

City of South Pasadena / Co-Sponsorship Policy

Introduction:

The City of South Pasadena routinely receives requests from non-profit organizations, service clubs, and others requesting to co-sponsor various activities, or to waive temporary use permit fees and /or rental fees for the use of City facilities. Examples of these activities include public music performances, art exhibitions, cultural, service club, sporting and school events.

Recognizing the value of partnering with local organizations and the benefits to the community while still upholding its fiscal responsibilities, the City has established the following policy to direct when fees may be waived or co-sponsorship approved.

Policy:

Fees may be waived or reduced when co-sponsored by the City when the City Council makes a determination that the program or event: 1) is of significant value to the community or to a significant portion of its residents, and 2) is within the scope of services normally provided by the City.

Before recommending approval, the City Council or his/her designee will also consider factors including but not limited to: benefit to the City, proposed event location and time of day, impact on the surrounding neighborhood and city staff and resources.

While individuals, organizations, agencies and private enterprises may qualify for fee waivers or co-sponsorship based on meeting this policy's criteria, the City does not guarantee all requests will be accommodated. The City Council (or his/her designee) may determine not to provide support, due to lack of adequate funds or other resources, or when the request represents a conflict of interest or is not in the best interest of the City.

Activities specifically prohibited from City co-sponsorship or waiver of fees include those that: enhance private business; are held on behalf of, in support of, or in opposition to any political candidate or ballot measure or advocate a political position; advocate or promote adult – oriented businesses; or that solicit criminal activity. Religious organizations, companies or groups may obtain fee waivers or co-sponsorships if the proposed program, event, or project neither promotes religious messages nor advocates for or promotes religious beliefs.

All resources to be provided by the City in co-sponsorship of an event or program shall be within current funding allocations, and expenditures shall not result in a reduction of other City services. The City Council intermittently approves the City Fee Schedule. Fee waivers may be reflected in reduced revenue totals at fiscal year end.

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The City reserves the right to assess all activities at any time to ensure all rules, regulations, conditions of use, City and health and safety laws are not violated. Co-sponsorships and fee waivers can be revoked at any time effective immediately, if the recipient agency or organization fails to comply with this policy or any other local, State or Federal regulation.

Qualifications for those seeking fee waivers or co-sponsorship:

1. Must be a valid non-profit or community service organization based within the City of South Pasadena; (proof of non-profit status is required if applicable.)
2. All the following criteria shall be demonstrated by the applicant:
 - a. Consistent with the City's economic, social, or recreational goals.
 - b. Free and open to the public, unless otherwise authorized by the City Council (or his/her designee)
 - c. Demonstrate community pride and involvement
 - d. Not have a religious or political purpose

Co-sponsorship may include any of the following:

1. Fee waiver or reduction for
 - a. Use of a facility
 - b. Temporary Use Permit
 - c. Street Banner
 - d. Tent Permit
 - e. Encroachment Permit
 - f. Street Closure and /or traffic control plan

Procedures

The following information should be submitted by the non-profit organizations when requesting use of City streets, right-of-ways, and other City properties. The request must be made in writing, at least 60 days prior to event and must include details of the event, including, but not limited to:

1. Name and mailing address of organization making request
2. City facility, property, or street requested for use
3. Proof of non-profit status if applicable
4. Description and purpose of event
5. Time of event and time access to the site is needed
6. Proposed street closure or traffic control plan, prepared and stamped by a registered engineer (if applicable)
7. Concession information, including whether food or drink will be sold
8. List of equipment that will be brought in for the event
9. List of event sponsors and their role (if any)

10. A description of the benefits the non-profit will receive and the benefit the City or its residents will receive from the event
12. Detailed description of any support needed from City staff, including police, fire or public works. **(NOTE: These costs will be the responsibility of the event organizers)**
13. City equipment and supplies will not be available for use or rent unless the facility that is being used houses these items such as tables and chairs. The following will not be used or rented for outdoor use: Audio visual, Public Address System, Tables, Chairs, Canopies, or Electrical Outlets.

Alcohol:

City Ordinance allows liquor on the premises (wine, beer, whiskey, etc.) under special conditions. Obtain an ABC permit by calling the Department of Alcohol & Beverage at (626) 927-1060. See City Staff for additional info on ABC requirements. Alcohol may not be sold or served to minors. Failure to comply, monitor and enforce this law is grounds for terminating the activity and forfeiting all deposits, fees and co-sponsorship. Injuries caused to any person or damage to City premises, shall be the sole responsibility of the organizations, its sponsor or the adult representative. Alcohol may not be served or sold during set-up time. Service for any alcoholic beverage must end one hour before the time stated on the contract for the event to end. Alcohol is only permitted in the rented facility (senior Center and War Memorial Building only) Alcohol may not be served or consumed in parking lots, public patio areas, or outside grounds adjacent to rented facility.

The following conditions apply once fee waiver and or co-sponsorship is approved:

1. Appropriate recognition of the City of South Pasadena as co-sponsor of or contributor to the event or program will be provided on all promotional materials and at all events and programs. The City Manager (or his/her designee) must approve promotional materials, the event/program schedule and activities. If the City is not recognized for its contributions to the event/program, the organization could potentially lose future co-sponsorship opportunities with the City.
2. All non-profits must complete a Facility Use Permit with the Recreation Division of Community Services Department. Conditions may be placed on the use to minimize impacts to facilities or costs to the City, or to restore facilities to pre-event conditions.
3. Proof of General Liability Insurance with the City additionally insured for \$1 million per occurrence as well as a hold harmless agreement must accompany the Facility Use Permit.
4. A refundable security deposit is required. Deposit amounts are set to ensure proper clean up and cover the City's costs for remediation of any damage or loss. If the full deposit is not accompanied with the Facility Use Permit by the specified date, the facility request shall be cancelled and approval withdrawn. Security Deposits will be refunded within four (4) to six (6) weeks of the event or activity, if standards have been met. Security Deposits will not be waived.
5. Applicants are responsible for payment of the full cost of materials, labor, replacement, repairs, or damages related to the event, project or program, regardless of the amount. If damage

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occurs and the complete remediation costs the City less than the amount of the deposit, the difference shall be refunded.

6. Secure necessary additional permits, e.g., vendors need business license, from food sales need County Health Department permits, and alcohol use permits.

The attached exhibit A is a list of current co-sponsored organizations or city committees and events that have been approved in the past. If any new organizations request co-sponsorship by the City, that request will come to the City Council for approval. If an existing organization would like to amend their current request, that request will also be brought to City Council for approval.

This policy and list of events and organizations will be approved once a year by the City Council.

Attached: Exhibit A – List of Current Co-Sponsored Organizations or City Committees and Events

Approved by City Council:
March 4, 2015

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Exhibit A

Current Co-Sponsored Organizations and Events

Chamber of Commerce	Farmers Market Eclectic Music Festival Art Crawl	Every Thursday May February
American Cancer Society	Relay for Life	April
Aztlan Athletics	Greenest Fastest Mile	July
South Pasadena High School Boosters	Tiger Run Booster Bash	December September
AQMD	Clean Air Car Show and Green Living Expo	July
Chinese American Club	Moon Festival	September
Vecinos de South Pasadena	Career Fair Dia de los Muertos	September October
South Pasadena Educational Foundation	Parti Gras	May
Kiwanis	4 th of July Pancake Breakfast	July
South Pasadena Unified School District	Fun Fair	May
South Pasadena Little League	Baseball and softball fields, storage and facilities for meetings	February - December
AYSO	Soccer fields, storage and facilities for meetings	August - March
Holy Family	Field rental – flag football	August - November
The Place	Facility rental at mid-level of Orange Grove	School Year
Boy Scouts	Troop meetings at various facilities	Year Round
Girl Scouts	Troop Meetings at various facilities	Year Round
South Pasadena Beautiful	Garden Tour	April
Rotary	Taste of South Pasadena	April

Current Co-Sponsored City Committee Events

4 th of July Committee	Festival of Balloons daylong event	July
South Pasadena Tournament of Roses	Classic Car Show Float Building and Storage Crunch Time Party Spring Fling	September August – February December April
Friends of the South Pasadena Library	Multiple cultural events throughout the year	Year round