

Town of Bedford Town Board Event Co-Sponsorship Policy

Overview:

The Town of Bedford, throughout its history, has always endeavored to support its important philanthropic organizations. These organizations are a critical part of the fabric and character of our community, which enhances the quality of life for our residents.

The Town Board in cooperation with the applicable department heads will review on a case-by-case basis each application for events on Town property to determine the overtime and other expenses required. Upon receipt of a request for an event and co-sponsorship by the applicant organization, the Town Board may grant Town Support of local events according to the policy adopted below.

Policy:

Town Support of a local event may include not charging, or charging only a portion of, the expense which the Town incurs to support the event (including overtime paid to staff to assist with traffic safety, road closure, or other staff required before, during or after the event).

For an event to be considered for Town Support:

- The event must be open to the public
- It should be for the benefit of all Town residents
- If the event is a fundraiser, the investment of the proceeds of a Bedford-based organization should be for the benefit of Town residents (for example, promotion of arts, cultural activities, sports, recreation, local economic activity, and encouragement of community camaraderie)

The extent to which the Town can support these community events is limited by budget constraints. To provide a reasonable probability that community events the Town has supported in the past may continue to have such support, the following limits will apply to each application. If the Town Board approves the co-sponsorship request and the value of the service is less than \$1,500, then the Town will contribute such value in services. If the amount exceeds \$1,500, then the Town may provide 50% of the amount over \$1,500, up to a maximum of an additional \$1,500 (for a total contribution limited to \$3000).

Process:

Upon receipt of an event application, department heads will determine the amount of services and overtime expense required and the Comptroller will provide a memorandum to the Town Board with an estimated cost to the Town. The Comptroller will also provide an update as to funds available in the Town Board Events account in the adopted Town Budget. The Supervisor will schedule the Town Board to consider approval of the event and the amount of Town Support if co-sponsorship has been requested by the applicant organization.