CITY OF SAN JOSE
CAPITAL OF SILICON VALLEY

CITY COUNCIL ACTION REQUEST			
DEPARTMENT(S) Library	**CEQA** Not a Project, File No. PP17-011, Temporary Special Events resulting in no changes to physical environment.	**COORDINATION** City Attorney's Office, City Manager's Budget Office, and Public Works Department.	**Director Approval** /s/ Jill Bourne
COUNCIL DISTRICT(S) Citywide			**CMO Approval** 6/10/25

SUBJECT: Approval of "Free Use" of the Janet Gray Hayes Rotunda for the 2025 Career Online High School Graduation Ceremony

REASON FOR ADDENDUM

This item should be added to the next City Council Agenda outside the normal administrative process timeline for consideration by City Council to ensure continued implementation, without interruption, of the congratulatory celebration for the Career Online High School program and services referenced in the Recommendation.

RECOMMENDATION

Adopt a resolution authorizing "Free Use" for the private 2025 Career Online High School Graduation Ceremony Event held at City Hall Rotunda on Saturday, August 9, 2025, co-hosted by the Library Department and the San José Public Library Foundation.

BASIS FOR RECOMMENDATION

In June 2019, the City adopted the Schedule of Fees Resolution No. 79138, Section 13.080 for free use of City Hall facilities and the plaza. Presently, the resolution allows City Council and City Departments to have free use of the facilities 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 30 days in advance. Resolution No. 79138 does not apply to free use requests for private events that are not free and open to the public or occur on a Saturday and, as such City Council approval is required to authorize free use for the 2025 Career Online High School Graduation Ceremony held at the Janet Gray Hayes Rotunda on Saturday, August 9, 2025.

Approval for this event's free use designation is required because this will be a free private event occurring on a Saturday. The invite-only event will only be open to Career Online High School Graduates and family members, City Council Members from the Graduate's respective district, San José Public Library Foundation (Foundation) members, and Career Online High School donors. This event honors and showcases the achievements, hard work, and dedication of graduates and their supporters who have played a pivotal role in the graduate's journey. The program will feature reflections on the graduates' impact on the community and their personal growth and development. The College and Career Pathways Unit within the Library Department will assume the lead role of planning and promoting the event. The Library staff will set the agenda, design invitations, prepare a presentation, select decorations and entertainment, and have input on food selections. The Foundation will help execute the event and support logistical planning with the caterer.

Free use is being requested because of the public benefit to investing in and strengthening learning opportunities and experiences for program graduates.

The Foundation is a 501(c)(3) non-profit organization that supports educational programs and resources through the public library, schools, and community-based organizations to create an education, equitable, empowered and engaged community.

COST AND FUNDING SOURCE:
The Library Department will provide onsite staff to facilitate and oversee this event in partnership with the Public Works Department, Event Services Division. The total costs associated with the event including, but not limited to staffing, security audio/visual personnel cleaning fee, pre-planning, and post-event, etc., is $6,873. After accounting for City Council approval for "Free Use", only $1,186 will be necessary for security and the application fee, which will be paid from the Library Department's Non-Personal/Equipment appropriation in the General Fund.
FOR QUESTIONS CONTACT: Vidya Kilambi, Division Manager - Library Department at Vidya.Kilambi@sjlibrary.org.