

Town Sponsored Event Policy and Procedures

Purpose and Mission

The mission of Town-sponsored events is to build community, strengthen relationships among residents, support local businesses, and provide opportunities for interaction between residents and elected officials in a welcoming environment. This policy establishes standardized procedures to ensure that all Town-sponsored events are conducted in an organized, fiscally responsible, and safety-conscious manner.

I. Annual Event Planning and Calendar

All Town Committees shall submit proposed events for the upcoming calendar year no later than November 30 of the preceding year. The draft calendar shall be reviewed at the January Town Work Session and formally approved at the Regular Meeting held on the fourth Tuesday in January.

II. Priority Annual Events

Marlboro Day - Second Saturday in May

Trunk-or-Treat - Saturday closest to Halloween

Holiday Tree Lighting/Event - First Saturday in December

Volunteer Appreciation Event

III. Small Town-Hosted Events

Ribbon Cuttings

Ground Breakings

Town Hall Receptions

IV. Weather Monitoring and Event Cancellation Policy

Official Weather Source

All weather-related determinations shall be based exclusively on information provided by the National Weather Service (NWS), official NWS Watches, Warnings, and Advisories, and broadcast outlets directly referencing NWS data.

Precipitation Threshold

If the official National Weather Service forecast indicates a 60% or greater probability of precipitation during the scheduled event time, the event may be canceled based on the forecast specific to the Town of Upper Marlboro and the scheduled event timeframe.

Severe Weather Override

Regardless of the precipitation percentage, an event shall be canceled if the National Weather Service issues Severe Thunderstorm Warnings, Tornado Watches or Warnings, Flood Warnings, High Wind Advisories, Excessive Heat Warnings or Advisories, or other hazardous conditions.

Authority to Cancel

The Town Manager or designee shall have sole authority to cancel, postpone, delay, or terminate an event due to weather conditions.

No Rain Date Policy

Town-sponsored events shall not have rain dates due to staffing conflicts, volunteer limitations, increased operational costs, permitting concerns, vendor availability, financial impact, travel conflicts, and potential reduction in community participation.

V. Non-Town Sponsored Events

All non-Town sponsored events shall require a permit pursuant to Town Code, Chapter 18 "Streets, Sidewalks, and Other Public Places," Article IV "Parades, Special Events, and Other Uses of Public Places" ("Special Events") and must be submitted at least 15 days prior to the event.