



UNIVERSITY PARK CITY COUNCIL AGENDA MEMO

Meeting Date:
6/17/2025

Item Type:
Consent Agenda

Subject: Reservation Request from The Weekday School

Prepared By: Kaylon Jackson, Recreation and Special Events Supervisor

Background:

Staff has received a reservation request from The Weekday School at UPUMC to hold their annual Weekday School Carnival at Smith Park on Saturday, October 18, 2025 from 3:00 p.m. to 5:00 p.m. They have requested access to the park from 1:00 p.m. to 7:00 p.m. for setup and breakdown.

The Weekday School Carnival is an annual community event to bring all Park Cities residents together for fun and fellowship.

The Weekday School Parents Association anticipates 450 participants for this year's event. The carnival will include bounce houses, a petting zoo, face painting, photos, and a DJ to host the cake walk. There will also be participation from the UP Public Library, UP Fire Department and the UP United Methodist Church.

The Weekday School is requesting a street closure on Caruth Blvd between Preston Rd and Pickwick Ln.

Residents in the surrounding area will receive initial notification of event a month prior to race, a second notice 2 weeks prior, and a final reminder the week of the event.

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):

N/A

Attachments:

The Weekday School Request Letter
The Weekday School Letter of Support