

## ATTACHMENT 4



**Town of Atherton  
Office of the City Manager  
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**TO:** Mayor and City Council

**FROM:** George Rodericks, City Manager

**DATE:** September 17, 2014

**SUBJECT: DESIGNATED GROUPS**

The purpose of this memorandum is to memorialize the City Council's direction with respect to designated groups. This memorandum expands the information on that memorandum associated with "designated groups" to specifically include Atherton Now.

- Designated Community Groups include:
  - The Park Foundation
  - Atherton Dames
  - Friends of the Library
  - Atherton Now
  - Atherton Arts Foundation
  - Other Similar Groups as approved by the City Manager
- Fees are not charged to Designated Groups; however, the groups are obligated to pay any direct Town costs associated with their event.
- All events hosted by Designated Groups must meet the insurance requirements as determined by the City Manager and the Town's Risk Liability Insurance Carrier (ABAG).
- All event organizers and/or sponsors are required to complete event applications stating the specific details of the proposed event as required by the City Manager. Applications must be reviewed and approved by the City Manager.
- Designated groups may utilize Town facilities, such as meeting rooms and storage space without fee, but even in the use of these areas, continue to be responsible for any direct costs incurred by the Town connected with their use.
- Designated groups may utilize storage and/or activity space on a regular basis. Use of such space is by approval only and may be revoked at any time. Town uses and needs take priority over any uses by designated groups.