



CITY COUNCIL AGENDA REPORT

Meeting Date: 1/16/2025

From: Jeff Franco, Recreation Coordinator
Noreen Leek, Parks & Recreation Director

Subject: Approve the JUHSD/OSPTO Fundraising Banquet for Event Cosponsorship

Community Goal/Result

Community Building & Fundraising

Purpose

Promote cultural and social events that encourage community engagement and provide assistance to local non-profit organizations.

Recommendation

Approve the JUHSD/OSPTO Fundraising Banquet for Event Cosponsorship.

History

Jefferson Union High School District (JUHSD) commits to engaging, educating, and empowering all students, with a focus on those under-served, inadequately served, or disenfranchised by educational institutions and systems. Their mission is to create a community of creative and critical thinkers and learners in a safe, challenging, and equitable educational environment that instills dignity, enthusiasm, and involvement. They promote quality learning environments through identification, direct services, consultation, and co-teaching to support all students. Their motto of Excellence through Equity extends to their people.

The Oceana Student Parent Teacher Organization (OSPTO) works with families, faculty and administration to organize and facilitate events that aspire to enrich children's educational experience and build a stronger community. The organization helps to fund programs and events at Oceana and to increase communication between the school and families.

Discussion

The JUHSD/OSPTO Fundraising Banquet will be held on Saturday, March 8th, 2025, from 6:00-9:00pm at the Mission Blue Center. This event is a fundraiser for the Oceana Student Teacher Organization and includes a performance, silent auction, and a themed activity. The JUHSD/OSPTO qualifies under the Group II category for recreation facilities indoor use permits as a non-profit group serving the Brisbane community. Meeting the Group II requirements with the event open to the general public qualifies them for free use of the facility and waives the deposit requirement.

Fiscal Impact

The JUHSD & OSPTO is requesting support from the City as summarized in the table below. They have

requested use of the Mission Blue Center for their event. Use of the facility and the deposit are waived as part of their Group II designation.

FINANCIAL IMPACT SUMMARY BASED ON APPLICATION		
Hourly Rental of Mission Blue Center	Approximately 8 hours @ \$371/hour = \$2,968 <i>(including set up and clean up)</i>	Waived per City policy for Non-profit use
Mission Blue Rental Deposit	\$500 <i>(Typically refundable absent damages)</i>	Waived per City policy for Non-profit use
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: Toni Presta/Yves Hur Contact Person's Phone: w:650-550-7900 c: 510-406-6546

Contact Person's Email: cjohnson@jeffersonunion.net

Name of Organization: Jefferson Union High School District - OSPTO Organization's Website: www.juhsd.net and www.ospto.weebly.com

Organization's Address or P.O. Box: 123 Edgemont Drive Building A, Daly City, CA 94015

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? unknown

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

Brisbane student attend Jefferson Union High School District schools. The district has attended many Brisbane events for years.

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

OSPTO works with families and JUHSD staff to organize and facilitate events that serve to enrich our children's educational experience and build a stronger community.

EVENT DETAILS

Name of Event: OSPTO Inaugural Fundraising Banquet Event Set-up Start Time: 12PM

Event Date (mm/dd/yy): March 8, 2025 Event Start Time: 6PM

Event Day of Week: Saturday Event Close Time: 9PM

Event Location: Mission Blue

Reservation Permit Number (if applicable): _____

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

TBD: Performance/silent auction/themed activity

Will there be any fundraising at this event? yes If yes, what will the funds raised be used for? school programs and scholarships

Are there any admission fees for this event? yes If yes, please list them here: undecided amount

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

OSPTO/JUHSD community members and guests

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): 3/8/2024 Opening Time: 12PM Closing Time: 10PM
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) _____
Theater Risers? (Mission Blue Only) _____
Theatrical Lighting? (Mission Blue Only) Lighting Technician? _____
Other: _____

Quantity:	Item:
<u>3</u>	6ft Long Rectangle Tables
<u>25</u>	5ft Diameter Round Tables
<u>210</u>	Chairs
_____	10ft x 10ft Canopy/Pop-up Tent
_____	Weighted Sandbags

may change

PERMITS

Food & Beverage Permits

Will any food or non-alcoholic beverages be sold at your event? If yes, this permit is required smchealth.org/food-program

Will alcoholic beverages be served or sold at your event? _____ 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? _____ If yes, you must obtain a [Brisbane Encroachment Permit](#)

Amplified Sound Permits

Do you wish to use amplified sound at this event? _____ If yes, you must submit an [Brisbane Amplified Sound Permit Application](#)

ADDITIONAL SUPPORT

Do you need any promotional support for this event?

Signboards? Social Media?

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 *Loni Pusta*

Date 11/12/24