



Meeting Date: 7/14/2025

To: Mayor Bergquist & Town Trustees

From: Sarah Weekes, Event Manager

**ITEM:**

**CONSIDERATION TO APPROVE A NEW SPECIAL EVENT PERMIT AND RESOLUTION 32-2025, SETTING CERTAIN FEES FOR JUNIPER LIBRARY'S "LA WILDFIRE MOVIE NIGHT" EVENT ON JULY 23, 2025**

**BACKGROUND:**

Juniper Library continues to provide our community with gatherings throughout the summer. They are requesting facility rental fees be waived for a viewing of a movie by PBS of the LA Wildfire.

They request the Board waive the rental fee of the Community House in the amount of \$300, the av rental in the amount of \$200 and the special event permit fee of \$250 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 waived \$3250 in rental fees and a Special Event Permit Fee for their Senior Lunch and Learn Events held on the following dates:



January 30<sup>th</sup>, 2025,      February 27<sup>th</sup>, 2025  
March 28<sup>th</sup>, 2025,      April 25<sup>th</sup>, 2025  
May 23<sup>rd</sup>, 2025,      June 27<sup>th</sup>, 2025

**SUGGESTED MOTIONS**

*I make a motion to approve/(deny)* **A NEW SPECIAL EVENT PERMIT AND  
RESOLUTION 32-2025 SETTING CERTAIN FEES FOR JUNIPER LIBRARY'S "LA  
WILDFIRE MOVIE NIGHT" EVENT ON JULY 23, 2025**