

WARREN COUNTY COMMISSIONERS
R E S O L U T I O N #2855
POLICY GUIDELINES FOR EVENT SPONSORSHIP

WHEREAS, the Warren County Commissioners have committed Warren County toward revitalizing its small communities and encouraging a more vibrant tourism industry; and

WHEREAS, festive events are a proven vehicle to celebrate our customs and cultures, to create opportunities for the tourism industry, to showcase our communities, and to enhance our overall economic development efforts; and

WHEREAS, Warren County has an array of existing festive events that are longstanding traditions and others which are under development; and

WHEREAS, the Warren County Commissioners desire to support these festive events while prudently administrating the fiscal resources of the county.

NOW THEREFORE, BE IT RESOLVED that the Warren County Commissioners may abide by the following guidelines in an effort to support these activities:

- 1.) An event shall be supported under one of the following criteria:
 - 1.1) Level One Sponsorship of any contribution from \$500 to \$3,000
 - 1.2) Level Two Sponsorship of \$499 and less
- 2.) On a semi-annual basis, during the months of January and July, the Warren County Commissioners shall solicit and organize a listing of upcoming community events.
- 3.) At the first available work session of February and again in August, the Warren County Commissioners shall publicly review the events list and they will then determine which ones will be supported financially during the upcoming six month period.
- 4.) It is the responsibility of the Commissioners to determine the eligibility of each requesting organization. The Commissioners will also assign a recommended level of monetary support for each of their assigned events.
- 5.) At the first available regularly scheduled public meeting of the Board of Commissioners' during the months of February and August, the screened roster of events, each with a suggested level of support, will be presented for consideration and possible approval.

- 6.) Disbursements will be made for the approved events at the first available fiscal processing cycle after approval.
- 7.) The Chief Clerk shall be charged with maintaining a record of all supported events; no event will receive a Level One Sponsorship (\$500 to \$3,000) for more than a total of three years; there shall be no time limitations placed on an event's eligibility to receive Level Two Sponsorship (\$499 or less); this resolution limits the maximum contribution to any event to \$3,000 during any one year.
- 8.) The Warren County Commissioners reserve the right to approve or disapprove for funding any and all events; they further reserve the right to accommodate other community events outside the scope of the suggested timeline.

Adopted this 9th Day of November, 2005

COMMISSIONERS OF WARREN COUNTY

John R. Bortz, Jr.
Chairman

John E. Eggleston
Vice Chairman

ATTEST:

Diane C. Bloomgren
Chief Clerk

David A. Bauer
Secretary

**WARREN COUNTY COMMISSIONERS EVENT SPONSORSHIP
APPLICATION**

Please review the Warren County Commissioners Resolution #2855 Policy Guidelines for Event Sponsorship before submission. When necessary, attach additional sheets to answer all questions completely.

Name of the Event: _____

Date(s) of Event: _____ Hours: _____

Location/site of Event: _____

Township held in: _____

Event Description: _____

Admission Charged: **Y N** Amount: _____ Years of existence: _____

Event Website: _____ Email: _____

Sponsoring Organization or Group: _____

Address: _____

Contact Name: _____ Phone number: _____

Partnering Organizations (include contact name and number and role, attach additional sheets if needed): _____

Has Event been awarded Event funding before? **Y N** Amount awarded: _____

Date: _____

Is there a local Township or County zoning ordinance that is applicable? **Y N**

Is this project in compliance with all ordnances? **Y N**

Approval date (if applicable): _____

Currents sources of major funding (\$250.00 or more include in-kind)

All applications should include:

_____ Cover Letter

_____ Event Budget/Cost Estimates

_____ Copy of Zoning Permit or Letter of Approval (if applicable)

