

**CITY OF PALMER
ACTION MEMORANDUM NO. 14-016**

Subject: Authorize the City's Co-Sponsorship of the Great Train Music Event and 2014 Choose Respect March at the Palmer Community Center (Depot)

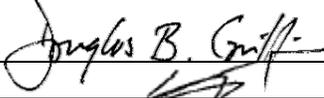
Agenda of: February 25, 2014

Council Action:

The action memorandum was amended to remove the City's Co-Sponsorship of the Great Train Music Event. The City's sponsorship of the Choose Respect March was retained.

Approved for presentation by:

City Manager
City Attorney
City Clerk







Certification of Funds:

Total amount of funds listed in legislation:	\$ <u>450.00</u>
This legislation (√):	
<input type="checkbox"/> Has no fiscal impact	
Creates:	
<input checked="" type="checkbox"/> A negative fiscal impact in the amount of:	\$ <u>450.00</u>
<input type="checkbox"/> A positive fiscal impact in the amount of:	\$ _____
<input checked="" type="checkbox"/> Funds are budgeted.	
Funds are budgeted from this (these) line item(s):	
a) ➤ 01-00-00-3473 Community Center Fees	\$ <u>450.00</u>
b) ➤	\$ _____
a) Funds originally budgeted in line item :	\$ _____
Difference in budgeted funds:	\$ _____
b) Funds originally budgeted in line item :	\$ _____
Difference in budgeted funds:	\$ _____
<input type="checkbox"/> Funds are not budgeted.	
Budget amendment required in the total amount of:	\$ _____
Affected line item(s):	
➤	\$ _____
➤	\$ _____
➤	\$ _____
<input type="checkbox"/> General fund unassigned balance (after budget modification)	\$ _____
<input type="checkbox"/> Enterprise unrestricted net position (after budget modification)	\$ _____
Director of Finance signature certifying funds:	 _____

Attachment(s):

- Community Center 2014 Fee Schedule
- Community Center Application for Great Train Music Event
- Community Center Application for 2014 Choose Respect March

Summary statement: The City Manager has received two requests for the City to waive the fees for use of the Palmer Community Center in March. The two events are the Great Train Music Event which is a community fund raiser in support of the City's request to the Legislature for funds to bring the railroad tracks back into Palmer and the Governors 2014 Choose Respect March.

Many nonprofits rent the Community Center each year and pay the required rental fee and deposit. Since the fee schedule is adopted by Council, staff does not waive the required fee for any non-municipal event.

The City uses the Depot for municipal and City sponsored events at no cost. At this time there is no clear policy on who determines which community events the City will sponsor. These two events have requested a waiver of the required fees.

Staff recommends that rather than begin to waive fees, Council authorize the City Manager to determine which community events the City may co-sponsor. Alternatively, the policy could require Council review these requests and authorize City sponsorship of selected community events.

Administration recommendation: Approve action memorandum 14-016.



City of Palmer Community Development
645 E. Cope Industrial Way
Palmer, AK 99645-6748
Phone: 907-745-3709x1 • Fax: 907-745-5443
Email: jpatterson@palmerak.org

General Information

Community Center Physical Address: 610 S. Valley Way

- Palmer Community Center (Depot) is available for rental on a first come, first served basis.
- To check availability, the Palmer Community Center (Depot) calendar can be viewed at www.cityofpalmer.org. You may also call 907-745-3709x1 with any additional questions.
- In order to reserve a requested date(s) at the Depot, the following items must be completed and turned in at the Community Development offices:
 - ✓ Community Center Rental Application (Page 2)
 - ✓ Community Center Alcohol Questionnaire & Special Regulations (Page 3)
 - ✓ Rental Agreement (Page 4)
 - ✓ Clear copy of your valid driver's license or state issued identification card
 - ✓ **Deposit and rental fees (must be submitted with paperwork)**
- Access to the building is allowed only on the rental date(s) stated on the application. Equipment provided is for use inside the Depot ONLY. DO NOT remove from the premises.
- Forfeiture of deposit may prohibit the future use of the Community Center for one year.
- Contact Palmer Police Department at 745-4811 for after business hour emergencies.

Rental Fees

Fees as per 2014 Adopted Fee Schedule (City Council Resolution 14-001)

Rental -- 8 a.m. to Midnight	Rental Rate	Security Deposit
Daily: Monday through Thursday	\$200 per day	\$150
Daily weekend: Friday through Sunday	\$250 per day	\$150
Long Run - Consecutive Use *	Rental Rate	Security Deposit
<u>Minimum 5 consecutive day rental:</u>		
Monday through Thursday	\$150 per day	\$150
Friday through Sunday	\$200 per day	\$150
Recurring Use *	Rental Rate	Security Deposit
<u>Minimum rental of 10 to 19 calendar days per year:</u>		
Monday through Thursday	\$150 per day	\$150
Friday through Sunday	\$175 per day	\$150
<u>Minimum rental of 20 calendar days per year:</u>		
Monday through Thursday	\$125 per day	\$150
Friday through Sunday	\$150 per day	\$150
Remote Control for Big Screen	\$10 per day	\$65

*If use drops below number required for rate assessed due to cancellations, rental fee will be assessed from applicable rental period stated above.

*** CANCELLATION POLICY ***	
Effective 11/05/2007	
If 30 or more days notice	Full refund rental rate and deposit
If less than 30 days notice	City keeps deposit and one day rental
If rental 3 consecutive days or more	Cancel 60 days in advance -- Full refund
If rental 3 consecutive days or more	Cancel less than 60 days in advance -- City keeps deposit and one day rental.

**City of Palmer Community Development
645 E. Cope Industrial Way
Palmer, AK 99645-6748
Phone: 745-3709x1 • Fax: 745-5443**

Community Center Rental Application

Applicant: City of Palmer Phone: 761-1317

E-mail Address: dgriffin@palmerak.org

Contact Person: Denise Statz Phone: 982-3363

E-mail Address: denise@nonessentialsalaska.com

State Type of Function In Detail: Community event- music evnet

Mailing Address: 231 W. Evergreen Avenue

City: Palmer State: AK Zip: 99645

**BUSINESS LICENSES ARE REQUIRED FOR ALL VENDORS OPERATING WITHIN CITY LIMITS.
CONTACT CITY HALL AT 745-3271 FOR FURTHER INFORMATION.**

Date	Day of Week	Start Hour	End Hour	Number of Guests
March 21, 2014	Friday	8 AM	Midnight	300

List Event on Calendar as: Reserved for Private Use

The Great Train Music Event

<i>For Office Use Only</i>					
Rental Fee #01 0000 3473	\$ <u>250</u>	Remote Rental Fee	\$	Total Rental Fees Paid	\$
Rental Deposit #01 0000 2214	\$ <u>150</u>	Remote Deposit	\$	Total Deposit Fees Paid	\$
Total Paid					\$
Receipt Number	Payment by: Check # <input type="checkbox"/> Cash <input type="checkbox"/> CC <input type="checkbox"/>				

Approved Not Approved Authorized Signature _____ Date: _____

Rental Refund _____ Acct. #01 0000 3473 Approved _____ Date: _____

Deposit Refund _____ Acct. #01 0000 2214 Approved _____ Date: _____

**City of Palmer Community Development
645 E. Cope Industrial Way
Palmer, AK 99645-6748
Phone: 745-3709x1 • Fax: 745-5443**

**Community Center Alcohol Questionnaire
& Special Regulations**

Applicant: City of Palmer - Great Train Music Event

Rental date(s): March 21, 2014

During the rental period, will alcohol be on the Community Center premises? ✓	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
During the rental period, will alcohol be <i>sold</i> on the Community Center premises? ✓	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>

Please fill in all the information requested at the bottom of this page.

If alcohol is to be sold on the premises, the renter shall comply with all laws of the State of Alaska, to include without limitation AS 04.11.230. The renter shall hire a person holding a valid caterer's permit for the event. Not less than five (5) days before the rental date, the caterer's insurance agent must deliver to the City a Certificate of Insurance verifying the caterer's Liquor Liability insurance in the minimum amount of \$1,000,000 and General Liability insurance in the minimum amount of \$1,000,000. The City shall be listed as an additional insured for both policies.

If alcohol is to be on the premises, whether sold or not, the renter shall assume all responsibility for and hold harmless, indemnify and defend the City from and against any and all liability, claims or causes of action for any and all bodily injury or property damage arising out of or related to in any way the consumption of alcohol on the premises. The City is not responsible for or liable for monitoring alcohol consumption or sales. In addition, to the extent allowed by law, the renter assumes all responsibility and liability for guests and their actions that may result in harm to themselves, others, or property of the City or of others.

If renter is an organization or group, then the signer, individually, is jointly and severally liable with the organization or group for the renter's obligation to the City.

Doug Griffin

Signature _____ Printed Name _____ Date _____

Mailing address: 231 W. Evergreen Avenue

Phone: 907 761-1317 Driver's license or state ID card #: _____

**City of Palmer Community Development
645 E. Cope Industrial Way
Palmer, AK 99645-6748
Phone: 745-3709x1 • Fax: 745-5443**

Rental Agreement

***Please sign and date indicating you agree to the
Palmer Community Center rental terms.***

I/we understand that by signing this application that I/we hereby agree to the policy and conditions for the use of public facilities as set forth in the policy pertaining to community use of public facilities. I/we hereby agree to indemnify and hold the City, its officers, agents and employees harmless from and against any and all liabilities as well other claims, demands, etc., as stated in the policy.

I acknowledge receipt of this seven-page Community Center Rental Packet consisting of: General Information & Rental Fees; Rental Application; Alcohol Questionnaire & Special Regulations; Rental Agreement; Community Center Rules & Instructions; Contents Available for Use form; and the Cleaning Checklist.

I understand it is my responsibility to contact City Hall regarding the need, if any, to obtain a city business license.

Applicant Signature: _____

Date: _____

**City of Palmer Community Development
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Community Center Rental Application

Applicant: City of Palmer Phone: 761-1317

E-mail Address: dgriffin@palmerak.org

Contact Person: Jeaninne Milne Phone: 746-6237

E-mail Address: JeaninneM@akafs.org

State Type of Function In Detail: Rally at the end of the 2014 Choose Respect Event

Mailing Address: 231 W. Evergreen Avenue

City: Palmer State: AK Zip: 99645

**BUSINESS LICENSES ARE REQUIRED FOR ALL VENDORS OPERATING WITHIN CITY LIMITS.
CONTACT CITY HALL AT 745-3271 FOR FURTHER INFORMATION.**

Date	Day of Week	Start Hour	End Hour	Number of Guests
March 27, 2014	Thursday	8 AM	9 PM	Unknown

List Event on Calendar as: Reserved for Private Use

2014 Choose Respect March

<i>For Office Use Only</i>					
Rental Fee #01 0000 3473	\$ <u>200</u>	Remote Rental Fee	\$	Total Rental Fees Paid	\$
Rental Deposit #01 0000 2214	\$ <u>150</u>	Remote Deposit	\$	Total Deposit Fees Paid	\$
Total Paid					\$
Receipt Number	Payment by: Check # <input type="text"/> Cash <input type="text"/> CC <input type="text"/>				

Approved Not Approved Authorized Signature _____ Date: _____

Rental Refund _____ Acct. #01 0000 3473 Approved _____ Date: _____

Deposit Refund _____ Acct. #01 0000 2214 Approved _____ Date: _____

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 & Special Regulations**

Applicant: City of Palmer - Choose Respect March

Rental date(s): March 27, 2014

During the rental period, will alcohol be on the Community Center premises? ✓	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
During the rental period, will alcohol be <u>sold</u> on the Community Center premises? ✓	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>

Please fill in all the information requested at the bottom of this page.

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If renter is an organization or group, then the signer, individually, is jointly and severally liable with the organization or group for the renter's obligation to the City.

Signature _____ **Doug Griffin** _____
 Printed Name Date

Mailing address: 231 W. Evergreen Avenue

Phone: 907 761-1317 Driver's license or state ID card #: _____

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I understand it is my responsibility to contact City Hall regarding the need, if any, to obtain a city business license.

Applicant Signature: _____

Date: _____

Sandra Garley

From: Douglas Griffin
Sent: Thursday, January 30, 2014 4:43 PM
To: Jeaninne Milne
Cc: Sandra Garley
Subject: RE: Choose Respect 2014

Jeaninne – With the approval of the City Council, the City of Palmer could designate the Palmer 2014 Choose Respect March culmination gathering as a City sponsored event and that would have the same effect as a fee waiver. Let me know the date to make sure the Community Center is available. I am out of the office tomorrow, but you may contact Sandra Garley (See CC above) to make arrangements. – Doug Griffin, City Manager

From: Jeaninne Milne [<mailto:JeaninneM@akafs.org>]
Sent: Thursday, January 30, 2014 4:34 PM
To: Douglas Griffin
Subject: Choose Respect 2014

Hello,

My name is Jeaninne Milne and I am the outreach advocate for the DVSA program at Alaska Family Services. I am contacting you in regards to the 2014 Choose Respect March that will be held on March 27. We are planning to use the same location (Palmer Community Center) and I was informed that the fee was able to be waived in the previous years. I'd be happy to meet with you if you want and/or to provide you with any information. If it is possible to get this fee waived could I get a statement to send with our application? It can be emailed or faxed(fax is 907-746-1177).

Thank you,
Jeaninne Milne

Jeaninne A. Milne
Domestic Violence & Sexual Assault Outreach Advocate
Tobacco Prevention & Control Outreach Coordinator
Alaska Family Services
1825 S. Chugach Street
Palmer, Alaska 99645
907-746-6237