

Makayla Rodriguez

From: Mary Elizabeth Cofer [REDACTED]
Sent: Tuesday, July 23, 2024 6:04 PM
To: Makayla Rodriguez; [REDACTED]
Subject: use of Rollingwood park for Eanes movie night

Follow Up Flag: Follow up
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Eanes Elementary Movie Night 2024

Where: Rollingwood Lower Park (back field beyond the playground)

When: December 7, 5.00pm.

Who: This is a community event open to Eanes Elementary families and the wider Rollingwood community. Attendance to previous movie nights has been between 250-300.

*note: it is a free event as it's intended to build community relations, people will be asked to RSVP so we can check numbers

What: Outdoor movie night showing Cool Runnings (with pre purchased pizza and pre ordered snack/goodie bags available on the night)

Toy donation: we will be asking attendees to bring a toy to donate to Travis County Sheriff's Brown Santa. The program provides assistance with gifts and food during the holiday season to families and elderly citizens in Travis County. Brown Santa is supported by Rollingwood Police Department.

Parking and transportation: Eanes Elementary is where all children k-5 in Rollingwood attend public school. The majority of the Rollingwood families attending the event will be able to walk there. People coming from outside Rollingwood will be asked to park in the upper parking lot or find appropriate street parking

Equipment: The movie rental company will provide a generator along with all required equipment to screen the movie (screen, speakers, projector)

Set up, start and end time: We would require access to the field from 4.30 to allow for the screen and equipment to be set up, we would invite the community to arrive at 5.00 with a plan of starting the movie as close to 5.30 as possible (sunset is at 5.30 and weather on the day will determine exact start time), the run time of the movie is 1hr38m. The event should be finished by 7.30pm.

Clearing up: We would clean up all the equipment and as much trash as possible after the movie finishes. We would return at 8.00am Sunday 8 to litter pick the field and ensure all clear up is completed during daylight.

Event layout: We are hoping to use the large field beyond the playground for people to sit with blankets and chairs for the movie, we would like to use the pavilion to set up tables for handing out goodie bags and pre-purchased pizzas.

Wheelchair accessibility: We require the event to be ADA compliant and have been informed that the lower park meets this standard. We are hoping that we might get access to the restrooms in City Hall to allow accessible toilets to be provided on the same level as the event. (The majority of attendees will use the upper field house restrooms).

Restrooms: We would like to have access to both the restrooms in City Hall and the upper field house, to accommodate additional restroom needs.

Ellie Wheeler and Courtney Harvey are the contact persons with the Eanes group.

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[Redacted] and
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