

CITY COUNCIL ACTION REQUEST			
DEPARTMENT(S) Library	CEQA Not a Project, File No. PP17-011, Temporary Special	COORDINATION City Attorney's Office; City Manager's Budget Office; Public Works Department	Director Approval /s/ Jill Bourne
COUNCIL DISTRICT(S) Citywide	Events resulting in no changes to physical environment.		CMO Approval  10/29/25
SUBJECT: Approval of "Free Use" of the Janet Gray Hayes Rotunda and East Plaza for the 10th Annual Nowruz Celebration			
RECOMMENDATION			
Adopt a resolution authorizing "Free Use" of the Janet Gray Hayes Rotunda and East Plaza for the 10 th Annual Nowruz Celebration on Saturday, March 14, 2026, hosted by the Library Department.			
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 events that occur on a Saturday and, as such City Council approval is required to authorize free use of the Janet Gray Hayes Rotunda and East Plaza for the Nowruz Celebration on Saturday, March 14, 2026. The Library Department's Nowruz Celebration is free and open to all members of the public who are interested in attending this family-friendly cultural event. Nowruz, also known as the Persian New Year, marks the arrival of spring and the beginning of the new year in the Persian calendar, symbolizing renewal, unity, and hope. Approval of this event's free use designation is required because this event is occurring on a Saturday. The Library Department's Nowruz Celebration was first hosted at the West Valley Branch Library in 2016 and has since expanded to other library locations, due to the strong community interest. In March 2025, the celebration held at the Almaden Branch Library welcomed approximately 1,200 attendees of all ages and backgrounds. Previous events held at the West Valley Branch Library attracted up to 400 participants. Based on the Library Department's research, the San José Public Library hosts the only free Nowruz celebration of its kind in the community. The event features live entertainment by local music and dance groups, Persian language story time, fun activities such as Magic Bubbles and Balloon art, cultural crafts, as well as Persian treats. The Library also curates and displays a collection of Persian books for people to browse and check out and showcases a Haft-Seen Table, an important cultural display representing Nowruz traditions. The Library Department will take the lead in planning and promoting the event. Staff will coordinate all aspects including the agenda, designing the promotional collateral, securing performing groups, community resources, decorating, and coordinating other activities. Free use is being requested because of the public benefit of this event. The celebration strengthens cultural understanding, promotes community engagement, and supports lifelong learning. This			

event is being held on a Saturday to increase public participation by allowing participants of all ages throughout San José and beyond to attend.

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 \$7,508. After accounting for City Council approval for “Free Use”, only \$2,308 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: Michelle Amores, Division Manager, Library Department, at Michelle.Amores@sjlibrary.org.