



SAN RAFAEL
THE CITY WITH A MISSION

**PARK AND RECREATION
COMMISSION AGENDA**

**Thursday, July 15, 2021
6:00 P.M.**

Watch on Zoom:
<https://tinyurl.com/PRC-07-15-2021>
Telephone: (669) 900-9128
Meeting ID: 946 0348 5912

CALL TO ORDER

- Roll Call

AGENDA AMENDMENTS

MINUTES

1. Approve regular meeting minutes of June 17, 2021.

MEETING OPEN TO THE PUBLIC

2. Introductions/Awards/Recognitions/Presentations
3. Public Comment from the audience regarding items not listed on the agenda. (Speakers are encouraged to limit comments to 3 minutes.)

MATTERS BEFORE THE COMMISSION

If necessary, to assure completion of the following items, the Chairperson may establish time limits for the presentations by individual speakers.

4. Discuss Sun Valley Park Prohibited Activities
5. Review of the Exhibition Guidelines and Agreement Forms
6. Discuss Proposed Revisions to the Albert J. Boro Community Center Community Use Policy
7. Selection of One (1) Commissioner to Serve on the Parks and Recreation Master Plan Steering Committee and One (1) Commissioner to Serve as the Alternate.

COMMISSION REPORTS AND COMMENTS

8. Other brief reports on any meetings, conferences, and/or seminars attended by the Commission members.

STAFF COMMENTS

9. Schedule of Upcoming Meetings and Events of Interest

ADJOURNMENT

NEXT MEETING: September 16, 2021

Notice

Any records relating to an agenda item, received by a majority or more of the Commission less than 72 hours before the meeting, shall be available for inspection online. Sign Language interpreters may be requested by calling (415) 485-3066 (voice), emailing Lindsay.lara@cityofsanrafael.org or using the California Telecommunications Relay Service by dialing "711", at least 72 hours in advance of the meeting. Copies of documents are available in accessible formats upon request.



Watch on Zoom:
<https://tinyurl.com/PRC-05-20-2021>

Telephone: (669) 900-9128
Meeting ID: 946 0348 5912#

CALL TO ORDER

Chair Machado called the meeting to order at 6:02 p.m.

ROLL CALL

Present: Commissioner Cabrales
Commissioner Emerson
Commissioner Gutierrez
Chair Machado
Commissioner Sandoval

Absent: Commissioner Laumann, Commissioner Reisinger

Also Present: Susan Andrade-Wax, Library & Recreation Director
Catherine Quffa, Assistant Library & Recreation Director
Becky Ordin, Senior Administrative Assistant
Patty McCulley, Program Coordinator

AGENDA AMENDMENTS

None

MINUTES

1. Approve regular meeting minutes of May 20, 2021

Commissioner Gutierrez moved, and Commissioner Emerson seconded, to approve the meetings minutes of May 20, 2021.

AYES: Commissioners: Cabrales, Emerson, Gutierrez, Machado, Sandoval
NOES: Commissioners: None
ABSENT: Commissioners: Laumann, Reisinger

ABSTAINED: Commissioners: None

Minutes approved as submitted.

MEETING OPEN TO THE PUBLIC

2. Introductions/Awards/Recognitions/Presentations

Ms. Andrade-Wax introduced Patty McCulley, Program Coordinator who presented an overview of the movies in the parks scheduled for the summer.

Staff responded to questions from Commissioners.

Ms. Quffa noted there had been interest from the Commission to participate in a more formal capacity at the events to meet with people. She asked the Commission if they were still interested and wanted to organize something. The Commissioners expressed interest.

Ms. Andrade-Wax offered to give the Commissioners the dates and movies along with a script for the event, and those who can attend will have the opportunity to participate.

3. Public Comment from the audience regarding items not listed on the agenda

None.

MATTERS BEFORE THE COMMISSION

If necessary, to assure completion of the following items, the Chairperson may establish time limits for the presentations by individual speakers.

4. Selection of Two (2) Commissioners to Participate on the Screening Committee for the Parks and Recreation Master Plan Request for Proposal (RFP) Process

Ms. Andrade-Wax described what is entailed for the screening committee for the Parks and Recreation Master Plan Request for Proposal process and asked for participants.

The Commission discussed and Commissioner Sandoval and Commissioner Cabrales volunteered to participate on the RFP process.

Commissioner Emerson moved, and Commissioner Gutierrez seconded, to accept the selection of Commissioners Sandoval and Cabrales to participate on the Screening Committee for the Parks and Recreation Master Plan Request for Proposal Process.

AYES: Commissioners: Cabrales, Emerson, Gutierrez, Machado, Sandoval
NOES: Commissioners: None
ABSENT: Commissioners: Laumann, Reisinger
ABSTAINED: Commissioners: None

Selection Accepted

5. Review Proposed Scholarship and Community Center Meeting Room Fee Waiver Policies.

Catherine Quffa presented Review Proposed Scholarship and Community Center Meeting Room Fee Waiver Policies.

Staff responded to questions from Commissioners.

Commissioner Emerson wanted to see a self-affidavit process for income, so people can qualify for services to reduce the barrier of those may not have a pay stub or be enrolled in a government program but doesn't mean they don't meet the eligibility requirement. Commissioner Emerson will provide examples of what the County of Marin uses to Ms. Andrade-Wax for the City Attorney to review.

Commissioner Gutierrez moved, and Commissioner Sandoval seconded, to accept the Proposed Scholarship and Community Center Meeting Room Fee Waiver Policies.

AYES: Commissioners: Cabrales, Gutierrez, Machado, Sandoval
NOES: Commissioners: Emerson
ABSENT: Commissioners: Laumann, Reisinger
ABSTAINED: Commissioners: None

Report accepted

COMMISSION REPORTS AND COMMENTS

6. Other brief reports on any meetings, conferences, and/or seminars attended by the Commission members.

Commissioner Gutierrez just wanted to thank staff for opening the library.

STAFF COMMENTS

7. Schedule of Upcoming Meetings and Events of Interest

Ms. Quffa announced that the department has started summer camps this week. Both child care program and youth enrichment camps throughout the community centers and parks in the City. We could not have as many camps as we have had in the past, however enrollment has been strong. The Terra Linda and Hamilton pools are both open and have been in high demand. In July we will be doubling our capacity and reservations available for each time slot. The times will be lengthened, and fees reduced because we are able to increase capacity. We do not have the staff to fully re-open with the drop-in model. The Pickleweed soccer field opened last Saturday. The Pacifics started playing again at Albert Park Field. Rentals will start in the beginning of

July. The fees are going to Council on July 6th and if accepted we will be rolling them out.

Chair Machado asked how we are going handle watering the parks with the drought. Parks Dept. will limit the days/times of general watering. They did get an exception for the baseball field to water a little bit more.

Commissioner Cabrales asked about the watering in the community gardens. Ms. Quffa replied that watering is limited to occur between 7pm-9am and is limited to hand watering and drip watering. Timers are not allowed, so they need to be present when watering to make sure there are not leaks or things like that.

Ms. Andrade-Wax asked if the Commission had a preference of going dark in July or August. The Commission discussed and felt like August would be best.

ADJOURNMENT

Chair Machado adjourned the meeting at 7:32 p.m.

BECKY ORDIN, Senior Administrative Assistant

APPROVED THIS ____ DAY OF _____, 2021

SUSAN ANDRADE-WAX, Library & Recreation Director



**July 15, 2021
Item #4**

TITLE: DISCUSS SUN VALLEY PARK PROHIBITED ACTIVITIES

SUMMARY:

Over the last few months, both neighbors and patrons of the Sun Valley Park have expressed their concerns over dog owners allowing their dogs to be off leash in the park, as well as prohibited type of behavior occurring in and around the wooden gazebo located on the upper terrace at the back of the park. Residents who have expressed concerns regarding these two issues, have been invited to share their experiences with the Commission a tonight's meeting.

RECOMMENDATION:

That the Park and Recreation Commission receive report and provide feedback.

BACKGROUND:

Over the last few months, both neighbors and patrons of the Sun Valley Park have expressed their concerns over dog owners allowing their dogs to be off leash in the park, as well as reported drinking and smoking occurring in and around the wooden gazebo located on the upper terrace at the back of the park.

Although the practice of allowing dogs to be off-leash at Sun Valley Park spans more than two decades, there is growing concern about the interaction between dogs off-leash and the safety and wellbeing of park patrons. Additionally, there is concern about under-age drinking and smoking in and around the wooden gazebo especially due to its close proximity to adjacent park neighbors and a highly vegetated hillside.

These types of behaviors and activity are prohibited and a violation of the City's Municipal Code Chapter 8.10; however, they are extremely difficult to enforce for the following reasons:

- The wooden gazebo is located at the back of the park on the upper terrace area behind a berm and cannot be seen from the roadways nor the park main turf area. Complaints are mainly received from the neighbors adjacent to the wooden gazebo as they are the most affected by the loud noise and trash that is thrown into their backyards.

- Dogs off-leash are hard to enforce because dogs and their owners are hard to identify and have often left the park before the police department has a chance to respond.

DISCUSSION:

Department staff have toured the site with Fire and Public Works staff to analyze the wooden gazebo and the adjacent area and discuss a couple of options for the Commission to review and consider.

- Since there is already a newer picnic shelter within the lower level of the park, staff would like the Commission to discuss removing the wooden gazebo structure and barbeque from the upper terrace area.
- In 1994, the City of Petaluma establish an off-leash dog program that allowed dog owners to exercise their dogs in designated areas of their parks during specified days and hours. Over the past 27 years, the off-leash dog program has proven successful and has been expanded to 13 of their City parks. City staff would like the Commission to discuss and consider establishing a pilot off-leash dog program.

If the Park and Recreation Commission would like to pursue removing the wooden gazebo and/or develop a pilot off-leash dog program at Sun Valley Park, City staff will further develop those recommendations and invite the Sun Valley residents to participant in the Park and Recreation Commission meeting on September 16, 2021.

FISCAL IMPACT:

Although there are no costs associated with the review of this item, there may be costs associated with removing the wooden gazebo and establishing a pilot “off leash” dog program.

ALTERNATIVE ACTION:

Any other action as determined by the Commission.

Submitted by:



Susan Andrade-Wax, Library and Recreation Director



**July 15, 2021
Item 5**

**TITLE: REVIEW OF THE EXHIBITION GUIDELINES AND AGREEMENT
FORMS**

RECOMMENDATION

That the Commission receive, provide feedback, and approve the Exhibition Guidelines, Exhibitor Agreement, and Loan Agreement forms to host art exhibitions at the Falkirk Cultural Center.

BACKGROUND

The Falkirk Cultural Center (Falkirk), located at 1408 Mission Avenue, was built in 1888 and is an excellent example of a Queen Anne style home. The house includes seventeen rooms, three floors, a large porch with oversized turned posts, and an open floor plan that was not common in Victorian homes. Falkirk now operates as an historic site and art gallery as well as an event venue for receptions, weddings, art exhibits, and meetings.

There are three rooms at Falkirk that are used to display artwork, all of which are located on the second floor of the facility. Falkirk hosts five to six art exhibits each year that span approximately five to eight weeks. Some of the recurring exhibits include the California Watercolor Association (CWA), Terra Linda Ceramics, Marin Open Studios, and juried shows facilitated by City staff.

The exhibits hosted at Falkirk can be categorized into two types: those offered by outside organizations and those that are co-sponsored by the City. For exhibits offered by outside agencies, the organizer is largely responsible for coordinating all aspects of the show, with the City providing the space and staffing for open hours. For example, during the CWA show, CWA selects their own theme for the exhibit, sends out a call for artists/members, selects the artwork, provides information on winning artists, installs and deinstalls the exhibit, and facilitates the opening/closing receptions. Alternately, for exhibits that are co-sponsored by the City, such as the Terra Linda Ceramics show and Juried Shows, City staff and/or instructors identify the artists, select the pieces, install and deinstall the exhibits, and facilitate an opening/closing ceremony.

Currently, the City has a loan agreement that is signed by each artist when they drop off their work for exhibit (Attachment 1). This loan agreement is signed by artists and/or art

owners exhibiting work for exhibits that are both City co-sponsored and put on by an outside organization. However, the City does not currently have a policy or standard agreement that provides a full overview of the process, responsibilities, and requirements for organizations that are interested in hosting an exhibit at Falkirk.

DISCUSSION

In order to provide guidance for both staff and prospective exhibit organizers on the requirements and procedures for accepting, organizing, and managing art exhibitions, staff have drafted the proposed Exhibition Guidelines (Attachment 2), Exhibitor Agreement (Attachment 3), and Loan Agreement (Attachment 4) forms for the Falkirk Cultural Center.

Exhibition Guidelines

The Exhibition Guidelines are intended to provide both staff and prospective exhibit organizers with a comprehensive understanding of the roles and expectations of each organization prior to entering into a formal agreement. The Exhibition Guidelines include the following information:

1. Overview of the history and facility amenities at Falkirk.
2. Instructions on the application process for those interested in hosting an exhibit at Falkirk.
3. Exhibit eligibility requirements that the City uses when selecting exhibits to allow at Falkirk.
4. Responsibilities of both the Exhibitor and the City, including marketing, installation/deinstallation, opening and closing receptions, and awards
5. Exhibit terms and conditions, including insurance and liability, sales and commissions, safety and facility usage, damage, publicity, and more.

Exhibitor Agreement

After an outside organizer has applied and been selected to host an exhibit at Falkirk, the Exhibitor Agreement specifies the terms and responsibilities of both the exhibit organizer and the City and provide a standardized contract template for these partnerships. The terms of the Exhibitor Agreement mirror the information provided in the Exhibitor Guidelines, including how the exhibit and the related activities will be managed, exhibit terms and conditions, and the specific responsibilities of the exhibit organizer and those of the City.

Loan Agreement

The Loan Agreement is the final document that staff have updated to develop a comprehensive policy around art exhibits at the Falkirk Cultural Center. The Loan Agreement is signed by every exhibitor that has artwork at either a co-sponsored exhibit or an exhibit put on by an outside agency. The Loan Agreement has been updated to match the proposed terms and conditions from the Exhibition Guidelines and Exhibitor Agreement. This agreement will be filled out prior to each piece being displayed at Falkirk and both the artist and City staff must sign the loan agreement.

With the formal guidelines in place, both exhibitor organizers and staff will be able to clearly understand the responsibilities of each party and terms of their exhibition prior to submitting a proposal. The updated Agreements and requirements will also protect both the City and the exhibit organizers in terms of potential loss, liability, and damage incurred through the exhibit.

FISCAL IMPACT:

There is no fiscal impact associated with adopting the Exhibition Guidelines, Exhibitor Agreement, and Loan Agreement Forms.

ALTERNATIVE ACTION

Any other action as determined by the Commission.

Submitted by:

Darcie Chellew

Darcie Chellew, Interim Program Coordinator

Attachments:

1. Current Loan Agreement
2. Draft Exhibition Guidelines
3. Draft Exhibitor Agreement
4. Draft Loan Agreement



LOAN AGREEMENT

Falkirk Cultural Center
1408 Mission Avenue, San Rafael, CA 94901
Mailing: PO Box 151560, San Rafael, CA 94915
Falkirkart@cityofsanrafael.org / (415) 485-3328

Artist/Lender Information: Name: _____ Phone: _____

Address: _____ Email: _____

Exhibition Dates: _____ **Date of Delivery:** _____ **Date of Return:** _____

Description of Loan: The object(s) described below are loaned to the City of San Rafael for display at the Falkirk Cultural Center.

Artist	Title/Description/Date	Medium/Dimensions	Condition	Sales Price

THE SIGNATURES BELOW INDICATE ACCEPTANCE OF THE CONDITIONS OF THIS LOAN AS STATED ON PAGE 2

Lender (Authorized Representative) Date _____
Falkirk Representative/Title Date

<i>Acknowledgement of return of loaned objects: Lender hereby acknowledges receipt of the object(s) loaned to Falkirk under this agreement, all in condition as noted.</i>			
_____ <i>Lender (Authorized Representative)</i>	_____ <i>Date</i>	_____ <i>Falkirk Representative/Title</i>	_____ <i>Date</i>

Please return page 1 to Falkirk and retain page 2 for your records.

Falkirk Cultural Center
LOAN AGREEMENT CONDITIONS

1. Unless Falkirk Cultural Center is notified in writing to the contrary; it is understood that this loan may be photographed and reproduced for publicity purposes connected with this exhibition, or for publications published by Falkirk Cultural Center.
2. Falkirk Cultural Center may request the removal of any property deposited with it by written notice directed to the lender at the address stated on the face of this agreement, or at such other address of which the lender has given Falkirk notice in writing. Failure of the lender to respond to this notice within 60 days after the mailing of this notice will constitute authorization to Falkirk Cultural Center to deliver such item to any warehouse to be stored for the lender's account, or to otherwise store in any manner Falkirk Cultural Center may elect at the lender's expense. The City of San Rafael shall have and enforce a lien on the loan for such costs of storage, including transport and insurance.
3. It is incumbent upon the depositor to notify Falkirk Cultural Center, in writing, of any change of address. If the legal ownership of the object(s) shall change during the pendency of this deposit, whether by reason of death, sale, insolvency, gift or otherwise, the new owner shall, prior to its return, be required to establish his legal right to receive the object(s) by proof satisfactory to Falkirk Cultural Center. If Falkirk has agreed to transport the loan, and if the address of the new owner should be of much greater distance than the locality from which the loan was borrowed, the new owner will be required to pay any difference in the charges for the delivery of the work.
4. No alteration, restoration, or repair to objects will be undertaken without the lender's permission.
5. Falkirk Cultural Center reserves the right not to exhibit accepted work that arrives in non-display condition (missing hanging wire, unstable, damaged, over size limits, or otherwise not ready for display).
6. Accepted entries in any exhibition are reviewed for possible use in advertising and promoting the exhibition (invitations, websites, press releases, and other advertising). Your entry into the exhibition will constitute your consent to the possible use of your images for such purposes.
7. By submitting work for exhibition, the Exhibitor authorizes Falkirk Cultural Center to sell such work for the "Sales Price" indicated for each work on the entry form. After a sale occurs Falkirk Cultural Center will reimburse the exhibitor an amount equal to the "Show Price" less 30% commission. Enter NFS for work that is not for sale but please still indicate the value on your submission form. Commission may be waived for special exhibitions.
8. Work will not be insured while on Falkirk premises. Loan agreement forms, acting as release of liability, will be required for all accepted and hung pieces for the show. If the lender elects to maintain his own insurance, Falkirk Cultural Center must be supplied with a certificate of insurance naming Falkirk Cultural Center as an additional insured or waiving subrogation against Falkirk Cultural Center. Otherwise, the loan agreement shall constitute a release of Falkirk Cultural Center from any liability in connection with loaned property. Falkirk Cultural Center can accept no responsibility for any error or deficiency in information furnished to the lender's insurers or for lapses in coverage.
9. The aforesaid conditions shall apply to all objects sent to Falkirk Cultural Center on loan and cannot be altered, changed, waived or otherwise affected except by the express written consent of Falkirk Cultural Center.

Please return page 1 to Falkirk and retain page 2 for your records.



SAN RAFAEL

LIBRARY AND RECREATION

Falkirk Cultural Center Art Exhibition Guidelines

The Falkirk Cultural Center (Falkirk), a California Victorian, was built in 1888 in the Mission city of San Rafael. An excellent example of the Queen Anne style, it captures the spirit of early California. It has a complex, picturesque roofline of gables and chimneys, variously shaped bays and decorative details that relate playfully to the different levels as was common of the style. A celebration of country living with seventeen rooms, three floors, and a large porch with oversized turned posts, Falkirk's open floor plan was not common in Victorians. The home and the history of its occupants reflect both the emergence of San Rafael as a fashionable suburb of San Francisco and the growth of rail and shipping industries in the west.

Falkirk now operates as an historic site and art gallery with tours available upon request. The house and grounds are available for receptions, weddings, art exhibits, and meetings.

This document outlines the guidelines and requirements for groups and individual artists wishing to utilize the gallery space at Falkirk.

1. Overview

There are three rooms at Falkirk that are used to display artwork, all of which are located on the second floor of the facility. The East Room is approximately 71 square feet, the Tamalpais Room is approximately 123 square feet, and the West Room is approximately 60 square feet. The size of these rooms is approximate as there is a fireplace in each room, multiple windows, and the rooms are irregularly shaped. Falkirk has 20 pedestals of various sizes for exhibition use.

Falkirk hosts approximately five to six art exhibits a year and each exhibit runs between five to eight weeks long. The facility is open to the public Tuesday-Friday from 1:00pm-4:30pm, Saturdays from 10:00am-1:00pm, and during the Downtown San Rafael Second Friday Art Walks. Hours may be modified due to holidays and/or private events. Staff are available during these hours to answer questions, show the facility and grounds, and make the rooms available during art exhibits. Modified hours are posted at the front door and on Facebook.

Additionally, most art exhibits include an opening reception that coincides with one of Downtown's Second Friday Art Walks. More details can be found in Section 4.

2. Application Process

All exhibits hosted at Falkirk undergo an evaluation process before approval.

Organizations/Individuals seeking to partner on an exhibition with Falkirk must complete the

steps below to be considered:

1. Application

To initiate the proposal/partnership process, interested persons/organizations must complete the Exhibition Proposal located on our website at <https://www.cityofsanrafael.org/falkirk-art-galleries/>. Once received, the application will be reviewed by City staff.

2. City Approval /Contract

After the Formal Proposal has been submitted it will be evaluated. If the proposal is denied, you will be notified via email. A follow-up meeting may be scheduled to review any questions and/or concerns. If approved, the proposal will go into the contract phase and the agreement will be finalized based upon the terms and conditions outlined below. If terms cannot be agreed upon by both parties, the proposal will be denied.

3. Eligibility

Falkirk evaluates proposals based on the following criteria:

- **Community Interest**

The exhibition's subject matter is determined to be of specific interest to the San Rafael community.

- **Quality of Work**

The City strives to partner with organizations that offer the opportunity to exhibit artwork of the highest possible caliber.

- **Track Record of Achievement**

Prospective organizations/individuals are asked to demonstrate a history of achievement via promotional materials, letters from previous partners, etc. Prospective organizations/individuals must demonstrate the ability to curate an exhibit of the size and scope required to fill all three gallery rooms at Falkirk.

Approved exhibitions are overseen by City Staff. City staff reserves the right to finalize all installation decisions including final curatorial decisions, exhibit layout, displays, labeling, determining insurance coverage, appropriate security, lighting, staffing during hours of operation, artwork sales, and marketing plans.

4. Responsibilities

Responsibilities of the Organizer include:

1. Designing marketing postcard. Conducting marketing and promotional activities for the exhibit through their own channels. Any publicity efforts or marketing materials must be reviewed by City staff prior to use.

2. All transportation, set up, installation, and take down of Artists' exhibit and display. All set up, installation, and take down of Artists' exhibit and display must be performed during the City of San Rafael regular business hours. The Organizer will also be responsible for providing title card information for each displayed work and will install said cards next to displayed works.
3. Providing the City with a digital excel file with an alphabetized list of selected artists and artworks. The list must include the following: artist's or lender's first and last name, street address, city, state, zip, phone number, email address, website information, social media contact information, artwork title, medium, size, selling price, provenance, and insurance values. Organizer must provide digital pictures (jpeg or png format required) of each selected work to be exhibited that correlate with the excel list of information.
4. To ensure ADA access, all exhibits must be available virtually as well as in person. If the Organizer does not have the ability to provide a virtual exhibit, the digital images provided must be of a high enough quality that the City can use them to create a virtual exhibit on the City's website.
5. Organizing the opening reception, including creating invitations, promoting the event, organizing any entertainment, and providing any food and drink. If alcohol will be sold, the Organizer is also responsible for obtaining a permit from the State Alcoholic Beverage Control Department. The date of the opening reception (generally Friday evenings), along with the specific entertainment, food, and beverage plans, must be approved by City staff.
6. For juried shows, Organizer will retain 100% of entry fees and will be responsible for providing the call-for-entry prospectus and paying for the Exhibition Juror.
7. Providing all awards, if applicable.
8. Artists should inform City Staff if the exhibiting group would like the galleries to be open or closed during private events (wedding, memorials, etc.). There is also the option to have select galleries open.
9. Any requests to extend Falkirk's hours for special events must be completed in writing and must receive approval from the City in advance. Organizers will be required to reimburse the City for any associated costs.

Responsibilities of the City include:

1. Working with the Organizer to determine a mutually agreed upon five to eight-week exhibition period.
2. Printing marketing postcards for City use and distribution, any additional postcards must be printed at the Organizers expense. Promoting the exhibit through the City's print and digital marketing platforms, including the website, social media, and email.
3. Provide staff during Falkirk's open hours, as well as during the Second Friday Art Walks, to ensure that the galleries are open to the public.
4. Working with the Organizer to provide a complimentary Opening reception at the commencement of each exhibit. The City will support with promotion and will provide staff for the event. The City will also provide a water dispenser, cups, napkins, and flowers. The City will retain all donations grossed during the reception.

All other coordination and planning of the event are the responsibility of the Organizer.

5. Working with the Organizer and the City's marketing coordinator to ensure that the exhibit is ADA accessible by providing a virtual gallery of digital images and description either on the Organizer's website or the City's website.

5. Terms and Conditions

The organization/individual seeking to host an exhibit with the Falkirk Cultural Center will be required to execute an agreement to and abide by the following terms and conditions:

1. Falkirk reserves the right to approve all installation decisions including final curatorial decisions, exhibit layout, displays, labeling, fine art, insurance, security, lighting, staffing during hours of operation, artwork sales, and marketing plans. City staff reserve the right not to accept the loan of work(s) that arrive in non-display condition (missing hanging wire, unstable, damaged, over size limits, or otherwise not ready for display).
2. All damage to City facilities, including, but not limited to, walls, carpeting, trim, lighting, furniture, that may occur during art installation, exhibition, or removal, will be the responsibility of the Organizer to cover the costs of repairs or replacement related to the exhibit.
3. The Organizer will grant the City the right to use images from the Exhibition for publicity purposes in Exhibition announcements, the City's internal publications (including but not limited to its newsletter), the City's Website, and other media. The Organizer will indemnify and hold the City harmless from any liability arising out of the City's use of such images for publicity purposes.
4. The Organizer will agree and ensure that no glass, other sharp edges, or hazardous materials will be exposed that may cause injury to City of San Rafael staff and the public.
5. The City will agree that no alteration, restoration, or repair to Artists' work will be undertaken without the Organizer's permission.
6. The City will agree that the Organizer/Artists will retain ownership of Artists' work during the duration of the exhibit and display.
7. The Organizer and the Artists whose work is on display understand and agree that their work is provided for display at their own risk of loss, vandalism, theft, damage, and destruction. Artists acknowledge and understand that the Falkirk Cultural Center is open to the public and the City does not employ security personnel or staff to manage or supervise the galleries where the art is on display. Artists further understand that the City's insurance carriers will not cover loss, vandalism, theft, damage, or destruction to his or her work while on display at the Falkirk Cultural Center, and acknowledge that he or she has been advised to purchase insurance coverage to protect against the risk of loss, vandalism, theft, damage, and destruction of his or her work while on display at the Falkirk Cultural Center.
8. The City requires that each artist sign an acknowledgment that he or she understands these conditions and will hold the City of San Rafael and its officers,

officials, employees and volunteers harmless for any loss, vandalism, theft, damage, or destruction that occurs to the artwork, regardless of cause.

9. All sales of Artists' work on display at the Falkirk Cultural Center shall be handled through the City. The City will retain a list of the artists' works and sales prices, along with artist contact information to share with the public and interested buyers. The City will collect and retain gross sales price per piece on display and retain 30% of the gross sales price. The City will remit 70% of the gross sale price per each piece to the Organizer. For exhibits that are conducted virtually only, the City will retain 10% of the gross sales price and remit 90% to the organizer. The Organizer will be responsible for paying the artist's individual commissions from Organizer's percentage of the gross sale price and is responsible for any sales tax collecting and reporting, retaining a business license, if required, and adhering to all State and Federal laws.
10. If the Organizer does not remove materials at designated date and time, or within 24 hours of request to remove work, the City reserves the right to remove the material. If the exhibit materials remain unclaimed for more than thirty days after removal, the City may sell or dispose of them without further obligation to the Organizer.
11. Indemnification. The Organizer will, to the fullest extent permitted by law, indemnify, release, defend with counsel approved by the City, and hold harmless the City, its officers, agents, employees and volunteers, from and against any claim, demand, suit, judgment, loss, liability or expense of any kind, including but not limited to attorney's fees, expert fees and all other costs and fees of litigation, arising out of the Organizer's performance of its obligations or conduct of its operations. The Organizer's obligations will apply regardless of whether or not a liability is caused or contributed to by the active or passive negligence of the City Indemnitees. However, to the extent that liability is caused by the active negligence or willful misconduct of the City Indemnitees, the Organizer's indemnification obligation shall be reduced in proportion to the City Indemnitees' share of liability for the active negligence or willful misconduct. In addition, the acceptance or approval of the Organizer's work or work product by the City or any of its directors, officers or employees shall not relieve or reduce the Organizer's indemnification obligations. In the event the City Indemnitees are made a party to any action, lawsuit, or other adversarial proceeding arising from the Organizer's performance of or operations under, the Organizer will provide a defense to the City Indemnitees or at the City's option reimburse the City Indemnitees their costs of defense, including reasonable attorneys' fees, incurred in defense of such claims.
12. Required insurance. The Organizer shall maintain, for the duration of the exhibit and associated installation and removal, and pay the cost thereof, the following insurance policies:
 - a. General Liability Insurance. The Organizer shall procure and maintain Comprehensive General Liability Insurance in the minimum amount of one million dollars (\$1,000,000) per occurrence/two million dollars (\$2,000,000) aggregate, for death, bodily injury, personal injury, or property damage.

- b. Property insurance sufficient to cover the artworks in the exhibit.
13. Other insurance requirements. All insurance policies obtained pursuant to this Section shall also meet the following requirements:
- a. The insurance policies shall be specifically endorsed to include the City of San Rafael, its officers, agents, employees, and volunteers, as additional insureds (for both ongoing and completed operations) under the policies.
 - b. The additional insured coverage under the Organizer's insurance policies shall be "primary and non-contributory" with respect to any insurance or coverage maintained by the City.
 - c. The insurance policies shall include, in their text or by endorsement, coverage for contractual liability and personal injury.

The City will not be responsible to determine the adequacy of the property insurance for the artwork. If the insurance is not sufficient to cover a loss, the City will not be liable for any shortfall in coverage.

Copies of all related insurance coverage shall be provided to the City, and complete copies of any insurance policies obtained pursuant to this Agreement shall be provided to the City if requested at any time.



SAN RAFAEL
LIBRARY AND RECREATION

Falkirk Cultural Center
1408 Mission Avenue, San Rafael, CA 94901
Mailing: 618 B Street, San Rafael, CA 94915
Falkirk@cityofsanrafael.org / (415) 485-3328

EXHIBITION AGREEMENT

Organization Information:

Organization Name: _____ Phone: _____

Address: _____ Email: _____

Exhibition Name: _____ Exhibition/Display Dates: _____

Contact Information:

Primary Contact: _____ Phone: _____

Address: _____ Email: _____

Falkirk Cultural Center

EXHIBITION AGREEMENT CONDITIONS

Responsibilities of the Organizer include:

1. Designing marketing postcard. Conducting marketing and promotional activities for the exhibit through their own channels. Any publicity efforts or marketing materials must be reviewed by City staff prior to use.
2. All transportation, set up, installation and take down of Artists' exhibit and display. All set up, installation and take down of Artists' exhibit and display must be performed during the City of San Rafael regular business hours. The Organizer will also be responsible for providing title card information for each displayed work and will install said cards next to displayed works.
3. Providing the City with a digital excel file with an alphabetized list of selected artists and artworks. The list must include the following: artist's or lenders first and last name, street address, city, state, zip, phone number, email address, website information, social media contact information, artwork title, medium, size, selling price, provenance, and insurance values. Organizer must provide digital pictures (jpeg or png format required) of each selected work to be exhibited that correlate with the excel list of information.
4. To ensure ADA access, all exhibits must be available virtually as well as in person. If the Organizer does not have the ability to provide a virtual exhibit, the digital images provided must be of a high enough quality that the City can use them to create a virtual exhibit on the City's website.
5. Organizing the opening reception, including creating invitations, promoting the event, organizing any entertainment, and providing any food and drink. If alcohol will be sold, the Organizer is also responsible for obtaining a permit from the State Alcoholic Beverage Control Department. The date of the opening reception (generally Friday evenings), along with the specific entertainment, food, and beverage plans, must be approved by City staff.
6. For juried shows, Organizer will retain 100% of entry fees and will be responsible for providing the call-for-entry prospectus and paying for the Exhibition Juror.
7. Providing all awards, if applicable.
8. Artists should inform City Staff if the exhibiting group would like the galleries to be open or closed during private events (wedding, memorials, etc.). Option to have select galleries open.
9. Any requests to extend Falkirk's hours for special events must be completed in writing and must receive approval from the City in advance. Organizers will be required to reimburse the City for any associated costs.

Responsibilities of the City include:

1. Working with the Organizer to determine a mutually agreed upon five to eight week exhibition period.
2. Printing marketing postcards for the City use and distribution, any additional postcards must be printed at the Organizers expense. Promoting the exhibit through the City's print and digital marketing platforms, including the website, social media, and email.
3. Provide staff during Falkirk's open hours, as well as during the Second Friday Art Walks, to ensure that the galleries are open to the public.
4. Working with the Organizer to provide a complimentary Opening reception at the commencement of each exhibit. The City will support

with promotion and will provide staff for the event. The City will also provide a water dispenser, cups, napkins, and flowers. The City will retain all donations grossed during the reception. All other coordination and planning of the event are the responsibility of the Organizer.

5. Working with the Organizer and the City's marketing coordinator to ensure that the exhibit is ADA accessible by providing a virtual gallery of digital images and description either on the Organizer's website or the City's website.

Terms and Conditions

The organization/individual seeking to host an exhibit with the Falkirk Cultural Center will agree to and abide by the following terms and conditions:

1. Falkirk reserves the right to approve all installation decisions including final curatorial decisions, exhibit layout, displays, labeling, fine art, insurance, security, lighting, staffing during hours of operation, artwork sales, and marketing plans. City staff reserve the right not to accept the loan of work(s) that arrive in non-display condition (missing hanging wire, unstable, damaged, over size limits, or otherwise not ready for display).
2. The Organizer is liable for the costs of repairs or replacement required by the City as a result of any damage to City facilities, including, but not limited to, walls, carpeting, trim, lighting, furniture, that may occur during art installation, exhibition, or removal.
3. The Organizer grants the City the right to use images from the Exhibition for publicity purposes in Exhibition announcements, the City's internal publications (including but not limited to its newsletter), the City's Website, and other media. The Organizer will indemnify and hold the City harmless from any liability arising out of the City's use of such images for publicity purposes.
4. The Organizer will ensure that no glass, other sharp edges, or hazardous materials will be exposed that may cause injury to City of San Rafael staff and the public.
5. The City will make no alteration, restoration, or repair to Artists' work without the Organizer's permission.
6. Organizer will retain ownership of Artists' work during the duration of the exhibit and display.
7. The Organizer and the Artists whose work is on display understand and agree that their work is provided for display at their own risk of loss, vandalism, theft, damage, and destruction. Artists acknowledge and understand that the Falkirk Cultural Center is open to the public and the City does not employ security personnel or staff to manage or supervise the galleries where the art is on display. Artists further understand that the City's insurance carriers will not cover loss, vandalism, theft, damage, or destruction to his or her work while on display at the Falkirk Cultural Center, and acknowledge that he or she has been advised to purchase insurance coverage to protect against the risk of loss, vandalism, theft, damage, and destruction of his or her work while on display at the Falkirk Cultural Center
8. Each artist must sign an acknowledgment provided by the City that he or she understands these conditions and will hold the City of San Rafael and its officers, officials, employees, and volunteers harmless for any loss, vandalism, theft, damage, or destruction that occurs to the artwork, regardless of cause.
9. All sales of Artists' work on display at the Falkirk Cultural Center shall be handled through the City. The City will retain a list of the artists' works and sales prices, along with artist contact information to share with the public and interested buyers. The City will collect and retain gross sales price per piece on display and retain 30% of the gross sales price. The City will remit 70% of the gross sale price per

each piece to the Organizer. For exhibits that are conducted virtually only, the City will retain 10% of the sale and remit 90% to the organizer. The Organizer will be responsible for paying the artist's individual commissions from their percentage of the gross sale price and is responsible for any sales tax collecting and reporting, retaining a business license, if required, and adhering to all State and Federal laws.

10. If the Organizer does not remove materials at designated date and time, or within 24 hours of request to remove work, the City reserves the right to remove the material. If the exhibit materials remain unclaimed for more than thirty days after removal, the City may sell or dispose of them without further obligation to the Organizer.
11. Indemnification. The Organizer will, to the fullest extent permitted by law, indemnify, release, defend with counsel approved by the City, and hold harmless the City, its officers, agents, employees and volunteers, from and against any claim, demand, suit, judgment, loss, liability or expense of any kind, including but not limited to attorney's fees, expert fees and all other costs and fees of litigation, arising out of the Organizer's performance of its obligations or conduct of its operations. The Organizer's obligations will apply regardless of whether or not a liability is caused or contributed to by the active or passive negligence of the City Indemnitees. However, to the extent that liability is caused by the active negligence or willful misconduct of the City Indemnitees, the Organizer's indemnification obligation shall be reduced in proportion to the City Indemnitees' share of liability for the active negligence or willful misconduct. In addition, the acceptance or approval of the Organizer's work or work product by the City or any of its directors, officers or employees shall not relieve or reduce the Organizer's indemnification obligations. In the event the City Indemnitees are made a party to any action, lawsuit, or other adversarial proceeding arising from the Organizer's performance of or operations under, the Organizer will provide a defense to the City Indemnitees or at the City's option reimburse the City Indemnitees their costs of defense, including reasonable attorneys' fees, incurred in defense of such claims.
12. Required insurance. The Organizer shall maintain, for the duration of the exhibit and associated installation and removal, and pay the cost thereof, the following insurance policies:
 - a. General Liability Insurance. The Organizer shall procure and maintain Comprehensive General Liability Insurance in the minimum amount of one million dollars (\$1,000,000) per occurrence/two million dollars (\$2,000,000) aggregate, for death, bodily injury, personal injury, or property damage.
 - b. Property insurance sufficient to cover the artworks in the exhibit.
13. Other insurance requirements. All insurance policies obtained pursuant to this Section shall also meet the following requirements:
 - a. The insurance policies shall be specifically endorsed to include the City of San Rafael, its officers, agents, employees, and volunteers, as additional insureds (for both ongoing and completed operations) under the policies.
 - b. The additional insured coverage under the Organizer's insurance policies shall be "primary and non-contributory" with respect to any insurance or coverage maintained by the City.
 - c. The insurance policies shall include, in their text or by endorsement, coverage for contractual liability and personal injury.

The City will not be responsible to determine the adequacy of the property insurance for the artwork. If the insurance is not sufficient to cover a loss, the City will not be liable for any shortfall in coverage. Copies of all related insurance coverage shall be provided to the City, and complete copies of any insurance policies obtained pursuant to this Agreement shall be provided to the City if requested at any time.

THE SIGNATURES BELOW INDICATE ACCEPTANCE OF THE EXHIBITION AGREEMENT CONDITIONS

Organization Authorized Representative Print

Organization Authorized Representative Signature

Date

Falkirk Representative/Title Print

Falkirk Representative Signature

Date

DRAFT



SAN RAFAEL
LIBRARY AND RECREATION

Falkirk Cultural Center
1408 Mission Avenue, San Rafael, CA 94901
Mailing: 618 B Street, San Rafael, CA 94915
Falkirk@cityofsanrafael.org / (415) 485-3328

LOAN AGREEMENT

Lender/Authorized Representative:

Name: _____ Phone: _____

Address: _____ Email: _____

Exhibition Name: _____ **Exhibition/Display Dates:** _____

Description of Artwork: The object(s) described below are loaned to the City of San Rafael for display at the Falkirk Cultural Center. Please attach a photo or digital image of all artwork.

Artist	Title/Description/Date	Medium/Dimensions	Condition	Sales Price
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Falkirk Cultural Center

LOAN AGREEMENT CONDITIONS

1. Unless Falkirk Cultural Center is notified in writing to the contrary; it is understood that this loan may be photographed and reproduced for publicity purposes connected with this exhibition, or for publications published by Falkirk Cultural Center.
2. Falkirk Cultural Center will determine a designated date and time for artwork and materials to be removed from the property. If the Lender/Authorized Representative does not remove materials at designated date and time, or within 24 hours of request to remove work, the City reserves the right to remove the material. If the exhibit materials remain unclaimed for more than thirty days after removal, the City may sell or dispose of them without further obligation to the Lender/Authorized Representative.
3. It is incumbent upon the Lender/Authorized Representative to notify Falkirk Cultural Center, in writing, of any change of address. If the legal ownership of the loaned object(s) shall change during the pendency of this deposit, whether by reason of death, sale, insolvency, gift or otherwise, the new owner shall, prior to its return, be required to establish his or her legal right to receive the object(s) by proof satisfactory to Falkirk Cultural Center. If Falkirk has agreed to transport the loan, and if the address of the new owner should be of much greater distance than the locality from which the loan was borrowed, the new owner will be required to pay any difference in the charges for the delivery of the work.
4. No alteration, restoration, or repair to loaned objects will be undertaken without the Lender/Authorized Representative's permission.
5. Falkirk Cultural Center reserves the right not to exhibit accepted work that arrives in non-display condition (missing hanging wire, unstable, damaged, over size limits, or otherwise not ready for display).
6. Accepted entries in any exhibition are reviewed for possible use in advertising and promoting the exhibition (invitations, websites, press releases, and other advertising). Lender/Authorized Representative's entry into the exhibition will constitute consent to the possible use of loaned images for such purposes.
7. By submitting work for exhibition, the Lender/Authorized Representative authorizes Falkirk Cultural Center to sell such work for the "Sales Price" indicated for each work on the entry form. After a sale occurs Falkirk Cultural Center will reimburse the exhibitor an amount equal to the "Show Price" less 30% commission. Enter NFS for work that is not for sale but indicate the value on the submission form. Commission may be waived for special exhibitions.
8. Lender/Authorized Representative understands and agrees that their work is provided for display at their own risk of loss, vandalism, theft, damage, and destruction. Artists acknowledge and understand that the Falkirk Cultural Center is open to the public and the City does not employ security personnel or staff to manage or supervise the galleries where the art is on display. For exhibits that are put on by an outside organization, the Organizer and the Artists whose work is on display understand that the City's insurance carriers will not cover loss, vandalism, theft, damage, or destruction to his or her work while on display at the Falkirk Cultural Center and acknowledge that he or she has been advised to purchase insurance coverage to protect against the risk of loss, vandalism, theft, damage, and destruction of his or her work while on display at the Falkirk Cultural Center. For exhibits that are co-sponsored by the City, the City will be responsible for losses in a city-owned facility during an event sponsored by the city, as long as the total value of the art is less than \$2.5M.
9. The City requires that each artist sign an acknowledgment that he or she understands these conditions and will hold the City of San Rafael and its officers, officials, employees and volunteers harmless for any loss, vandalism, theft, damage or destruction that occurs to the artwork, regardless of cause.

10. The aforesaid conditions shall apply to all objects sent to Falkirk Cultural Center on loan and cannot be altered, changed, waived or otherwise affected except by the express written consent of Falkirk Cultural Center.



SAN RAFAEL
LIBRARY AND RECREATION

THE SIGNATURES BELOW INDICATE ACCEPTANCE OF THE CONDITIONS OF THIS LOAN ON PAGE 2.

Delivery:

Lender/Authorized Representative

Date

Falkirk Representative/Title

Date

Return: *Lender hereby acknowledges return/receipt of the object(s) loaned to Falkirk under this agreement and all in condition as noted on page 1.*

Lender/Authorized Representative

Date

Falkirk Representative/Title

Date



**July 15, 2021
Item #6**

**TITLE: DISCUSS PROPOSED REVISIONS TO THE ALBERT J. BORO
COMMUNITY CENTER COMMUNITY USE POLICY**

SUMMARY:

The Albert J. Boro Community Center Community Use Policy was last updated in 2006 and laid out the priority by which the City allocates space at the Community Center as well as the guidelines for waiving fees through the Co-Sponsorship Program. Staff have conducted a thorough review of the policy and have developed proposed updates to better align with the current needs of the City, the Community Center, and the community.

RECOMMENDATION:

That the Park and Recreation Commission discuss proposed revisions to the Albert J. Boro Community Center Use Policy and recommend that the Policy be approved by City Council.

BACKGROUND:

In 1997, City Council first approved policy changes that allowed for increased community use of the Albert J. Boro Community Center (Community Center) for little or no charge. In 2005, the Pickleweed Advisory Committee (formerly the Pickleweed Advisory Board) reviewed the policy and recommended revisions to allow for balanced and equitable provision of space at the newly renovated Community Center. The updated Community Use Policy was approved by City Council in 2006 and is included as Attachment 1. The 2006 Community Use Policy laid out the priority by which the City allocates space at the Community Center as well as the guidelines for waiving fees through the Co-Sponsorship Program.

Through the Co-Sponsorship Program, non-profit organizations are able to apply to the City and the Pickleweed Advisory Committee (Advisory Committee) for a reduction or full waiver of rental fees at the Community Center and Pickleweed Park. This process has supported organizations in providing timely programs for Canal residents, while also saving the City of San Rafael administrative costs of providing similar programs inhouse. The intent was that working together, the City, organizations, and the

community itself can create a web of supporting programs that ebbs and flows with current needs and trends to enrich Canal residents.

In addition to the co-sponsorship guidelines and application process, the 2006 Community Use Policy also contained information on general facility rental policies, fees, and processes.

DISCUSSION:

Given that the Community Use Policy has not been updated since 2006, City staff felt that the time was right to conduct a thorough review of the policy and to propose updates to better align with the current needs of the City, the Community Center, and the community. The proposed draft includes updates to the Community Use Policy and is included in Attachment 2. Outlined below are the primary areas in which staff are recommending changes. At their regular meeting on July 7, 2021, the Advisory Committee accepted the proposed Albert J. Boro Community Center Use Policy and supported staff in recommendations. Once staff has received feedback from the Park and Recreation Commission, the proposed changes will be incorporated into the Community Use Policy and will be brought forward to the City Council for approval.

Usage Priority

The 2006 Community Use Policy sets out the usage priority for the Community Center as 1. City Programs, 2. City Co-Sponsored Programs; and 3. Room Rentals, without any restrictions on days, times, or room types. However, in practice, the Advisory Committee has avoided allowing co-sponsored programs to access the multi-purpose room on Fridays, Saturdays, and Sundays, as those days are popular for large event rentals that are critical to the financial health of the Community Center and often serve members of the community. Staff are proposing that this restriction be formally adopted in the updated Community Use Policy.

Additionally, staff recommend the inclusion of Regional and Local Emergency use as the top usage priority in the updated policy. The City has experienced an increased need to utilize community centers for charging stations, cooling and clean air centers, testing and vaccination sites, and more over the past few years. This proposed change would reflect that growing need.

Co-Sponsorship Application Process

Currently, the 2006 Community Use Policy states that co-sponsorship applications must be received no later than 45 days prior to the program start date. In practice, this has meant that organizations have been allowed to apply for a co-sponsorship at any Advisory Committee meeting. While this approach provides flexibility for organizations in administering their programs, it also limits the Advisory Committee's ability to evaluate the program offerings of the Center in a holistic manner. By accepting applications on an ongoing basis, the Committee cannot easily identify programmatic gaps or areas where they may be receiving multiple applications to provide similar services to the same community. Additionally, those organizations that apply early are able to secure desirable dates and times, perhaps at the expense of those that apply later in the year.

To ensure that the Advisory Committee can effectively and fully evaluate its co-sponsorship program and that all organizations have an equal opportunity to apply for facility usage, City staff are proposing that the Advisory Committee review all applications on a biannual basis. Applications would be due by a specific date and the Advisory Committee would then have time to review, rank all applications, and decide to award a full waiver, a partial waiver, or deny the fee waiver. Staff and the Advisory Committee recommend establishing two application periods, one intended but not limited for summer programs (June – August) and a second intended but not limited for school year programs (September – May). Organizations could apply in between application periods providing they demonstrate the urgency of the program and explain why they were not able to apply during the standard timeframe.

This approach would both fulfill the desire to strengthen the application process and still provide seasonal opportunities for agencies to request support for their Canal serving programs. An additional benefit of a biannual process is that the sponsorship becomes more meaningful to the applying organization and more like a formal grant process for the City.

Should a new co-sponsorship application process be adopted, staff recommends that it be implemented starting summer 2022.

Co-Sponsorship Fee Waiver Amount

Additionally, staff and the Pickleweed Advisory Committee recommend setting an annual dollar amount, based on the Albert J. Boro Community Center's non-profit fee rate, that the Committee is able to waive. While the current level of co-sponsorship can be absorbed by the Department and the City, there is a concern that if applications were to increase substantially, there is no established ceiling to protect the City's financial position. The goal of setting a maximum annual co-sponsorship amount is not to reduce the number of programs, but rather to ensure the ongoing fiscal sustainability of the Center as a whole.

Considering the City would like to continue to co-sponsor a similar number of programs as it currently does through the Pickleweed Advisory Committee, staff, supported by the Pickleweed Advisory Committee, recommends setting an annual rate of \$140,000 which would cover all recent co-sponsored programs. Of this amount, approximately \$50,000 has historically been allocated for "Kids Club," a robust, no-cost after school program for the Canal community, and \$15-20,000 has been allocated for the Kids Club summer camp program. There is a huge need for no-cost youth programming in the Canal neighborhood and staff would encourage the Committee to continue to set aside a similar allocation for this type of program moving forward.

Staff also recommends that the approved annual amount be adjusted an equal percentage with any future increase of the Center's non-profit rental rate.

Rental Policies and Fee Schedules

Staff is also recommending the removal of general Rental Policies and Rental Fee Schedules from the proposed Community Use Policy. Those items are already included in detail in the Department-wide Rental Reservation Policies and Regulations and the

Ongoing Facility Rental Allocation Process, which are currently in the process of being updated and implemented. If the guidelines are replicated across multiple policies, it will create challenges and process barriers to keeping all of the documents consistent and current.

Application Documents

Finally, staff recommends the removal of the application documents from the proposed Community Use Policy. Similar to the Rental Policies, staff recommends that these documents be managed separately so that they can be more regularly updated by the Department to remain effective and contain current legal terminology.

FISCAL IMPACT:

Although no direct expense to the City, waiving or reducing rental fees for co-sponsored programs restricts Albert J. Boro Community Center space and reduces the time available for potential revenue generating rentals and programs. The proposed policy also establishes a \$140,000 maximum fee waiver amount for the Co-Sponsorship program.

ALTERNATIVE ACTION:

Any other action as determined by the Commission.

Submitted by:



Steve Mason
Senior Recreation Supervisor

Attachments:

1. 2006 Community Use Policy
2. Draft Albert J. Boro Community Center Community Use Policy

RESOLUTION NO. 11884

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN RAFAEL
TO APPROVE PICKLEWEED PARK COMMUNITY CENTER
USE POLICIES AND PROCEDURES**

WHEREAS, in 1997, the City Council approved policy changes allowing for increased community use at the Pickleweed Park Community Center for little or no charge; and

WHEREAS, the results of these changes created a more vital and inclusive community center by allowing valuable new programs and services to use the space and support needed to best serve the Canal neighborhood and its residents; and

WHEREAS, in 2005 the Pickleweed Advisory Board reviewed these policies and recommended revisions to allow for balanced and equitable provision of program space at the newly expanded community center; and

WHEREAS, in November of 2005 the recommended policy revisions were reviewed and approved by the Park and Recreation Commission;

NOW THEREFORE BE IT RESOLVED that the San Rafael City Council Authorizes Staff to implement the revised Pickleweed Park Community Center Use Policies and Procedures.

I, JEANNE M. LEONCINI, Clerk of the City of San Rafael, hereby certify that the foregoing Resolution was duly and regularly introduced and adopted at a regular meeting of the City Council of said City held on Monday, the 6th day of February, 2006 by the following vote, to wit:

AYES: COUNCILMEMBERS: Cohen, Heller, Miller, Phillips and Mayor Boro
NOES: COUNCILMEMBERS: None
ABSENT: COUNCILMEMBERS: None



JEANNE M. LEONCINI, City Clerk

ORIGINAL

11884



Pickleweed Park Community Center & Library
San Rafael Community Services Department
50 Canal Street
San Rafael, CA 94901
(415) 485-3077

Community Use Policies

- Section 1 Usage Priority
- Section 2 Programming Guidelines
- Section 3 Rental Policies & Fees
- Section 4 Room Descriptions and Use Guidelines

Section 1

Usage Priority

Definitions

- City Programs:** All programs and activities developed and maintained by San Rafael Community Services Department staff. Includes programs, activities and events.
- City Co-Sponsored Programs:** All programs, activities and/or events provided through a partnership, collaboration or other agreement with the San Rafael Community Services. All City Co-Sponsored programs will be required to complete a Community Use Agreement with San Rafael Community Services Department.
- Facility Rentals:** Private party rental usage of community center.

Usage Priority

City Programs

- City Programs will have first priority usage of Community Center space. City programs are scheduled on a three times per year (seasonal) basis. (Fall/Winter, Spring & Summer)
- Previously scheduled activities will not be cancelled or relocated without permission from the scheduled group except in case of emergencies.
- In advance of the current season, established programs will not be bumped for other types of uses unless alternative times, dates and/or locations are provided.

City Co-Sponsored Programs

- City co-sponsored programs will have priority usage of Community Center space behind City programs. City co-sponsored programs are scheduled on a three times per year (seasonal) basis. (Fall/Winter, Spring & Summer)
- Previously scheduled activities will not be cancelled or relocated without permission from the scheduled group except in case of emergencies.
- Requests for facility use in advance of the current season will be considered and are subject to staff and advisory board review in order that a balance of programming be maintained at the Community Center among age groups and interests.
- In advance of the current season, established programs will not be cancelled for other types of uses unless alternative times, dates and/or locations are provided.
- All City co-sponsored programs must have an approved Community Use Agreement before any program/activity/event may begin.
- All City co-sponsored programs will be subject to all rules, regulations and procedures contained in the Community Use Agreement.

Room Rentals

- Community Center room rentals have priority behind City-Sponsored and Co-Sponsored programs to the extent that they do not impact historical levels of seasonal programming. Rentals may be scheduled up to twelve months in advance.

Section 2

Programming Guidelines

City Programs

City Programs are coordinated by San Rafael Community Services Department staff. Programs/activities/events are advertised in the department's seasonal Activity Guide, the biannual Center newsletter and various press releases.

City Co-Sponsored Program

It is the policy of the Community Services Department to consider co-sponsorship of programs, activities or events based on the established criteria listed below. A Co-sponsored program/activity/event may be established between the department and one or more groups or organizations. Co-sponsored programs/activities/events may receive a waiver of facility use fees of up to 100%, may be advertised through department marketing materials, and may receive approval for facility use for up to 12 months.

Applications will be considered prior to each program season, and all applications must be reviewed by the Pickleweed Park Advisory Board. Community Center programming is scheduled on a three times per year (seasonal) basis. (Spring, Summer & Fall/Winter). City Co-Sponsored Programs are further defined as follows:

- The program/activity/event must be open to all residents of San Rafael.
- The program/activity/event is of direct benefit to residents of San Rafael.
- The program/activity/event is low or no fee to participants.

Co-sponsored programs/activities/events are cooperatively arranged by the department and community groups and organizations. Co-Sponsored programs/activities/events may be advertised in the department's seasonal brochure, and/or biannual Center newsletter as space allows. A completed Community Outreach Plan must be submitted as part of the application process.

Application Process: Submission of a completed Co-Sponsored Use Agreement application must be received no later than 45 days prior to the start date of the proposed program/activity/event. To be considered for inclusion in department marketing materials, applications must be received no later than 90 days prior to the start of the upcoming season. All submissions will be reviewed by department staff. The following criteria will be considered:

1. The program/activity/event is within the scope of department's mission.
2. Availability of requested facility date/time.
3. The proposed programs/activities/event is available to all residents of San Rafael (special requirements may apply; minimum age, skill level, etc.).
4. The City will maintain a balance of programming to serve all age groups.

5. There shall be a current community interest in the proposed programs/activities/event.
6. Programs/activities/events that duplicate established offerings may be limited in number to reflect community need.
7. The number of community members likely to participate in proposed program/activity/event.
8. Impact of proposed program/activity/event on facilities and/or community.
9. If fees are charged for program/activity/event, on a separate sheet, please outline the following: Amount charged, type of charge (material fee, etc.) total program budget, scholarship policy.
10. The proposed program/activity/event will not be part of any private commercial enterprise of promotion thereof.

SECTION 3

RENTAL POLICIES AND FEES

Reservations will be accepted on a first come first served basis. To secure a date the following are required:

- A completed Rental Contract Application must be submitted, accompanied by the appropriate cleaning/damage deposit.
- The facility booking is confirmed only after Community Services Department approval. Upon approval you will receive a contract signed by a Department representative.

APPLICATION PROCESS FOR RENTAL

1. Applications for facility use must be made in writing on forms provided by the Department.
2. As you plan for your event, be sure to consider the amount of time needed for the following:
 - a. Set-up and Decorations.
 - b. Deliveries *.
 - c. Program.
 - d. Clean-up.
 - e. Plan to be present for deliveries. Deliveries and pick-up can only be made during the time for which your facility/room use is approved. The City cannot accommodate overnight storage of equipment and supplies.
 - f. Events must conclude no later than 10:00pm, Sun.–Thurs., and by 11:00pm Fri. & Sat.
3. A cleaning/damage deposit is due at time the initial reservation is made. The cleaning/damage deposit is separate from rental fees and is not be applied toward rental balance.

The cleaning/damage deposit is fully refundable except if the applicant cancels contract at any time. The reservation deposit shall be refunded, less 25%, if Community Services Department is able to rebook the date.

The cleaning/damage deposit refund will be reduced to cover any extra costs due to cleaning, damage to facility or grounds, overtime hours and additional equipment used during event. Additional charges may be required if damage exceeds security deposit amount.

Failure to pay rental fee balance forty-five (45) days prior to reservation date may result in cancellation of your event without refund.

4. Any applicable permits (Alcohol Sales Permit, etc.) are due to the Pickleweed office thirty-five (35) days prior to the event. Reservations that do not comply with these deadlines are subject to cancellation.

5. Applications will be confirmed and final when signed by authorized City staff, required fees are paid, and appropriate permits (if any) have been obtained.

6. All rentals are subject to staff approval. Approved reservations cannot be transferred, assigned or sublet. City reserves the right to deny any facility use request at the City's discretion.

7. The Center may have simultaneous rentals at any given time.

8. The person signing the application for private use or as an authorized representative of the sponsoring organization is responsible for assuring compliance with all City policies and payment of fees, charges, and deposits concerning the rental, and any permits needed. The person who signs the application must be in attendance at the rental event, and will be considered the *Person-in-Charge* of the event. All deposit refunds will be made to the *Person-in-Charge*. Deposit refunds can be made to the organization at the request of the applicant. To reduce the possibility of confusion, correspondence will be sent to the address listed on the application and all communication between the City and the applicant will be through the *Person-in-Charge* on the application.

REFUNDS AND CANCELLATIONS

1. If notice of cancellation is given less than ten (10) working days before the scheduled event, the rental fee is forfeited. If cancellation occurs fourteen (45) or less days in advance of the event, 50 percent of rental fee is forfeited. If cancellation occurs forty-five (45) days or more in advance of the event, the 25% payment will be forfeited. In the event of cancellation by the City, all applicable deposit and rental fees will be refunded.

2. Inclement weather or emergency circumstances may cause late opening, early closure, and/or cancellation of classes, activities, and rentals. If the facility is closed due to hazardous conditions, rentals will be cancelled and all fees refunded or the event rescheduled at the next available date.

3. Rentals canceled due to violations of City policies forfeit all rental fees.

CONDITIONS OF RENTAL USE

1. Rentals that extend beyond established rental hours of the facility incur an additional cost for hourly rental rates and staffing.

2. The *Person-in-Charge* must be present at all times during the rental, including set-up and clean-up.

3. A chaperone is required for every 15 youths under age 18 at a dance or social function. Chaperones must be at least 21 years of age. A list of chaperones may be requested before the event.

4. Children must be supervised at all times during your event. If behavioral problems arise, children and the adults responsible for their care may be asked to leave the facility.

5. Renter must be as accurate as possible when estimating attendance for the event. **The number of people allowed into the facility/room is limited to the capacity assigned to the space rented as specified by Fire Code.** Authorized City personnel may deny or close event if the number of people exceeds the original estimate. The City reserves the right to terminate any rental to protect public safety and/or City property. Refunds will not be made in this instance.

6. The use of tobacco and tobacco related products is prohibited within 50 feet of the Community Center. Violations may result in suspension from future use and/or forfeiture of cleaning deposit.

7. Be courteous and aware of sound impacts to other building users. Amplified live music or pre-recorded dance music may necessitate an exclusive building rental.

8. Applicants must comply with all the rules and regulations of the State Department of Alcoholic Beverage Control. Upon request, the Community Services Department will provide a letter to Alcoholic Beverage Control confirming facility use authorized by the City of San Rafael. If alcohol will be sold at the event, applicant must provide to the City a copy of the Alcoholic Beverage Control license 35 days prior to the event. Also, the City of San Rafael Alcohol Management Policy must be read, signed and adhered to by applicant. Alcohol must stay within the rented room only, and is not allowed in hallways, restrooms, lobby, lounge, or outside the building. The City reserves the right to terminate any rental if alcohol is not kept within designated area. Refunds will not be made in this instance.

INSURANCE

1. All rentals are required to provide a Certificate of Insurance for liability for a minimum of \$1,000,000.

2. Certificate must include endorsements naming "City of San Rafael" as additional insured, and state that insurance will not be canceled without 30 days advance written notice to City.

3. Rental insurance certificates must be received by the Community Services Department 45 days prior to the event

4. Organizations/Individuals that have insurance through a parent organization may issue one proof of insurance which names "City of San Rafael" as an additional insured for a full year for all the organization's uses.

5. Insurance is available for purchase through Diversified Risk Insurance. Contact the Community Services Department office for procedure and rates.

SECURITY

All major events will have application forwarded to San Rafael Police Department. Police Department will determine if security will be required for the event. Should security be required San Rafael Police officers and/or authorized security service must be retained at a cost to the applicant. Please contact Community Services Department for rates.

1. If an event involves alcohol, professional security may be required. Determination will be made by the building supervisor.

2. All arrangements and expenses for security will be borne by the renter.
3. Security shall be scheduled to arrive at the Pickleweed Park Community Center rental one-half hour before event starting time, and will leave one-half hour after event is concluded.

CHECK-IN / CHECK-OUT

1. The renting party may occupy the facility **only** during the times listed on the rental agreement. If the facility is locked at the time your event is scheduled to begin, renter may call the Police non-emergency at 485-3000 for assistance.
2. Upon arrival on the day of the event, the Person-in-Charge should check in with the Facility Attendant and/or Front Desk.
3. Facility users are asked to return all areas used, inside and outside, to the condition in which they were found. Any staff costs involved in extra clean-up will be deducted from the cleaning/damage deposit. Responsibilities of the Person-In-Charge are:
 - a. Deposit all bottles, cans, cups, paper products, and other refuse in proper receptacles.
 - b. Wipe off sinks and table tops.
 - c. (If applicable) Clean kitchen; e.g., wipe up spills, clean range tops, remove food from storage, refrigerator, etc.
 - d. Sweep and mop floors, as necessary.
 - e. Clean restrooms(?)
 - f. Remove and dispose of any decorations brought into the facility/room as part of the rental.
 - e..Check that all windows and doors are firmly secured. Doors should be physically closed shut to make sure that they have latched.
 - f. Clean and return tables and chairs to their proper storage.
 - g. Check that the facility/room is left in the condition found upon your arrival.
 - h. Sign Check-Out Form with Facility Attendant.
 - e. All event guests have safely exited the building.

EVENT SET-UP

1. City-owned equipment and furniture may not be removed from the Community Center. Any non-City equipment to be brought in (wedding arches, decorative lamp posts, cocktail tables, etc.) must be approved by authorized Community Center staff. All non-City equipment is the applicant's responsibility and expense.
2. Please do not drag tables, chairs, or other objects across floors as damage could occur.

3. Due to limited space, storage will not be provided for Community Center rentals. All equipment, supplies, food stuffs, and decorations brought in by rentals must be removed by the renter by the end of the rental time.

4. To provide a safe, attractive building, the following regulations are necessary:

a. All decorations must comply with the City's fire regulations. Any open flame (such as candles) is not allowed.

b. Mounting putty is the only approved method to affix decorations. **Tacks, nails, staples, cellophane tape, duct tape, or other fastening methods are not permitted.**

c. Do not throw confetti, birdseed, popcorn, glitter, silly string, rose petals, rice, or other material inside or outside the Community Center. Such materials are very difficult to clean up and create unsafe conditions. Bubbles **may** be used outside the building.

d. At no time shall exits be covered or obstructed.

DAMAGES

1. Any group, individual, or organization using the facility/room is responsible for damages incurred during use. If damage occurs, the Person-in-Charge and/or the organization represented will be responsible for any costs incurred to repair the damage or for excessive cleanup.

2. The City will retain all or a portion of the damage/cleaning deposit to cover:

a. Cost of repairing the facility/room damaged during the rental period.

b. Costs for staff involved in clean-up for which the renter is responsible.

c. Costs for staff should rental event exceed the ending time indicated on the application.

d. Replacement of stolen or missing items from the premises while under the responsibility of the renter.

3. For damage/cleaning deposit and fee amounts, refer to the current fee schedule. Deposits will be processed after completion of rental following City Finance procedure guidelines.

STORAGE

1. Storage is not provided for Community Center rentals.

2. There will be limited storage for only the essential items needed to operate ongoing programs (e.g., bridge cards, computer, board games.)

3. Large-item storage may be approved by staff based on the program and on available storage space within the building. Staff reserves the right to terminate storage availability.

SUSPENSION FROM FUTURE USE

Individuals or groups found in violation of established rules and regulations pertaining to rentals may be suspended from use of the facility and/or participation in future programs by authorized City personnel. This shall include overcrowding of the maximum capacity for the room used. Refunds will not be granted when events are interrupted by policy violations.

Additional Information:

1. Weekend rentals, including weekday rentals after 5:00PM and holidays, require an additional staff attendant charge.
2. Reservations will be accepted 1 year in advance to date of event or less. All fees, insurance forms and confirmed hours of rental must be submitted no later than 45 days prior to the event.
3. Application permits are non-transferable.
4. Applicant must be 21 years of age. An adult sponsor must complete reservations for use of Centers by youth groups.
5. At the discretion of the Senior Community Services Supervisor and/or Director, additional security police officers, staff attendants, bonds or insurance may be required at the applicant's expense.
6. The applicant whose signature appears on the rental contract should be present for the full length of the event. If the applicant cannot be present, he should designate an individual and write that name on the contract.
7. All facilities must be returned to the condition previous to the event. A clean-up checklist will be provided.
8. Applicant is responsible for adhering to and enforcing the non-smoking ordinance.
9. Reservations may be revoked at any time whenever the use of buildings or facilities may interfere with Department program activities or where there has been a violation of approved regulations.
10. The City reserves the right to make any physical or furniture changes to the building.

RENTAL FEE SCHEDULES

The San Rafael Community Services Department publishes a Fee Schedule annually. All room rental rates for the Pickleweed Park Community Center shall be exactly 50% of the department's rates for similar facilities at the San Rafael and Terra Linda Community Centers.

A three-tier rate structure applies to all rental contracts:

1. **Non-Profit Organizations-** Proof of non-profit/tax exempt status is required to qualify for these rates.
2. **Private/Non-Profit Fundraising** – Private rental or Non-Profit Fundraising rental.
3. **Commercial** – All events for business or commercial use, for profit or gain, qualify for the Commercial rate.

Fee structure relates to one-time rentals (i.e., weddings, anniversaries, reunions, corporate meetings, fundraisers, art shows) and Recurring Resident rentals. Fees are hourly.

Rental Fee Waiver: As per city Council Policy, rental fees may be waived if the applicant meets the criteria listed below:

Rental Fee Waiver Criteria:

1. The date requested is within 30 calendar days of activity.
2. The proposed activity is open to the public.
3. The proposed activity is of direct benefit to the community.
4. The proposed activity is free of charge to the participants.
5. The proposed activity is within regular facility operating hours.
6. Availability of space and compatibility of other programs operating at the time of request will be considered.
7. There exists a demonstrated community interest in the proposed activity.
8. The number of community members likely to participate in proposed activity shall be considered.
9. Impact of proposed event/activity/program on facilities and/or community shall be considered.
10. The proposed event/activity/program will not be part of any private commercial enterprise of promotion thereof.

SECTION 4 ROOM DESCRIPTIONS AND USE GUIDELINES

MULTI-PURPOSE ROOM

The Multi-Purpose Room is 3,300 square feet in size and has the capacity to hold 196 people seated, 400 standing. The room may be rented for non-profit, private/non-profit fundraising or commercial events. The room(s) may be rented for use during times when programs and or activities are not scheduled.

• Room Guidelines

- Food and drink are allowed in this room.
- Dance wax may not be used.
- Only free-standing decorations are permitted. Do not affix any items to the windows.
- Mounting putty is the only approved method for affixing items to the walls and ceilings.
- Tacks, nails, staples, cellophane tape, duct tape, or other fastening method is not permitted.

GYMNASIUM

The Gymnasium facility is primarily used for sports and fitness related activities. It has a "sports floor", sound and scoreboard systems, basketball backboard/hoops, and is equipped to accept volleyball standards (2 sets). It may be rented for use during times when classes and activities are not scheduled.

• Room Guidelines

- Food is not allowed in this room.
- Sport drinks or water are the only beverages allowed in this room.
- Use of sound and/or scoreboard systems by approval only.

CLASSROOMS (1, 2 & 3)

The Classrooms have the capacity to hold 30 (?) people. They are multi-purpose rooms that can be used for meetings, lectures, and small group recreational activities. The classrooms may be rented for use during times when programs or other activities are not scheduled.

• Room Guidelines

- Food and drinks are allowed in this room.
- Mounting putty is the only approved method for affixing items to the walls and ceilings. Tacks, nails, staples, cellophane tape, duct tape, or any other fastening method is not permitted

ART ROOM

The Art Room has the capacity to hold 40 people seated, 48 standing. It has a concrete floor. This room is used for arts and crafts activities and educational classes that are scheduled by the San Rafael Community Services Department. It may be rented for use during times when classes and activities are not scheduled.

• Room Guidelines

- Food and drink are allowed in this room.
- Storage space is limited. Do not leave arts and crafts supplies in the room unless you have made arrangements with the Community Services Department to do so.
- All spills must be cleaned up immediately.
- After using the room, please make sure all sinks, tables, chairs and floor areas are clean.
- Mounting putty is the only approved method for affixing items to the walls and ceilings.
- Tacks, nails, staples, cellophane tape, duct tape, or other fastening methods are not permitted.

TEEN ACTIVITY ROOM

The Teen Activity Room has the capacity to hold 30 people. This room is primarily used for teen recreational and educational programs, as well as to provide meeting space for various groups. It has a sink and a counter area. The room may be rented for use during times when no classes or other activities are scheduled.

• Room Guidelines

- Food and drink are allowed in this room.
- Storage space is limited. Do not leave supplies in the room unless you have made arrangements with the Community Services Department to do so.
- All spills must be cleaned up immediately.
- Sink and/or counter area, must be cleaned.
- Mounting putty is the only approved method for affixing items to the walls and ceilings.
- Tacks, nails, staples, cellophane tape, duct tape, or any other fastening method is not permitted.

COMPUTER LAB

The Computer Lab has 16 computer workstations. It is available to the public for classes and open lab. Schedules will be available in the Community Services Activity Guide, or in the Pickleweed Park Community Center's Biannual Newsletter. San Rafael Public Library Staff will be present during open lab time (30 hours/week).

****Each prospective user must attend an orientation session before being granted endorsement to access the internet. The orientation will include training in the use of computer hardware and software, and will provide guidelines for responsible use of the internet. After attending the orientation session, each person must sign an Internet Users Agreement stating that he or she will follow the Community Center's guidelines for internet use. Dependent children under the age of 18 must attend the***

orientation with a parent or guardian, who will then sign an Internet Users Agreement granting internet access to the child.

• Room Guidelines

- Food and drinks are not allowed in this room.
- Computer stations are available on a first-come, first-served basis.
- There is no monitoring or control of the material that may be accessed through the internet. It is the responsibility of individual users (for minors, their parents/guardians) to restrict access to inappropriate web sites and to determine the suitability of information received on-line.
- Responsibility for internet use by children rests with parents or legal guardians. The City will not limit access to the internet based on the age of the user. Parents are encouraged to work closely with their children to select material that is consistent with personal and family values.
- Each prospective user (or, if a dependent minor, his/her parent or guardian) must sign an Internet Use Agreement.
- Failure to responsibly use the internet as defined in training and in the Internet User Agreement may result in revocation of internet use privileges.
- Loading personal software on Computer Lab equipment is not allowed. Only software provided by the Computer Lab is allowed on the computers.
- Mounting putty is the only approved method for affixing items to the walls and ceilings.
- Tacks, nail, staples, cellophane tape, duct tape, or other fastening method is not permitted.

KITCHEN

The kitchen facility is open seven days a week during the Center's normal operational hours. Kitchen may be rented only in conjunction with rental of the Community Hall.

LOBBY

The Lobby is 1,700 square feet in size. The Reception Desk, which serves as the hub of the Community Center, is located in the Lobby and provides information and/or registration for Community Services Department programs and activities.

The Lobby has a large sitting area that is for general leisure use by the public. It may be used as a conversation area, a reading area, or just a place to relax and enjoy the lovely view. No activities or programs are scheduled in the Lobby, with the exception of special occasions, when authorized by the Community Services Department.

• Room Guidelines

- Food and drink are allowed in this area.
- Mounting putty is the only approved method for affixing items to the walls and ceilings.
- Tacks, nails, staples, cellophane tape, duct tape, or any other fastening method is not permitted.

RENTAL FEE WAIVER APPLICATION

As per San Rafael City Council Policy, rental fees may be waived if the applicant meets the criteria listed below:

1. The date requested is within 30 calendar days of activity.
2. The proposed activity is open to the public.
3. The proposed activity is of direct benefit to the community.
4. The proposed activity is free of charge to the participants.
5. The proposed activity is within regular facility operating hours.
6. Availability of space and compatibility of other programs operating at the time of request will be considered.
7. There exists a demonstrated community interest in the proposed activity.
8. The number of community members likely to participate in proposed activity shall be considered.
9. Impact of proposed event/activity/program on facilities and/or community shall be considered.
10. The proposed event/activity/program will not be part of any private commercial enterprise of promotion thereof

Facility Usage Requirements:

1. Upon arrival on the day of the event, the Person-In-Charge listed on the application must check in with the Facility Attendant and/or Front Desk.
2. Rentals that extend beyond stated hours of facility operations will be assessed the cost for hourly rental rates and staffing.
3. The Person-In-Charge must be present at all times during the specified rental hours, including set-up and clean-up
4. Attendance at an event is limited to the capacity assigned to the space as specified by Fire Cod. Authorized City personnel may deny or close an event if the attendance exceeds the Fire code. The City reserves the right to terminate any event to protect public safety and/or City property. Refunds will not be made in this case.
5. Facility renters must return all areas utilized inside and outside the facility, to the condition in which they were found. Staff costs involved in additional clean-up will be deducted from the cleaning/damage deposit.

Please complete the attached application and sign below. Department staff will contact you within two working days regarding your request.

I have read and understand the above information:

Name

Date

Signature

Received by

RENTAL FEE WAIVER APPLICATION

Date Submitted: _____

Sponsoring Agency/Group: _____

Address: _____

Contact Person: _____ Title: _____ Phone: _____ Email: _____

Program/Activity/Event Title: _____

Category: Educational Vocational Recreational Cultural Social Other: _____

Description of Program/Activity/Event:

Name(s), Title(s) and contact information of on-site staff (Person in Charge):

Room(s) Requested:

- | | | |
|--|--|--------------------------------------|
| <input type="checkbox"/> Classroom(s) (#:____) | <input type="checkbox"/> Community Room | <input type="checkbox"/> Art Room |
| <input type="checkbox"/> Teen Activity Room | <input type="checkbox"/> Computer Lab | <input type="checkbox"/> Kitchen |
| <input type="checkbox"/> Gymnasium | <input type="checkbox"/> Playing Field: (#:____) | <input type="checkbox"/> Picnic Area |

Target Age Group: _____ Expected Attendance: _____ Max. # Of Participants: _____

Day(s) Requested: Monday Tuesday Wednesday Thursday Friday Saturday

Times: Start: _____ a.m./p.m. End: _____ a.m./p.m.

Start Date: _____ End Date: _____ Total # of Uses: _____

How does this activity benefit the community: _____

Describe your community outreach strategy: _____

What outcomes do you expect for the participants and how do you plan on measuring it? _____

OFFICE USE ONLY: Value of Request: \$ _____



Pickleweed Park Community Center & Library
San Rafael Community Services Department
50 Canal Street
San Rafael, CA 94901
(415) 485-3077

USE AGREEMENT APPLICATION FOR CO-SPONSORED PROGRAMS

- **Guidelines for Eligibility**
- **Application Form**
- **Outcome Statement Form**
- **Community Outreach Plan & Attendance Reporting Requirements**
- **Program Evaluation Form**

Pickleweed Park Community Center

Use Agreement Application for Co-Sponsored Program

Guidelines for Eligibility City Co-Sponsored Programs

It is the policy of the Community Services Department to co-sponsor programs, activities or events with community organizations based on the established criteria listed below. Co-sponsored programs/activities/events may receive a waiver of facility use fees of up to 100%, may be advertised through department marketing materials, and may receive approval for facility use for up to 12 months.

Applications will be considered prior to each program season, and all applications must be reviewed by the Pickleweed Park Advisory Board. Community Center programming is scheduled on a three times per year (seasonal) basis. (Spring, Summer & Fall/Winter).

Co-Sponsored programs/activities/events may be advertised in the Department's seasonal brochure, and/or biannual Center newsletter as space allows.

A completed Community Outreach Plan must be submitted as part of the application process.

Co-Sponsored programs/activities/events are further defined below:

- The program/activity/event must be open to all residents of San Rafael.
- The program/activity/event is of direct benefit to residents of San Rafael.
- The program/activity/event is low or no fee to participants.

Application Process

Submission of a completed Co-Sponsored Use Agreement application must be received no later than 45 days prior to the start date of the proposed program/activity/event. To be considered for inclusion in department marketing materials, applications must be received no later than 90 days prior to the start of the upcoming season. All submissions must adhere to the following criteria to be considered:

- The program/activity/event is within the scope of department's mission.
- Availability of requested facility date/time.
- The proposed programs/activities/event is available to all residents of San Rafael (special requirements may apply; minimum age, skill level, etc.).
- The City will maintain a balance of programming to serve all age groups.
- There shall be a current community interest in the proposed programs/activities/event.
- Programs/activities/events that duplicate established offerings may be limited in number to reflect community need.

- The number of community members likely to participate in proposed program/activity/event.
- Impact of proposed program/activity/event on facilities and/or community.
- If fees are charged for program/activity/event, on a separate sheet, please outline the following: Amount charged, type of charge (material fee, etc.) total program budget, scholarship policy.
- The proposed program/activity/event will not be part of any private commercial enterprise of promotion thereof.

Co-sponsorship Use Agreement applications include:

1. Program Proposal Form.
2. Program Outcome Statement
3. Community Outreach Plan Form
4. Attendance Reporting Requirements
5. Program Evaluation Form

All applications must be reviewed by the Pickleweed Park Advisory Board (PWAB). The PWAB meets on the first Wednesday of each month. Program representatives are encouraged to attend their review by the board.

Please submit completed application to:

Pickleweed Park Community Center & Library
ATTN: Supervisor
50 Canal Street
San Rafael, CA 94901

For more information, call (415) 485-3077



Pickleweed Park Community Center

CO-SPONSORED USE AGREEMENT APPLICATION

Date Submitted: _____

Co-Sponsoring Agency/Group: _____

Address: _____

Contact Person: _____ Phone: _____ Email: _____

Program/Activity/Event Title: _____

Category: Educational Vocational Recreational Cultural Social Other: _____

Description of Program/Activity/Event:

Name(s), Title(s) and contact information of on-site staff:

Requested Room:

- | | | |
|---|---|--------------------------------------|
| <input type="checkbox"/> Classroom (#:____) | <input type="checkbox"/> Community Room | <input type="checkbox"/> Art Room |
| <input type="checkbox"/> Teen Activity Room | <input type="checkbox"/> Computer Lab | <input type="checkbox"/> Kitchen |
| <input type="checkbox"/> Gymnasium | <input type="checkbox"/> Playing Field: (#____) | <input type="checkbox"/> Picnic Area |

Target Age Group: _____ Expected Attendance: _____ Max. # Of Participants: _____

Day(s) Requested: Monday Tuesday Wednesday Thursday Friday Saturday

Times: Start: _____ End: _____

Start Date: _____ End Date: _____ Total # of Weeks: _____

How does this activity benefit the community: _____

Request for Fee Waiver of: 25% 50% 75% 100%

OFFICE USE ONLY: Value of Request: \$ _____

Pickleweed Park Community Center



CO-SPONSORED USE AGREEMENT PROGRAM OUTCOME STATEMENT

Program/Activity/Event _____

Please use this form to outline the expected outcomes for participants involved in this project and how the outcomes will be measured.

Outcome Statement #1

Measurement tools to be used for Outcome #1

Outcome Statement #2

Measurement tools to be used for Outcome #2

Outcome Statement #3

Measurement tools to be used for Outcome #3



Pickleweed Park Community Center

CO-SPONSORED PROGRAM USE AGREEMENT

COMMUNITY OUTREACH PLAN

Program/Activity/Event: _____

Please detail your community outreach plan to advertise your program/activity/event:

Which language(s) will your marketing materials be distributed in? _____

If no, please tell us why:

ATTENDANCE REPORTING REQUIREMENTS (to be submitted within two weeks of end of use)

Program/Activity/Event Title: _____

Please check which the appropriate category for your request:

One Time Use (one day program/activity/event)

Ongoing Use (multiple dates)

For both types of user categories, how many people do you expect to attend your activity:? _____

One Time Uses:

If you are having participants sign-in or pre-register for your activity, please submit your attendance totals with your required follow-up paperwork. If you are not tracking your visitors, please submit attendance estimates. In addition, our facility staff will submit attendance estimates as a part of their daily reporting requirements.

Ongoing Uses:

Please submit the following attendance reports:

1. Total number of people registered at start of activity.
2. Average attendance per class.



san rafael
COMMUNITY SERVICES

Pickleweed Park Community Center

PROGRAM EVALUATION FORM

Program _____

Name: _____

Instructor(s) Name(s): _____

How did you learn about this program?

What factors made you decide to participate?

Did this program meet your expectations? Yes No Somewhat

If no, please tell us why:

Did the instructor meet your expectations? Yes No Somewhat

If no, please tell us why:

What did you like most about this program?

How do you feel this program could be improved?



**DRAFT ALBERT J. BORO COMMUNITY CENTER
COMMUNITY USE POLICY**

50 Canal Street
San Rafael, CA 94901
(415) 485-3077

Section 1: OVERVIEW

As one of three of the City of San Rafael's community centers serving the City and County of Marin, the Albert J. Boro Community Center is located in the Canal neighborhood and is considered a gathering place for the surrounding community. The Center provides classes, activities, and events for children, adults, and older adults. The Center additionally partners with local organizations to provide programs as well as space for non-profit, private businesses and individuals to rent and hold activities for the community or their families. The purpose of this policy is to provide guidance on the process and regulations associated with community use of the Albert J. Boro Community Center.

Section 2: USAGE PRIORITY

The City prioritizes use of the Albert J. Boro Community Center in the following order:

1. Regional and Local Emergencies: Emergency use of Community Center, as determined by the City of San Rafael, to support the community during a regional or local emergency. Possible uses include but are not limited to: Power Safety Power Shutoff charging and information center, emergency shelter, and emergency resource center.
2. City Programs: All programs, activities, and events developed and maintained by San Rafael Library and Recreation Department staff.
3. City Co-Sponsored Programs: All programs, activities and/or events provided through a partnership, collaboration or other agreement with the San Rafael Library and Recreation Department. All City co-sponsored programs are required to complete a Community Use Agreement with San Rafael Library and Recreation Department and are subject to approval by City staff with guidance from the Pickleweed Advisory Committee.
4. Facility Rentals: Paid usage of City facilities by non-profit, private, or commercial entity.

Exception:

- Ongoing City co-sponsored programs are not permitted in the Multi-Purpose Room on Fridays, Saturdays, and Sundays to ensure sufficient space for large event rentals and other activities.

While the City has established the usage priority above, the timeline for which these events are scheduled can conflict with the City's stated priorities. For example, large event rentals are often planned up to a year in advance, while community classes or free programs are organized on a much shorter timeframe. As such, the City's approach to allocating facility space must remain flexible to both honor the desired prioritization of community use at the Albert J. Boro Community Center while at the same time reflecting the realities of the diverse program needs.

Except in the case of an emergency or important City function, established programs will not be bumped for other types of uses unless alternative times, dates, and/or locations can be mutually agreed upon.

Section 3: CITY CO-SPONSORSHIP PROGRAMS

It is the policy of the Library and Recreation Department and the Pickleweed Advisory Committee to consider co-sponsorship of programs, activities, or events based on the established criteria outlined in this policy. A co-sponsored program/activity/event may be established between the Department and one or more groups or organizations. Co-sponsored programs/activities/events may receive a reduced or waiver of facility use fees of up to 100% and may receive approval for facility use for up to 12 months.

Co-Sponsorship Applications are accepted twice a year to accommodate program seasons. Annually, the Committee shall award a maximum of \$140,000 worth of fee waivers. This amount shall be updated and increased proportional to any rental fee increases adopted by City Council.

Co-sponsorship applications must be reviewed and approved by staff, with guidance from the Pickleweed Advisory Committee. City co-sponsored programs are required to abide by the below criteria:

- The program/activity/event must be open to all residents of San Rafael (special requirements may apply; minimum age, skill level, etc.).
- The program/activity/event is of direct benefit to residents of San Rafael.
- The program/activity/event is low or no fee to participants (Program budget required in application).
- The proposed program/activity/event will not be part of any private commercial enterprise of promotion thereof.

In addition to the above requirements, the following criteria will be considered when evaluating co-sponsorship applications:

1. Is the program/activity/event within the scope of the Department's mission?
2. Is there current community interest in the proposed programs/activities/event?
3. Does this help the City maintain a balance of programming to serve all age groups?
4. What is the impact of the proposed program/activity/event on facilities and/or community?
5. How many community members are likely to benefit from the proposed program/activity/event?
6. Is the facility available during the requested date/time?
7. Is the program is being offered during normal Albert J. Boro Community Center operating hours and during times and in rooms intended for co-sponsored programming?
8. Programs/activities/events that duplicate established offerings may be limited in number to reflect community need.

Co-sponsored programs/activities/events are cooperatively arranged by the Department and community groups and organizations and require an approved Co-Sponsored Use Agreement before any program/activity/event may begin.

Co-Sponsored programs/activities/events may be advertised in the department's seasonal brochure as space allows.

All City co-sponsored programs will be subject to all City of San Rafael rules, regulations, and procedures. This includes the facility use terms and conditions, as defined in the City of San Rafael Facility Rental Reservation Policies and Procedures and Regulations, including all insurance requirements. However, if available, the City *may* choose to provide limited storage for only those essential items that are needed to operate ongoing programs (e.g., bridge cards, computer, board games). For co-sponsored programs, large-item storage may be approved by staff based on available storage space within the building. Staff reserves the right to terminate storage usage at any time and for any reason.

Section 4: ROOM DESCRIPTIONS AND USE GUIDELINES

Unless otherwise noted below, the following guidelines apply to all rooms in the Albert J. Boro Community Center in addition to those stated in the City of San Rafael Facility Rental Reservation Procedures and Regulations:

1. Rooms are to be left clean with tables wiped down, floors swept, and chairs placed neatly under the table upon completion of use. Rooms are used by multiple groups daily and respect should be given for the next group using the space.

2. Blue painter's tape or mounting putty are the only approved method for affixing items to the walls. Tacks, nails, staples, cellophane tape, duct tape, or other fastening methods are not permitted.
3. Items may not be affixed to the windows.
4. Supplies may not be left in rooms.
5. Spills must be reported immediately.
6. Do not move tables without first consulting with staff.
7. Sounds, including amplified music, must be kept at a reasonable level and not audible outside of the rooms when the doors are closed.

Below are descriptions of each room along with guidelines specific to their use.

Multi-Purpose Room

The Multi-Purpose Room is 3,300 square feet in size and has the capacity to hold 200 people seated, 455 standing. The room also has access to a spacious deck (included) and kitchen (for an additional fee). The room may be rented for non-profit, private, non-profit fundraising or commercial events. Co-sponsorship of ongoing programs is not permitted in the Multi-Purpose Room on Fridays, Saturdays, and Sundays to ensure sufficient space for large event rentals and other activities. Advance notice of 72 hours is required for access to Assistive Listening System or ADA wheelchair access to Multi-Purpose Room stage.

Specific Multi-Purpose Room Guidelines

1. External doors are to remain closed when amplified music is being played.
2. Dance wax may not be used.

Gymnasium

The Gymnasium facility is intended for sports and fitness related activities. It has a "sports floor", sound and scoreboard systems, basketball backboard/hoops, and is equipped to accept volleyball standards (2 sets). It may be rented for use during times when classes and activities are not scheduled.

Specific Gymnasium Room Guidelines

1. Food is not allowed in Gymnasium.
2. Sport drinks or water are the only beverages allowed.
3. Indoor sports shoes are required.
4. Use of sound and/or scoreboard systems with staff approval only.

Classrooms (3, 4 & 5)

The classrooms have the capacity to accommodate 25 people. They are multi-use rooms that can be used for meetings, lectures, classes, and small group recreational activities. The classrooms may be rented for use during times when programs or other activities are not scheduled.

Art Room

The Art Room has the capacity to seat 30 people. It has a linoleum floors and is used for arts and crafts activities and educational classes. It may be rented for use during times when classes and activities are not scheduled.

Specific Art Room Guidelines

1. All spills must be cleaned up immediately.
2. Sink, tables, chairs, and floor must be left clean following use.
3. Tables may not be moved by dragging nor removed from the Art Room. Please ask staff if tables must be rearranged.

Teen Activity Room

The Teen Activity Room has the capacity to accommodate 6 people. This room is primarily used for small recreational and educational programs, as well as to provide meeting space for various groups that do not require a formal classroom setting. The room contains three computer terminals with internet access. The room may be rented for use during times when no classes or other activities are scheduled.

Computer Lab (Available for City and City Co-sponsored programs only)

The Computer Lab has 16 computer workstations and is available to the public for classes and during open lab hours. Public hours are determined and posted by the Pickleweed Library. San Rafael Public Library Staff will be present during public open lab time.¹ The Computer Lab is for City and Co-Sponsored programs only and is not available for rent.

Specific Computer Lab Room Guidelines

1. Food and drinks are not allowed.
2. Computers are available on a first-come, first-served basis and can be checked out by Library staff.
3. There is no monitoring or control of the material that may be accessed through the internet. It is the responsibility of individual users (for minors, their parents/guardians) to restrict access to inappropriate web sites and to determine the suitability of information received on-line.
4. Responsibility for internet use by youth is the responsibility of their parents or legal guardians. The City will not limit access to the internet based on the age of the user. Parents/legal guardians are encouraged to work closely with their children to select material that is consistent with personal and family values.
5. Failure to responsibly use the internet may result in revocation of internet use privileges.
6. Loading personal software on Computer Lab equipment is not allowed. Only software provided by the City of San Rafael is allowed on the computers.

Kitchen

Kitchen may be rented only in conjunction with rental of the Multi-Purpose Room. Kitchen contains sinks, oven, stove, microwave, ice machine, dishwasher, refrigerator and counterspace. Renters and program providers must provide their own needed supplies, i.e.: pots, pans, cutlery, cutting boards, dish soap, etc. Access to Kitchen is not permitted prior to contracted Multi-Purpose Room start time.

Lobby

The Lobby is 1,700 square feet in size. The Reception Desk, which serves as the hub of the Albert J. Boro Community Center, is located in the Lobby and provides information and/or registration for Recreation programs and activities.

The Lobby has a large sitting area that is for general leisure use by the public. It may be used as a conversation area, a reading area, or just a place to relax and enjoy the lovely view. No activities or programs are scheduled in the Lobby, with the exception of special occasions as authorized by the Library and Recreation Department.

¹ Each prospective user must have a San Rafael Library card, which can be obtained at the Pickleweed Library.



**July 15, 2021
Item #7**

TITLE: SELECTION OF ONE (1) COMMISSIONER TO SERVE ON THE PARKS AND RECREATION MASTER PLAN STEERING COMMITTEE AND ONE (1) COMMISSIONER TO SERVE AS THE ALTERNATE

SUMMARY:

The City of San Rafael is about to begin the process of developing a comprehensive Parks and Recreation Master Plan that will inventory the City's current facilities and programs; and identify what parks and recreational facilities and funding mechanisms will be needed over the next ten (10) years.

Over the past few years, the City has developed a model for using "ad-hoc" and/or "steering" committees to achieve desired outcomes; recent examples include the General Plan 2040, Downtown Precise Plan, Bicycle and Pedestrian Master Plan, Climate Change Action Plan, Wildfire Prevention and Protection Action Plan, and Library and Community Center Conceptual Design Plan. This model of City and public collaboration has served well to address the issues in a timely manner while allowing for a participatory community process.

At its regular meeting on July 6, 2021, the City Council approved the formation of the Parks and Recreation Master Plan Steering Committee to assist with the Parks and Recreation Master Plan process.

RECOMMENDATION:

That the Park and Recreation Commission select one (1) Commissioner to serve on the Parks and Recreation Master Plan Steering Committee and one (1) Commissioner to serve as the Alternate.

BACKGROUND:

There has been a significant growth in the demand for recreation services and facilities that is requiring a thorough assessment. In addition, the scope of recreational programming has been changing such that it is now defined not so much in terms of specific leisure activities, but in terms of meaningful experiences that contrast with work and school obligations, enhance personal skills and increase an awareness of the larger community.

To address this situation, the City Council's Goals and Objectives and Measure A Work Plan includes a Parks and Recreation Master Plan. This plan will provide a foundation for the future development and maintenance of parks, facilities, and amenities. Specifically, the Master Plan will analyze the use of existing facilities, assess their condition, gather community input, provide recommendations for improvement, and suggest funding/implementation strategies.

The Master Plan will be based upon the 2040 General Plan which set forth specific actions to help implement public facilities and community programs, objectives and policies. This process shall meet the City's goal to provide a diverse and inclusive process. After significant collaboration between the consultant, City staff, Parks & Recreation Master Plan Steering Committee, and the community, the Master Plan will be a valuable strategic guide and create a roadmap for both current and future development.

ANALYSIS:

Over the past few years, the City has developed a model for using "ad-hoc" and/or "steering" committees to achieve desired outcomes; recent examples include the General Plan 2040, Downtown Precise Plan, Bicycle and Pedestrian Master Plan, Climate Change Action Plan, Wildfire Prevention and Protection Action Plan, and Library and Community Center Conceptual Design Plan. This model of City and public collaboration has served well to address the issues in a timely manner while allowing for a participatory community process.

DISCUSSION:

Steering Committee

The 15-person Steering Committee will be instrumental in guiding the project team regarding engaging the community and reviewing content before releasing the Master Plan to a broader audience. The project team will meet with this group 5-7 times throughout the process. Each meeting will focus on presenting the project team's research, exploring the City's history of parks/recreation, and strategizing on how to engage the community during workshops most effectively.

The Steering Committee includes individuals who come from diverse backgrounds to get input and feedback from the broadest cross-section. Throughout the process, the Steering Committee will be the project team's primary support in spreading the word about engagement and answering questions about local knowledge and City culture.

- One (1) Park and Recreation Commissioner
- One (1) Pickleweed Advisory Committee Member (Non-P & R Commissioner)
- One (1) Library Board of Trustees Member
- One (1) Bicycle & Pedestrian Advisory Committee Member
- One (1) Age-Friendly Task Force Board Member
- One (1) ADA Advisory Committee Member or Marin Center for Independent Living
- Two (2) Youth Sports Organizations Board Members (1 Field Based Youth Sport & 1 Non-Field Based Youth Sport)
- One (1) Local Non-Profit Recreation Service Provider Representative
- One (1) Local Non-Profit Multi-Cultural Social Service Provider
- One (1) Artworks Downtown Representative
- One (1) Marin Conversation League Representative (Open Space)
- One (1) SRCS District Representative
- One (1) Marin County Parks Representative
- One (1) Chamber of Commerce Representative

The Park and Recreation Commission, Library Board of Trustees, Pickleweed Advisory Committee, Bicycle & Pedestrian Advisory Committee and Age-Friendly Task Force representatives will be selected from their respective memberships. The other advisory groups and/or organizations will each select a representative.

Committee Roles and Expectations

To assure a successful and timely process, it is important to define the role of the Committee. Similar to other recently formed committees, staff have identified the following roles and responsibilities:

- Be informed, collaborative and solution oriented. Be committed to attending meetings, reviewing relevant information and being prepared to balance individual and special interests for the overall good of the community.
- Provide a forum for community discussion. Actively engage the community in a constructive dialogue about the options for future services and facilities. Be open to varied comment and viewpoints.
- Provide input on draft products. Review and provide input on draft documents as requested by staff.
- Keep their respective commission, committee and/or agency informed and up to date regarding Committee activity. Keeping the lines of communication open at their commission, committee or agency assures that there is collective collaboration throughout the process which helps lead to a successful conclusion.
- Provide recommendations as requested by City staff. Providing recommendations to the City Council and/or commissions is important to assure they receive guidance prior to making decisions needed to formally adopt the Master Plan.

COMMUNITY OUTREACH OF MASTER PLAN PROCESS:

Community Engagement Process

Creating a shared vision for San Rafael's diverse population means creating a multi-pronged community outreach plan. To ensure the project team receives the most feedback from the broadest cross-section of the City, the process will solicit input through community meetings, surveys, and interviews with community stakeholders. The purpose is to collect as much information as possible to create a complete understanding of how San Rafael's current park and the recreational system is meeting or failing to meet community needs.

Stakeholder Interviews

Interviews with selected stakeholders such as key City personnel and community leaders to gain valuable perspective regarding needs, expectations, and current conditions.

Focus Groups

Focus Groups are a critical tool for understanding the community's concerns, opportunities, values, and needs. Focus Group meetings would provide an in-depth discussion with a select group of experts and constituents on specific topics. This will allow the project team to leverage the community's existing knowledge to collect as much pertinent information as possible in a comfortable, open forum. Participants will represent a myriad of community partners, non-profits, activists, volunteers, and employees.

Community Workshops

Community workshops will be held to get feedback from a larger group of San Rafael residents. Workshops will be held during weekday evenings in different areas of the City to make it more convenient for people to attend.

Statistically Valid Survey & Open Participation Survey/Questionnaires

The purpose of this survey is to receive an objective, unbiased response from constituents. Surveys will be made available in both English and Spanish. These surveys will be in addition to the community workshops, series of focus groups, and advisory committee meetings that involved a broad spectrum of stakeholders.

City Website

All meeting information and materials will be available on the City's website and City staff will encourage participants to provide the City with their e-mail addresses in order to keep them informed of the processes progress and upcoming meetings and events.

FISCAL IMPACT:

Although there are no costs associated with the review of this item, the City has allocated \$250,000 in Measure A funding for the development of the City-wide Parks and Recreation Master Plan. The project has been programmed into the City's FY 2021-2022 Capital Improvement Program (CIP) Budget and Measure A – Work Plan.

ALTERNATIVE ACTION:

Any other action as determined by the Commission.

Submitted by:

A handwritten signature in cursive script, reading "Susan Andrade-Wax". The signature is written in dark ink and is positioned above the printed name.

Susan Andrade-Wax, Library and Recreation Director



SAN RAFAEL
THE CITY WITH A MISSION

MEMORANDUM

Date: July 15, 2021
To: Park and Recreation Commission
From: Susan Andrade-Wax, Library & Recreation Director
Subject: Schedule of Upcoming Meetings and Events of Interest

Date	Time	Meeting/Event	Location
July 15	6:00 p.m.	Park and Recreation Commission	Zoom
July 19	7:00 p.m.	City Council	Zoom
August 2	7:00 p.m.	City Council	Zoom
August 6	Dusk	Movies in the Park – Lion King (Spanish)	Pickleweed Park
August 13	Dusk	Movies in the Park – Finding Dory	Terra Linda Park
August 16	7:00 p.m.	City Council	Zoom
August 19	CANCELLED	Park and Recreation Commission	
August 20	Dusk	Movies in the Park – Moana	Victor Jones Park
August 27	Dusk	Movies in the Park – How to Train Your Dragon: The Hidden World	Gerstle Park