

TOWN OF BOWLING GREEN

Office of the Town Manager
Bowling Green, Virginia

MEMORANDUM

TO: Honorable Mayor and Members of Town Council
FROM: Perry Hickman, Assistant Town Manager/Capital Projects and Grants Manager
DATE: September 24, 2026
MEETING: October 1, 2026
SUBJECT: Request to Waive Town Hall Rental Fees for Bowling Green Fire Department Event

PURPOSE

This memorandum requests that Town Council waive the Town Hall facility rental fee for the Bowling Green Fire Department (BGFD) Fundraiser Dinner, scheduled for October 3, 2026, at Town Hall. Event set-up will be on October 2, 2026.

BACKGROUND

BGFD has requested use of Town Hall to host a fundraising dinner. The event is open to the public and is expected to draw approximately 300 attendees.

BGFD provides essential fire protection and emergency response to Town residents and businesses, largely through the service of dedicated volunteers. Events such as this strengthen community connection with first responders, support volunteer recruitment and retention, and advance public safety awareness — outcomes that directly benefit the Town.

DISCUSSION

Under the Town's adopted fee schedule, rental of Town Hall carries a standard fee to offset staff time, utilities, and wear on the facility. Town Council retains the authority to waive facility fees for organizations whose activities serve a clear public purpose. Staff believes BGFD's request meets that standard for the following reasons:

- The event serves a public safety and community engagement purpose consistent with Council's priorities.
- BGFD is a nonprofit public-service partner of the Town, not a private or commercial user.
- The request is for a single, defined event and does not establish an ongoing obligation.

BGFD will remain responsible for set-up, clean-up, compliance with the Town's facility use policies, and any damage to the facility. A security deposit has been submitted and BGFD will be responsible for providing a copy of their insurance certificate, alcohol permit and to pay for event security by the Bowling Green Police Department.

FISCAL IMPACT

Approval would waive \$1,310.00 in rental fee revenue. Incidental costs to the Town (utilities and custodial support) are minimal and can be absorbed within the FY 2027 Town Hall operating budget. No budget amendment is required.

RECOMMENDATION

Staff recommends that Town Council approve the waiver of the Town Hall rental fee for the Bowling Green Fire Department's Fundraiser Dinner on October 3, 2026.

SUGGESTED MOTION

"I move that Town Council waive the Town Hall rental fee of \$1,310.00 for the Bowling Green Fire Department's Fundraiser Dinner to be held on October 3, 2026, subject to the Town's standard facility use requirements."

ATTACHMENTS

- BGFD Facility Use Request / Letter of Request
- Town of Bowling Green Facility Rental Fee Schedule