



TOWN OF BOWLING GREEN, VIRGINIA MEMORANDUM

TO: Mayor & Town Council
FROM: India Adams-Jacobs, MPA, ICMA-CM, Town Manager
DATE: August 6, 2026
RE: **Approval of Non-Profit Usage of Town Hall — Local Heroes Celebration Fee Waiver Request**

Background

Town Administration has received a request from Ms. Estee Newbey-Howard, Program Director of the Victim Witness Assistance Program within the Commonwealth Attorney's Office for Caroline County. Ms. Newbey-Howard has requested a fee waiver for this event to bring back a Local Heroes Celebration, which has not been held since 2019.

Summary

The event is scheduled for September 26, 2026. Consideration of this request by Town Council would be consistent with other strategic partners, such as Caroline County Public Schools and the County Board of Supervisors/Administration, for an annual event. Town Council may permit this use in accordance with the Town Code.

Fiscal Impact

The fiscal impact of this request is limited to the forgone facility use fees (\$950) associated with Town Hall for the requested date.

Recommendation

Town Administration recommends that Town Council consider approval of the request as presented, to include waiver of fees for use of Town Hall on September 26, 2026.

DRAFT MOTION

Motion to approve the request as presented, to include waiver of fees for use of Town Hall on September 26, 2026.