



## CITY COUNCIL AGENDA REPORT

**Meeting Date:** 1/16/2025

**From:** Jeff Franco, Recreation Coordinator

Noreen Leek, Parks & Recreation Director

**Subject:** Approve the BEST/PTO Spring Thing Application 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 BEST/PTO's Spring Thing event as a cosponsored event.

### **Background**

BEST/PTO is a Non-profit 501(c)(3) organization established in 1992. Their mission is to foster a strong partnership between parents, teachers, and the school to support the education and developmental needs of students. The BEST/PTO, BES PTO, Lipman PTO, and Panorama PTO provide fundraising for all schools within the district. The proceeds are dedicated to enriching student experiences, upgrading facilities, enhancing staff development and expressing appreciation.

### **Discussion**

BEST/PTO's Spring Thing event will be held at the Mission Blue Center on Saturday, March 15, 2025, from 6:00-11:00pm. All funds raised by the event will benefit all schools in the Brisbane School District. The event will include a dinner, dance, and a small silent auction. Meeting the Group II requirements with the event open to the general public qualifies BEST/PTO for free use of the facility and waives the deposit requirement.

### **Fiscal Impact**

BEST/PTO 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 event insurance.

## FINANCIAL IMPACT SUMMARY BASED ON APPLICATION

Hourly Rental of Mission Blue Center	Approximately 9 hours @ \$371/hour = \$3,339 <i>(including set up/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
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: Liz Larson Contact Person's Phone: 415 279 5959

Contact Person's Email: ejt814@gmail.com

Name of Organization: BEST/PTO Organization's Website: \_\_\_\_\_

Organization's Address or P.O. Box: \_\_\_\_\_

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? not sure - 1992?

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

The BEST PTO provides fundraising for all schools within the district. The proceeds are dedicated to enriching student experiences, upgrading facilities, staff development, and

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

The PTO aims to foster a strong partnership between parents, teachers, and the school to support the education and development needs of students.

### EVENT DETAILS

Name of Event: Spring Thing

Event Set-up Start Time: 2:00 pm

Event Date (mm/dd/yy): 3/15/24

Event Start Time: 6:00 pm

Event Day of Week: Saturday

Event Close Time: 11:00 pm

Event Location: Mission Blue

Reservation Permit Number (if applicable): \_\_\_\_\_

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

Dinner, Dance, Auction

Will there be any fundraising at this event? yes If yes, what will the funds raised be used for? Brisbane School District Schools

Are there any admission fees for this event? yes If yes, please list them here: price TBD \$60-80

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

none



# INDOOR FACILITY ACCESS REQUEST TBD

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): \_\_\_\_\_ Opening Time: \_\_\_\_\_ Closing Time: \_\_\_\_\_  
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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>TBD</u>	6ft Long Rectangle Tables
<u>all available</u>	5ft Diameter Round Tables
<u>10 per table</u>	Chairs
_____	10ft x 10ft Canopy/Pop-up Tent
_____	Weighted Sandbags

## 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](http://smchealth.org/food-program)

Will alcoholic beverages be served or sold at your event? yes 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? yes 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 cl

Date 12-13-24