



To: Mayor Bergquist & Town Trustees

From: Sarah Weekes, Event Manager

Date: January 26, 2026

Re: **Consideration of a Special Event Permit Application and Resolution 09-2026, a Resolution Setting Certain Fees for Juniper Library “Senior Lunch and Learn” Events to Be Held on January 23, February 27, March 27, April 24, May 22, June 26, July 24, August 28, September 25, October 23, November 20, and December 18, 2026**

### **BACKGROUND:**

Juniper Library continues to provide our community with gatherings throughout the year. The primary source for Senior Lunch & Learns is the Grand County Library District (GCLD), offering free sessions organized by the staff of the Juniper Library on the fourth Thursday of the month, focusing on topics from health to local issues, often with partner organizations like Mountain Family Center.

Juniper Library has submitted a Special Event Permit application for the 2026 *Senior Lunch and Learn* series and is requesting that the Board of Trustees waive applicable fees due to its nonprofit status. The requested fee waivers include:

- Special event permit fee in the amount of **\$250.00**
- Community House rental fees for the scheduled dates in the amount of **\$3,600.00**
- Audio/visual equipment rental fees for the scheduled dates in the amount of **\$2,400.00**
- Kitchen use rental fees for the scheduled dates in the amount of **\$500.00**

### **REVIEW CONSIDERATIONS**

Pursuant to Municipal Code Section 11-6-3(C): Special Event Permit Application Review and Approval, the Board of Trustees shall consider the following factors prior to approval of a Special Event Permit:

- (a) The predominant use of the primary facility being used; and*
- (b) The proposed event and the event hours; and*
- (c) Neighborhood compatibility; and*
- (d) Effect of the proposed event on the community; and*
- (e) The Town's anticipated cost in staff time and equipment use; and*
- (f) The benefit to non-profit from the event; and*



- (g)The benefit to local businesses from the event; and*
- (h)Duplication of services or sale items; and*
- (i)Nature of the past event issues or similar past event issues.*

**FISCAL NOTE**

In 2025, the Board of Trustees approved fee waivers totaling \$7,500.00 in special event permit and rental fees for Juniper Library’s *Senior Lunch and Learn* events, as well as the *LA Wildfire Movie Night* held on July 23, 2025. The waived events included the following dates:

January 30 <sup>th</sup> , 2025,	February 27 <sup>th</sup> , 2025	July 25, 2025	October 24, 2025
March 28 <sup>th</sup> , 2025,	April 25 <sup>th</sup> , 2025	August 22, 2025	November 20, 2025
May 23 <sup>rd</sup> , 2025,	June 27 <sup>th</sup> , 2025	September 26, 2025	December 19, 2025

**SUGGESTED MOTIONS**

*I make a motion to approve/(deny)* **THE SPECIAL EVENT PERMIT APPLICATION AND RESOLUTION 09-2026, A RESOLUTION SETTING CERTAIN FEES FOR JUNIPER LIBRARY’S “SENIOR LUNCH AND LEARN” EVENTS TO BE HELD ON JANUARY 23, FEBRUARY 27, MARCH 27, APRIL 24, MAY 22, JUNE 26, JULY 24, AUGUST 28, SEPTEMBER 25, OCTOBER 23, NOVEMBER 20, AND DECEMBER 18, 2026**