

**MOORPARK CITY COUNCIL
AGENDA REPORT**

TO: Honorable City Council

FROM: Jeremy Laurentowski, Parks and Recreation Director *SL*

PREPARED BY: Jennifer Mellon, Recreation and Community Services Manager

DATE: August 10, 2016 (CC Meeting of 09/07/16)

SUBJECT: Consider Request from Relay for Life to Co-Sponsor the 2017 Relay for Life Event

BACKGROUND

Relay for Life (Relay) is an event that celebrates the lives of people who have battled cancer, remembers loved ones, and fights back against the disease. Relay is an overnight event in which teams of participants spend 24-hours walking around a pre-determined course. The event also includes food, games, entertainment, and fundraising opportunities plus a cancer survivor's lap and a luminaria ceremony.

Prior to 2013, the Relay event was held at the Moorpark High School stadium; however, with the installation of artificial turf, the venue is no longer able to accommodate the event. Relay event organizers requested the use of Arroyo Vista Community Park (AVCP), to hold this event annually since 2013.

For the past four years, the City Council has been asked to consider a request from the American Cancer Society's Relay for Life to co-sponsor the Moorpark event. This includes waiving park rental fees and allowing AVCP to remain open overnight. This request has been brought before the Council because: 1) It is not eligible for a fee waiver under Council Policy 6.2: Non-Profit Organization Annual Facility Reservation Policy (this policy applies only to events of twelve (12) hours or less in duration, and the Relay runs for twenty-four (24) hours); and 2) The event requires the park to remain open overnight (per MMC 12.16.020, Hours of operation, the park is closed between 10:00 p.m. and 6:00 a.m.). The City Council approved co-sponsoring the 2013, 2014, 2015, and 2016 events.

DISCUSSION

The City Council is being asked to consider a request from the American-Cancer Society's Relay for Life (Relay) again this year to co-sponsor the 2017 Moorpark event,

which will be held from Friday, May 5 through Sunday, May 7, 2017. The request includes waiving park rental fees for the event and allowing AVCP to remain open overnight during the event. Relay requests use of Luminaria bags around the "track" for Saturday's ceremony using electric votive candles. Also included is a request for the use of a private security company to monitor the event site and equipment from 10:00 p.m. Friday, May 5, 2017, through 6:00 a.m. Saturday, May 6, 2017, in addition to the City's requirement to provide security service throughout the evening hours from 10:00 p.m. Saturday, May 6, through 6:00 a.m. Sunday, May 7, 2016.

Staff recommends allowing use of the east end of AVCP (fields 8-11, the Peppertree Pavilion, restrooms, and parking lot) and waiving associated rental fees for the 2017 event, with the stipulation that the Parks and Recreation Director must approve the event site map to ensure the impact on nearby residents is minimized.

Any other condition or request by Relay will need to be submitted in writing and approved by the City Manager or his designee.

Conditions that the Relay will be required to meet include the following:

1. Relay shall be required to maintain a minimum of ten volunteer staff during all hours of the event.
2. Relay shall contract with a local security company to oversee the event from 10:00 p.m. Friday, May 5, 2017 through 6:00 a.m. Sunday, May 7, 2017, and shall submit a copy of the Agreement to the City 30 days prior to the event. The park gates shall remain locked on Friday night through Saturday morning between the hours of 10:00 p.m. and 6:00 a.m.
3. Relay shall designate security guards and/or volunteers to monitor the top gate at AVCP from 10:00 p.m. Saturday, through 6:00 a.m. Sunday. Only individuals involved with the event shall be allowed to enter the park during this time.
4. Relay shall provide additional trash service. Trash service shall be provided by the City's contract waste hauler.
5. Relay shall follow the City's sign ordinance for any temporary signage required for this event.
6. Relay shall provide the City with proof of general liability insurance coverage, and name the City as additional insured, per the City's standard contract agreement.
7. Relay shall pay the direct costs associated with the staffing needs during Relay's use of AVCP consistent with the Park Rental Fees Resolution (Res. No. 2015-3418) and the Staff Billing Rates Resolution (Res. No. 2015-3383). The part time staff billing rate is currently \$35/hour. Part time staff will be assigned to this event from 8:00 a.m. to 8:00 p.m. on Saturday and from 8:00 a.m. to noon on Sunday, and at additional times if determined necessary by the Parks and Recreation Director.
8. Amplified sound shall be maintained at a noise level that is in compliance with Moorpark Municipal Code Chapter 17.53 (Noise), and will not be permitted from 10:00 p.m. to 6:00 a.m.

9. Relay shall install four portable light towers that shall remain on from dusk to dawn. An exception shall be given for the duration of the luminaria ceremony, in which case only the lights directed towards the parking lot shall be required to remain on. The final locations of the light towers shall be approved by the Parks and Recreation Director.

In summary, staff recommends waiving regular park rental fees for this community event and recouping only the City's direct costs, including the part-time staff costs described above. Staff also recommends allowing the park to remain open overnight to accommodate the 24-hour event and allowing Relay to provide security service during the evening hours from 10:00 p.m. Friday, May 5, 2017, through 6:00 a.m. Saturday, May 6, 2017, in addition to the general conditions established by the City for this event.

FISCAL IMPACT

The City will waive the regular park rental fees and absorb overhead and management staff costs associated with use of City facilities, as well as processing of the use permit. It should be noted that waiving the rental fees for the use of athletic fields 8-11 and the Peppertree Pavilion for this 24-hour event, will result in a loss of revenue totaling \$6,680.

The American Cancer Society will reimburse the City for the direct costs associated with this event, including but not limited to, part-time staffing during the event.

STAFF RECOMMENDATION

- 1) Approve the request from Relay for Life to co-sponsor the event as described in this report, and waive park rental fees associated with the Relay for Life, subject to reimbursement of City's direct costs.
- 2) Authorize City Manager to approve modified hours of operation for Arroyo Vista Community Park from 10:00 p.m. on 5/6/17 to 6:00 a.m. on 5/7/17, as a condition of the rental permit for Relay for Life's event.
- 3) Authorize Relay for Life to post private security at the event site within Arroyo Vista Community Park from 10:00 p.m. to 6:00 a.m. on 5/5/17 through 5/7/17.
- 4) Authorize City Manager or City Manager's designee to set other conditions or requirements as may be determined necessary.

Attachment: Moorpark Relay for Life Proposal

main contact information: Debbie Hamilton 805-807-0762



City of Moorpark, Recreation Division

PARK FACILITY RESERVATION APPLICATION

Debbie, moorparkrelay@gmail.com

All areas of the application must be completed. Please print neatly. Applications must be received at least 10 business days prior to requested rental date. Full payment is due 30 days prior to rental date to confirm reservation. Reservation dates on a Rental Permit may not span a time period of more than ninety (90) calendar days. If application is not approved, you will be contacted by phone. THIS IS NOT A PERMIT.

APPLICANT INFORMATION

Last Name: Zabago First Name: Karianna
 Date of Birth: (MMDDYY): _____ Title (if applicable): Community Manager
 Organization Name (if applicable): American Cancer Society
 Business Government agency For-profit organization
 Non-profit organization: 501 (C) number (required): 13-1788491
 Address: 500 N. Victory Blvd City/Zip: Burbank CA 91502
 Cell Phone: 805-428-0324 Alt. Phone: 805-807-0762
 Email: Karianna.Zabago@Cancer.org

RESERVATION INFORMATION

Reservation Date(s): May 5-7, 2017
 Day(s) of week (circle): M T W TH **(F)** **(S)** **(SU)**
 Start Time: 9:00 a.m. p.m. End Time: 5:00 a.m. p.m.
 Note: Set up and clean up times must be included in reservation request. Minimum reservation time is 2 hours for a picnic pavilion; 1 hour for all other facilities. Reservations beyond minimum are rounded up to the half-hour.
 Estimated Total Attendance (including adults and children): _____

Park Location Requested:

- Arroyo Vista Park
- Campus Canyon
- Campus
- College View
- Glenwood
- Mammoth Highlands
- Miller Park
- Mountain Meadows
- Peach Hill
- Poindexter Park
- Tierra Rejada
- Other: _____

Park Facility/Amenity Requested:

- Athletic Field
- Ballfield
- Ballfield Lights
- Bases
- Basketball Court
- Bocce Ball Court
- Electrical Access
- Gazebo (Poindexter)
- Goals (Soccer)
- Horseshoe Pit
- Multiuse Court (AVCP)
- Open Grass Area
- Picnic Tables
- Picnic Pavilion
- Picnic Pavilion (AVCP West)
- Pepper Tree Pavilion
- Tennis Court
- Other: _____

Is this activity: A private function - or -
 Open to the general public
 (If public, are you charging an admission fee: Yes No)

Activity: Athletic Practice Athletic Game Birthday Party Baptismal Party Fundraiser Picnic
 Reunion Tournament (sport: _____) Other: (describe: _____)

Relay for Life

RENTAL CONDITIONS

SPECIAL CONDITIONS: Check all that apply. If none, check No Special Conditions.
(Subject to approval. Restrictions and certain requirements may apply, including security deposits and insurance.)

- Caterer (company name: Food Trucks)
- Inflatable Attraction (company name & attraction description: _____)
- Equipment (describe: Stage & Sound, tents, canopies, tables, chairs)
- Performer/Contractor (company name & description: 15 performers/singers)
- Sales/Fees Charged (describe: _____)
- Vendors (Separate Vendor Application REQUIRED for each vendor; attach Vendor Applications to this application.)
- Other: _____
- NO SPECIAL CONDITIONS

INSURANCE REQUIREMENT:

Rentals requiring insurance include, but are not limited to, athletic games (including scrimmages) and tournaments, Rentals with 200 or more people in attendance, Rentals with vendors or food sales, and other higher risk rentals as determined by the Director.

In the event insurance is required for this Rental (mark one):

- I will provide a Certificate of Liability Insurance and Endorsement (option available to businesses/organizations ONLY)
- I will purchase insurance through the City of Moorpark's special event insurance program.

COMPLETE FOR ALL FIELD AND COURT RENTALS:

Is this use for:

- Official game(s) or practice(s) of a sports organization (Application must be signed by an authorized representative of the organization.)
- Team practice(s): Percentage of players who are Moorpark residents: _____% (Roster with names and addresses may be required.)
- Family / friends only (no affiliation with any organized team, league, or sports organization)
- Other (describe: _____)

PARK RENTAL AGREEMENT

Approval of Application and Issuance of a Park Rental Permit: Park Rental Permits may be issued under the following conditions: The requested park facility, date, and time are available for Rentals; The Rental will not interfere with City business or programs; A completed and signed Reservation Application has been submitted by the Renter; All applicable fees have been paid; and All conditions of the Rental have been met.

Standard Conditions of Approval for all Park Rental Permits are as Follows:

- Renter, or if Renter is an organization/business, Renter's authorized representative(s) shall be present at all times during the Rental.
- Renter shall sign a hold harmless and indemnification agreement. If determined by the Director that insurance is required as a condition of the Rental, the Renter must provide general liability insurance coverage of not less than \$1,000,000, with the City of Moorpark named as additionally insured. Insurance documentation including certificate of liability insurance and endorsement naming the City of Moorpark as additional insured, and in a format acceptable to the City, must be provided to the City at least fifteen (15) business days prior to Rental date.
- Renter shall abide by all rules and regulations relating to use of City park facilities, including but not limited to Moorpark Municipal Code (MMC) Chapter 12.16, Parks and Open Space.
- Renter shall comply with all requirements as set forth in the Moorpark City Council Resolution Adopting Rules and Regulations Governing Park Rentals. The Director shall have the authority to establish additional special conditions of approval for any Park Rental Permit.

Right to Revoke or Deny a Park Rental Permit: The City may revoke an issued Park Rental Permit or deny a Reservation Application, when it is determined by the Director that the proposed use of the park will not be in the best interest of the City. A Park Rental Permit may be revoked or denied for violation of any rule or regulation contained in the MMC, state law, or established by this resolution by the Renter, Renter's guests, attendees, employees, or vendors. Park Rental Permits may be revoked or denied if the Renter is found to have falsified or omitted information on a Reservation Application. If the City revokes or denies a Park Rental Permit for any of these reasons, all fees and deposits paid will be forfeited and the Renter may be suspended from future Rentals of any City park facility as determined by the Director at his/her sole discretion.

Right to Establish Additional Rules and Conditions: The Director may establish additional rules, regulations, and conditions pertaining to City park use and Rental, so long as such requirements are consistent with this Resolution and Chapter 12.16 of the MMC, and are published in writing.

Rental Cancellations and Fee Refunds: Rental fee refunds for Park Rental cancellations are subject to the fees described below and the fee amounts as specified in the City Council's Resolution Establishing Park Rental Fees, Deposits, and Additional Charges. Refunds will not be issued for permits with rental fees of \$25 or less. The permit application fee is non-refundable, except for cancellations due to inclement weather or conditions which make the facility unusable, and described below.

- a. For cancellations received thirty (30) calendar days or more in advance of the Rental date, the City will refund all fees paid (except non-refundable fees) less a processing fee established by City Council Resolution. Renter may also elect to reschedule the canceled Rental, or receive a full credit, which may be applied to a future Rental date. Said credit must be used within one (1) year of the cancellation.
- b. For cancellations received between twenty-nine (29) and five (5) calendar days prior to the Rental date, the City will refund all fees paid (except non-refundable fees) less any costs incurred by the City, a processing fee, and a cancellation fee established by City Council Resolution. Renter may also elect to reschedule the canceled Rental, or receive a full credit, which may be applied to a future Rental date. Said credit must be used within one (1) year of the cancellation.
- c. For cancellations received less than five (5) calendar days prior to the Rental date, the City will refund the security deposit, only, less any costs incurred by the City. If a security deposit was not paid, no fees will be refunded. Renter will not have the option to reschedule the canceled Rental.
- d. For cancellations due to inclement weather (temperatures below 45°F or above 95°F, active precipitation, winds in excess of thirty (30) miles-per-hour, or heavy fog) or conditions which make the park facility unusable (as determined by the Director), Renter is entitled to a full refund. Renter may also elect to reschedule the canceled Rental.

Security Deposits: Security Deposits may be required for certain Rentals, in the amounts specified in the fee resolution. The Director may determine that all or a portion of the deposit will be retained for excessive clean up or any damage to the facility or property, additional staff costs not included in the fees paid, or if the Renter fails to meet any condition of the Rental as provided for in this Resolution. Should damage, cleanup, or other expenses exceed the amount of the deposit, the Renter shall be billed for the difference.

Park Rental Hours: Picnic pavilions must be rented for a minimum of two (2) hours. All other park Rentals must be for a minimum of one (1) hour. Rental time above the minimum required will be rounded to the nearest half-hour. Non-lighted park facilities are available for Rental between the hours of 6:00 a.m. to sunset. Lighted park facilities are available for Rental from 6:00 a.m. to 10:00 p.m. Parks are closed from 10:00 p.m. to 6:00 a.m. Park restrooms close at 5:00 p.m. PSD and 7:00 p.m. PDST. Park restrooms and other facilities may also be closed in the event of inclement weather or for maintenance purposes.

Responsibility for Damages to the Facility and Equipment: The use of nails, staples, screws, etc., on park walls, lights, or other facilities is prohibited. If the facility or any portion thereof, or any equipment is damaged, marred or defaced by the act, default, or negligence of the Renter, his/her employee or employees, patrons, guests, or any person admitted to the Rental by the Renter, the Renter will pay to the City from the security deposit such sums as the Director shall determine to be necessary to restore the facility or equipment to its condition prior to such damage. In the event the damage resulting from Renter's activity exceeds the security deposit, or if no security deposit was paid by Renter, the City reserves the right to bill Renter for expenses. Renter shall reimburse the City the amount due within fifteen (15) calendar days of receipt of invoice.

Wet Field Policy: When park fields are sufficiently wet such that their use may lead to turf damage or bodily injury, they will be closed to all Rental and public use at the Director's or his/her designee's sole discretion. All park patrons shall abide by the terms of the Wet Field Policy to preserve the quality and life of the fields and promote a safe playing environment. The Wet Field Policy applies to conditions due to precipitation, over-watering, and/or irrigation system problems. A special condition of approval will be added to all Park Rental Permits that include use of one or more fields to require acknowledgment of the City's right to close fields under the following conditions: A) Rain (with the exception of light drizzle if the ground is relatively hard and dry prior to the start of the drizzle.) B) Standing water/ponding or mud is present. C) Water gathers around the sole of a shoe. D) Footprints leave an impression in the turf. Renters may check the status of fields by calling the recorded Field Condition Hotline at (805) 517-6300. The Field Condition Hotline will be updated before 9:00 a.m. and before 3:00 p.m. each day. In the event a Rental is cancelled in advance of Rental time period due to wet field conditions, a full refund of all fees paid shall be issued.

Decorations: All decorations must be approved by the City and must comply with Section 13-143 of the Health and Safety Code of the state of California as to flame proofing of all decorations and materials. The City shall also pre-approve location and method of installation.

Clean-Up: It is the responsibility of the Renter to clean up decorations and debris from their Rental. In the event that excessive debris is left after the Rental, a fee will be deducted from the security deposit at a rate of no less than the City's direct cost as identified in the applicable fee schedule. In the event the clean-up expenses resulting from Renter's activity exceeds the security deposit, or if no security deposit was paid by Renter, the City reserves the right to bill Renter for expenses. Renter shall reimburse the City the amount due within fifteen (15) calendar days of receipt of invoice.

Use of Special Attractions, Performers, and Equipment: The use rules and standard conditions of approval for attractions, performers, and equipment in City parks shall include the following:

ATTRACTIONS: Inflatable attractions: Inflatable attractions (including bounce tents, obstacle courses, and slides) may be permitted in specified parks subject to standard conditions of approval as follows:

- A) Inflatable attractions may only be used in conjunction with the Rental of a picnic pavilion and must be set-up within fifty (50) feet of said pavilion.
 - B) Inflatable attractions permitted for use cannot exceed 20 feet by 20 feet in size.
 - C) Bounce tents must be enclosed.
 - D) Attractions must be in good condition and properly anchored.
 - E) Attractions may only be supplied by a City authorized vendor.
 - F) Renters requesting the use of an inflatable attraction must identify the specifications of the inflatable attraction (dimensions and design) and the name of the authorized vendor on the Rental Application.
 - G) Inflatable attractions must be self-contained (inflated by a generator).
 - H) Inflatable attractions must be transported over turf by a handcart. Vehicles cannot be used to transport or set up special attractions on park turf or beyond the designated parking lots.
 - I) Attractions are allowed only at Campus Canyon, Mountain Meadows, Arroyo Vista, Peach Hill, College View, Tierra Rejada, Mammoth Highlands, Glenwood, and Poindexter parks.
- The Director shall have the authority to add special conditions of approval as determined necessary to protect the City's property or other park users. Renters in violation of this section may be cited for violation of the MMC in addition to being required to pay for damage to landscaping, sprinklers, and/or turf as applicable. The City reserves the right to deny the use of any inflatable attraction on park property.

PERFORMERS: Paid or contracted performers must be listed on the Reservation Application and approved by the City on the Park Rental Permit. Performers must have a valid City of Moorpark business registration. Renter may be required to purchase liability insurance or provide proof of liability insurance of not less than \$1,000,000. Performers with live animals are prohibited, except as approved by Director for a City sponsored or co-sponsored event.

EQUIPMENT: A Park Rental Permit is required to set up or bring certain equipment onto park property. Equipment including but not limited to sound amplification equipment, canopies covering an area of one hundred (100) square feet or greater, mats covering an area of one hundred (100) square feet or greater, pitching machines, soccer or other goals, and volleyball or badminton nets must be listed on the Reservation Application and approved by the City on the Park Rental Permit. Insurance may be required for use of certain equipment, as determined necessary by the Director.

Prohibited at City Parks: Alcoholic beverages, Littering, Excessive noise, Disorderly conduct, Camping or lodging, Damaging property, Fireworks, Weapons, Driving on park turf, Vending (without a permit), Golf, Archery, Horseback riding, Go-cart riding, Motorized off-road vehicles, Hang gliding, Remote controlled airplanes, Rockets and projectiles, Trampolines, Pony rides, Reptile shows, and Mechanical rides.

SIGNATURE REQUIRED TO COMPLETE APPLICATION:

I certify that the information provided on this application is true and correct and that all information regarding the requested park reservation has been disclosed. Further, I agree to immediately notify the Recreation Division if any of the information included on this application changes.

As Renter, I have read, understand, and agree to abide by the rules and regulations set forth by the City of Moorpark Municipal Code, the Rules and Regulations Governing City Park Rentals, and the terms set forth in this Agreement.

To the fullest extent permitted by law, Renter shall, at Renter's sole expense and with counsel reasonably acceptable to City, defend, indemnify, and hold harmless the City of Moorpark (City) and City's officers, employees, and agents from and against all claims (including demands, losses, actions, causes of action, damages, liabilities, expenses, charges, assessments, fines or penalties of any kind, and costs including consultant and expert fees, court costs, and attorneys' fees) from any cause, arising out of or relating (directly or indirectly) to this Agreement, the tenancy created under this Agreement, or the Premises, including without limitation: 1. The use of occupancy, or manner of use or occupancy, of the Premises by the Renter; 2. Any act, error, omission, or negligence of Renter or of any invitee, guest, contractor, or licensee of Renter; 3. Any activities, work, or things done, omitted, permitted, allowed, or suffered by Renter in, at, or about the Premises; 4. Any breach or default in performance of any obligation on Renter's part to be performed under this Agreement, whether before or during the rental term or after its expiration or earlier termination; 5. This indemnification extends to and includes, without limitation, claims for: a. Injury to any persons (including death at any time resulting from that injury); b. Loss of, injury or damage to, or destruction of property (including loss of use at any time resulting from that loss, injury, damage, or destruction); and c. All economic losses and consequential or resulting damage of any kind. City does not and shall not waive any rights that it may have against Renter because of the acceptance by City, or deposit with City, of any insurance policy or certificate required pursuant to this Agreement.

If Renter is a business/organization: The person signing this Agreement on behalf of Renter warrants and represents that he/she has the authority to sign this Agreement on Renter's behalf and has the authority to bind Renter to the terms of this Agreement.

Signed: Karianna Zabaglio Date: 8/12/16
Print Name: Karianna Zabaglio Title (if applicable): Community Manager, Relay for Life

For weekend staff assistance, contact the City's answering service at (805) 517-6200.

FOR CITY USE ONLY			
TO BE COMPLETED BY STAFF PERSON ACCEPTING REQUEST			
Staff name: _____	Reservation number: _____		
Photo ID checked: _____	Address verified: _____	Information complete: _____	Form signed: _____
Number of attendees checked: _____	Deposit charged: YES NO	Amount: _____	
TO BE COMPLETED BY REVIEWER			
Notes/ Conditions: _____			
Reviewed by: _____	Signature: _____	Date: _____	
TO BE COMPLETED BY APPROVER			
Reservation Request is:	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Notes: _____
Approved by: _____	Signature: _____	Date: _____	



Celebrate.

Remember.

Fight Back.

Moorpark Relay For Life Proposal Arroyo Vista Park May 6-7, 2017

I. Objective

To Partner with the City of Moorpark as Presenting Event Sponsor for the American Cancer Society's 2017 Moorpark Relay For Life. To utilize Fields 5-8 and the Pepper Tree Pavilion at Arroyo Vista Park as the site for the event.

II. Event Summary

Relay For Life is a unique, challenging, and fun way to raise money to fight against cancer through the American Cancer Society. Relay raises awareness of the impacts of cancer, supports and celebrates cancer survivors, and helps to promote the work of the American Cancer Society.

The event brings together teams of around ten people each from corporations, hospitals, civic groups, and families. These team members take turns walking around the event for 24 hours in the Relay. At least one team member is moving at all times during the event, by walking, jogging, or running. The first lap honor cancer survivors and caregivers, and then the teams begin the Relay.

During Relay, a community/party atmosphere is created by team members camping out on the site and by enjoying entertainment, food, games, and camaraderie. Awards are given for spirited campsites as well as top fundraisers. A special Luminaria Ceremony after dark honors those who have survived, and remembers those who have not.

Moorpark's Relay for Life will be celebrating its 17th year in 2017. So far, our community has raised over \$1.8 million to battle against cancer.

III. Benefits for *City of Moorpark*

- ★ Identified as PRESENTING EVENT SPONSOR
- ★ Featured in all collateral and promotional material as Presenting Event Sponsor
- ★ Featured and recognized in all media coverage as Presenting Event Sponsor
- ★ Central role in bringing together all civic and community groups in Moorpark
- ★ Assisting American Cancer Society, largest volunteer health agency in the world



AMERICAN CANCER SOCIETY RELAY FOR LIFE

Celebrate.

Remember.

Fight Back.

IV. Facility Agreement

The City of Moorpark would become the Presenting Event Sponsor for the Moorpark Relay for Life on Saturday, May 6th through Sunday, May 7th. (with set-up on Friday, May 5th) The City of Moorpark will provide the usage of Arroyo Vista Park at no cost to the American Cancer Society for this event. The City of Moorpark will assist in the promotion of the event as a "city-sponsored" event.

ACS will use Arroyo Vista Park:

- ★ Exclusive use of Fields 5-8 and the Peppertree Pavilion
- ★ Parking lots for the fields
- ★ Use of restroom facilities at Peppertree Pavilion
- ★ 24 hour, overnight access to the facilities
- ★ Use of Luminaria bags around "track" for Saturday ceremony using electric votive candles

V. American Cancer Society Responsibilities

- ★ Insurance coverage
- ★ All manpower required to set-up, implementation, and clean-up for event
- ★ Public Relations/Promotions
- ★ Lights
- ★ Security

Thank you for your consideration of this proposal. The most successful Relays in our area are those in which the city government works hand in hand with the local Relay. We look forward to working with you and making Arroyo Vista Park the new home for Moorpark Relay for Life.

CONTACTS:

Debbie Hamilton, Moorpark Relay for Life
805-807-0762
Debbie.MoorparkRelay@gmail.com

Karianna Zabaglo, Community Manager, Relay for Life
805-428-0324
karianna.zabaglo@cancer.org