

Mayor and Members of the City Council,

I am writing to propose the implementation of a simple, standardized submission form for individuals, groups, and organizations requesting to use City of New Meadows public venues and spaces, including parks, public buildings, and other city owned facilities.

As community events continue to grow and seeing an increase of future use of our facilities, I am also understanding there is an informal venue requests made through phone calls, emails, and in person conversations. While we are always happy to support local events and gatherings, the current process can sometimes lead to scheduling confusion, incomplete information, or unintentional double bookings. A basic submission form would help us manage these requests more efficiently and professionally.

I also want to be clear that this proposal is not intended to change or complicate the long standing events and traditions that have been part of New Meadows for many years. We truly value our small town culture and the community members who consistently step up to host events. This form would simply give us a clearer and more organized way to track requests, protect event dates, and support organizers more effectively, while also helping city staff stay coordinated behind the scenes.

The purpose of this form would be to:

- Record the date a request is made
- Clearly document the requested venue, date, and time
- Capture contact information for the event host
- Outline the type of event and expected attendance
- Identify any special needs such as power access, tables, street closures, or other city resources

Having this information in one consistent format would allow staff to:

- Maintain an accurate venue calendar
- Prevent scheduling conflicts and misunderstandings
- Ensure city departments are properly informed when support may be needed
- Present a more organized and professional process to the public

This form would not need to be complex. A simple one-page document, available both in print at City Hall and online through the city website, would be sufficient. The goal is not to create barriers, but to create clarity and consistency for both the public and the city, helping events run smoothly while keeping things manageable on our end.

Thank you for your time and consideration. I provided a draft version attached to this email of the proposed form for review and feedback.

Thank you,
Stepheny Becker

Community Outreach and Events Coordinator
City of New Meadows