

**TOWNSHIP OF WARREN
RESOLUTION NO. 2021-304
ESTABLISH PUBLIC ANNOUNCEMENT POLICY FOR THE
WARREN TOWNSHIP RECREATION DEPARTMENT**

WHEREAS, the Township Committee of the Township of Warren wish to have a Public Announcement Policy in place for the Recreation Department; and

WHEREAS, the Warren Recreation Department advertises information on several media and social media forums and has never had an approved policy in place for these mediums.

BE IT RESOLVED by the Township Committee of the Township of Warren that the following policy is approved for the Recreation Department for all media forums.

**WARREN TOWNSHIP RECREATION DEPARTMENT
PUBLIC ANNOUNCEMENT POLICY
DECEMBER 16, 2021**

The Warren Township Committee hereby establishes the policy relative to the ability to advertise information on media forums offered by Warren Township Recreation Dept.

- “A”** = **Recreation department only**
- “B”** = **All Township offices including:** Municipal offices, Fire, Police, Rescue, OEM, Court, DPW, Committees, Commissions.
- “C”** = **Other Governmental Agencies & organizations recognized by the Township Committee:**
Wagner Farm Arboretum, Warren Township Schools, Warren Township Library, Somerset County Parks & Recreation Commission, Watchung, Green Brook and Long Hill Recreation Departments (which such program does not conflict with our township programs).
- “D”** = **Township recognized sports:** Per Sport Recognition Policy
- “E”** = **Other Township based Non-Profits:** Religious Organizations, Scouts, Round Top Swim & Tennis Club, Watchung Hills Elks, Warren Lions Club, Warren/Watchung Rotary Club, American Legion, Knights of Columbus, Warren Moms Club, Warren Business Chamber of Commerce,
- “F”** = **Township Businesses located in Warren Township:** Free events only

The following are *times and duration the above shall be able to share announcements.*

A,B,C,D,E,F	E-Newsletter:	Only 2 times, no fliers, short description and link.
A,B,C Elks, Lions	Digital sign (use form):	Only 1 week long, 1 ad at a time. Only once for each ad
A	Community Pass:	As needed
A	Facebook/Twitter:	Fridays
A	Constant Contact:	Will be advertised, once per event in either a Separate posting or newsletter.

Requests must be made at least 5 days in advance of event or registration period. It must be in writing, emailed before event to recreation@warrennj.org. All submissions must include a title, short description, date, time, cost, and link to website or contact person. The Recreation Director has the right to approve or deny requests for posting so long as such information is in the best interest of the citizens of the township.

INTRODUCED	SECONDED	COMMITTEE	AYE	NAY	ABSTAIN	ABSENT
	X	MAZIARZ	X			
X		MARION	X			
		DINARDO	X			
		SORDILLO	X			
		LAZO	X			

CERTIFICATION

I, Cathy Reese, Township Clerk of the Township of Warren, in the County of Somerset, New Jersey, do hereby certify the foregoing to be a true and correct copy of a resolution adopted at a meeting of the Township Committee held on December 16, 2021.

Cathy Reese, RMC
Township Clerk