, other documents/permits may be initiated to finalize your reservation.

CITY OF OAKLAND
Interoffice Memorandum



TO: Barry Miller, Chair, Parks and Recreation Advisory Commission
FROM: Zermaine Thomas, Central Reservations Lead
DATE: July 8, 2015
SUBJECT: **REQUEST FROM BOY SCOUTS OF AMERICA PIEDMONT COUNCIL, BSA FOR PERMISSION TO COLLECT FUNDS ON-SITE FOR THEIR LIVE AND SILENT AUCTION AND SALES OF RAFFLE TICKETS AT THEIR FUNDRAISING PARTY AT THE LAKE MERRITT SAILBOAT HOUSE ON SATURDAY, OCTOBER 17, 2015.**

SUMMARY

Parks and Recreation received a request from the Boy Scouts of America Piedmont Council, BSA a non-profit requesting to collect funds on-site for their Live and Silent Auction and Sales of Raffle Tickets at their Fundraising Party at the Lake Merritt Sailboat House on Saturday, October 17, 2015. This is the Boy Scouts of America Piedmont Council, BSA, first year hosting their fundraising event at the Lake Merritt Sailboat House. There is no Post Event Report on file however; a Post Event Report is required to be submitted to Oakland Parks and Recreation after their event provided approval is granted by the Commission to collect funds on-site.

FISCAL IMPACT

There is a positive fiscal impact for Oakland Parks and Recreation. The Boy Scouts of America Piedmont Council, BSA is paying all rental fees required to host their event at the Lake Merritt Sailboat House.

BACKGROUND

The Boy Scouts of America Piedmont Council, BSA has been serving youth in Piedmont and surrounding Oakland community since 1910. They serve almost 1000 boys and girls annually, teaching outdoor and leadership skills as well as civic values.

They are proposing to hold an Oktoberfest-style event, serving food and beer with music and dancing. The ticket price will cover the cost of the event; they are proposing to hold a live and silent auction and raffle to raise funds for programs. Tickets to the event will be pre-sold but auction items will be paid for on-site. They hope to raise \$25,000-\$50,000 from the auction. All funds raised will support Scouting programs for youth who participate in their programs including outreach programs, such as Troop 100, in the Oakland community.

RECOMMENDATION

Staff recommends that the Parks and Recreation Advisory Commission approve the Boy Scouts of America Piedmont Council, BSA request for permission to collect funds on-site for their Live and Silent Auction and Sales of Raffle Tickets at their Fundraising Party at the Lake Merritt Sailboat House on Saturday, October 17, 2015. The group is aware that additional permits are required provided their request is granted.

Parks and Recreation Advisory Commission
July 8, 2015

Respectfully submitted,

Zemaine Thomas
Central Reservations Lead

Attachments: Exhibit A – Boy Scouts of America Piedmont Council, BSA Proposal Letter
Exhibit B – Non-Profit Certificate (501c3)
Exhibit C – Rental Application



BOY SCOUTS OF AMERICA*
 PIEDMONT COUNCIL, BSA

COUNCIL OFFICERS

PRESIDENT

Anne-Marie Lamarche

COMMISSIONER

Rich Harms

Past President

Wes Smith

VICE PRESIDENTS

Seth Hilton
 Kathleen Hyland
 Rob James
 Ken Li
 Greg Pike
 John Stewart
 Peter Wilson

TREASURER

Rick Clark

YOUTH MEMBERS

Nina Adarkar
 Tucker Palmer

MEMBERS

John Abel
 Lori Adams
 Eileen Ash Arthur
 Michael Bandrowski
 Michael Brady
 Terri Burga
 John Chiang
 Kevin Fischer
 Madison H. Gunter III
 Javier Jerez
 Ken Jones
 Debbie Kelley
 Chris Lee
 Matt Lewis
 Bruce Lyburn
 Pam McBain
 Katherine O'Connor
 Dale Radcliff
 Reuben Rivera
 Marcia Schwartz
 John Stewart
 Rod Thompson
 John Tulloch

SCOUT EXECUTIVE

Josephine Pegrum Hazelett

ADVISORY BOARD

Hon. Carl Anderson
 Stephen D. Bechtel, Jr.
 Gray Cathrall
 J. Robert Coleman, Jr.
 Rev. Leo Egerly, Jr.
 Rev. Dr. William McNabb
 Susan J. Smegal

June 11, 2015

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

Dear Members of the Parks and Recreation Advisory Commission,

I am writing on behalf of the Piedmont Council, Boy Scouts of America, to request permission to collect money on site at a fundraising event which we plan to hold at Lake Merritt Sailboat House on October 17, 2015 from 6:30 to 10:30 p.m.

The Piedmont Council, BSA has been serving youth in in Piedmont and the surrounding Oakland community since 1910. We serve almost 1000 boys and girls annually, teaching outdoor and leadership skills as well as civic values.

We propose to hold an Octoberfest-style event, serving food and beer with music and dancing. Since the "ticket price" will cover the cost of the event, we are proposing to hold a live and silent auction and possibly a small raffle to raise funds for our programs. No vendors will be present. Tickets to the event will be pre-sold but auction items will be paid for on site. We hope to raise \$25,000-\$50,000 from the auction.

All funds raised will support Scouting programs for youth who participate in our programs including outreach programs, such as our Troop 100, in the Oakland community.

Sincerely,

Josephine Pegrum Hazelett
 Executive Director

10 Highland Way
 Piedmont, CA 94611
www.piedmontbsa.org

Prepared. For Life.™

Exhibit A





BOY SCOUTS OF AMERICA*
NATIONAL COUNCIL

Wayne Brock
Chief Scout Executive

Friday, January 30, 2015

Jo Hazelett, Scout Executive
Piedmont Council, # 42, Boy Scouts of America
10 Highland Way
Piedmont, CA 9461142

Re: Requests for information regarding your council's federal tax-exempt status

Dear Jo:

This letter clarifies the tax-exempt status of your council. The Boy Scouts of America, National Council, is recognized as a public charity and tax exempt under IRC Section 501(c)(3), as well as IRC Section 170(b)(1)(A)(vi). We are not a private foundation as described in IRC Section 509(a). A copy of our current tax-exempt determination letter is attached.

For tax purposes, your council is a bona fide subordinate organization of the Boy Scouts of America, in good standing, and covered under the Boy Scouts of America's group exemption ruling, IRS Ruling No. 1761. Though the council is a separate entity and responsible for its own, independent audit, our exemption ruling extends the same recognition of tax-exempt status to this council as to the Boy Scouts of America National Council.

Each year, the Boy Scouts of America National Office submits to the IRS in electronic format a list of approved subordinate organizations which includes all local councils and their endowment trusts. Your council's information is on the attached list of subordinates.

On behalf of the many young men and women you serve in your council area, thank you again for all you do for Scouting. Questions, if any, can be directed to Russ McNamer, Associate General Counsel – Tax and Corporate, National Office, Legal Department, (972) 580-2226 (O), (214) 801-6974 (C) or Russ.McNamer@scouting.org.

Very truly yours,

Wayne Brock

Wayne Brock
Chief Scout Executive

Attachments

2015 IRS Letter

2014 Group Exemption Update

1325 West Walnut Hill Lane
P.O. Box 152079
Irving, Texas 75015-2079
972.580.2000
www.scouting.org

Prepared. For Life.™

Exhibit B



2ND FAX



CITY OF OAKLAND
OAKLAND PARKS AND RECREATION

Oakland Parks and Recreation
250 Frank H. Ogawa Plaza, Suite 3330, Oakland, CA 94612
Office: 510.238-3187; Facsimile: 510.238-2397

Rental Application

ATTENTION: _____

Date of Application: 6-10-2015

RESIDENCY IS DETERMINED ACCORDING TO ADDRESS INDICATED ON DRIVER'S LICENSE OR STATE IDENTIFICATION CARD. PHOTO ID IS REQUIRED

Name of Business/Organization: PIEDMONT COUNCIL, BSA
Business/Organization Address: 10 HIGHLAND WAY, PIEDMONT, CA 94611

Applicant Name: PIEDMONT COUNCIL, BSA ATTN. JO HAZELLETT

Applicant Mailing Address: 10 HIGHLAND PIEDMONT 94611

Phone Number: 510-547-4498 Fax Number: 547-4400 E-mail: jo.hazellett@scouting.org

Facility/Park Name: Lake Merritt Bathhouse

Room(s)/Site(s) _____

EVENT INFORMATION:

Date(s) of Event: 10-17-2015

Time In/Prep Time 3:30pm Actual Event Time 6:30 to 11 pm Cleanup/Time Out 12pm

Type of Event/Purpose: (be specific, i.e., Wedding Reception, Meeting, Birthday Party, Banquet, Picnic, BBQ, Walk, Run, Festival, Rally, Quinceanera, BarMitzvah/BatMitzvah, etc.) FUNDRAISER PARTY

General Public Allowed: Yes No Sound Amplification: Yes No Non-Amplified Sound: Yes No
Type of Equipment to be used: (i.e., musical instruments, live band, cd player, amplifiers, microphones, etc.)

Note: Charging admission, selling tickets or merchandise, or solicitation of money in any manner must be approved by the Parks and Recreation Advisory Commission 60 days or more in advance of event date.

Number of Participants (Total) 125-175 Approximate # of Adults 125-175 # of Teens 0 # of Children/Infants 0

Please provide below special accommodations/requests for your event. If no special accommodations required, please write NONE.

Will you require a caterer for your event? Yes No
If yes, are you choosing a caterer from OPR's Approved Caterer's List? Yes No
Name of Approved Caterer: UNKNOWN

If not using an OPR Approved Caterer, provide name of non-approved caterer: _____
(Note: An Opt-Out Fee is applicable to non-approved Caterers and non-Catered events. See Attached Regulations)

RENTAL FEES (The minimum rental requirement and deposit are required when the facility of your choice is reserved 31 days or more in advance.)

Non-Refundable Permit Processing Fees:

Picnic & Related Events: \$15 (50+ people)
Building Rentals/Special Events (Parks): \$30

(1) 8.5 x 75 1/4 637.50 non profit
(Hourly Rate) (# of hours)

(2) _____ x _____ = _____
(Hourly Rate) (# of hours)

(3) Permit Processing Fee = 30

(4) Deposit = 300-

(5) Setup/Teardown = 150-

(6) Kitchen = _____

(7) Alcoholic Beverage Fee = 125

(8) Administrative Service Fee = _____

(9) Caterer Opt Out Fee = _____

(10) Sound Use Fee = 8

(11) Other Charges = _____

TOTAL: \$ 1574 Less Advance Minimum Payment of \$ 786; BALANCE DUE 30 DAYS BEFORE EVENT: \$ 788
(Deposits are refunded 6-8 weeks AFTER event date, provided the facility is left in acceptable condition and the event goes as planned.)

Please check payment type: Cash: _____ Check #: _____ Type of Credit Card: Visa or MasterCard: see attached
(See attached Authorization for Credit Card Payment Form)

CANCELLATION FEE: 61 days or more notice: Forfeit 1/2 Deposit 30 days to 11 days notice: Forfeit Deposit Plus 1/2 Rental Fee
31 to 60 days notice: Forfeit Deposit 10 days or less notice: Forfeit All Fees

APPLICANT SIGNATURE Jo Hazellett DATE 6-11-2015 Exhibit C

CITY OF OAKLAND
Interoffice Memorandum



TO: Barry Miller, Chair, Parks and Recreation Advisory Commission
FROM: Zermaine Thomas, Central Reservations Lead
DATE: July 8, 2015
SUBJECT: **REQUEST FROM THE FESTIVAL FUNDRAISER NETWORK FOR PERMISSION TO COLLECT FUNDS ON-SITE WITH INTERNATIONAL FOOD, BEVERAGES AND ARTS AND CRAFTS VENDORS AT THEIR OUTDOOR MUSIC FESTIVAL AT LAKESIDE PARK (BANDSTAND) ON SATURDAY, AUGUST 29, 2015.**

SUMMARY

Parks and Recreation received a request from the Festival Fundraiser Network a non-profit requesting to collect funds on-site with International Food, Beverages, and Arts and Crafts Vendors at their Outdoor Music Festival at the Lakeside Park (Bandstand) on Saturday, August 29, 2015. This is the Festival Fundraiser Network, first year hosting their fundraising event at Lakeside Park. There is no Post Event Report on file however; a Post Event Report is required to be submitted to Oakland Parks and Recreation after their event provided approval is granted by the Commission to collect funds on-site.

FISCAL IMPACT

There is a positive fiscal impact for Oakland Parks and Recreation. The Festival Fundraiser Network is paying all rental fees required to host their event at Lakeside Park (Bandstand).

BACKGROUND

The Festival Fundraising Network is 501c3 non-profit corporation, which raise funds through Outdoor Music Festivals. Their mission is to generate and donate financial support to those community based programs in need. Festival Fundraiser Network will offer the community a FREE Classic Soul Musical event. A percentage of money received from vendor booths will be donated to Oakland Shelters with families.

RECOMMENDATION

Staff recommends that the Parks and Recreation Advisory Commission approve the Festival Fundraiser Network request for permission to collect funds on-site for with International Food, Beverages, and Arts and Crafts Vendors at their Outdoor Music Festival at Lakeside Park (Bandstand) on Saturday, August 29, 2015. The group is aware that additional permits are required provided their request is granted.

Parks and Recreation Advisory Commission
July 8, 2015

Respectfully submitted,

Zermaine Thomas
Central Reservations Lead

Attachments: Exhibit A – Festival Fundraiser Network Proposal Letter
Exhibit B – Non-Profit Certificate (501c3)
Exhibit C – Rental Application

FESTIVAL FUNDRAISER NETWORK
29306 MISSIN BLVD
HAYWARD CA.
94544
PHONE: 4088495379 EMAIL: NETENTPRIZE@YAHOO.COM

PRAC PROPOSAL

PARKS AND RECREATION ADVISORY COMMISSION

Festivals Fundraiser Network is 501-C-3 Non Corporation our Non Profit raise funds through events outdoor Music Festivals. The mission is to generate and donate financial support those community based programs in need. This year Festival's Fundraiser Network would like to have the annual Music Concert Event at Lake Merritt Park in the City of Oakland.

FESTIVAL FUNDRAISER WOULD LIKE TO REQUEST RENTAL OF LAKESIDE PARK/BAND STAND AT LAKE MERITT PARK OAKLAND CA.

Festivals Fundraiser Network will offer the community a free CLASSIC SOUL MUSICAL event we will have international food vendors and beverages and Arts and Crafts and information booths. This event will be a family event. A percentage of money received from food booths will be donated to Oakland Shelters with families.

The following is a logistical plan MUSIC IN THE PARK AT LAKESIDE

DATE: 08-29-2015

TIME OF EVENT 3:45pm To 8:00PM

SET UP TIME 3:00PM TO 3:35

CLEAN UP: 7:30PM TO 8:00 PM

MAIN STAGE: THE BAND STAND

CRAFTS BOOTHS ART EXHIBITS AND FOOD BOOTHS: FOOD BOTHS SIZE 10 X10 ONLY AS REQUIRED
PARKS AND RECREATION ALL 10 X 10 TENTS WILL NOT BE STAKED TO GRASS BECAUSE OF SPRINKLERS
ALL 10 X10 TENTS WILL HAVE SAND BAGS FOR WEIGHTS. APPROXIMATELY 3 ARTS AND CRAFTS BOOTHS
2 INFORMATION BOOTHS/FOUR FOOD BOOTHS/TWO BEVERAGE BOOTHS TOTAL BOOTHS ALL WILL BE
10X10 TENT SIZE. FOOD BOOTHS ALL BOOTHS FOR FESTIVAL WILL FOLLOW FORE REGULATIONS AND
ALAMEDA HEALTH REGULATIONS. FIRE REGULATIONS WILL BE POSTED IN EVERY TENT ALL FOODS
BOOTHS WILL HAVE ONE PORTABLE TOLIET AND ONE HAND WASH STATION THESE ITEMS WILL BE
RENTED FROM NATIONAL RENTALS. ALL VENDORS WILL BE LOCATED ON CONCRETE LOT ON SDE OF
BAND STAND STAGE. THEIR WILL BE FOR PATRONS PORTABLE RESTROOMS TOTAL THREE ONE ADA
RESTROOM AND TWO REG RESTROOMS /TWO HAND WASH STATIONS. FOR FOOD VENDORS ONE ADA
RESTROOM AND ONE HANDWASH STATION. TOTAL PORTABLE RESTROOMS AND SITE: FIVE/ TOTAL

Exhibit A

FESTIVAL FUNDRAISER NETWORK
29306 MISSIN BLVD
HAYWARD CA.
94544
PHONE: 4088495379 EMAIL NETENTPRIZE@YAHOO.COM

HANDWASH STATIONS FOUR HAND WASH STATIONS ALL PORTABLES WILL BE PLACED ACCORDING
PARKS AND RECREATION DESIGNATED AREAS.

MAINTENANCE CLEAN UP WILL BE HANDLED BY PROFESSIONAL CLEANING HIRED BY OUR NON PROFIT
CLEANING CREW WILL ON CLEAN PATROL DURING THE ENTIRE EVENT PICKING UP TRASH DEBRIS ON SITE
OUR MAIN GOAL IS TO KEEP THE PARK CLEAN.

HANDYMANWORKSNWF. COMPANY HIRED FOR MAINTENANCE.

TRASH BIN AND RECYLING BINS WE BE PROVIDED BY WATSE MANAGEMENT

SOUND COMPANY FOR EVENT: DPH SOUND AND LIGHTING ONE GENERATOR PROVIDED ON SITE.

SECURITY COMPANY LICENSE AND BONDED/ ABSOLUTE SECURITY BASED OUT OF OAKLAND
CALIFORNIA. AMOUNT OF SECURITY ON SITE SIX. ALL SECURITY PATROL OFFICERS WILL BE ON PATROL
DURING THE ENTIRE EVENT CHECKING FOR ILLEGAL ACTIVITIES ALL ACTIONS SEEN WILL BE REPORTED
TO THE OAKLAND POLICE DEPARTMENT. UPON FINAL APPROVAL OAKLAND POLICE DEPARTMENT
SPECIAL UNIT WILL BE NOTIFIED REGARDING REQUIRMENTS FOR THIS EVENT.

ADVERTISING: INTERNET/LOCAL RADIO STATIONS/LOCAL TV

CERTIFICATE LIABILITY INSURANCE PROVIDED FOR THE CITY OF OAKLAND AS REQUIRED.

CLASSIC SOUL ARTIST: PHILLY INTRUDERS /DELPHONICS/BLUE MAGII/STYLISTICS REVIEW ALSO LOCAL
ARTIST R AND B. OTHER ARTIST ON LINE UP TO BE ANNOUNCED.

Exhibit A

Date of this notice: 03-03-2015

Employer Identification Number:
47-3293962

Form: SS-4

Number of this notice: CP 575 A

For assistance you may call us at:
1-800-829-4933

IF YOU WRITE, ATTACH THE
STUB AT THE END OF THIS NOTICE.

FESTIVAL FUNDRAISER NETWORK
PO BOX 640092
SAN JOSE, CA 95164

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN 47-3293962. This EIN will identify you, your business accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

When filing tax documents, payments, and related correspondence, it is very important that you use your EIN and complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information is not correct as shown above, please make the correction using the attached tear off stub and return it to us.

Based on the information received from you or your representative, you must file the following form(s) by the date(s) shown.

Form 1120

03/15/2016

If you have questions about the form(s) or the due date(s) shown, you can call us at the phone number or write to us at the address shown at the top of this notice. If you need help in determining your annual accounting period (tax year), see Publication 538, *Accounting Periods and Methods*.

We assigned you a tax classification based on information obtained from you or your representative. It is not a legal determination of your tax classification, and is not binding on the IRS. If you want a legal determination of your tax classification, you may request a private letter ruling from the IRS under the guidelines in Revenue Procedure 2004-1, 2004-1 I.R.B. 1 (or superseding Revenue Procedure for the year at issue). Note: Certain tax classification elections can be requested by filing Form 8832, *Entity Classification Election*. See Form 8832 and its instructions for additional information.

IMPORTANT INFORMATION FOR S CORPORATION ELECTION:

If you intend to elect to file your return as a small business corporation, an election to file a Form 1120-S must be made within certain timeframes and the corporation must meet certain tests. All of this information is included in the instructions for Form 2553, *Election by a Small Business Corporation*.

ARTICLES OF INCORPORATION

FILED
Secretary of State
State of California

Gme
DCT

FEB 18 2015

IPC

The name of this corporation is FESTIVAL FUNDRAISER NETWORK

II

A. This corporation is a nonprofit **Public Benefit Corporation** and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for charitable purposes.

B. The specific purposes of this corporation are:

- i. To provide funding for senior care facilities, including assistance with medication, health care expenses, and utility bills.
- ii. To raise funds for charitable causes through events, such as outdoor and indoor music festivals, concerts, classic car shows, food festivals, art shows and swap meets.
- iii. To establish homework centers for children ages 12-16, including tutorial lessons, computer training, and educational research.
- iv. To assist new business owners and current business owners to obtain affordable commercial property space through rental assistance programs.
- v. To assist college students with scholarship, financial assistance programs, and sponsor student internships.
- vi. To provide additional programs to promote economic development and opportunity in the local community.
- vii. To develop and construct low-income housing for the aged and families with dependent children.
- viii. To promote charitable causes through television and radio broadcasts.
- ix. To provide funding for medical research for cancer, diabetes, autism, muscular dystrophy, arthritis, and other health related.
- x. To provide handyman services to homeowners at low cost.

III

The name and address in the State of California of this corporation's initial agent for service of process is:

Name: Sandy Dillard
 Address: 29306 Mission Blvd
 City: Hayward State: CALIFORNIA Zip: 94544

IV

The addresses of the corporation are as follows:

Street Address: 29306 Mission Blvd, Hayward, CA 94544
 Mailing Address: P.O. Box 640092, San Jose, CA 95164



CITY OF OAKLAND
OAKLAND PARKS AND RECREATION

Rental Application

ATTENTION: Tu Khanh

Date of Application: 06/02/15

RESIDENCY IS DETERMINED ACCORDING TO ADDRESS INDICATED ON DRIVER'S LICENSE OR STATE IDENTIFICATION CARD. PHOTO ID IS REQUIRED

Name of Business/Organization: Festival Fundraising Network

Business/Organization Address: 29306 Mission Blvd Hayward CA 94544

Applicant Name: Minnette C. Brown

Applicant Mailing Address: 29306 Mission Blvd Hayward CA 94544

Phone Number: 4089495379 Fax Number: _____ Email: netentprize@yahoo.com

Facility/Park Name: LAKE SIDE PARK / BAND STAND

Room(s)/Site(s): Outdoor only - NEAR BAND STAND AND small kitchen

EVENT INFORMATION:

Date(s) of Event: 8/29/15

Time In/Prep Time: 3:00pm-3:35 Actual Event Time: 3:45pm to 8:00pm Cleanup/Time Out: 7:45 to 8:00pm

Type of Event/Purpose: (be specific, i.e., Wedding Reception, Meeting, Birthday Party, Banquet, Picnic, BBQ, Walk, Run, Festival, Rally, Quinceanera, Bar/Mitzvah/Bath Mitzvah, etc.) Music Concert Fundraising Event

General Public Allowed: Yes No Sound Amplification: Yes No Non-Amplified Sound: Yes No

Type of Equipment to be used: (i.e., musical instruments, live band, cd player, amplifiers, microphones, etc.) CD-TRACES cd player

Note: Charging admission, selling tickets or merchandise, or solicitation of money in any manner must be approved by the Parks and Recreation Advisory Commission 60 days or more in advance of event date. 100 to 299 Patrons ONLY

Number of Participants (Total): 299 Approximate # of Adults _____ # of Teens _____ # of Children/Infants _____

Please provide below special accommodations/requests for your event. If no special accommodations required, please write NONE.

Will you require a caterer for your event? Yes No

If yes, are you choosing a caterer from OPR's Approved Caterer's List? Yes No

Name of Approved Caterer: _____

If not using an OPR Approved Caterer, provide name of non-approved caterer: _____
(Note: An Opt-Out Fee is applicable to non-approved Caterers and non-Catered events. See Attached Regulations)

RENTAL FEES (The minimum rental requirement and deposit are required when the facility of your choice is reserved 31 days or more in advance.)

Non-Refundable Permit Processing Fees: \$156.00 x 2 = 312.00

Picnic & Related Events: \$15 (\$10+ people)

Building Rentals/Special Events (Parks): \$30 2.00 x 3 =

(1) 648.00 5 = 3240.00 830.00 PROCESS (7) Alcoholic Beverage Fee = NO Alcohol

(2) _____ (8) Administrative Service Fee = _____

(3) Permit Processing Fee = _____ (9) Caterer Opt Out Fee = _____

(4) Deposit 300.00 (10) Sound Use Fee = 850.00

(5) Setup/Tear down Setup-3:00pm to 3:35pm (11) Other Charges = _____

(6) Kitchen Small Small Kitchen only

TOTAL: \$ _____ Less Advance Minimum Payment of \$ _____ BALANCE DUE 30 DAYS BEFORE EVENT: \$ _____
(Deposits are refunded 6-8 weeks AFTER event date, provided the facility is left in acceptable condition and the event goes as planned.)

Please check payment type: Cash: _____ Check #: _____ Type of Credit Card: Visa or MasterCard: _____
(See attached Authorization for Credit Card Payment Form)

CANCELLATION FEE: 61 days or more notice: Forfeit 1/2 Deposit 30 days to 11 days notice: Forfeit Deposit Plus 1/2 Rental Fee
31 to 60 days notice: Forfeit Deposit 10 days or less notice: Forfeit All Fees

APPLICANT SIGNATURE: Minnette Brown DATE: 06/02/15

Please note: By submitting this application, other documents/permits may be initiated to finalize your reservation.

Exhibit C