



## **2.14 Approval of Free Use for Various San José Public Library Events in the City Hall Rotunda and City Council Chambers.**

### **Recommendation:**

Adopt a resolution authorizing “Free Use” for one private event and one Saturday event for the Library Department for fiscal year 2024-2025, in the City Hall Rotunda and City Council Chambers.

CEQA: Not a Project, File No. PP17-011, Temporary Special Events resulting in no changes to the physical environment. (Library)

## CITY COUNCIL ACTION REQUEST

<b>Department(s):</b> Library	<b>CEQA:</b> Not a Project, File No. PP17-011, Temporary Special Events resulting in no changes to the physical environment.	<b>Coordination:</b> City Attorney's Office, City Manager's Budget Office, and Public Works Department	<b>Dept. Approval:</b>  Jill Bourne
<b>Council District(s):</b> Citywide			<b>CMO Approval:</b>  8/1/24

**SUBJECT: Approval of Free Use for Various San José Public Library Events in the City Hall Rotunda and City Council Chambers**

### RECOMMENDATION

Adopt a resolution authorizing "Free Use" for one private event and one Saturday event for the Library Department for fiscal year 2024-2025 in the City Hall Rotunda and City Council Chambers.

### BASIS FOR RECOMMENDATION

In Fiscal Year 2024-2025 the City of San José's Library Department will host two events in the Rotunda and City Council Chambers. These events occur annually, with 1) one private event and 2) one Saturday event open to the public. [Resolution No. 79138, Section 13.080](#) limits free use of the City's facilities to each City department of up to five events per year and the events must be open to the public and cannot occur on Saturdays. The planned events by the Library Department are outside of the scope for free use of these spaces.

The Library Department requests authorization to hold one private event and one Saturday event as City "Free Use" events in the City Hall Rotunda and City Council Chambers. Approval for these events' free use designation is required because the Youth Commission Recognition Awards is a private event that is free to all Youth Commissioners and family members, Youth Advisory Councilmembers and City Councilmembers, while the 2024 Graphic Novel Making Contest will be held on a Saturday.

These events will honor accomplishments, build community, and promote reflection and goal setting among the participants and include speeches, acknowledgments, and food. Library staff will set the agenda, design invitations, prepare presentations, and select decorations and entertainment. The Library Department's sponsored events during the 2024-2025 Fiscal Year include:

- The Graphic Novel Making Contest Awards Ceremony on September 7, 2024 (Saturday event);
- The Youth Commission Annual Recognition Awards Event on June 9, 2025 (private event).

### COMMISSION RECOMMENDATION AND INPUT

No Commission recommendation or input is associated with this action.

### COST AND FUNDING SOURCE

The Library Department provides onsite staff to facilitate and oversee the events in partnership with the Public Works Department, Event Services Division, with costs supported by the Library Parcel Tax Fund (418), General Fund (001), and Gift Trust Fund (139).

**FOR QUESTIONS CONTACT:** Karla Alvarez, Program Manager, Library Department, at (408) 808-2140

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE COUNCIL OF THE CITY OF  
SAN JOSE AUTHORIZING “FREE USE” FOR ONE  
SATURDAY EVENT AND ONE PRIVATE EVENT FOR THE  
LIBRARY DEPARTMENT FOR FISCAL YEAR 2024-2025,  
IN THE CITY HALL ROTUNDA AND COUNCIL CHAMBERS**

**WHEREAS**, in June 2019, the Council of the City of San José (“City”) adopted Resolution No. 79138, incorporating the fees and charges for use of City Hall facilities and plaza into the City’s Schedule of Fees and Charges under Resolution No. 72737, as amended (“Schedule of Fees and Charges”); and

**WHEREAS**, Section 13.080 of the Schedule of Fees and Charges authorizes City Departments to have “Free Use” of the City Hall facilities and plaza for events that 1) qualify as official City business; 2) are free and open to the public; 3) occur on a Sunday through Friday; and 4) are booked thirty (30) days in advance; and

**WHEREAS**, the City’s Library Department will sponsor 1) the Graphic Novel Making Contest Awards Ceremony (Saturday event); and 2) the Youth Commission Annual Recognition Awards Event (private event) at the City Hall Rotunda and Council Chambers on September 7, 2024 and June 9, 2025, respectively; and

**WHEREAS**, the two private events described herein provide an opportunity to honor accomplishments, build community, and promote reflection and goal setting among graduates; and

**WHEREAS**, “Free Use” does not apply to events which are held on Saturdays or are not open to the public, and, therefore, Council approval is necessary to authorize free use of the City Hall Rotunda and Council Chambers for the two private events; and

**WHEREAS**, the City desires to allow for the free use of the City Hall Rotunda and Council Chambers for the Graphic Novel Making Contest Awards Ceremony and the Youth Commission Annual Recognition Awards events to allow members of the Youth Commission and their family, members of the Youth Advisory Council, Councilmembers from the youth's respective district, members of the San José Public Library Foundation, as well as donors and participants of the 2024 Graphic Novel Making Contest; and

**WHEREAS**, the Graphic Novel Making Contest Awards Ceremony and Youth Commission Annual Recognition Awards events occur have been booked more than thirty (30) days in advance, in compliance with Resolution 79138; and

**WHEREAS**, the City finds that the Graphic Novel Making Contest Awards Ceremony and the Youth Commission Annual Recognition Awards Event qualify as official City business as the Library Department will assume the lead role of planning and promoting the event, and because of the public benefit from investing in and strengthening learning opportunities and experiences for participants; and

**WHEREAS**, the City desires to allow for the free use of the City Hall Rotunda for the Graphic Novel Making Contest Awards Ceremony on September 7, 2024, and the Youth Commission Annual Recognition Awards Event on June 9, 2025;

**NOW, THEREFORE**, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SAN JOSE THAT:

The City Council hereby authorizes "Free Use" of the City Hall Rotunda for the Graphic Novel Making Contest Awards Ceremony on September 7, 2024, and the Youth Commission Annual Recognition Awards Event on June 9, 2025, sponsored by the Library Department as these events will honor accomplishments, build community, and promote reflection and goal setting among the participants of these events.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2024, by the following vote:

AYES:

NOES:

ABSENT:

DISQUALIFIED:

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MATT MAHAN  
Mayor

ATTEST:

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TONI J. TABER, CMC  
City Clerk