



COMMUNITY RELATIONS & PUBLIC AFFAIRS COMMITTEE
MONDAY, AUGUST 5, 2019
11:00 A.M.
COUNCIL CHAMBERS


- 1. SPIRIT OF LACEY AWARD CRITERIA/HONOR WALL**
SCOTT SPENCE, CITY MANAGER
(PRESENTATION)
- 2. FAMILY ENTERTAINMENT SERIES AT LONG LAKE PARK**
JEN BURBIDGE, DIRECTOR OF PARKS
(BRIEFING)
- 3. WONDERWOOD PARK PLAYGROUND EQUIPMENT**
JEN BURBIDGE, DIRECTOR OF PARKS
(PRESENTATION)
- 4. JULY 3RD EVENT RECAP**
JEN BURBIDGE, DIRECTOR OF PARKS
(PRESENTATION)
- 5. [WASHINGTON CENTER FREE DAY USE APPLICATIONS](#)**
SCOTT SPENCE, CITY MANAGER
(STAFF REPORT)



**COMMUNITY RELATIONS &
PUBLIC AFFAIRS COMMITTEE**
August 5, 2019

SUBJECT: Request for Use of Free Day at Washington Center

RECOMMENDATION: Review applications for use of the City's free days at the Washington Center in 2020, and forward recommendation to full Council for approval.

STAFF CONTACT: Scott Spence, City Manager 
Kelly Adams, Executive Assistant

ATTACHMENTS:

1. [Washington Center Policy](#)
2. [Tracking Sheet](#)
3. [Application – Pizza Klatch](#)
4. [Application – Thurston County Foodbank](#)
5. [Application – Rotary Club of Lacey](#)

FISCAL IMPACT: None.

PRIOR REVIEW: None.

BACKGROUND:

Under the current contract with the Washington Center for the Performing Arts, 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 currently has no plan to utilize the free day in 2020. Therefore, both free days are available for non-profit agencies in 2020 (Attachment 2).

The deadline to submit an application request for a free day in 2020 expired on July 31 of this year. We received the following applications:

1. **Pizza Klatch** - Annual Gayla and Auction - "A Slice of the Good Life"
(Attachment 3)
2. **Thurston County Food Bank** – Fundraising Event - "Listen: The songs and stories of our Community" (Attachment 4)
3. **Rotary Club of Lacey** – Fundraising Event – "Cool Jazz/Clean Water"
(Attachment 5)

ADVANTAGES:

1. Granting the City's free days provides an opportunity for non-profit organizations to raise funds for their 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 - Really Big Shoe | 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 - Really Big Shoe <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 - Really Big Shoe | 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 - Really Big Shoe | 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 - Really Big Shoe <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 - Really Big Shoe | 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 - Really Big Shoe | 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 - Really Big Shoe | March 8, 2015 | X | |
| 47 | City of Lacey – Parks Department | 2016 Will not use free day | | |
| 48 | Entertainment Explosion - Really Big Shoe | February 20, 2016 | X | |
| 49 | Cool Jazz/Clean Water (Lacey Rotary) <i>(Withdrew application)</i> | November 19, 2016 | Withdrew Application | |
| 50 | YWCA Olympia – Women of Achievement | October 28, 2016 | X | |
| 51 | Entertainment Explosion - Really Big Shoe | March 12, 2017 | | X |
| 52 | Pizza Klatch – Pizza Klatch Gayla | February 4, 2017 | X | |
| 53 | Rotary Club of Lacey – Cool Jazz Clean Water | November 18, 2017 | X | |
| 54 | Pizza Klatch – Pizza Klatch Gayla | February 3, 2017 | X | |
| 55 | Entertainment Explosion – Really Big Shoe | February 25, 2017 | X | |
| 56 | Pizza Klatch – Gayla | May 15, 2018 | | X |
| 57 | GFWC Capital Women's Club – Fashion Show Fundraiser | July 17, 2018 | X | |
| 58 | Kiwanis UWP Committee – Up with People | July 30, 2018 | X | |
| 59 | Lacey Rotary Club – Cool Jazz Clean Water | July 31, 2018 | | X |
| 60 | Pizza Klatch – Gayla | June 21, 2019 | | |
| 61 | Thurston County Food Bank – Fundraiser | July 10, 2019 | | |
| 62 | Lacey Rotary Club – Cool Jazz/Clean Water | July 31, 2019 | | |

**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 -

Organization/Agency

Contact Name

Title

Mailing Address

City

State

Zip

Work Phone

Cell Phone

Fax

Email Address

ORGANIZATION/AGENCY INFORMATION

Date organization/agency was formed: _____

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

Describe membership base: _____

LIABILITY INSURANCE

Policy name: _____

Policy Number: _____ Expiration: _____

\$ _____ - Bodily injury per person

\$ _____ - Property damage per occurrence

\$ _____ - 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: _____

Describe Event: _____

Purpose of Event: _____

How frequently is event held: _____

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

Date Requested: _____ Stage 1 Stage II Stage I & II

I hereby state on behalf of [ORGANIZATION/AGENCY] _____, 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

PRINTED NAME

DATE

For City Use

Date Received: _____

Community Relations & Public Affairs Committee: Approved _____ Disapproved _____ Date _____

Lacey City Council: Approved _____ Disapproved _____ Date _____

Applicant Notified: _____

Washington Center Notified: _____



CITY OF LACEY
 420 COLLEGE STREET SE
 LACEY, WA 98503
 PHONE: 360.491.3214
 FAX: 360.412.3185
 kadams@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 -

Thurston County Food Bank

| | | | | | |
|---------------------|------------|--------------|--|--|--|
| Organization/Agency | | | Development Director | | |
| Judy Jones | | | | | |
| Contact Name | | | Title | | |
| 220 Thurston Ave NE | | | Olympia WA 98501 | | |
| Mailing Address | | | City State Zip | | |
| 360-352-8597x203 | | 360-352-7732 | development@thurstoncountyfoodbank.org | | |
| Work Phone | Cell Phone | Fax | Email Address | | |

ORGANIZATION/AGENCY INFORMATION

Date organization/agency was formed: June 1972

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

Describe membership base: Social service agency; Board of Directors, staff and volunteers.

LIABILITY INSURANCE

Policy name: Thurston County Food Bank

Policy Number: NT-A2-RL-0000013-09 Expiration: 06-01-2020

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

\$ 75,000,000 - Property damage per occurrence

\$ 5,000,000 - 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: Listen; The songs and stories of our community.

Describe Event: A gathering of local choirs and storytellers for an afternoon of singing and storytelling. An event by and for all ages.

Purpose of Event: A fundraising event for the Thurston County Food Bank fostering community engagement and inclusion.

How frequently is event held: A one-time event.

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

Date Requested: April 5, 2020 Stage I Stage II Stage I & II
(Large Stage)

I hereby state on behalf of [ORGANIZATION/AGENCY] Thurston County Food Bank, 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.

Judith Jones
SIGNATURE

Judith Jones
PRINTED NAME

July 10, 2019
DATE

| |
|---|
| <p><u>For City Use</u></p> <p>Date Received: _____</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> |
|---|



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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 -

Rotary Club of Lacey

Organization/Agency

Dustin Wilson

Member

Contact Name

Title

PO Box 12971

Olympia WA 98508

Mailing Address

City State Zip

360-491-6915 360-701-1945

Dustin@FlyingSubsPainting.com

Work Phone

Cell Phone

Fax

Email Address

ORGANIZATION/AGENCY INFORMATION

Date organization/agency was formed: 1969

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

Describe membership base: wonderful active business people who serve

LIABILITY INSURANCE the Rotary Club is insured on a July 1 - June 30

Policy name: fiscal year. We can provide current policy info or wait for coverage year. Expiration: It has been adequate coverage in the past.

- \$ - Bodily injury per person
\$ - Property damage per occurrence
\$ - 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. NOTED.

DW

EVENT INFORMATION

Name of Event: Cool Jazz / Clean Water

Describe Event: _____

Purpose of Event: 12 local high schools + Sr High Jazz Bands - adjudicated by professional musicians. Sponsorship funds go to purchase about \$10,000 of new instruments for Washington, Olympia, and Tumwater schools. \$5000 to Thurston youth worker training + \$4,000 to provide water systems for international projects - Kenya, Bolivia, Honduras, Papua New Guinea, etc.

How frequently is event held: Annually

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

Date Requested: Nov 21 2020 Stage I Stage II Stage I & II

I hereby state on behalf of [ORGANIZATION/AGENCY] _____, 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.

Dustin Wilson
SIGNATURE

Dustin Wilson
PRINTED NAME

July 31 2019
DATE

For City Use
Date Received: _____
Community Relations & Public Affairs Committee: Approved _____ Disapproved _____ Date _____
Lacey City Council: Approved _____ Disapproved _____ Date _____
Applicant Notified: _____
Washington Center Notified: _____