



To: Mayor Bergquist & Town Trustees

From: Sarah Weekes, Event Manager

Date: June 23, 2025

RE: **Consideration of Resolution 28-2025, a Resolution Setting Certain Fees for Rocky Mountain Folk School's "Flint Knapping Class and Archaeology Display" Event on July 12, 2025**

Background

Rocky Mountain Folk School continues to provide the community with year-round learning experiences. They are requesting fees to be waived for their Flint Knapping Class and Archaeology Display on July 12th, 2025.

They request the Board waive the special event permit fee of \$250, the rental fee for the use of the Lower Lakefront Pavilion in the amount of \$100 and the use of the electricity in the amount of \$25 as they are a non-profit organization.

When reviewing the application, the Board of Trustees is to consider the following:

Municipal Code 11-6-3(C): Special Event Permit Application Review and Approval.

1. Review Considerations. The following factors shall be considered prior to approval of a SEP:

- (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 has not waived any fees for the Rocky Mountain Folk School.



Suggested Motions

I make a motion to approve/(deny) **RESOLUTION 28-2025, A RESOLUTION SETTING CERTAIN FEES FOR ROCKY MOUNTAIN FOLK SCHOOL'S "FLINT KNAPPING CLASS AND ARCHAEOLOGY DISPLAY" EVENT ON JULY 12, 2025**