



**COMMUNITY RELATIONS & PUBLIC AFFAIRS COMMITTEE**  
**AUGUST 3, 2015**  
**11:00 A.M.**  
**COUNCIL CHAMBERS**

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1. **REVIEW WASHINGTON CENTER REQUESTS**  
*SCOTT SPENCE, CITY MANAGER*  
(ATTACHMENT)



## COMMUNITY RELATIONS & PUBLIC AFFAIRS COMMITTEE

August 3, 2015

**SUBJECT:** Request for Use of Free Day at Washington Center

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**RECOMMENDATION:** Review applications for use of the City's free days at the Washington Center in 2016, and forward recommendation to full Council for approval.

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**STAFF CONTACT:** Scott Spence, City Manager   
Peri Edmonds, Deputy City Clerk

**ATTACHMENTS:**

1. [Washington Center Policy](#)
2. [Tracking Sheet](#)
3. [Application from Entertainment Explosion](#)

**FISCAL IMPACT:** None.

**PRIOR REVIEW:** None.

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### BACKGROUND:

Under the current contract with the Washington Center, the City of Lacey is entitled to use the facility two days per year at no additional cost. In 1992, the Lacey City Council created the Washington Center Policy to provide guidelines to respond to requests from outside organizations for use of the City's free days at the Washington Center (Attachment 1).

Currently, the policy allocates one free day per year to non-profit organizations, and one for City-sponsored events. The City will not be using their free day in 2016. Therefore, both free days are available for non-profit agencies in 2016 (Attachment 2).

The deadline to submit an application request for a free day in 2016 expired on July 31 of this year. We received one application, which was from Entertainment Explosion (Attachment 3).

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**ADVANTAGES:**

1. Granting the City's free day to Entertainment Explosion provides an opportunity for the non-profit organization to raise funds for its services.

**DISADVANTAGES:**

1. None.

### **10.07 Guidelines for Use of Washington Center**

The City of Lacey periodically makes the Washington Center available free of charge for events in which the City has a major interest, with the following conditions:

The City of Lacey has two free days available each year at the Washington Center. One *free-day* is designated for City use, and one *free-day* is designated for non-profit use. If the City decides not to sponsor an event, the second *free-day* could be offered to a non-profit agency/organization.

1. Applications will only be accepted from January through July to request a *free-day* in a subsequent year, i.e. to reserve a date in 2004, an application should be submitted between Jan-July of 2003.
2. The requesting group must be non-profit in nature.
3. Use of the Center for the event does not occur more frequently than once each year.
4. No group will receive the use of the City's free day on an annual basis, unless no other eligible applications have been received by the deadline.
5. The event may be used for fund-raising purposes if approved by the Lacey City Council (funds raised in this way would be through admission charges, donation solicitation, or fee assessment).
6. The City determines there is general community interest in the proposed event.
7. The City determines that the activity constitutes a public use that the City is authorized to sponsor.
8. The City will receive formal recognition for its sponsorship, i.e. an announcement during the event, or recognition on a program or flier.
9. The group or individual, using the Center, agrees to hold the City harmless for any claims resulting from use of the Center.
10. Applicant must be willing to meet or comply with all Washington Center rules, regulations, and policies.
11. Applicant agrees to report attendance, participation rate, and other appropriate details in writing.

#### Procedure:

1. Applicant must complete an *Application for Use of the Washington Center* form and return it to the City Manager's office for processing.
2. City Manager's staff will contact the Washington Center to confirm availability of the date requested.

3. The request will be forwarded to the Community Relations and Public Affairs Committee for consideration. Their recommendation will be presented to the full Council for approval.
4. City Manager's staff will notify the Washington Center and applicant of the Council's decision.

**USE OF LACEY'S FREE DAYS AT WASHINGTON CENTER**

Index No.	Agency Name	Date Requested	Approved	Not Approved
1	Timberline High School	Dec 21, 1992	X	
2	Hands On Children's Museum	Nov 5, 1995	X	
3	Masterworks Choral Ensemble	Oct 12, 1996	X	
4	Tacoma Urban League	Jan 19, 1998	X	
5	Animal Services	Jan 26, 1998	X	
6	8 <sup>th</sup> Intl. Military Band Concert	Mar 21, 1999	X	
7	United Communities AIDS Network	Sept 9, 2000	X	
8	Masterworks Choral Ensemble	Oct 13, 2001	X	
9	The Abbey Players	Nov 17, 2001	X	
10	Monarch TLC Children's Justice & Advocacy Center	Mar 1, 2002	X	
11	Big Brothers Big Sisters of Thurston County	August 25, 2001	X	<i>Cancelled due to earthquake</i>
		Mar 3, 2002	X	<i>Rescheduled from 2001</i>
12	The Abbey Players	Feb 15, 2003	X	
13	Tacoma Urban League/HSRC	January 20, 2003		X
14	US Air Force Band	Sept 10, 2003	X	
15	TCTV	October 27, 2003		X
16	Senior Services for South Sound and Masterworks Choral	May 15, 2004	X	
17	Martin Luther King Planning Committee	January, 19, 2004	X	
18	Monarch Children's Justice & Advocacy Center	February 28, 2004		<i>Received request after days allocated for 2004</i>
19	Monarch Children's Justice & Advocacy Center	February 12, 2005	X	
20	Lacey Rotary	November 12, 2005	X	

Index No.	Agency Name	Date Requested	Approved	Not Approved
21	Monarch Children's Justice & Advocacy Center	February 4, 2006		<i>Request cannot be granted on annual basis – Monarch received day in 2005</i>
22	Washington State Arts Commission	April 2006		X <i>Does not meet criteria of non-profit</i>
23	Olympia Junior Programs	March 20, 2006	X	
24	Care Net Program	October 2006		X
25	Entertainment Explosion	February 16, 2007	X	
26	Rotary Clubs in Thurston County (Lacey, West Olympia, South Puget Sound) – 2007 Jazz Festival	November 10, 2007	X	
27	Entertainment Explosion <i>Note: Request cannot be granted on annual basis – received day in 2007</i>	February 16, 2008		X
28	Wrinkles of Washington!	September 6, 2008	X	
29	Entertainment Explosion	February 22, 2009	X	
30	Rotary Clubs in Thurston County (Lacey, West Olympia, South Puget Sound) – 2009 Jazz Festival	November 14, 2009	X	
31	Entertainment Explosion <i>Note: At the April 16, 2009, Worksession, Council denied their request to use a free day on an annual basis.</i>	2010 and annually thereafter		X
32	TOGETHER! Fundraising concert by jazz artist Wynton Marsalis <i>Note: Event Cancelled (3/24/10)</i>	2010	X <i>Did not use</i>	
33	Entertainment Explosion	February 26, 2011	X	
34	Rotary Clubs of Thurston County – Cool Jazz Clean Water Festival	November 19, 2011	X	
35	City of Lacey Parks Department* <i>Note: Parks Dept. notified City Clerk's office they will not use their free day in 2012 (08.2012)</i>	2012 Will not use free day		
36	Entertainment Explosion <i>Note: Council approved their use of one of the City's free day for a consecutive year since no other group applied. (11.03.11)</i>	February 26, 2012	X	
37	Cool Jazz/Clean Water (Thurston County Rotary Clubs) <i>Request for use of City's 2<sup>nd</sup> free day in 2012; the Parks Dept. will not be using it.</i>	November 22, 2012	X	

Index No.	Agency Name	Date Requested	Approved	Not Approved
38	Olympia Junior Programs	August 23, 2013	X	
39	Entertainment Explosion	February 24, 2013		X
40	City of Lacey – Parks Department	2013		
41	Loiacono Music Education Fund	October 4 or 25, 2014	X	
42	Entertainment Explosion	March 8, 2014		X
43	City of Lacey – Parks Department	2014		
44	City of Lacey – Parks Department <i>Note: Parks Dept. notified City Clerk's office they will not use their free day in 2015</i>	2015 Will not use free day		
45	Cool Jazz/Clean Water (Lacey Rotary)	November 21, 2015	X	
46	Entertainment Explosion	March 8, 2015	X	
47	City of Lacey – Parks Department	2016 Will not use free day		
48	Entertainment Explosion	2016		

*\*Starting in 2012, Lacey Parks & Recreation Department will reserve one of the City's free days on an annual basis for a City-sponsored event. If the Parks Department decides not to sponsor an event, the second free-day could be offered to a non-profit agency/organization.*



CITY OF LACEY  
DEPUTY CITY CLERK  
420 COLLEGE STREET SE  
LACEY, WA 98503  
PHONE: 360.491.3214  
FAX: 360.412.3185  
PEDMONDS@CI.LACEY.WA.US

CITY OF LACEY  
APPLICATION FOR USE OF THE WASHINGTON CENTER  
- Applications accepted January 1 through July 31 for a free day in a subsequent year -

ENTERTAINMENT EXPLOSION

Organization/Agency

SCOTT SCHDENGARTH

BOARD PRESIDENT

Contact Name

Title

3700 14TH AVE SE UNIT 82 OLYMPIA WA 98501

Mailing Address

City

State

Zip

360-250-8413

SCOTT@ENTERTAINMENTEXPLOSION.ORG

Work Phone

Cell Phone

Fax

Email Address

SCOTT.SCHDENGARTH@AOL.COM

**ORGANIZATION/AGENCY INFORMATION**

Date organization/agency was formed: JULY 2006

Non-profit: Yes  No  (If yes, attach copy of current non-profit corporate registration)

Describe membership base: APPX. 50 SENIORS AGES 50-87 YRS OLD

SINGERS, DANCERS, STAGEHANDS - ALL VOLUNTEERS, NO PAID STAFF

**LIABILITY INSURANCE**

Policy name: ENTERTAINMENT EXPLOSION INC.

Policy Number: MB0006503-0 Expiration: ONGOING

\$ \$1,000,000 - Bodily injury per person

\$ \$1,000,000 - Property damage per occurrence

\$ GEN AGGREGATE: \$3,000,000 - Combined single limit

Note: If your organization does not have insurance, and the City approves your application, you will need to make arrangements with the Washington Center to have them provide coverage for you.

**EVENT INFORMATION**

Name of Event: A REALLY BIG SHOE 10- AN EE FOLK MUSIC FESTIVAL

Describe Event: 2-HOUR VARIETY SHOW; 10TH ANNUAL EVENT. IN 9 YEARS HAVE RAISED \$211,000. ALL GOES TO KIDS.

Purpose of Event: BENEFIT CONCERT RAISING FUNDS FOR 2,000 HOMELESS AND NEEDY KIDS IN 8 SCHOOL DISTRICTS INC. N. WASHCO, AND OYS

How frequently is event held: ANNUALLY

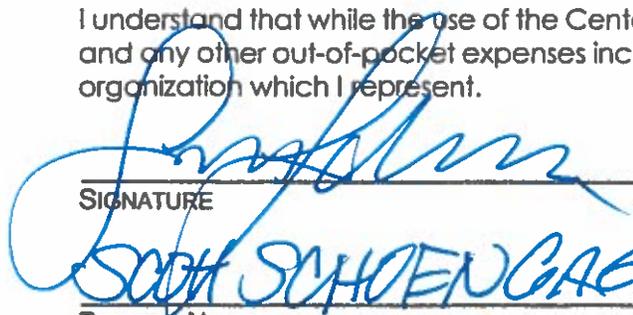
Will admission be charged? Yes  No  Will donations be solicited? Yes  No

Date Requested: ENTERED 2-20-16 Stage I  Stage II  Stage I & II

TECH/DRESS REHEARSAL OR 2-27-16 ACTUAL SHOW. REQUIRING 2 DATES

I hereby state on behalf of [ORGANIZATION/AGENCY] ENTERTAINMENT EXPLOSION that I have read and agree to the City of Lacey Guidelines for Use of Washington Center (attached):

I understand that while the use of the Center is rent free, the responsibility for labor charges and any other out-of-pocket expenses incurred in making the event happen rests with the organization which I represent.

  
SIGNATURE

SCOTT SCHOENGAETH  
PRINTED NAME

5-21-15  
DATE

For City Use

Date Received: 5-27-15

Community Relations & Public Affairs Committee: Approved  Disapproved  Date \_\_\_\_\_

Lacey City Council: Approved  Disapproved  Date \_\_\_\_\_

Applicant Notified: \_\_\_\_\_

Washington Center Notified: \_\_\_\_\_

**ENTERTAINMENT EXPLOSION**

UBI Number	602589996
Category	REG
Profit/Nonprofit	Nonprofit
Active/Inactive	Active
State Of Incorporation	WA
WA Filing Date	03/03/2006
Expiration Date	03/31/2016
Inactive Date	
Duration	Perpetual
Charity	This corporation is also a charity. <a href="http://www.sos.wa.gov/charities/search_detail.aspx?charity_id=26483">View Info » (http://www.sos.wa.gov/charities/search_detail.aspx?charity_id=26483)</a>
<b>Registered Agent Information</b>	
Agent Name	JAMES F PARKER
Address	1248 WICKIE PLACE SE
City	TUMWATER
State	WA
ZIP	98501
<b>Special Address Information</b>	
Address	
City	
State	
Zip	

**Governing Persons**

Title	Name	Address
Director	DELFIN AMOS, DIANA	3401 BETH COURT NE LACEY, WA 98516
Director	ADDITIONAL NAMES ON FILE, *	
President	SCHOENGARTH, SCOTT	3700 14TH AVE SE #82 OLYMPIA, WA 98501
Secretary	WILSON, KAREN	4701 23RD AVE LACEY, WA 98503
Treasurer	PARKER, JAMES F	1248 WICKIE PLACE SE TUMWATER, WA 98501
Vice President	BUKER, NEWT	232 ROGERS ST NW OLYMPIA, WA 98502

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date:

JUN 27 2007

ENTERTAINMENT EXPLOSION  
PO BOX 4086  
TUMWATER, WA 98501-4086

Employer Identification Number:  
20-4425860  
DLN:  
17053342052036  
Contact Person:  
JOAN C KISER ID# 31217  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
DECEMBER 31  
Public Charity Status:  
509(a)(2)  
Form 990 Required:  
YES  
Effective Date of Exemption:  
MARCH 3, 2006  
Contribution Deductibility:  
YES  
Advance Ruling Ending Date:  
DECEMBER 31, 2010

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. During your advance ruling period, you will be treated as a public charity. Your advance ruling period begins with the effective date of your exemption and ends with advance ruling ending date shown in the heading of the letter.

Shortly before the end of your advance ruling period, we will send you Form 8734, Support Schedule for Advance Ruling Period. You will have 90 days after the end of your advance ruling period to return the completed form. We will then notify you, in writing, about your public charity status.

Please see enclosed Information for Exempt Organizations Under Section 501(c)(3) for some helpful information about your responsibilities as an exempt organization.

If you distribute funds to other organizations, your records must show whether they are exempt under section 501(c)(3). In cases where the recipient organization is not exempt under section 501(c)(3), you must have evidence the funds will be used for section 501(c)(3) purposes.

Letter 1045 (DO/CG)





*All Council  
received  
at  
their  
homes*

Scott Schoengarth  
President of the Board  
Entertainment Explosion  
P.O. Box 4086  
Tumwater, WA 98501  
scott@entertainmentexplosion.org

*GenT:*

May 22, 2015

**Dear Lacey City Council Members:**

Andy Ryder  
Cynthia Pratt  
Virgil Clarkson  
Jeff Gadman  
Lenny Greenstein  
Jason Hearn  
Michael Steadman

The members of Entertainment Explosion's (EE) board of directors wish to thank you for your past years of support in our efforts to help the homeless and needy kids in Thurston and Mason counties.

On five occasions, you assigned us a free night at the Washington Center for our *A Really Big Shoe* benefit concerts – Big Shoes 1, 3, 5, 6 and 9 in 2007, 2009, 2011, 2012 and 2015. You were not able to assist us the other four times, in 2008, 2010, 2013 and 2014.

Our 10<sup>th</sup> anniversary benefit concert is set for Sunday, February 21, 2016, once again at the WA Center. Our completed application has been sent to the address on the form. To make sure this letter got to you, we used home addresses. Hope you don't mind.

We are aware that City of Lacey guidelines indicate that an organization cannot have the free night two years in a row unless no other group applies. We ask you to waive that guideline for 2016, and instead review all of the 2016 applications and make your selection based on what the greatest return on investment will be for the City of Lacey.

Every penny raised from the Big Shoe is turned over to the homeless student coordinators in eight local school districts – North Thurston, Yelm, Tenino, Rainier, Rochester, Shelton, Tumwater and Olympia – and to Community Youth Services. We keep nothing

- no overhead or paid staff. The money is not used to support our organization - it all goes to the schools with no strings attached to help your kids. How can you beat that?

In nine past concerts, we have raised and distributed to the kids just over **\$211,000**. Each time you give us one your free nights, it adds an additional \$1,025 to the total, instead of paying that money to the WA Center. This means that, because of your generosity, to date we have had an extra \$5,125 for the kids.

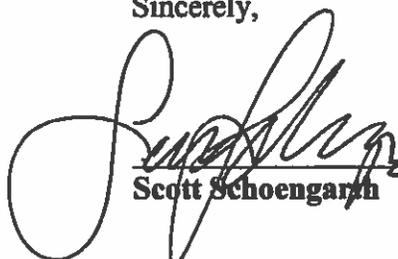
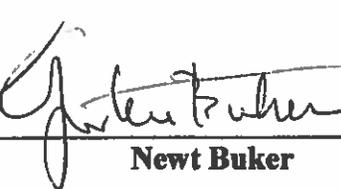
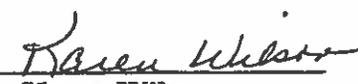
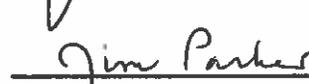
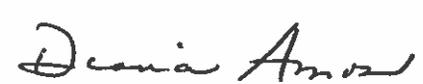
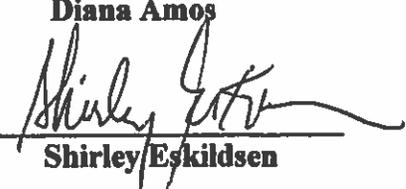
The school districts and CYS use this money, *one child at a time*, for shoes, clothes, food, shelter, band and sports fees, campground fees and costs for showers and restroom facilities, medical needs, and so much more, based on the determination of the various fund coordinators in each district. You can visit [www.EntertainmentExplosion.org](http://www.EntertainmentExplosion.org) to review a number of the stories posted by the various school districts.

Our tenth anniversary show is entitled *A Really Big Shoe 10 - an EE Folk Music Festival*. We're envisioning the music of the Kingston Trio, Brothers Four, Peter Paul and Mary, John Denver, The Weavers, and on and on. And once again, we will get the school districts involved, using superintendents or principals to emcee the show from the stage.

EE is a talented group of seniors - everyone is 50-87 years old. We donate thousands of hours to this cause - *seniors helping kids*. But to be successful, we need the continued support of our friends, sponsors, and community partners. For example, the City of Tumwater has given us their free night nine straight years, and we are hoping for ten. We need to rent the WA Center for two days - Saturday, Feb. 20, 2016 for the tech/dress rehearsal, and Sunday, Feb. 21, 2016 for the actual performance. Together, both cities can add an additional \$2,050 to the total raised, without costing either of you a penny.

We thank you for your consideration, and we hope you'll waive this guideline for 2016. We invite all of you to attend the Big Shoe next February.

Sincerely,

 Scott Schoengarth	 Newt Buker	 Karen Wilson
 Jim Parker	 Larry Roediger	 Diana Amos
 Meggin Turk	 Sharon Lightfoot	 Shirley Eskildsen