



UNIVERSITY PARK CITY COUNCIL AGENDA MEMO

Meeting Date:
9/19/2023

Item Type:
Consent Agenda

Subject: Reservation Request from Susan G. Komen Organization

Prepared By: Kaylon Jackson, Special Events and Reservations Coordinator

Background:

Staff has received a reservation request from a representative of the Susan G. Komen organization regarding a 3-Day Breast Cancer Walk through University Park. Organization representative has requested to reserve Curtis Park on Friday, October 27, 2023 from 7:00a – 4:00p for lunch stop site and Goar Park as a staging area for additional portable restrooms.

Participants will utilize Curtis Park as a lunch stop between 9:30a and 12:30p. For setup, there will be two 15-foot (non-staked) tents and lunch will be delivered in a 16-foot refrigerated truck. Portable handwashing stations and portable restrooms will be on-site and delivered the evening before.

A new element to this year's event is the "Halfway Celebration." There will be a 15' inflatable arch near the entrance of the park. A flash mob to "Walking on Sunshine" will perform on the half hour between 10:30a – 12:00p. A DJ will be playing music during the lunch stop hours.

The organizers anticipate an estimated 650 participants, however no more than 100 participants will be at the park at any given time.

If this reservation is to be considered by City Council, staff would recommend the following criteria be followed by the Susan G. Komen organization:

Develop and distribute form letter to be distributed to residents within 600 ft. of the park

- Provide adequate restroom facilities based on number of participants
- Pay Curtis Park Refundable Deposit of \$250.00
- Pay Land Use - Curtis Park \$500.00

Provide Police security at the Foundation's expense

Fiscal Impact:

- ☒ Not Applicable
- ☐ Budget Amendment Required
- ☐ Proposed Revenue
- ☐ Proposed Expenditure
- Funding Source:

Master Plan Goal:

Please check the associated Theme and provide the corresponding action item number.



	Theme	Action Item(s)
<input checked="" type="checkbox"/>	Affirming Sense of Place	2.4
<input type="checkbox"/>	Assuring Connectivity	
<input type="checkbox"/>	Innovative Governance	
<input type="checkbox"/>	Technological Integration	
<input type="checkbox"/>	Preparing for the Future	
<input type="checkbox"/>	Not Applicable	

Recommendation:

Staff will take direction from City Council on how to proceed with the reservation request.

Committee Review (optional):**Attachments:**

Susan G. Komen – Request Letter