



**Events Committee
Meeting Agenda
August 7, 2025 3:30 PM
City Hall Training Room
(2529 J.O. Stephenson Avenue, Kennesaw, GA 30144)**

The Committee includes members of every department impacted by a special event, and will meet to discuss event scheduling, staffing, and budgeting. This is so that departments can coordinate their efforts, enhance communication, determine publicity requirements, anticipate issues, and address concerns. The Committee will also make recommendations for event improvement to facilitate maximum benefit to Kennesaw citizens and visitors.

Representatives are from the following departments/organizations: Building Services; Building Maintenance; City Manager; Communications; Economic Development; Kennesaw Downtown Development Authority; Parks & Recreation; Police; Public Works; Smith-Gilbert Gardens; Southern Museum. Each entity has one vote.

If a citizen needs special accommodation to attend or participate in a meeting, please contact the Committee Chair at least 24 hours in advance of the specific meeting.

Chair: Marty Hughes; Vice-Chair: Ricky Stewart; and Secretary: Rachel Mikell

- 1. Call to Order / Roll Call**
- 2. Approval of the Meeting Minutes**
- 3. Announcements/ Public Comment**
- 4. Old Business**
- 5. New Business**
 - A. August 8 - BASSH**
A fun-filled networking event featuring friendly competition, team games, and community connection.
 - B. September 18 - Interfaith Peace Breakfast**
Discussion on fostering collaboration between faith and community leaders to promote peace and unity within the community.
 - C. September 24 - Hispanic Heritage Celebration**
An evening celebrating Kennesaw's Latin community with authentic food from

various countries, lively music, and cultural dancing.

D. October 4 - Cemetery Clean-Up Day

A community volunteer event dedicated to cleaning headstones and beautifying the historic Kennesaw City Cemetery.

E. November 2 - Veteran's Day Flag Placement

Annual event honoring veterans by placing flags on their graves in remembrance and gratitude.

F. November 30 - Lights of Joy

A walk-through holiday light display featuring over 1.2 million synchronized lights set to music.

6. Adjourn



Item Report

TO:
FROM:
DATE: August 7, 2025
TITLE: **August 8 - BASSH**
A fun-filled networking event featuring friendly competition, team games, and community connection.

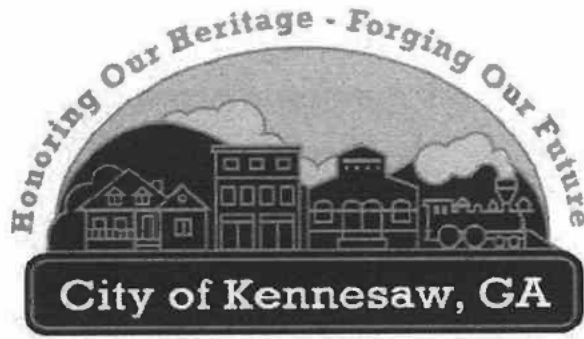
Summary:

Recommendation:

Fiscal Impact:

Attachments:

1. BASSH (2025)_Redacted



City of Kennesaw Special Event Application

Applications to hold an event must be submitted to the Kennesaw Events Committee at least 90 days before your event. The application will be reviewed by the Kennesaw Events Committee during their monthly meeting held on the first Thursday of each month at 3:30pm at City Hall. Direct your applications to Marty Hughes, Events Committee Chair at mhughes@kennesaw-ga.gov.

A NON-REFUNDABLE APPLICATION FEE OF \$50 IS DUE UPON RECEIPT OF THIS APPLICATION. CHECK TO BE MADE TO CITY OF KENNESAW.

You will be notified of the exact Kennesaw Events Committee meeting date so you can be present to discuss your event with the committee members. **You are required to attend that meeting.**

Please note that filling out an application does not guarantee approval of requests. Final approval or denial is determined by the City as well as contingent upon the applicant completing the required actions, submitting the required funds, etc. If you have filed this application without adequate time for processing and coordination, the applicant must re-file the request for a new event date.

Name of Event BASSH!

Type of Event Adult field day/networking event

Event Date(s): 1st choice August 8, 2025 2nd Choice August 15, 2025

Event Site being requested: Swift-Cantrell Park

Beginning Time(s) 10:00 a.m. am/pm to Ending Time(s) 2:00 p.m. am/pm

Event Set up Time 8:00 a.m. Event Clean up Time 4:00 p.m.

Purpose of Event Networking and friendly competition

Details of the Event This will be the 7th year. Field day activities, music, fun.

1. Applicant/Organization Piedmont Injury Law

Address [REDACTED]

Phone Number [REDACTED] Fax Number [REDACTED]

E-mail Address/Website [REDACTED]

2. Name of Organizer/Contact Person Ken Crosson

Phone Number [REDACTED] Email [REDACTED]

Any Other Organizers Name(s) _____

Phone Number _____ Email _____

3. General Event Information:

Number of person(s) expected 80 Have you previously held this Event? Yes

What types of advertising will you use to promote this event? Social media

To whom are you marketing Members of local business associations

4. **Fees.** Based on your request, you will be invoiced for any fees due that are associated with this event. Fees will be charged for facilities, equipment, and personnel. More explanation of fees will be discussed during your scheduled Event Committee Meeting; see Fee Schedule attached.

Are you requesting **City Personnel**? List required assistance: We need our dodgeball court marked.

Are you requesting **City Streets** to be closed for your event, if so which ones? No.

Are you requesting **City Facilities** for this event? No.

Are you requesting **City Equipment** for this event? No.

Are you requesting Trash and Recycling? No.

5. Is your event a fundraiser? Not really If yes, for whom or what organization(s)? Tommy Nobis Center

6. **We will need the Following Supporting Documents along with your Application:**

1. **Property Owner's Affidavit** (if Private Property is to be used in conjunction with your event).

2. **A Certificate of Insurance**, in the amount of \$1,000,000 or as determined to be appropriate to **City of Kennesaw** 2529 J.O. Stephenson Avenue Kennesaw, Georgia 30144

the size of the event, naming the City of Kennesaw as an Additional Insured. Certificate must be provided at least 30 days in advance of the event.

- 3. Return a signed **Fee Acknowledgement Agreement** within 30 days of event approval.
- 4. Include your **Cleanup/Recycling Plan**.
- 5. Are you a non-profit organization? If so, provide a **Copy of Your 501C-3**.
- 6. Include additional forms stating you are in Compliance with all other agencies requiring Permitting. i.e.: Cobb/Public Health Department, Cobb Fire Marshal Office, Alcohol Permits
- 7. Attached map showing the event site & set-up.

For City of Kennesaw Use Only

DEPARTMENT CHECKS

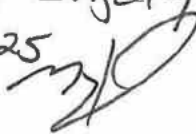
Date Received _____ Received by _____ Reviewed by Events Committee _____

Suggest Approved _____ Suggest Denial _____

Payments Received: Fees _____ Insurance Received: _____

Events Committee Chairperson

Date _____ Notification _____

#50.00
 #3024
 Piedmont Injury
 7/7/2025




Item Report

TO:
FROM:
DATE: August 7, 2025
TITLE: **September 18 - Interfaith Peace Breakfast**
Discussion on fostering collaboration between faith and community leaders to promote peace and unity within the community.

Summary:

Recommendation:

Fiscal Impact:

Attachments:

1. Interfaith Peace Breakfast (Sept 2025)_Redacted



City of Kennesaw Special Event Application

Applications to hold an event must be submitted to the Kennesaw Events Committee at least 90 days before your event. The application will be reviewed by the Kennesaw Events Committee during their monthly meeting held on the first Thursday of each month at 3:30pm at City Hall. Direct your applications to Marty Hughes, Events Committee Chair at mhughes@kennesaw-ga.gov.

A NON-REFUNDABLE APPLICATION FEE OF \$50 IS DUE UPON RECEIPT OF THIS APPLICATION. CHECK TO BE MADE TO CITY OF KENNESAW.

You will be notified of the exact Kennesaw Events Committee meeting date so you can be present to discuss your event with the committee members. **You are required to attend that meeting.**

Please note that filling out an application does not guarantee approval of requests. Final approval or denial is determined by the City as well as contingent upon the applicant completing the required actions, submitting the required funds, etc. If you have filed this application without adequate time for processing and coordination, the applicant must re-file the request for a new event date.

Name of Event "Interfaith Peace Breakfast"
Type of Event an interfaith gathering/banquet (light breakfast/ by invitation)
Event Date(s): 1st choice Sept 18 2nd Choice Sept 4
Event Site being requested: Ben Robertson Banquet Hall/Room
Beginning Time(s) 8:00am am/pm to Ending Time(s) 9:00am am/pm
Event Set up Time 7:00am Event Clean up Time 10:00am
Purpose of Event to bring together faith leaders and community leaders focusing on peace within the community
Details of the Event (see sample program attached)

1. Applicant/Organization Madelyn Orochena / city event

Address _____

Phone Number _____ Fax Number _____

E-mail Address/Website _____

2. Name of Organizer/Contact Person Madelyn Orochena

Phone Number [REDACTED] Email morochena@kennesaw-ga.gov

Any Other Organizers Name(s) _____

Phone Number _____ Email _____

3. General Event Information:

Number of person(s) expected < 200 ^{invitees} Have you previously held this Event? NO

What types of advertising will you use to promote this event? email invitations

To whom are you marketing NA (invitations to go to local faith leaders/elected officials / city department heads)

4. Fees. Based on your request, you will be invoiced for any fees due that are associated with this event. Fees will be charged for facilities, equipment, and personnel. More explanation of fees will be discussed during your scheduled Event Committee Meeting; see Fee Schedule attached.

Are you requesting City Personnel? List required assistance: NO (set up-breakdown/trash)?

Are you requesting City Streets to be closed for your event, if so which ones? NO

Are you requesting City Facilities for this event? Banquet hall / Ben Robertson

Are you requesting City Equipment for this event? mic + speakers / music

Are you requesting Trash and Recycling? trash from light breakfast

5. Is your event a fundraiser? NO If yes, for whom or what organization(s)? _____

6. **We will need the Following Supporting Documents along with your Application:**

- 1. Property Owner's Affidavit (if Private Property is to be used in conjunction with your event).
- 2. A Certificate of Insurance, in the amount of \$1,000,000 or as determined to be appropriate to
City of Kennesaw 2529 J.O. Stephenson Avenue Kennesaw, Georgia 30144

the size of the event, naming the City of Kennesaw as an Additional Insured. Certificate must be provided at least 30 days in advance of the event.

3. Return a signed **Fee Acknowledgement Agreement** within 30 days of event approval.
4. Include your **Cleanup/Recycling Plan**.
5. Are you a non-profit organization? If so, provide a **Copy of Your 501C-3**.
6. Include additional forms stating you are in Compliance with all other agencies requiring Permitting. i.e.: Cobb/Public Health Department, Cobb Fire Marshal Office, Alcohol Permits
7. Attached map showing the event site & set-up.

For City of Kennesaw Use Only

DEPARTMENT CHECKS

Date Received _____ Received by _____ Reviewed by Events Committee _____

Suggest Approved _____ Suggest Denial _____

Payments Received: Fees _____ Insurance Received: _____

Events Committee Chairperson

Date _____

Notification _____

Sample Program: "Interfaith Peace Breakfast"

Theme: *Peace Through Partnership: Bridging the Divide and Uniting Community*

Host: City of Kennesaw

Venue: Ben Robertson Community Center

Thursday September 18th

Duration: 8:00–9:00 a.m.

PROGRAM OUTLINE

8:00 AM – Arrival & Breakfast Served

- Light buffet with coffee/tea (Honeysuckle Biscuit)
- Background music (instrumental/ cultural selections)

8:15 AM – Welcome & Opening Remarks

- a short welcome, stating the purpose:
"This is a gathering of individuals united around our common pursuit of peace on Earth starting right here in our own community"

8:20 AM – Interfaith Invocation of Peace

- Short readings or blessings (2 -3 minutes each) by leaders from:
 - Christianity
 - Islam
 - Judaism
 - Buddhism
 - Sikhism
- Hindu
 - Indigenous or African spiritual traditions
- Unitarian

(Each is invited to reflect on peace and harmony from their tradition)

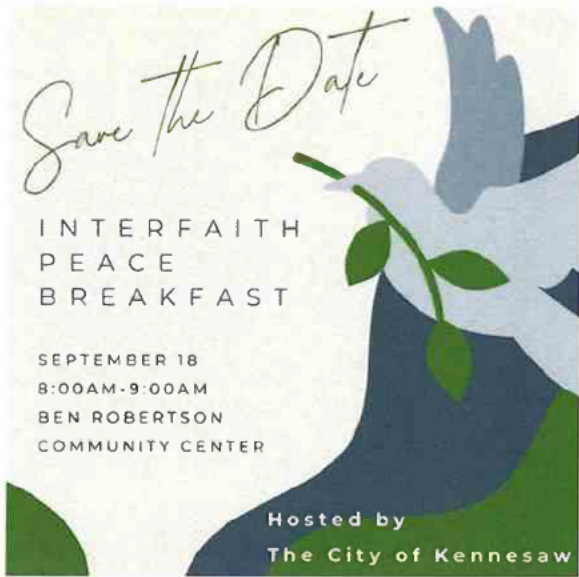
8:35 AM - Featured Speaker or Speakers

- A keynote speaker (Faith leader, Peace activist, or elected official)
- Topic: (i.e. "The Heart of Nonviolence" "Elected to be a Peaceful Leader" "What Peace Looks like locally")

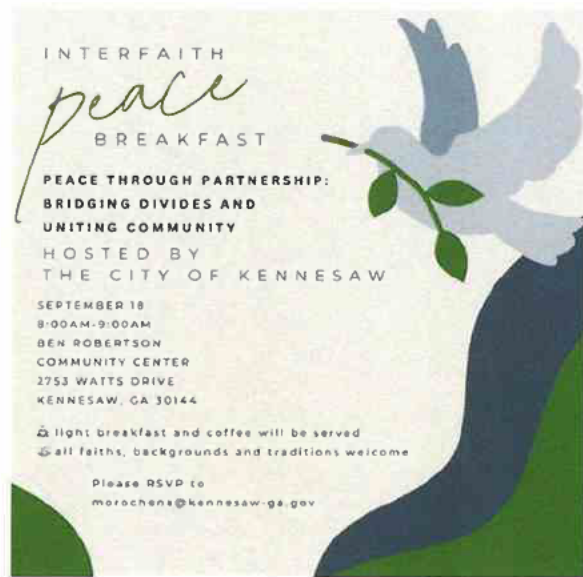
8:55 AM – Moment of Silence & Closing remarks

- Recognitions and Gratitude
 - Unified moment of silent reflection
- option to close with **Youth-led art or spoken word**

Printed programs including quotes on peace from each tradition



*Sample/
draft*





Item Report

TO:
FROM:
DATE: August 7, 2025
TITLE: **September 24 - Hispanic Heritage Celebration**
An evening celebrating Kennesaw's Latin community with authentic food from various countries, lively music, and cultural dancing.

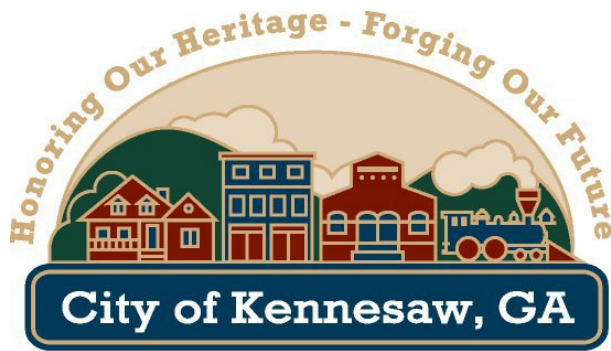
Summary:

Recommendation:

Fiscal Impact:

Attachments:

1. Hispanic Heritage 2025 Event-Application_Redacted



City of Kennesaw Special Event Application

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Name of Event Hispanic Heritage Celebration

Type of Event Community Event

Event Date(s): 1st choice 9/24/2025 2nd Choice _____

Event Site being requested: Community Center

Beginning Time(s) 6 PM am/pm to Ending Time(s) 8PM am/pm

Event Set up Time 3:30 PM Event Clean up Time until 9:00 PM

Purpose of Event Celebration of Latin Community in Kennesaw

Details of the Event Evening of food from multiple countries, music, and dancing.

1. Applicant/Organization Kennesaw PD Citizens Advisory Board

Address 2539 J.O. Stephenson Ave

Phone Number 770-424-8274 Fax Number _____

E-mail Address/Website kennesaw-ga.gov

2. Name of Organizer/Contact Person Rod Green

Phone Number [REDACTED] Email [REDACTED]

Any Other Organizers Name(s) David Buchanan

Phone Number [REDACTED] Email dbuchanan@kennesaw-ga.gov

3. General Event Information:

Number of person(s) expected 100 Have you previously held this Event? yes

What types of advertising will you use to promote this event? KPD social media

To whom are you marketing Kennesaw Community

4. **Fees.** Based on your request, you will be invoiced for any fees due that are associated with this event. Fees will be charged for facilities, equipment, and personnel. More explanation of fees will be discussed during your scheduled Event Committee Meeting; see Fee Schedule attached.

Are you requesting **City Personnel**? List required assistance: Parks & PD

Are you requesting **City Streets** to be closed for your event, if so which ones? No

Are you requesting **City Facilities** for this event? Yes

Are you requesting **City Equipment** for this event? Yes

Are you requesting Trash and Recycling? Yes

5. Is your event a fundraiser? No If yes, for whom or what organization(s)? _____

6. **We will need the Following Supporting Documents along with your Application:**

1. **Property Owner's Affidavit** (if Private Property is to be used in conjunction with your event).

2. **A Certificate of Insurance**, in the amount of \$1,000,000 or as determined to be appropriate to **City of Kennesaw** 2529 J.O. Stephenson Avenue Kennesaw, Georgia 30144

the size of the event, naming the City of Kennesaw as an Additional Insured. Certificate must be provided at least 30 days in advance of the event.

- 3. Return a signed **Fee Acknowledgement Agreement** within 30 days of event approval.
- 4. Include your **Cleanup/Recycling Plan**.
- 5. Are you a non-profit organization? If so, provide a **Copy of Your 501C-3**.
- 6. Include additional forms stating you are in Compliance with all other agencies requiring Permitting. i.e.: Cobb/Public Health Department, Cobb Fire Marshal Office, Alcohol Permits
- 7. Attached map showing the event site & set-up.

Ballroom of Community Center

For City of Kennesaw Use Only

DEPARTMENT CHECKS

Date Received _____ Received by _____ Reviewed by Events Committee _____

Suggest Approved _____ Suggest Denial _____

Payments Received: Fees _____ Insurance Received: _____

Events Committee Chairperson

Date _____

Notification _____



Item Report

TO:
FROM:
DATE: August 7, 2025
TITLE: **October 4 - Cemetery Clean-Up Day**
A community volunteer event dedicated to cleaning headstones and beautifying the historic Kennesaw City Cemetery.

Summary:

Recommendation:

Fiscal Impact:

Attachments:

1. 2025 Clean Up Day Application_Redacted



City of Kennesaw Special Event Application

Applications to hold an event must be submitted to the Kennesaw Events Committee at least 90 days before your event. The application will be reviewed by the Kennesaw Events Committee during their monthly meeting held on the first Thursday of each month at 3:30pm at City Hall. Direct your applications to Marty Hughes, Events Committee Chair at mhughes@kennesaw-ga.gov.

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Name of Event Cemetery Clean-Up Day

Type of Event Headstone Cleaning

Event Date(s): 1st choice October 4 2nd Choice _____

Event Site being requested: Kennesaw City Cemetery

Beginning Time(s) 9:00 AM am/pm to Ending Time(s) 12:00 PM am/pm

Event Set up Time 8:30 AM Event Clean up Time 12:30 PM

Purpose of Event To clean the headstones in the Kennesaw City Cemetery

Details of the Event _____

Each year, the Kennesaw Cemetery Preservation Commission has hosted an annual "Cemetery Clean-Up Day" in October. During this event, community members are invited to clean headstones inside of the h

1. Applicant/Organization Kennesaw Cemetery Preservation Commission
Address 2529 J. O. Stephenson Ave., Kennesaw, GA 30144

Phone Number _____ Fax Number _____

E-mail Address/Website kennesaw-ga.gov

2. Name of Organizer/Contact Person Lea Alvarez

Phone Number _____ Email _____

Any Other Organizers Name(s) Lewis Bramlett

Phone Number _____ Email _____

3. General Event Information:

Number of person(s) expected 25 Have you previously held this Event? Yes

What types of advertising will you use to promote this event? Social media

To whom are you marketing All community members

4. **Fees.** Based on your request, you will be invoiced for any fees due that are associated with this event. Fees will be charged for facilities, equipment, and personnel. More explanation of fees will be discussed during your scheduled Event Committee Meeting; see Fee Schedule attached.

Are you requesting **City Personnel**? List required assistance: No

Are you requesting **City Streets** to be closed for your event, if so which ones? No

Are you requesting **City Facilities** for this event? Kennesaw City Cemetery

Are you requesting **City Equipment** for this event? Water from public works, buckets, sponges, scrub brushes, D2 cleaner

Are you requesting Trash and Recycling? Two trash cans

5. Is your event a fundraiser? No If yes, for whom or what organization(s)? No

6. **We will need the Following Supporting Documents along with your Application:**

1. **Property Owner's Affidavit** (if Private Property is to be used in conjunction with your event).

2. **A Certificate of Insurance**, in the amount of \$1,000,000 or as determined to be appropriate to
City of Kennesaw 2529 J.O. Stephenson Avenue Kennesaw, Georgia 30144

the size of the event, naming the City of Kennesaw as an Additional Insured. Certificate must be provided at least 30 days in advance of the event.

- 3. Return a signed **Fee Acknowledgement Agreement** within 30 days of event approval.
- 4. Include your **Cleanup/Recycling Plan**.
- 5. Are you a non-profit organization? If so, provide a **Copy of Your 501C-3**.
- 6. Include additional forms stating you are in Compliance with all other agencies requiring Permitting. i.e.: Cobb/Public Health Department, Cobb Fire Marshal Office, Alcohol Permits
- 7. Attached map showing the event site & set-up.

For City of Kennesaw Use Only

DEPARTMENT CHECKS

Date Received _____ Received by _____ Reviewed by Events Committee _____

Suggest Approved _____ Suggest Denial _____

Payments Received: Fees _____ Insurance Received: _____

Events Committee Chairperson

Date _____

Notification _____



Item Report

TO:
FROM:
DATE: August 7, 2025
TITLE: **November 2 - Veteran's Day Flag Placement**
Annual event honoring veterans by placing flags on their graves in remembrance and gratitude.

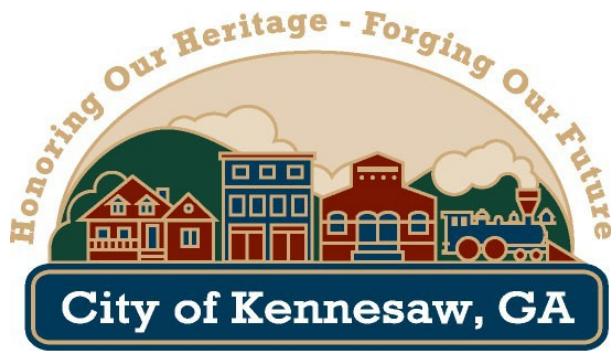
Summary:

Recommendation:

Fiscal Impact:

Attachments:

1. DAR 2025-Event-Application-Veteran's Day_Redacted



City of Kennesaw Special Event Application

Applications to hold an event must be submitted to the Kennesaw Events Committee at least 90 days before your event. The application will be reviewed by the Kennesaw Events Committee during their monthly meeting held on the first Thursday of each month at 3:30pm at City Hall. Direct your applications to James Friedrich, Events Committee Chair at jfriedrich@kennesaw-ga.gov; or mail at 2529 J.O. Stephenson Ave., Kennesaw, GA 30144.

A NON-REFUNDABLE APPLICATION FEE OF \$50 IS DUE UPON RECEIPT OF THIS APPLICATION. CHECK TO BE MADE TO CITY OF KENNESAW.

You will be notified of the exact Kennesaw Events Committee meeting date so you can be present to discuss your event with the committee members. **You are required to attend that meeting.**

Please note that filling out an application does not guarantee approval of requests. Final approval or denial is determined by the City as well as contingent upon the applicant completing the required actions, submitting the required funds, etc. If you have filed this application without adequate time for processing and coordination, the applicant must re-file the request for a new event date.

Name of Event Veteran's Day

Type of Event Private/Chapter

Event Date(s): 1st choice Nov 2, 2025 2nd Choice N/A

Event Site being requested: Kennesaw City Cemetery

Beginning Time(s) 2:00 pm am/pm to Ending Time(s) 3:00 PM am/pm

Event Set up Time N/A Event Clean up Time January 2026 after WAA

Purpose of Event Place flags on Veteran Graves

Details of the Event _____

1. Applicant/Organization Kennesaw Mountain Chapter, NSDAR

Address _____

Phone Number _____ Fax Number _____

E-mail Address/Website _____

2. Name of Organizer/Contact Person Elaine Poole

Phone Number _____ Email _____

Any Other Organizers Name(s) Betsy Wampler

Phone Number _____ Email _____

3. General Event Information:

Number of person(s) expected 10-12 Have you previously held this Event? Yes

What types of advertising will you use to promote this event? N/A

To whom are you marketing N/A

4. **Fees.** Based on your request, you will be invoiced for any fees due that are associated with this event. Fees will be charged for facilities, equipment, and personnel. More explanation of fees will be discussed during your scheduled Event Committee Meeting; see Fee Schedule attached.

Are you requesting **City Personnel**? List required assistance: No

Are you requesting **City Streets** to be closed for your event, if so which ones? No

Are you requesting **City Facilities** for this event? Kennesaw City Cemetery

Are you requesting **City Equipment** for this event? No

Are you requesting **Trash and Recycling**? No

5. Is your event a fundraiser? No If yes, for whom or what organization(s)? N/A

6. **We will need the Following Supporting Documents along with your Application:**

1. **Property Owner's Affidavit** (if Private Property is to be used in conjunction with your event).

2. **A Certificate of Insurance**, in the amount of \$1,000,000 or as determined to be appropriate to
City of Kennesaw 2529 J.O. Stephenson Avenue Kennesaw, Georgia 30144

the size of the event, naming the City of Kennesaw as an Additional Insured. Certificate must be provided at least 30 days in advance of the event.

- 3. Return a signed **Fee Acknowledgement Agreement** within 30 days of event approval.
- 4. Include your **Cleanup/Recycling Plan**.
- 5. Are you a non-profit organization? If so, provide a **Copy of Your 501C-3**.
- 6. Include additional forms stating you are in Compliance with all other agencies requiring Permitting. i.e.: Cobb/Public Health Department, Cobb Fire Marshal Office, Alcohol Permits
- 7. Attached map showing the event site & set-up.
3000 Cemetery St, Kennesaw GA

For City of Kennesaw Use Only

DEPARTMENT CHECKS

Date Received _____ Received by _____ Reviewed by Events Committee _____

Suggest Approved _____ Suggest Denial _____

Payments Received: Fees _____ Insurance Received: _____

Events Committee Chairperson

Date _____

Notification _____

City of Kennesaw Events Committee Fee Schedule

KENNESAW RESOLUTION NO. 2023-44

Department	Fee Type	Fee	Reference
Events Committee	Event Application Fee	\$50 nonrefundable application fee for all events	To be waived only when a City department or board is a primary or co-applicant
Events Committee	Police Officer Alcohol Beverage Concession Support	See prices outlined by Off Duty Management web- based service https://www.kennesaw-ga.gov/hire-off-duty/ .	2 hour minimum
Events Committee	Police Officer Support for City Sanctioned Events	See prices outlined by Off Duty Management web- based service https://www.kennesaw-ga.gov/hire-off-duty/ .	The number of required officers at an event is determined by the type of event
Events Committee	Police Officer Special Events at City Facilities for external rentals	See prices outlined by Off Duty Management web- based service https://www.kennesaw-ga.gov/hire-off-duty/ .	2 hour minimum
Events Committee	Public Works Street Closings	\$48 per hour, with 4-hour minimum plus \$20 per sign required (based on special event application)	Based on rate for two person crew
Events Committee	Barricade Replacement	\$275 each	Only charged if barricade is damaged or stolen
Events Committee	Maintenance Dept	\$50 per hour, per person with 4-hour minimum for custodial support	Charge for non-City events
Events Committee	Maintenance Dept	\$50 per hour, per person, with 2-hour minimum for other maintenance (such as electrical)	Charge for non-City events
Events Committee	Race Fee	\$2,000	In effect January 2013. The fee covers the City's costs and does include the \$500 Orion Racing fees the City's contract required
Events Committee	Recreation Staff	\$48 per hour, per employee if requested in Special Event Application	

City of Kennesaw 2529 J.O. Stephenson Avenue Kennesaw, Georgia 30144



Item Report

TO:
FROM:
DATE: August 7, 2025
TITLE: **November 30 - Lights of Joy**
A walk-through holiday light display featuring over 1.2 million synchronized lights set to music.

Summary:

Recommendation:

Fiscal Impact:

Attachments:

1. Lights of Joy (2025)_Redacted

LIGHTS OF JOY OF GEORGIA, INC.

1510 Ben King Rd, NW
Kennesaw, GA 30144

June 9, 2025

City of Kennesaw

Gentlemen:

Attached is our event plan for Lights of Joy for 2025. The plan is almost the same as 2024 except we have delineated some walkways and put some safety cones in various places as requested by the Police officers last year.

During 2024, we had a safe and fun filled year for everyone in attendance. Weather affected our attendance as we had nights with extreme cold and nights with rain. Planning this far in advance does not take weather into consideration so we assume every night is fair weather with normal December temperatures. We utilized the parking lot of Futures Church and collected over \$40,000 for the church. We had no health or accident-related incidents of any kind last year as everyone entered safely and departed safely. From the parking lot at Futures Church, we utilized cones and a light fence to direct people to cross the street at the crosswalk where we had a Police officer stationed. We had a light tower at the Big Shanty School illuminating the crosswalk there and had a Police officer stationed there on 9 nights. We also put up temporary string lighting along the walkway from the School to our display and utilized the power from two of our neighbor's gates.

We plan to utilize off duty Police Officers.

We will have event insurance as we did in 2024.

We will have workers both at the church and at the display for security and to collect entry fees.

Once again, we will charge a \$5 fee for adults, \$5 per vehicle for parking, and children under 12 are free. This is necessary because of the costs related to security and safety.

We will have Porta-Johns at the church. We will change companies this year as we need them serviced three times per week and the company from 2024 was not dependable in providing service.

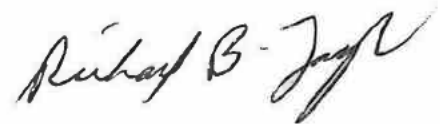
Please provide a copy of this plan to all parties that you would like to have oversight of our display.

Please ask them to provide a list of any suggestions or changes that each party feels is important.

We have honored every request from every department in the past and will continue to do so.

Thank you.

Very truly,



Richard B Taylor



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Outdoor Public Event Permit Application

Applicant's Acknowledgement of Requirements

1. No advertising of an event is permitted by the event organizer until the event has been approved. The City is not responsible for costs or inconveniences of the event organizer if advertising is done prior to written event approval being granted.
2. The applicant further understands that at any time during the event, the Chief of Police or his representative, may order the termination of such event if it is in violation of any law or ordinance, or if it endangers the persons or participants or spectators, or if it threatens the peace and dignity of the community, or if it creates unmanageable problems for the public safety officials whereby the proper execution of their duties is endangered.
3. If the applicant purports to represent an organization in submitting an application for a Special Event, the applicant, if applicable, must attach proof of agency or letter of authorization showing his/her authority to represent the organization named herein prior to approval of this application.
4. The applicant understands that, at all times, the public safety personnel have a primary obligation to the City of Kennesaw and in the event a situation should arise within the city limits consisting of an emergency or critical nature, determined at the sole discretion of the City of Kennesaw Police Department, the extra-duty employment personnel may be forced to terminate their extra-duty assignment.
5. The applicant understands that the event must meet or exceed all applicable codes, laws and regulations including, but not limited to, National Fire Prevention Association, Building, Plumbing, Electric, Land Development, and City Codes. The City reserves the right to impose additional regulations if deemed necessary.



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Outdoor Public Event Permit Application

Applicant

Host Organization Lights of Joy of Georgia, Inc Applicant Name Richard B. Taylor
 Phone [REDACTED] Email [REDACTED]

Event Information

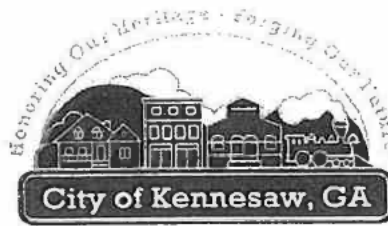
Event Name Lights of Joy
 Dates Requested: First Choice: 11-30-2025 through 12-31-2025

Event Type	Activity Description	Check all that apply	
<input type="checkbox"/> Athletic/Tournament <input checked="" type="checkbox"/> Exhibit/Special Attraction <input type="checkbox"/> Festival/Wedding <input type="checkbox"/> Parade/Procession <input type="checkbox"/> Concert/Performance <input type="checkbox"/> Farmer/Outdoor Market <input type="checkbox"/> Run/Walk/Bike <input type="checkbox"/> Fundraiser <input type="checkbox"/> Other		<input type="checkbox"/> Alcohol <input type="checkbox"/> Signage/Banners <input checked="" type="checkbox"/> Amplified Sound/Music <input type="checkbox"/> Tents/Canopies <input type="checkbox"/> Carnival Rides <input type="checkbox"/> Fireworks/Lasers <input type="checkbox"/> Generators/Electricity <input checked="" type="checkbox"/> Portable Restrooms <input type="checkbox"/> Trash & Recycling <input checked="" type="checkbox"/> Crossing/Closing Roads <input type="checkbox"/> Lake/Pond Use	<input type="checkbox"/> Require Fire/EMS <input checked="" type="checkbox"/> Require Police <input type="checkbox"/> Require Tables/Chairs <input type="checkbox"/> Cones/Barrels/Barricades <input type="checkbox"/> Transportation Shuttle <input type="checkbox"/> Vendors/Concessions <input type="checkbox"/> Require Hotel Rooms <input type="checkbox"/> Media Coverage/Press <input type="checkbox"/> Inflatable Recreation <input type="checkbox"/> Other (describe)

Admission	Location Description
<input type="checkbox"/> Public Event (no cost) <input checked="" type="checkbox"/> Tickets/Entry Fees <input type="checkbox"/> Pre-Registration Only <input checked="" type="checkbox"/> Registration at Event <input type="checkbox"/> Private Event <input type="checkbox"/> Other	<u>1510 Ben King Rd. NW Kennesaw, GA 30144</u>

Attendance	Anticipated Spectators	Anticipated Participants	Event Date/Time		
			Date	Time	Day of Week
Estimated Total	<u>30,000</u>	<u>0</u>	Setup	<u>August through November</u>	
Estimate at Peak Time	<u>300-400</u>	<u>0</u>	Event Starts	<u>11-30-2025</u>	<u>6pm</u>
Total Attendance	<u>See Daily Projection</u>		Event Ends	<u>12-31-2025</u>	<u>10 PM</u>
			Dismantle	<u>January through February</u>	

Applicant Signature Richard B. Taylor Date 7-9-2025



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Outdoor Public Event Permit Application

Security Plan

Yes No

- Will this event cross any roads? If yea, please list below or attach in a separate document.
- Will you be employing a licensed professional security company to develop and manage your event's security plan?
If yes, you are required to provide a copy of the security company's valid private patrol operator license (see below).

Describe your security plan including crowd, vehicle, & pedestrian control, internal security of venue safety, or attach a plan to this application.

We will hire off duty Police officers

see attached Plan

City of Kennesaw Police Department

Staffing of extra-duty assignments will be based upon officer availability and at the sole discretion of the City of Kennesaw Police Department. The City of Kennesaw Police Department has the right to reject any request. The Chief of Police will make final determination for number of officers needed to properly staff an event.

Security Company

Security Organization Name NA

Address Street _____
City _____ State _____ Zip _____

Telephone Day _____ Evening _____
Fax _____ Cell _____

Email Email _____

License #/County License # _____ County _____



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Outdoor Public Event Permit Application

Life Safety Plan

Yes No

- Will part of your event take place near any City of Kennesaw lake/pond?
- Will you be employing a first aid provider to develop and manage your event's life safety plan? If yes, you are required to provide the contact information of the first aid provider (see below).

Please describe your medical plan including your communication plan, the number and types of resources that will be at your event and the manner in which they will be managed and deployed. You may attach the plan to this application if necessary. The size and scope of the event may require usage of on-site medical personnel at the expense of the event organizer.

Cobb County Fire Department

Staffing of extra-duty assignments will be based upon Fire/EMS availability and at the sole discretion of the Cobb County Fire Department. The Cobb County Fire Department has the right to reject any request. The Fire Chief will make final determination for number of officers needed to properly staff an event.

First Aid Provider

First Aid Provider Name NA

Address Street _____

City _____ State _____ Zip _____

Telephone Day _____ Evening _____

Fax _____ Cell _____

Email _____

Business License License # _____ County _____

Name(s) of Personnel

Name _____ Level of Certification _____

Name _____ Level of Certification _____

Name _____ Level of Certification _____

Name _____ Level of Certification _____

Name _____ Level of Certification _____



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Outdoor Public Event Permit Application

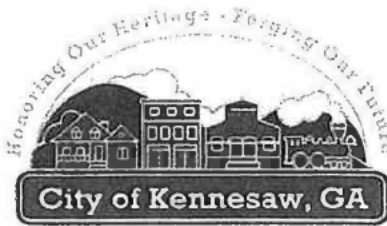
Site Plan Requirements

Does your event plan comply with or show the following?	Yes	N/A
(a) Name of the event, address, boundaries, date, north arrow, and scale of the plan; <i>See attached map</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(b) The location and name of all existing streets adjacent to and within the event; <i>See attached map</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(c) Assembly area, disbanding area, and route to be traveled (use arrows to indicate the direction of the travel) <i>" " "</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(d) Identify vehicular and pedestrian circulation plans, access points, travel ways, parking, loading, stacking, sidewalks, and multi-use paths;	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(e) Health and sanitation facilities (portable toilets, restrooms)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(f) Communication facilities and equipment;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(g) Medical treatment facilities and equipment (first aid and ambulances);	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(h) Vehicle access and parking requirements (parking spaces available);	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(i) The location of all canopies, tents, booths, and other temporary structures;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(j) Exit locations of outdoor events that are fenced and/or locations within tents and tent structures;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(k) The location of all stages, platforms, scaffolding, bleachers, and grandstands;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(l) The location of amplified sound equipment (speakers);	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(m) Food vendor and water supply locations (cooking area, water spigots);	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(o) The location of additional lighting, generators, and/or source of electricity;	<input checked="" type="checkbox"/>	<input type="checkbox"/>
(p) The location of all signage, banners, and inflatable recreation;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(q) Placement of trash, dumpster, and recycling receptacles;	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
(r) Placement of vehicles and/or trailers;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(s) The location of fencing, cones, barriers, and/or barricades, indicating any removable fencing/tape for emergency access;	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(t) The provision of minimum of twenty foot (20') emergency access lanes throughout the event venue;	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Parking & Shuttle Plan

Yes No

- Will your event involve the use of a transportation shuttle?
- Will you be utilizing a parking facility from an adjoining property? If yes, please attach signed agreement.



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Outdoor Public Event Permit Application

Sanitation & Recycling

Yes No

Will you or your organization be hiring a sanitation company?

Number of Trash Cans	Number of Dumpsters	Number of Recycling Bins
2	1	0

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event.

We pick up all trash daily the morning after each night. There is minimal trash as no concessions are offered.

Sanitation Company Name NA

Address Street _____

City _____ State _____ Zip _____

Telephone Day _____ Evening _____

Fax _____ Cell _____

Entertainment & Related Activities

Yes No

- Are there any musical entertainment features related to your event? *We normally have 2 trombone concerts playing Christmas music for about 45 minutes.*
- Will sound amplification be used?
- Will you need electricity at the event? If yes, please list how much amperage your equipment will use.
- Will your event utilize any inflatables such as bounce houses or slides? If so, please provide company name and contact information below. Inflatables must be weighted down with weights or sandbags.

If yes to any of the above questions, please describe or provide an attachment.



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Outdoor Public Event Permit Application

Signage

Temporary signage for special events is permitted, but must comply with the City of Kennesaw Unified Development Code. In general, signs cannot be placed within the medians or rights-of-way of most roadways within the city. A detailed sign plan, including the size of the signs and the proposed locations must be provided as a part of your application.

Yes No

- Will there be any signage at the event?
- Will signage be placed on or along the roads, street corners, sidewalks, medians, utility poles, fences, trees, or any other natural objects?

If yes to any of the above questions, please describe or provide an attachment.

*All signage must be picked up immediately after the event.

Equipment/Utilities

Yes No

- Will you need pedestrian barricades for this event?
- Will you need traffic barricades for this event?
- Will you need traffic barrels for this event?
- Will you need traffic cones for this event?

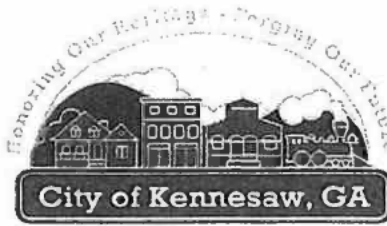
Public Works

Staffing of extra-duty assignments will be based upon staff availability and at the sole discretion of the City of Kennesaw Public Works Department. The City of Kennesaw Public Works Department has the right to reject any request.

Yes No

- Will you be employing City of Kennesaw Public Works personnel for this event?
- If yes, will it be the same event start and event end times on page 1?

Starting Date	Time	Day of Week
Ending Date	Time	Day of Week



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Outdoor Public Event Permit Application

Advertising

Estimated advertising budget for this event \$ 0

In what publications/areas will you advertise this event? NA

This event will attract people from Local/County Region State National

Marketing & Public Relations

Yes No

Do you have a professional event organizer, event service provider, or commercial fundraiser hired by you that is authorized to work on your behalf to plan, produce and/or manage your event?

Is the media contact the same as the applicant? If no, fill in contact information below.

Do you plan on notifying the impacted residents and businesses?

Will this event be marketed, promoted, or advertised in any manner? Social media

Will there be live media coverage during the event?

Will media vehicles be parked within the event?

Do you have a plan to distribute promotional brochures, posters, programs, etc?

Are patron admissions, entry (gate fee) or participant fees required? If yes, fee: \$ 5, Kids under 12 free

Vendor or other fees required? If yes, fee: \$ NO vendors

Event Planner/Media Contact Name NA

Address Street _____

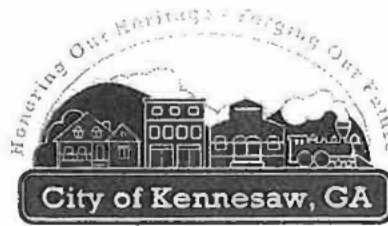
City _____ State _____ Zip _____

Telephone Day _____ Evening _____

Fax _____ Cell _____

Email _____

If yes, please describe or provide an attachment of your marketing plan.



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Outdoor Public Event Permit Application

Tents/Canopies

A certificate of fire resistance is required for all tents larger than 10' x 10' (100 square feet). Tents larger than 500 square feet require an interior layout plan to be provided. Tents should be secured to the ground. Tent/canopy locations must be indicated on your site plan.

Number of 10'x10' Tents	Number of 20'x40' Tents	Number of ____'x____' Tents
0	0	0
Setup Date	Time	Day of Week
Pickup Date	Time	Day of Week

Tent Company Name NA

Address
 Street _____
 City _____ State _____ Zip _____

Telephone
 Day _____ Evening _____
 Fax _____ Cell _____

Portable Restrooms

You are required to provide portable restroom facilities at your event unless you can substantiate the sufficient availability of both ADA accessible and non-accessible facilities in the immediate area of the event site which will be available to the public during your event.

Number of regular portable toilets	Number of ADA portable toilets	
2-3	1	
Setup Date	Time	Day of Week
11-28-2025		
Pickup Date	Time	Day of Week
1-2-2026		

Restroom Company Name _____

Address
 Street _____
 City _____ State _____ Zip _____

Telephone
 Day _____ Evening _____
 Fax _____ Cell _____



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Outdoor Public Event Permit Application

OFFICE USE ONLY— EVENT CLASSIFICATION

<input type="checkbox"/> Class I—Low Hazard	<input type="checkbox"/> Class II—Moderate Hazard	<input checked="" type="checkbox"/> Class III—High Hazard	<input type="checkbox"/> Class IV—Severe Hazard
Attendance: +/- 50 people	Attendance: 100 or less people	Attendance: 101 to 1,000 people	Attendance: 1,000+ people
Insurance: \$100,000	Insurance: \$500,000	Insurance: \$1,000,000	Insurance: \$2,000,000
Deadline: 2 weeks before event	Deadline: 6 weeks before event	Deadline: 8 weeks before event	Deadline: 3 months before event
Application Fee: \$25	Application Fee: \$50	Application Fee: \$100	Application Fee: \$100
<u>Req'd Approvals</u>	<u>Req'd Approvals</u>	<u>Req'd Approvals</u>	<u>Req'd Approvals</u>
Kennesaw Police Department	Kennesaw Police Department	Kennesaw Police Department	Kennesaw Police Department
Public Works Department	Public Works Department	Public Works Department	Public Works Department
Building Services Department	Building Services Department	Building Services Department	Building Services Department
	Cobb County Fire Marshal	Cobb County Fire Marshal	Cobb County Fire Marshal

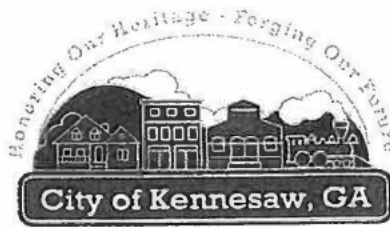
OFFICE USE ONLY— REQUIRED APPROVAL SIGNATURES

Kennesaw Police Department _____ Date _____

Kennesaw Public Works _____ Date _____

Kennesaw Building Services _____ Date _____

Cobb County Fire Marshal _____ Date _____



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Outdoor Public Event Permit Application

Site Plan Requirements

Does your event plan comply with or show the following?

Yes N/A

LIGHTS OF JOY TRAFFIC AND SAFETY PLAN 2025

Lights of Joy is incorporating various items in the traffic and safety plan for our display and surrounding area for the 2025 season. We are planning to open the first Sunday after Thanksgiving, which in 2025 is November 30th. We are planning to open the display from 6pm until 10pm every night through December 31st. We may decide not to open on December 29th through 31st, at a later date, depending on personal schedules and public support. We are incorporating three main elements into our safety plan which includes police, lighting, and signage.

Police

Attached is a calendar of dates and expected attendance each night. The attendance is broken down by the hour. Our parking lot is the Futures Church parking lot which has approximately 120 parking spaces and has an additional area in front that can accommodate approximately 40 more vehicles when the ground is not wet or soggy. We do not recommend people parking at Big Shanty School, which is about ¼ mile away from our display, although people do park there especially on peak nights of Friday and Saturdays and on nights close to Christmas day.

We are planning to have an off-duty police officer working at the entrance to Futures Church every night that we are open. This officer will help direct traffic into and out of the parking lot and help people cross the street. We have requested the City of Kennesaw to paint a crosswalk in front of the church near the church driveway entrance. If a painted crosswalk is not completed, we will paint a crosswalk with dissolving paint, as was done in 2024, and use orange cones to delineate the crosswalk as was done last year. We will provide a "No Left Turn" sign at the exit of the parking lot which the officer may utilize at his or her discretion to speed up the flow of traffic by requiring everyone to turn right only out of the lot.

We are planning to have a second police officer working at Big Shanty School at the crosswalk as was done in 2024. We are attaching a schedule of expected attendance for each night and the busiest nights will be the nights with a second officer. There are ? nights when we expect to have a second officer. A "No Right Turn" sign will be provided at this location and the officer will have the discretion to require vehicles to turn left only and not go through the congested area near our display.

Signage

We will provide a large illuminated sign approximately 100 yards to the east of our display and a second sign approximately 100 yards west of Big Shanty School which will read "SLOW DOWN AHEAD, PEOPLE CROSSING ROAD"

We will provide a flashing Amber lighted vertical orange sign on both sides of the road at the crosswalk at Big Shanty School and an additional one about 75 feet west and east of the crosswalk that will also have a Slow Down sign attached to it. We will have additional flashing amber signs about 50 feet east of the entrance to the church parking lot and about 50 feet west of the beginning of our display.

We will place "No Parking" signs along the deceleration lane from the church entrance to Kings Drive and along the driveway into Futures Church Parking lot to alleviate congestion in and out of

the parking lot. We will use a sign and orange cones to direct east bound traffic into the deceleration lane if they are visiting our display. This will allow through traffic to keep left and not get delayed in traffic that is parking at the church.

Lighting

We will provide very bright lighting at the crosswalks at the church and at Big Shanty School. We were told by United Rentals that the newer light towers do not require grounding and in fact have no means of grounding. Last year a popup light tower was used at Big Shanty School and fixed very bright LED lights were installed at the Futures Church crosswalk. This year we will provide a popup light tower at Big Shanty School and will utilize permanent lighting of the same lumens on a tree at the crosswalk at the church. The walkway from the school is very dark and you cannot see the sidewalk and it is possible that someone could step into the roadway as a result of not being able to see the sidewalk. We will put up temporary LED string lights as you often see at outdoor bars along the walkway. This was done in 2024 by utilizing two of our neighbors power from their gate.

The parking lots at the church and at the school are well lit. We plan to create an additional walkway on the grass in front of the church by using cones, ropes and signage in order to direct people to walk there as opposed to on the driveway and across the lawn of the church. This may not be possible when it is raining or very wet, however, the number of people attending on those nights is also much lower. In 2024, the crosswalk and our pathway from the front and back parking lots achieved over 95% of the people crossing at the crosswalk where the police officer is stationed.

Other

We plan to have 2 or 3 people at Lights of Joy each night both collecting donations and serving as security. On most nights we will have people at the church collecting donations and assisting with parking.

There will be three or four porta johns at the church parking lot as there was last year, two beginning on November 30th and one or two more beginning on Thursday, December 11th. They will be serviced multiple times per week.

As has been the case in the past, we pick up all trash each morning after the nights event at our display, in the street, at the church and at the School. We will continue to keep these areas clean.

We have conferred with the Cobb County Superintendent of Schools office and requested permission to use the parking lot at Big Shanty School. They conferred with their legal counsel and would not grant such permission given that the event has nothing to do with the school. They did explain that all schools, including Big Shanty, have open parking lots and people may park there at their discretion as they have no plans to block or barricade the parking lot. They were willing to state in their memorandum that we are allowed to put additional lighting at the crosswalk in front of the school and we are allowed to have police officers at the crosswalk at any time during our event. Attached is a copy of an email from the School Superintendent's office.

Attached is a signed agreement with Futures Church to use their parking lot.

CHRISTMAS PROJECTED ATTENDANCE 2025

2025

Date	Day	Attendance	Hour by Hour				#1 Police	#2 Police	LOJ	Workers
		Est 2025	6-7	7-8	8-9	9-10				
11-30	Sun	500	150	165	135	50	Yes		2	
12-1	Mon	300	90	99	81	30	Yes		2	
12-2	Tues	300	90	99	81	30	Yes		2	
12-3	Wed	300	90	99	81	30	Yes		2	
12-4	Thurs	400	120	132	108	40	Yes		2	
12-5	Fri	650	195	215	175	65	Yes		2	
12-6	Sat	1000	300	330	270	100	Yes		2	
12-7	Sun	650	195	215	175	65	Yes		2	
12-8	Mon	450	135	149	121	45	Yes		2	
12-9	Tues	400	120	132	108	40	Yes		2	
12-10	Wed	400	120	132	108	40	Yes		2	
12-11	Thurs	600	180	198	162	60	Yes		2	
12-12	Fri	1700	510	561	459	170	Yes	Yes	3	
12-13	Sat	2200	660	726	594	220	Yes	Yes	3	
12-14	Sun	1000	300	330	270	100	Yes		2	
12-15	Mon	700	210	231	189	70	Yes		2	
12-16	Tues	700	210	231	189	70	Yes		2	
12-17	Wed	700	210	231	189	70	Yes		2	
12-18	Thurs	1000	300	330	270	100	Yes		2	
12-19	Fri	1000	300	330	270	100	Yes	Yes	3	
12-20	Sat	2400	720	792	648	240	Yes	Yes	3	
12-21	Sun	1900	570	627	513	190	Yes	Yes	3	
12-22	Mon	1700	510	561	459	170	Yes	Yes	3	
12-23	Tues	1900	570	627	513	190	Yes	Yes	3	
12-24	Wed	2400	720	792	648	240	Yes	Yes	3	
12-25	Thurs	1800	540	594	486	180	Yes	Yes	2	
12-26	Fri	1200	360	396	324	120	Yes		2	
12-27	Sat	1500	450	495	405	150	Yes		2	
12-28	Sun	1200	360	396	324	120	Yes		2	
12-29	Mon	-					Yes		2	
12-30	Tues	-					Yes		2	
12-31	Wed						Yes		2	
		30,950	9,285	10,215	8,355	3,095				

AGREEMENT

Futures Church-Kennesaw, Ga and Lights of Georgia, Inc. enter into the following agreement.

Futures Church agrees to make their parking lot available for vehicles of people visiting the Lights of Joy Christmas Display. The dates of the display will be December 1st through December 31st, 2024. The display will be open from 6pm until 10pm nightly. Some people will arrive prior to 6pm and depart after 10pm. The police officer makes sure everyone has left the parking lot prior to departure at 10:30pm.

Futures Church, with assistance from Lights of Joy, will provide Porta Johns in the church parking lot as has been done in prior years. Should a larger number of Porta Johns be required, both parties will work together to provide for the needs of the visitors as required by the City of Kennesaw.

Lights of Joy will provide workers on certain nights to request parking donations of \$5 per vehicle. The \$5 parking fee is a requested donation and not a mandatory fee if anyone does not wish to pay. In addition, these personnel will monitor and assist with parking as needed.

Trash receptacles will be provided at the Porta Johns and at the walkway to Lights of Joy.

Lights of Joy will be responsible for trash pick up and clean up of all church areas the morning after the display is open the night before. Lights of Joy agrees to have the parking lot clean prior to the beginning of church on Sunday mornings.


Lights of Joy will pay the workers from the proceeds collected and remit the balance to Futures Church.

On nights when there are no workers in the church parking lot, Lights of Joy personnel will request a \$5 parking donation from people when they are entering the Lights of Joy display.

Should other matters arise, both parties agree to work together to find a mutually agreeable resolution.

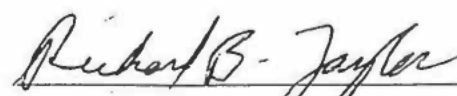
Agreed to this 13th day of June, 2024.

FUTURES CHURCH



Asst. Campus Pastor
Title

LIGHTS OF JOY



Managing Organizer
Title

Richard Taylor

From: Marc Smith <Marc.Smith@cobbk12.org>
Sent: Tuesday, May 28, 2024 11:08 AM
To: Richard Taylor
Subject: RE: Big Shanty ES Parking

Mr. Taylor,

Thank you for reaching out to the District in consideration of parking at Big Shanty ES. While the District does have policy regarding parking in designated areas during authorized school functions, the parking lot is openly accessible after hours without secured fencing. The District does not continuously monitor the parking lot after hours nor do we secure access to the lot. Being the District has no affiliation with your light show, we specifically request that you do not mention Big Shanty ES parking in any of your communication/promotion for the event. As we do not control the roadways, we have no objection to you adding lighting at the crosswalk in front of the school and we have no objection to you having off duty police directing traffic in front of the school on select nights as long as we have no school events on those nights that these actions would disrupt.

Best regards,

Marc Smith
Chief Technology &
Operations Officer

Technology 770-426-3535
Operations 770-426-3473

