

RESOLUTION NO. 2025-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
(CITY OF LOS ALTOS SPECIAL EVENT SPONSORSHIP POLICY)**

WHEREAS, the City Council recognizes that special events enhance the City's lifestyle and provide benefits to the City; and

WHEREAS, the City Council finds that the sponsorship of certain long-standing special events provides a benefit to the community; and

WHEREAS, this policy is intended to create clear guidelines for the sponsorship of special events on City property.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Los Altos hereby adopts the policy attached hereto as **Exhibit 1**.

I HEREBY CERTIFY that the foregoing is a true and correct copy of a Resolution passed and adopted by the City Council of the City of Los Altos at a meeting thereof on the ____ day of ____, 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Pete Dailey, MAYOR

Attest:

Melissa Thurman, CITY CLERK

EXHIBIT 1

LOS ALTOS SPECIAL EVENT SPONSORSHIP POLICY

City Council has the authority to review special event sponsorship requests and approve them on a case-by-case basis. When a special event sponsorship request is approved, the City Council would be required to adopt the particular event as government speech. Public agencies have the right to free speech on their own property, which means the City Council can convey any event, message, or symbol as their own speech on their own property without opening it into a public forum. Such authorization by the City Council shall take the form of a resolution, which shall include the following information:

- (1) The date or dates on which the event will take place;
- (2) A finding that the special event constitutes government speech in that the particular message conveyed by the special event is a message that the City Council wishes to express on behalf of the residents of the City;
- (3) A statement describing the particular message conveyed by the special event and expressing the reason or reasons the City Council wishes to express that message on behalf of the residents of the City; and
- (4) A statement that the resolution is adopted pursuant to this policy and a statement of reasons why the adoption of the resolution is consistent with this policy.

Under no circumstances shall the City Council authorize the sponsorship of a special event that:

- (1) Represents a group, organization, or movement that advocates the unlawful overthrow of the state or federal government;
- (2) Commemorates a rebellion against the federal government by the government of any state;
- (3) Advocates discrimination or intolerance against individuals on the basis of any classification specified in Civil Code Section 51;
- (4) Endorses or expresses a preference for any religious sect;
- (5) Advocates for or against a candidate for public office, a political party, or a ballot measure or proposition;
- (6) Is considered highly offensive to persons of average sensitivity within the community; or
- (7) Poses a real and substantial threat to public safety based on objective circumstances or criteria.

The City Council may consider authorizing the sponsorship of a special event pursuant to this policy referral of the entire Council on motion of any Councilmember made during the time reserved at regular City Council meetings for discussion of future agenda items, or at the recommendation of a commission of the City. The City Council may also consider authorizing the sponsorship of a special event on application of a resident or community group, as long as they shall complete a Special Event Sponsorship Application Packet, on a form to be created by the City Manager or designee.

City staff shall provide a recommendation to City Council for every application on whether the proposed special event meets the above criteria listed 1 through 7 for a special event sponsorship, which will allow City Council to make the final determination on the application.

This policy is intended for the City's sole benefit, and nothing herein is intended to confer any legal right or privilege on any member of the public.

City of Los Altos requires all non-profit organizations or Los Altos residents interested in having the City of Los Altos sponsor a special event to meet all the below guidelines and submit a completed application packet.

1. Applicant Guidelines

- a. Only special events that are consistent with the City's vision, mission, and ongoing strategic priorities, incorporating themes of diversity, equity, social justice and inclusion.
- b. At no time will the City of Los Altos sponsor special events that pose a danger to public health or public safety, are deemed to be inappropriate or offensive in nature, support discrimination, prejudice or religious or political movements
- c. All special events will be sponsored in accordance with all applicable laws.

2. Application Procedure

- a. Applicant will complete the Special Event Sponsorship Application Form and required documentation.

3. Review and Approval Process

- a. Applications will be reviewed by City staff for completeness.
- b. Approval of the special event sponsorship is at the discretion of the City Council.

4. Fee Guidelines

- a. Applicants may be required to pay any additional costs that were incurred beyond the authorized special event costs by City Council.