



MEMORANDUM

TO: Town Council

FROM: India Adams-Jacobs, MPA, ICMA-CM, Town Manager

DATE: January 8, 2026

Re: Approval of Non-Profit Usage of Town Hall

BACKGROUND

The Town Administration has received two requests from non-profit organizations to use the Town Hall to host and promote their activities.

1. Caroline County Public Schools (CCPS) is preparing to launch the Winter Adult Book Club, which runs for 8 weeks. CCPS will be holding a kickoff meeting at Caroline Middle School on January 22, 2026. Book Club Members will receive their books and begin reading.

CCPS would like each club to come together for a one-hour discussion of the book at the end of the eight weeks. CCPS is asking if the Town Council would be willing to host a book club “Wrap Up” meeting from 6-7 p.m. on March 19 at Town Hall.

1. The Caroline County 4-H Club would like to request use of Town Hall from June 8-12, 10 a.m. to 3 p.m. each day. The purpose will be to host a Sewing Camp.

Both requests are asking for a waiver of any fees to use the facility. The Town Council may permit this, in accordance with the Town Code.

RECOMMENDATION

Staff recommend approval of both requests in accordance with the Town Code and the waiver of fees via the consent agenda, as both non-profits and events will benefit youth in our community and support our community partners.