



COMMUNITY RELATIONS & PUBLIC AFFAIRS COMMITTEE

JUNE 6, 2016

11:00 A.M.

COUNCIL CHAMBERS

1. LACEY SPRING FUN FAIR 2017 UPDATE

JEANNETTE SIELER, RECREATION SUPERVISOR & RUTH WEIGELT
(VERBAL REPORT – NO ATTACHMENT)

2. 50TH ANNIVERSARY / JULY 3 FIREWORKS UPDATE

MARY COPPIN, COMMUNITY LIAISON
(VERBAL REPORT – NO ATTACHMENT)

3. WASHINGTON CENTER FREE DAY USE

PERI EDMONDS, DEPUTY CITY CLERK
(STAFF REPORT ATTACHED)



**COMMUNITY RELATIONS &
PUBLIC AFFAIRS COMMITTEE**
June 6, 2015

SUBJECT: Request for Use of Free Day at Washington Center

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

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

ATTACHMENTS:

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

FISCAL IMPACT: None.

PRIOR REVIEW: None.

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 deadline to submit an application request for a free day in 2016 expired on July 31, 2015. At that time, we received only one application. The Community Relations & Public Affairs Committee reviewed the application from Entertainment Explosion and forwarded to the full Council for approval. The Council approved their application on August 27, 2015.

The City will not be using their free day in 2016. Therefore, an additional free day is available for non-profit agencies in 2016. The City extended the deadline to receive applications. An application was received in November 2015, but the applicant subsequently withdrew their request. (Attachment 2)

In response, the City again publicly solicited applications for the use of a free day at the Washington Center. The YWCA submitted an application on April 20, 2016, for the Women of Achievement Celebration to be held on October 28, 2016. (Attachment 3)

ADVANTAGES:

1. Granting the City's second free day to YWCA 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 th 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	
21	Monarch Children's Justice & Advocacy Center	February 4, 2006		<i>Request cannot be granted on annual basis – Monarch received day in 2005</i>

Index No.	Agency Name	Date Requested	Approved	Not Approved
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 2nd free day in 2012; the Parks Dept. will not be using it.</i>	November 22, 2012	X	
38	Olympia Junior Programs	August 23, 2013	X	
39	Entertainment Explosion	February 24, 2013		X
40	City of Lacey – Parks Department	2013		

Index No.	Agency Name	Date Requested	Approved	Not Approved
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	February 20, 2016	X	
49	Cool Jazz/Clean Water (Lacey Rotary) <i>(Withdrew application)</i>	November 19, 2016	Withdrew Application	
50	YWCA – Women of Achievement	October 28, 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 -

YWCA Olympia

Organization/Agency			Community Engagement & Development Director		
Cherie Reeves Sperr			Title		
220 Union Ave SE			Olympia	WA	98501
Mailing Address			City	State	Zip
3520593	8084837	3528788	crsperr@ywcaofolympia.org		
Work Phone	Cell Phone	Fax	Email Address		

ORGANIZATION/AGENCY INFORMATION

Date organization/agency was formed: 1945

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

Describe membership base: N/A

LIABILITY INSURANCE

Policy name: American Alternative Insurance

Policy Number: NPIP151648428 Expiration: 2021.10 (pre-approval for next year in progress)

\$ 5,000,000 - Bodily injury per person

\$ 5,000,000 - Property damage per occurrence

\$ 5,000,000/10,000,000 - 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: Women of Achievement Celebration

Describe Event: Annual fundraiser featuring speaker (Naomi Tutu 2015). Activities include auction, raffle, fund-a-need, VIP reception, music. Now in it's 23rd year. Inspiring!

Purpose of Event: Issue education and fundraising for agency. This event is critical to agency operations to support programs for women & girls

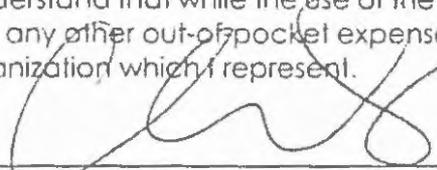
How frequently is event held: Once per year

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

Date Requested: Friday, October 28, 2016 Stage I Stage II Stage I & II

I hereby state on behalf of [ORGANIZATION/AGENCY] YWCA Olympia I 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

Cherie Reeves Sperr

PRINTED NAME

04/20/16

DATE

<p><i>For City Use</i></p> <p>Date Received: <u>4-20-16</u></p> <p>Community Relations & Public Affairs Committee: Approved ___ Disapproved ___ Date ___</p> <p>Lacey City Council: Approved ___ Disapproved ___ Date ___</p> <p>Applicant Notified: _____</p> <p>Washington Center Notified: _____</p>

! Online annual report filing for profit corporations and LLCs will be **unavailable from May 25 to June 5**. Be sure to file your annual report before that time! [Read more...](#)
[\(/corps/BLS-Online-Reporting-Unavailable-May-25-to-June-5.aspx\)](/corps/BLS-Online-Reporting-Unavailable-May-25-to-June-5.aspx)

YWCA OF OLYMPIA

UBI Number 60011948
 Category PBC
 Profit/Nonprofit Nonprofit
 Active/Inactive Active
 State Of Incorporation WA
 WA Filing Date 04/18/2016
 Expiration Date 04/30/2017
 Inactive Date
 Duration Perpetual
 Charity This corporation is also a charity. [View Info \(http://www.os.wa.gov/charities/search_detail.aspx?charity_id=9196\)](http://www.os.wa.gov/charities/search_detail.aspx?charity_id=9196)

Registered Agent Information

Agent Name CEO
 Address 220 N OLYMPIA AVE E
 City OLYMPIA
 State WA
 ZIP 98501

Special Address Information

Address
 City
 State
 Zip

Governing Persons

Title	Name	Address
Other	Soers, Hillary	
President	Paana, Renee	