

MEMORANDUM

TO: GREGORY J. ORAVEC, CITY MANAGER

FROM: SHANNON M. MARTIN, COUNCILWOMAN, DISTRICT 3 

DATE: MAY 11, 2012

SUBJECT: AGENDA REQUEST

I am requesting to place on the Monday, May 14, 2012 Council meeting a discussion regarding my use of a room at the community center. In my capacity as Councilwoman for the City, I was asked to participate in the Dancing with the Celebrity PALS event hosted by the League of Woman Voters. The recipients of the proceeds will be the PSLPD Police Athletic League.

I am requesting to use the room for free to practice. This is, of course, provided that there are no additional room rentals during the times specified by the Parks & Recreation Department.

I hope that I am victorious in my efforts on behalf of TEAM PSL.

SMM/brc

martin | 2012council.com

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MAY 11 2012

City Manager's Office

MaryAnn Verillo

From: Sherman Conrad
Sent: Thursday, May 10, 2012 3:05 PM
To: MaryAnn Verillo
Cc: Patricia Roberts
Subject: ROOM AVAILABILITY-COMMUNITY CENTER

As per our conversation, below please find the available dates at the Community Center for the time period you specified. While I have no concern with the usage itself, please know that if a client does request to rent the rooms as listed below on the dates mentioned, we would like the opportunity to rent the space out and could adjust the schedule accordingly.

If you need additional information, please advise. Thanks.

Please see below for a list of availability for Room A and the Multipurpose Room for May 14-Sept 8.

Room A (dance floor but no mirrors)

Mondays- 8 a.m.- 5 p.m. (June 4th not available)

Tuesdays- 8 a.m.-5 p.m.

Thursdays- 8 a.m.-5 p.m. (May 17 11 a.m. – 5 p.m. only) (June 14th not available)

July 23-27 only available from 8-9a.m. & 3-5p.m.

Multipurpose Room (dance floor with mirrors)

Mondays- 11 a.m.- 4 p.m.

Tuesdays- 8 a.m.-5 p.m.

Wednesdays- 3-5 p.m.

Thursday May 17 8 a.m. -4 p.m.

Thursday May 24 & 31 8 a.m.-5p.m.

Thursdays – June, July, Aug 2 & Sept- 11 a.m.- 4 p.m.,

Thursdays - Aug 9-30 – 8 a.m. – 5 p.m.

Fridays- 11 a.m.- 6 p.m.

July 23-27 only available from 3-5 p.m.

This is barring that there are no additional room rentals for these specified times.

Sherman Conrad, CPRP
Director, Parks & Recreation
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