



CITY COUNCIL AGENDA REPORT

Meeting Date: December 4, 2025
From: Jeff Franco, Recreation Coordinator
 Noreen Leek, Parks and Recreation Director

Subject: Approve the Mothers of Brisbane’s Yoga Workshop for Event Cosponsorship

Recommendation

Staff recommend approval of the Mothers of Brisbane’s (MOB) Yoga Workshop as cosponsored event.

Background

The Mothers of Brisbane is a, 501 (c)(3), non-profit parents’ club and welcoming community of support for parents of young children in Brisbane and surrounding communities. Established in the summer of 2005, the MOB is a place where families come together to make friends, learn about community resources, hold family events, arrange playgroups and childcare, share information, and support, and generally have a good time together. The MOB currently consists of single, partnered, married, gay, straight, working, stay-at-home, and self-employed parents. They come from different backgrounds, cultures, and experiences, but through it all, they are families.

Discussion

The Mothers of Brisbane Yoga Workshop will take place at the Mission Blue Center on Friday, February 20th, 2026, from 4:00PM-8:45PM. The event will be an informative yoga session with a social gathering at the end. The Mothers of Brisbane meets the City’s Group II requirements for facility use with the event open to the general public which qualifies them for free use of the facility and waives the deposit requirement.

Fiscal Impact

The Mothers of Brisbane is requesting support from the City as summarized in the table below. They have requested use of the Mission Blue Center for the aforementioned event. Although use of the facility and the deposit are waived as part of their Group II designation, they are also asking the City to waive costs associated with event insurance.

FINANCIAL IMPACT SUMMARY BASED ON APPLICATION

Hourly Rental of Mission Blue Center	Approximately 5 hours @ \$371/hour = \$1,855	Waived per City policy for Non-profit use
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	<i>(including set up/clean up)</i>	
Mission Blue Rental Deposit	\$500 <i>(Typically refundable absent damages)</i>	Waived per City policy for Non-profit use
Indoor Event Insurance	Approximately \$100-\$250/event. <i>(Renters are typically required to procure insurance on their own and provide a copy to the city.)</i>	Requesting requirement be waived
Promotional and Marketing Support	Waived	

Attachments

1. Cosponsorship application

Jeff Franco

Jeff Franco, Recreation Coordinator

Noreen Leek

Noreen Leek, Parks & Recreation Director

Jeremy Dennis

Jeremy Dennis, City Manager



City of Brisbane

CO-SPONSORSHIP APPLICATION

This application must be submitted to the Parks & Recreation Department at least **(90) working days** prior to the requested event.

PHONE: 415-508-2140 | EMAIL: BRISBANEREC@BRISBANECA.ORG | OFFICE: 50 Park Place, Brisbane, CA 94005

APPLICANT INFORMATION

Name of Contact Person: Ranjani Gupta Contact Person's Phone: 832-567-0501

Contact Person's Email: Ranjani.Akula@gmail.com

Name of Organization: Mothers of Brisbane Organization's Website: _____

Organization's Address or P.O. Box: 234 Santa Clara Ave Brisbane CA, 94005

Circle ONE of the following items below that best describes your organization.

- a. **Brisbane Non-Profit Organization**
- b. Non-resident, Non-Profit Organization (Outside of Brisbane)
- c. School District, School, or School Affiliated Group (ex. PTO)
- d. Private Group, Club, or Organization

What year did your organization begin serving the Brisbane community? _____

How has your organization contributed to the Brisbane community in the past 2 years?

The MOB" has hosted numerous community events over the years, often either for free or at a low cost.

We have brought Playgym/music classes, organized MoB Shop and several other seasonal events targeted to families in Brisbane and surrounding areas.

What is your organization's mission and/or purpose?

The MOB is a, 501 (c)(3), non-profit parents' club and welcoming community of support for parents of young children in Brisbane, Ca and surrounding communities. We are single, partnered, married, gay, straight, working, stay-at-home, and self-employed. We come from different cultures, and experiences – but through it all, we are families.

EVENT DETAILS

Name of Event: Yoga Workshop Event Set-up Start Time: 3:45PM

Event Date (mm/dd/yy): Feb 20, 2026 Event Start Time: 4 PM

Event Day of Week: Friday Event Close Time: 8:45 PM

Event Location: Mission Blue

Reservation Permit Number (if applicable): _____

Describe what can be expected from this event? (ex. Performance, shopping, activities, etc.)

Informative Yoga session with a social gathering towards the end

Will there be any fundraising at this event? No If yes, what will the funds raised be used for? _____

Are there any admission fees for this event? Yes If yes, please list them here: Admission fee for event

If this event is NOT open to the general public, what are the restrictions for who may attend? (ex. Age, membership, residency, etc.)

This is open to the public but we may ask that children not attend all of it or a portion of it (especially yoga)

INDOOR FACILITY ACCESS REQUEST

City Staff must be present to accommodate the use of any of our indoor facilities. The following schedule will be used to ensure someone will be available when you need access. (If you are not requesting indoor facility use, you may skip to the next section)

Date of Facility Access (mm/dd/yy): 2/20/2026 Opening Time: 3:45/4PM Closing Time: 8:45 PM
Date of Facility Access (mm/dd/yy): _____ Opening Time: _____ Closing Time: _____
Date of Facility Access (mm/dd/yy): _____ Opening Time: _____ Closing Time: _____

EQUIPMENT USE REQUEST

<Insert Equipment Use Liability Notice>

Indicate the equipment you wish to borrow for this event.

Bluetooth Speaker? with Microphone? _____

Projector & Screen? (Mission Blue Only) _____

Other: _____

Quantity:

Item:

<u>2</u>	<u>6ft Long Rectangle Tables</u>
<u>5 on the tile flooring</u>	<u>9ft Diameter Round Tables</u>
<u>35 to go with the 5 tables</u>	<u>Chairs</u>
_____	<u>10ft x 10ft Canopy/Pop-up Tent</u>
_____	<u>Weighted Sandbags</u>

PERMITS

Food & Beverage Permits

Will any food or non-alcoholic beverages be sold at your event? No If yes, this permit is required smchealth.org/food-program

Will alcoholic beverages be served or sold at your event? No If yes, you must attach a copy of an [Alcoholic Beverage Permit](#)

*Full Liquor Liability: If beer or wine is available for consumption and money is transacted in any form (i.e. for donation, for a ticket, for a meal, for entry to the event, for the beverage) then full liquor liability premiums are necessary.

Traffic Permits

Will this event require any street or parking closures? No If yes, you must obtain a [Brisbane Encroachment Permit](#)

Amplified Sound Permits

Do you wish to use amplified sound at this event? No If yes, you must submit an [Brisbane Amplified Sound Permit Application](#)

ADDITIONAL SUPPORT

Do you need any promotional support for this event?

Signboards? Yes

Social Media? Yes

Digital Graphics / Flyers?

Programs?

Other: _____

USE AGREEMENT & LIABILITY RELEASE

To the fullest extent allowed by law, I agree to indemnify and defend the City of Brisbane, its directors, officers, agents, employees and volunteers and hold them harmless from and against any and all loss, liability, expense, claims, costs, suits, and damages, including attorneys' fees, arising out of the use or occupancy described in this application. I agree to waive all rights of subrogation against the City, its elected or appointed officers, officials, agents and employees for losses paid under the terms of any policy which arise from the use or occupancy described in this application.

Applicant Signature 

Date 11/3/2025