



TOWN OF APPLE VALLEY

TOWN COUNCIL STAFF REPORT

To: Honorable Mayor and Town Council **Date:** November 15, 2016

From: Ralph Wright **Item No:** 8
Parks and Recreation Manager
Parks and Recreation Department

Subject: FEE WAIVER REQUEST FOR AMERICAN CANCER SOCIETY RELAY
FOR LIFE FOR USE OF THE CIVIC CENTER PARK/AMPHITHEATER

T.M. Approval: _____ **Budgeted Item:** Yes No N/A

RECOMMENDED ACTION:

For good cause shown and finding a waiver will serve a public purpose, approve the waiver of the Facility Rental Fee of \$2,750.02.

SUMMARY:

The American Cancer Society has submitted a Facility Use Agreement to conduct the Relay for Life on September 30 and October 1, 2017. They are requesting a waiver of the park rental fee of \$2,750.02, as they have done the last several years. This event meets the criteria established for fee waivers as something that compliments the Town's event schedule, offers an activity not otherwise available, serves a public purpose and is offered by a non-profit organization. The letter requesting the fee waiver is attached.

BACKGROUND:

On August 14, 2001, the Town Council adopted a policy stating fees can be administratively waived for a local public agency, a utility company or service district or a similar entity providing an essential service to the general community, whereas, non-profit requests for fee waivers must go before the Town Council for consideration.

FISCAL IMPACT:

Although there is not an ongoing demand that is displaced with the request on this particular day, the waiving of these fees will result in the loss of potential revenue in the amount of \$2,750.02.



Relay For Life of Apple Valley

Venue

October 1, 2016

To Whom It May Concern:

It's time to start planning for Relay For Life of Apple Valley's Annual Relay For Life event.

In the past we have held the event at Apple Valley Civic Amphitheater; and are looking forward to holding the event there again this year. We are asking for the Town of Apple Valley to partner with Relay For Life of Apple Valley once again this year, in donating the venue. Total fees provided are \$2,750.02. This donation helps Relay For Life of Apple Valley raise money strictly for The American Cancer Society.

As you may know, the American Cancer Society's Relay For Life is a 24-hour event in which teams of 10-15 people take turns walking around the track to raise money for cancer. The event features entertainment, food for participants, and a lot of fun. The field becomes a "tent city" where people can rest when they are not walking.

Our top choice would be to have the Relay For Life on September 30-October 1, 2017 from 9am Saturday to 9am Sunday. We would need use of the following facilities:

- Apple Valley Civic Amphitheater: We will need to use the sidewalk for participants to walk on; and the tents will be set-up on the grass. No need to worry, there will be no damage to the field.
- Bathroom facilities: We can have portable toilets brought in.
- Lights: Use of lights in the evening, we do need to turn them off briefly during our luminaria ceremony that takes place at 9pm on Saturday, but the lights will be turned back on as soon as the ceremony closes.

RelayForLife.org | 1.800.227.2345

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- Sprinklers: We'll need to make sure the sprinklers are turned off the night before the event and during the event.

We'll have security on-site and medical personnel available. We will have a volunteer who will be in charge of logistics. In the past, we have left other facilities in even better shape than when we arrived. We will also have a team of volunteers in charge of parking.

We've done this event for the past 30 years in more than 4,500 communities across the country. The Relay For Life is an inspiring experience for your staff and students to be involved in the fight against cancer, because Relay For Life focuses on celebrating cancer survivors, remembering those we've lost and empowering our community to Fight Back! against a disease that takes too much.

The event is coordinated by a group of dedicated volunteers and they are anxious to get things up and running. If you can get back to me at your earliest convenience – it would be much appreciated. I can be reached at 760-887-3427 or feel free to email me at liz.mcgiffin@cancer.org.

Sincerely,

Liz McGiffin, MBA | Community Manager, Relay For Life
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