



To: Mayor Bergquist & Town Trustees
From: Sarah Weekes, Event Manager
Date: May 11, 2026
Re: **Consideration of Approval of a New Special Event Permit Application and Resolution 36-2026 for Colorado AeroLab’s “Upstage Youth Theatre Fundraising Cabaret” Event, May 15, 2026**

BACKGROUND:

Colorado Aerolab, in partnership with Upstage Youth Theatre Collective (UYT), plans to host the “Upstage Youth Theatre Fundraising Cabaret.” The event will feature student performances of Broadway musical numbers presented on stage for community audiences. Admission to the event will be free of charge, with voluntary donations accepted to support youth theatre programming and related educational arts initiatives.

Colorado AeroLab is a nonprofit educational organization based in Denver that designs and delivers experiential, out-of-school-time learning opportunities for K-12 students, families, and educators across Colorado. As a statewide network of blended education centers in partnership with local school districts, each AeroLab site acts as a hands-on learning lab focused on multidisciplinary engineering design and collaborative problem-solving. Programs prepare students for success in college, career, and community life—particularly within Colorado’s growing aeronautics industry.

Upstage Youth Theatre Collective (UYT) is a newly formed youth theater program built by the students and educators behind years of successful productions at EGSD. After seeing the impact of theater on local kids, they founded UYT in 2025 to create a sustainable, inclusive home for youth performance and technical training.

Colorado AeroLab has submitted a new Special Event Permit application for the Upstage Youth Theatre Fundraising Cabaret and is requesting the Board of Trustees waive the following fees due to its nonprofit status:

- Special event permit fee in the amount of **\$250.00**
- Community House rental fees for the requested date in the amount of **\$300**
- Audio/visual equipment rental fees for the requested date in the amount of **\$200**
- Kitchen use rental fees for the requested date in the amount of **\$100**



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:

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 2026, the Board of Trustees approved fee waivers totaling **\$500.00** in special event permit fees and **\$19,000.00** in Community House and audio/visual equipment rental fees for Colorado AeroLab's Radium Girls and Hadestown musical productions.

SUGGESTED MOTIONS

I make a motion to approve/(deny) THE SPECIAL EVENT PERMIT APPLICATION AND approve/(deny) RESOLUTION 36-2026, A RESOLUTION SETTING CERTAIN FEES FOR COLORADO AEROLAB'S "UPSTAGE YOUTH THEATRE FUNDRAISING CABARET" EVENT TO BE HELD MAY 15, 2026