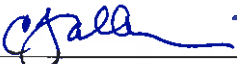


<b>POLICY ID: GEN-005</b>		<b>TITLE: Village Community Event Policy</b>	
<input checked="" type="checkbox"/> ORIGINAL	<input type="checkbox"/> REVISION	APPROVED BY VILLAGE BOARD:	DATE:
EFFECTIVE DATE: <i>Immediate</i>			Village Clerk June 10, 2014
APPLIES TO:	<input checked="" type="checkbox"/> FLSA EXEMPT	<input checked="" type="checkbox"/> FLSA NON-EXEMPT	
	<input checked="" type="checkbox"/> REPRESENTED EMPLOYEES	<input checked="" type="checkbox"/> Non-REPRESENTED EMPLOYEES	
<i>This policy applies to all Village of Kronenwetter employees in the categories checked in this section. Provisions within individual personal contracts or a collective bargaining agreement may supersede certain parts of this policy.</i>			

**Purpose** – In order to highlight the many Village events that are going on within the Village that the Village is involved with, and to ensure that staff and elected officials are on the same page with community events, this policy is created. This policy is created to encourage an open communication between the creator of the event and the Village, so that the Village can provide sufficient support for events, and that events that are branded as “Village of Kronenwetter events”, are properly vetted by the Community Life and Public Safety Committee, and the Village Board, so that donations are properly handled, and the brand of the Village is kept in the best light.

**Procedure** - The procedure for Village Community Events shall be as follows:

1. The coordinator of the event will submit a Community Event form to Village staff and request to be placed on the next Community Life and Public Safety (CLPS) Committee for review and recommendation to the Village Board. Any supporting materials that need to be submitted in addition to the Community Event Form should be submitted in enough time so that the form and the supporting information can be supplied to the CLPS committee prior to their meeting.
2. At their next regularly scheduled committee meeting the CLPS committee will review the application for the community event. The coordinator of the event should be available at that meeting to answer any questions the committee should have about the event, and if necessary be prepared to collect any additional information the Committee might request so that they can provide a favorable recommendation to the Village Board.
3. In evaluating community events, the CLPS will review the presented application to ensure that the following is completed on the form:
  - a. A name of the event, the date or dates of the event, and the location of the event.
  - b. A short description of what the event is going to be about, detailing what the target audience is going to be and what the general theme of the event is going to be.
  - c. If there will be special accommodations requested for the event, such as setting up temporary facilities, using normally not rented space, etc.
  - d. A discussion on the funding of the event. Will the Village be expected to provide funding for a portion of the event? Will the event be a “donation” event where people will be collecting donations for the event? If there are proceeds from the event who will get those proceeds?
  - e. Two contact names for the event, so that inquiries made at the Municipal center may be routed to the correct coordinators.
4. Once the CLPS committee has sufficient information a vote will be take and they will either recommend or deny the event request.
5. Positive event requests will be then sent to the Village Board for action at their next regular meeting. In the case of a denial, if the Village Board President wished to have the issue presented to the Village Board he or she can place it on the Village Board agenda with an indication of the CLPS recommendation.
6. When an event comes in and cannot be sent to the CLPS committee in a timely manner the Village Administrator shall refer any requests directly to the Village Board for action.