

**CITY OF OAKLAND**  
**AGENDA REPORT**

2007 FEB 15 PM 8:16


TO: Office of the City Administrator  
ATTN: Deborah A. Edgerly  
FROM: Office of Parks and Recreation  
DATE: February 27, 2007

RE: **ANNUAL REPORT FROM THE PARKS AND RECREATION ADVISORY  
COMMISSION**

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Attached is the annual report provided by the Parks and Recreation Advisory Commission. A representative from the Commission will be available to answer questions.

Respectfully submitted,

  
**AUDREE V. JONES-TAYLOR**  
Director, Office of Parks and Recreation

Attachment

APPROVED AND FORWARDED TO THE  
LIFE ENRICHMENT COMMITTEE:

  
Office of the City Administrator

Item: \_\_\_\_\_  
Life Enrichment Committee  
February 27, 2007



250 FRANK H. OGAWA PLAZA, SUITE 3330 • OAKLAND, CALIFORNIA 94612-2032

Office of Parks and Recreation

(510) 238-3092  
FAX (510) 238-2224  
TDD (510) 615-5883

February 27, 2007

Life Enrichment Committee  
Oakland City Council

Subject: Annual Report of the Parks and Recreation Advisory Commission

To Chairperson Chang and Members of the Committee:

This is the annual report of the Parks and Recreation Advisory Commission (PRAC) to the City Council covering the period from January 2006 to December 2006. In accordance with the Committee's recommended guidelines, this report addresses the budget issues as they relate to the Commission's activities and duties.

We work closely with the Director of OPR, and strive to implement her vision to engage the park user groups and to reach out to non-user constituents of the parks and facilities. For example, the Commission strongly endorses OPR efforts to enhance the sports opportunities for middle school students, and for girls of all ages. In addition, individual commissioners are active in the community, and are engaging residents in determining their needs. Commissioners serve as liaisons to the recreation center advisory boards, participated in a park and recreation focus group held in the different Council districts over the past year, have participated in California Park and Recreation Society (CPRS) conferences, and serve on the boards of the National Recreation and Park Association (NRPA) and CPRS, as well as the exploratory board of Ground Works Trust. The Commission continues to reach out to the community by holding hearings in the community, and taking field trips to different facilities. In addition, PRAC holds an annual retreat, at which Commissioners discuss ways to improve our standing and visibility within the community.

Some of the significant issues we have addressed are:

**1. Fee waivers/co-sponsorship requests:** After 18 months of review, PRAC has developed a draft co-sponsorship and a draft fee waiver policy to present to Council for its determination. Copies of the draft policies are attached to this report for review. Given the number of requests from nonprofit organizations seeking to use Oakland parks and recreation facilities at a reduced or subsidized rate, these revised proposed policies attempt to ensure fair

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and consistent application of the rule in a way that will not lead to wholesale approval to every worthy local organization.

As part of the fee waiver and co-sponsorship policies, PRAC, in conjunction with OPR, has reviewed the draft Community Access Grant policy, and has proposed revisions to it. A copy of that draft is attached to this report for review by the Committee. Community-based organizations or nonprofit organizations are invited to apply for community access grants, permitting access to public facilities at a subsidized or reduced rental rate. The Community Access Grant is intended to ensure that those organizations that have the greatest positive impact in the City of Oakland will most likely have a fee waiver and/or co-sponsorship request approved.

**Budgetary implication:** When groups are permitted to use facilities at a reduced or subsidized fee, the City loses money, and PRAC is sensitive to potential lost funds. However, the commission also recognizes that certain events by worthy nonprofits add to the quality of life among Oakland residents, and that some of these events would be truncated or eliminated if the full fee were required. The proposed policies are intended to strike a balance between raising revenue and recognizing the valuable works of local organizations.

**2. Sale of items in parks:** In addition to the draft co-sponsorship policy, PRAC has reviewed the requests of organizations that have reserved park space or facilities have requested exceptions to the Municipal Code to permit the sale of arts and crafts items and/or commercial merchandise in the parks as a way to raise money for the organizations. The Commission has developed a draft policy to administer such requests in a consistent and fair manner. A copy of the draft policy is attached to this report for review.

Under the proposed policy, those organizations seeking to hold fundraisers and/or the sale of items will be charged an enhanced fee per the mandatory fee schedule so that the City receives a share of the proceeds. Those organizations seeking to raise money through the use of public facilities will not be eligible for a Community Access Grant. The Commission's policy is to permit the sale of arts and craft items unique to the organization or event, but remains opposed to the sale of strictly commercial items, such as T-shirts and CDs, on public land.

**Budgetary implication:** Under the proposed policy, the City can increase revenue by requiring an enhanced fee from items sold in the park. It is possible that the revenue lost through fee waivers and/or co-sponsorships can be recovered through the adoption of this policy.

**3. Dog Parks:** The Commission has approved the concept of dog play areas in Joaquin Miller Park and Lakeview Park. PRAC has been evaluating proposed dog parks at various locations throughout the City, and recognizes that off-leash dog runs enjoy widespread public support, with extremely limited opposition. PRAC believes public support would warrant several additional dog play areas in reasonable and safe locations throughout the City.

**Budgetary implication:** The cost of developing and maintaining a viable dog park is a concern. In addition, dog parks increase risk management costs. However, given the well-organized public support, dog parks are an opportunity to strengthen public-private partnerships. The proponents of dog parks appear more than willing to police themselves and care for the dog runs, but their long-term economic viability needs to be examined.

**4. Public-private partnerships:** PRAC remains convinced that City partnerships with private entities to assist in the operation and/or maintenance of park facilities or programs, can be beneficial to the City, both in terms of providing effective and worthwhile programs, and financial resources. For example, we have approved the renaming of Lincoln Square Basketball court for Alvin Attles, at the behest of the Golden State Warriors, and approved the renaming of Lucky A's Field to Ricky Henderson Field, at the behest of the Oakland A's. It is anticipated that such organizations will continue to provide financial assistance to the upkeep and enhancement of Oakland facilities.

**Budgetary implication:** We believe that strong partnerships with capable nonprofit organizations have the potential to allow the City to both save money and to provide more effective programs, and encourage the City to explore further opportunities. Services and programs that have been economic burdens in the past, such as Feather River Camp and Jack London Aquatic Center, can be reduced through partnerships with committed and capable organizations.

**5. Concessionaires on City-owned Facilities:** PRAC continues to be concerned with the status of concessionaires at City-owned facilities. City Stables remains without a viable concessionaire, while the contract with the concessionaire at Chabot Golf Course has expired. We are further concerned that City-owned facilities do not appear to be maintained as they should pursuant to the concessionaire agreement. For example, we continue to receive complaints from both users and former users of the quality of the greens, driving range and clubhouse at Montclair Golf Course. A facility in a state of disrepair creates a negative impression among visitors and residents, and discourages their return, thereby creating a negative economic spiral.

PRAC toured the Montclair Golf Course recently, and was concerned with the condition of the course, as well as the clubhouse. As a result, PRAC has requested a quarterly report from the Director regarding the concessionaires' compliance with the concession agreement at each City-owned facility.

**Budgetary implication:** The goal of public-private partnerships is to allow the City to both save money and to provide more effective programs, a goal that is lost if the concessionaires are not held accountable. City-owned facilities can and must be maintained in a manner that encourages users to return. The Commission believes the City must require compliance with its contracts, and that future contracts be written so as to protect the City.

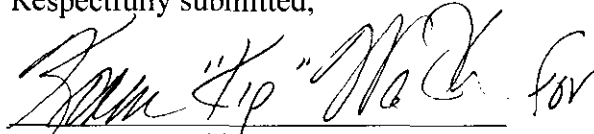
**6. Matters affecting Oakland Parks:** PRAC has received a presentation concerning the status of Rangers in Oakland parks, and is encouraged that no plan exists to eliminate the positions. We strongly believe Park Rangers should not only be maintained, but the number should be increased. We believe that Rangers who regularly patrol Oakland parks are more effective than police officers for whom the parks are but one location of a much-wider beat. In addition, PRAC has enthusiastically endorsed the schematic design at Uptown Park, and the conditional use permit for Tidewater Aquatic Center. We believe such proposal will enhance the quality of our parks and facilities.

**Budgetary implication:** While increasing the number of Park Rangers will obviously increase the police budget, we believe Council should make every effort to provide for more Rangers.

**7. The Role of PRAC:** The role of PRAC is central to OPR's success, particularly for community involvement in planning for parks use and projects. The current structure of eleven members that requires a six-member quorum has been cumbersome and unnecessarily challenging. Additionally, PRAC is one of the only City commissions required to have an affirmative vote of six for the adoption of a motion, no matter how many commissioners are present at the meeting.

The Commission is currently operating with a full contingent of eleven commissioners, which certainly generates more effective and energetic meetings. PRAC thanks Council for filling the vacancies that have existed over the previous year. However, Council may wish to consider reducing the quorum-requirement to allow for more efficient and effective meetings. Also the structure of term limits makes it very difficult to effectively build a leadership succession plan.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Matt Webb" with a flourish at the end.

Matthew J. Webb, Chair  
Parks and Recreation Advisory Commission

# DRAFT

Office of Parks and Recreation  
250 Frank H. Ogawa Plaza, Suite 3330  
Oakland, CA 94612



Central Reservations Unit  
PH (510) 238-3187 Fax (510) 238-2397

## **Policy for Partnerships/Co-sponsorships Within the Office of Parks and Recreation**

In order to be considered for co-sponsorship by the Office of Parks and Recreation, an organization must provide the following services as a partnership at a Recreation Center or other Office of Parks and Recreation facility. The hosting supervisor or manager will ensure that the data for the program/event is entered in the Office of Parks and Recreation Center's automated system (RecWare).

- Is this a program/event the community needs and in line with Council goals?
- The organization must have an on-going relationship with the Office of Parks and Recreation.
- The program/event offered, in partnership with a Recreation Center, must either be free to the participants, or if there is a fee, a percentage of the fee must be paid to the Office of Parks and Recreation (OPR) or hosting Recreation Center 1820 account to offset the program expense.
- Participation and registration must be opened to everyone.
- All participants must be registered in RecWare by the hosting supervisor or manager.
- The attendance must be counted in OPR's monthly attendance records by the hosting supervisor or manager.
- If program/event is at an OPR facility, the program/event should be advertised in the OPR's spring/summer brochure, program flyer, or Recreation Center's program brochure.

All annual partnership programs must have a Program Plan Proposal completed and signed off by the immediate supervisor. If event is not a departmental sponsored programmed event, the organization must complete a Facility Rental Application and approval signed off by the Central Reservation Supervisor.

If fees are being charged for participation AND fees are NOT going to the Office of Parks and Recreation, the activity or event will require a rental agreement and rental fees will apply.

If a rental fee waiver is requested, it must be reviewed and approved by the Parks and Recreation Advisory Commission. Refer to the Policy for Fee Waivers.



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## Policy for Fee Waivers Requests

In order to be granted a fee waiver, an organization/sponsor must qualify under one of two conditions:

1. Event is co-sponsored by the City of Oakland or,
2. Applicant qualifies for a Community Access Grant. All Community Access Grants are approved by the Parks and Recreation Advisory Commission.

The organization/sponsor must meet the requirements from the Office of Parks and Recreation's 'Community Access Grant Policy' and submit documents from the 'Community Access Grant Checklist'. All requests must be submitted in writing to the Office of Parks and Recreation **not less than three (3) months** nor more than 11 months prior to the proposed event date.

Please note: The Parks and Recreation Advisory Commission (PRAC) has a summer recess in August. The PRAC's last summer meeting is held on the second Wednesday in July. Any requests for events to be held in the month of August must be submitted to the Office of Parks and Recreation no later than May 31 of the current year. Requests for events to be held in the month of September must be submitted to the Office of Parks and Recreation no later than June 30 of the current year.

### **IF APPLICABLE TO THE RESERVATION, SPONSOR/ORGANIZATION MUST PROVIDE THE FOLLOWING:**

- OPR Community Access Grant Application
- All documents from the Community Access Grant Checklist
- Certificate of Insurance naming the City of Oakland as an additional insured with date and site of event.
- Approved Oakland Police Department (OPD) Special Event Permit
- One (1) day Temporary Food Handler's Permit through the Department of Environmental Health  
1131 Harbor Bay Parkway, Room 250, Alameda, CA 94502, (510) 567-6708

**Submit all documents to:**

**Office of Parks and Recreation  
Attn: Central Reservations Supervisor  
250 Frank H. Ogawa Plaza, 3<sup>rd</sup> Fl., Suite 3330  
Oakland, CA 94612**

The permits/documents must be submitted to the Office of Parks and Recreation's Central Reservations Unit no later than \_\_\_\_\_ by 4:00 P.M. If the Central Reservations Unit does not receive the required permits by the due date, the reservation may be cancelled.



## Community Access Grant Policy

The purpose of the Community Access Grant Policy is to outline the consistent use and rental of public facilities owned by the City of Oakland, Office of Parks and Recreation, and established to award non-profit and community based organizations a fee subsidy to access public facilities.

The following are required to apply for a Community Access Grant through the Office of Parks and Recreation. Please read through it carefully.

- ❑ The Community Access Grant Application must be submitted no later than three (3) months prior to the scheduled event. All applications are accepted on a first-come, first-serve basis.
- ❑ All Community Access Grants are approved by the Parks and Recreation Advisory Commission (PRAC). Please note: The PRAC has a summer recess in August. Any requests for events to be held in the month of August must be submitted to the Office of Parks and Recreation no later than May 31 of the current year. Requests for events to be held in the month of September must be submitted to the Office of Parks and Recreation no later than June 30 of the current year.
- ❑ Non-Profit Organizations, hereinafter, referred to as NPO's are defined as an organization that can verify its Internal Revenue Service IRS tax-exempt status. Those NPO's based outside the City of Oakland need to provide direct benefits to Oakland residents sponsoring an event which directly advocates the goals and priorities of the Mayor and City Council and an annual operating budget less than \$500,000.
- ❑ Community Based Organizations, hereinafter, referred to as CBO's, are defined as organizations located within the City of Oakland **and** have a documented track record of providing services to the general public in Oakland, such as a homeowner associations, neighborhood associations, home alert groups, or neighborhood crime prevention councils. The CBO's purpose benefits the neighborhood for which the facility is reasonably located and is an on-going partner with the Office of Parks and Recreation.
- ❑ Fee subsidies are granted for **facility rental costs only**. Hard costs (staffing, sound, required third parties and other outside services) cannot be subsidized through the Community Access Grant program; NPO's/CBO's must pay these cost directly, prior to the event.
- ❑ Should the organization be approved for a Community Access Grant, a refundable deposit is due with the Community Access Grant Application. The Community Access Grant cannot be used as the deposit.





## Community Access Grant Policy (cont.)

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- NPO's/CBO's are limited to a **six (6) hour period** of time (inclusive of move-in, event and move-out) during the hours of 8 a.m. – 12 midnight for building rentals and 8 a.m. – dusk for park rentals. If the NPO's/CBO's event is longer than six (6) hours, the NPO will be responsible for the standard hourly rate for the facilities they are utilizing. Holidays are not available for Community Access Grants at the Office of Parks and Recreation's Facilities.
- Once approved, all marketing and promotional materials associated with the event must carry the following acknowledgement:

**"This event has been made possible in part through a Community Access Grant from the City of Oakland and the Office of Parks and Recreation."**

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**A Community Access Grant may not be approved through the Office of Parks and Recreation for the following reasons. Please read through it carefully.**

- Commercial events (for profit, paid admission) that are intended to generate private profit will not receive fee discounts or co-sponsorships.
  - Events include vending or collection of fees. Refer to the Policy for Fundraisers, Vendors, Sales in Parks/Buildings for more information.
- NPO's/CBO's sponsoring a for-profit event or an event in which a private, commercial firm is promoting their products or services.
- The NPO/CBO applicant has previously applied and received a grant subsidy within the same calendar year of the current application.
- *The Office of Parks and Recreation has a limit of available Community Access Grant funding and cannot award any Grants if it has exhausted its year allotment.*



# DRAFT

## Office of Parks and Recreation

250 Frank H. Ogawa Plaza, Suite 3330 Oakland,  
CA 94612



CITY of OAKLAND  
OFFICE of PARKS & RECREATION

## Central Reservations Unit

PH (510) 238-3187 Fax (510) 238-2397

### COMMUNITY ACCESS GRANT APPLICATION

ATTENTION:

Application Date: \_\_\_\_\_

REQ No. _____	<b>OFFICE USE ONLY</b>	Receipt No. _____
RWP No. _____	Approved By/Date _____	Issued By/Date _____
Police Special Events Permit Required? <input type="checkbox"/> Yes <input type="checkbox"/> No If required, Special Events Permit due to OPR by _____		

**Park Use**

**Building Use**

#### Instructions:

This application is to be used for subsidy of City facility rental fees only. Hard costs associated with facility rentals are not eligible for subsidy. These costs include setup, teardown, cleanup, staff costs to open and close a building, security, police staffing, equipment, and insurance.

Application Date: \_\_\_\_\_

Application on behalf of: (Group, Individual, Organization) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Individual responsible for event: Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_ Email: \_\_\_\_\_

Home #: \_\_\_\_\_ Work #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Cell#: \_\_\_\_\_

To use (Name of Site): \_\_\_\_\_ Location: \_\_\_\_\_

On the following date (s): \_\_\_\_\_ Number of Participants: \_\_\_\_\_

Between the hours of: (Start Time) \_\_\_\_\_ (Actual Event Time) \_\_\_\_\_ (End Time) \_\_\_\_\_

Type of sound equipment to be used. Please check all that apply.

generator  musical instruments  live band  amplifiers  microphones  other \_\_\_\_\_

Description of event: **Be specific; i.e. Meeting, Entertainment, Festival, Rally, etc. Also include one or more of the following:**

- a. Benefit to the citizens of Oakland that are directly related to current Office of Parks and Recreation programs and services, or
- b. Direct services provided to the general public at no cost, or
- c. Event is mandated by City Council action or legislation.

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Attach a separate sheet of paper if more space is needed.

#### \*\*\*ATTENTION\*\*\*

- ✓ DID YOU REMEMBER TO **SIGN** THE APPLICATION ON PAGE 2?
- ✓ DID YOU REMEMBER TO ATTACH A **LEGIBLE COPY** OF YOUR DRIVER'S LICENSE OR STATE IDENTIFICATION CARD?

# COMMUNITY ACCESS GRANT APPLICATION (cont)

# DRAFT

Please describe below special accommodations/requests required for your event. If no special accommodations/request required, write *NONE*.

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**ACCESSIBILITY:** The City of Oakland Office of Parks and Recreation (OPR) is fully committed to compliance with provisions of the Americans with Disabilities Act. Please direct all inquiries concerning program and disability accommodation to the OPR Inclusive Recreation Coordinator at (510) 615-5980 or [smeans@oaklandnet.com](mailto:smeans@oaklandnet.com). TDD callers please dial (510) 615-5883.

**Deposit Required:**

Deposit \_\_\_\_\_  
*(Deposits are refunded 6-8 weeks AFTER event date, provided the facility/park is left in acceptable condition.)*

Form of Payment: Check #: \_\_\_\_\_ Cash: \$ \_\_\_\_\_

Type of Credit Card:  Master Card (MC)  Visa *(Please Select One)*

Credit Card #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Driver's License or State ID/Exp. Date \_\_\_\_\_

**CANCELLATION FEES:** 31 days or more notice: Forfeit 1/2 Deposit  
30 days or less notice: Forfeit Entire Deposit

This Community Access Grant Application is made in good faith. I am aware of and understand the Office of Parks and Recreation's Community Access Grant Policy and will be responsible for adhering to all requirements on the policy.

\_\_\_\_\_  
Name of Applicant (Print or type)

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
TITLE (Print or type)

\_\_\_\_\_  
DATE

**OFFICE USE ONLY**

Approval:  Yes  No Amount of Award \_\_\_\_\_ Date \_\_\_\_\_

Rent: \_\_\_\_\_ Setup/Teardown: \_\_\_\_\_ Sound: \_\_\_\_\_ Other Fees: \_\_\_\_\_

Facility/Site: \_\_\_\_\_ Date of Event \_\_\_\_\_



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Office of Parks and Recreation  
250 Frank H. Ogawa Plaza, Suite 3330  
Oakland, CA 94612



Central Reservations Unit  
PH (510) 238-3187 Fax (510) 238-2397

## COMMUNITY ACCESS GRANT CHECKLIST

**Check One:**    **Community Based Organization**                       **Non-profit organization**  
**(As defined in the Community Access Grant Policy)**

In conjunction with the application process, please submit the following documents with the Community Access Grant Application. All requirements listed must be submitted no later than three (3) months prior to the event date.

- Letter of Intent/Purpose of Fee Waiver Request
- Description of Event

**If you checked Community-based organization, also provide the following documents:**

- Documented track record of services to the general public in Oakland,
- Documentation of the benefits of the neighborhood that the facility is reasonably located,
- Documentation on being an on-going partner with the Office of Parks and Recreation.

**If you checked Non-profit organization, also provide the following documents:**

- Verification of Incorporation papers,
- Copy of Non-profit status certificate from the IRS,
- Copy of current state financial statement filed with the IRS,
- Current year operating budget,
- Names of Board of Directors, Trustees or Officers,
- Statement of purpose and function of the organization,
- Description of current year's programming.



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## Policy for Fundraisers/Vendors/Sales in Parks and Buildings

In accordance with **Oakland Municipal Code (OMC) Section 12.64.080 Selling wares, gaming, obscenity**: It is unlawful for any person to sell or offer for sale, any goods, wares, merchandise, foods, confections, refreshments or other articles within any public park, public building or public grounds in the city without the order or permission therefore of the commission, department or board which has jurisdiction therein. The terms "public building" and "public grounds", as used herein, shall include the Oakland-Alameda County Coliseum Complex and public parking lots adjacent thereto when completed. No gaming shall be allowed in said parks, buildings or grounds, nor any obscene or indecent act performed therein.

The OMC does not allow vending on any City park, building or grounds unless the jurisdictional authority (Parks and Recreation Advisory Commission) grants special permission. Violation of the OMC section is an infraction.

All requests for fundraisers, vendors and sales must be submitted in writing not less than three (3 months), nor more than 11 months prior to the proposed event date. The organization must submit a proposal or letter of intent/description of event in writing that lists possible vendors, items to be sold, and/or reason for fundraising, along with the required Park Use/Building Application:

**Office of Parks and Recreation  
Attn: Central Reservations Supervisor  
250 Frank H. Ogawa Plaza, 3<sup>rd</sup> Fl., Suite 3330  
Fax (510) 238-2397**

### FUNDRAISERS/VENDORS/SALES

If approved by the Parks and Recreation Advisory Commission, organizations and private citizens using a public facility to sponsor a "for profit" event or fundraiser will be charged all facility rental fees and hard cost fees. Fundraising events are charged 200% of base rental rates, as per the City of Oakland Master Fee Schedule. **Organizations intended to raise funds cannot apply for a Community Access Grant to receive fee discounts or co-sponsorships.**

If the fundraising event is conducted for a charitable purpose, the proceeds must be clearly designated to benefit Oaklanders, as stated in the written application for the use of the facility.

If approved to allow vendor sells or offer for sale any goods, wares, merchandise, foods, confections, refreshments, or other article within any public park, public building or public grounds in the city, the event sponsor/organization is also charged 200% of the base rental rates, as per the City of Oakland Master Fee Schedule.

Commercial events (for profit, paid admission) are also charged 200% of base rental rates. Commercial events are intended to generate private profit, and will not receive fee discounts or co-sponsorships.



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250 Frank H. Ogawa Plaza, Suite 3330  
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PH (510) 238-3187 Fax (510) 238-2397

## FUNDRAISERS/VENDORS/SALES CHECKLIST

In conjunction with the application process, the organization must submit the following documents, as checked off, with the Park Use or Building Use Application.

### VENDORS

Please provide the following:

- Copy of Vendor's Food Handlers Permit
- Business Tax License  
City of Oakland  
Tax Compliance Section  
250 Frank H. Ogawa Plaza, Suite 1320  
Phone: (510) 238-7474
- Seller's Permit  
State Board of Equalization  
1515 Clay Street, Suite 202  
Oakland, CA 94612  
Phone: (510) 622-4100

### NON-PROFIT ORGANIZATIONS

Please provide the following:

- Copy of Non-profit 501c(3) Certificate
- Charitable Solicitation Permit  
City of Oakland, Office of the City Manager  
1 Frank H. Ogawa Plaza, 11<sup>th</sup> Floor  
Oakland, CA 94612  
Phone: (510) 238-6914
- Seller's Permit  
State Board of Equalization  
1515 Clay Street, Suite 303  
Oakland, CA 94612  
Phone: (510) 622-4100

### ADDITIONAL REQUIREMENTS

- Certificate of Insurance naming the City of Oakland as an additional insured.
- Approved Oakland Police Department (OPD) Special Event Permit  
Eastmont Precinct  
2651 73<sup>rd</sup> Avenue  
Oakland, CA 94605  
510-777-8525
- One (1) day Temporary Food Handler's Permit  
Department of Environmental Health  
1131 Harbor Bay Parkway, Room 250  
Alameda, CA 94502  
510-567-6708



## FUNDRAISER/VENDORS/SALES CHECKLIST (cont.)

All required permits/documents must be submitted to the OPR Central Reservations Unit no later than \_\_\_\_\_ by 4:00 p.m. If the Central Reservations Unit does not receive the required permits by the due date, the reservation may be cancelled and all fees forfeited.

### Additional Information

For additional park use information, see the Procedure to Obtain a Park Use Permit and Rules & Procedures for Granting Park Use Permits for Special Events.

For additional building use information, see the Procedures and Guidelines for Building Rentals.

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