

Community Services Co-sponsorship Agreement

The Community Services Department has limited resources to actively co-sponsor events within Charlotte County. Upon meeting the following required guidelines, an outside organization is eligible to have a portion of or all of the required fees for facility rentals and staffing coordination waived. Damage deposits are required by all organizations seeking a co-sponsorship.

Required Guidelines for all Outside Organizations Seeking a Co-Sponsorship:

In order for an outside organization to be considered for co-sponsorship within Community Services, the organization along with the proposed event must meet ALL of the required guidelines listed below:

- ✓ The requesting organization must provide proof of their registered nonprofit status.
- ✓ The requesting organization must pay all costs associated with the production of the event. These costs include, but are not limited to, portolets, dumpsters, equipment rentals, light towers, safety personnel, traffic management, permit fees, table/chair rentals, etc.
- ✓ The requesting organization must provide the required amount of liability insurance per established guidelines while naming Charlotte County as additional insured.
- ✓ The requesting organization should clearly recognize Community Services and Charlotte County as a sponsor on all printed materials (inclusive of logo) and media announcements associated with the proposed event. Community Services will have the opportunity to review the use of the Charlotte County logo (for appropriate use of the brand), prior to any materials or media announcements being sent. Community Services must also be permitted to display departmental banners, flyers, and other printed materials at the co-sponsored function.
- ✓ The proposed event should not have any religious or political purpose.

Criteria for all Co-Sponsored Events:

Upon meeting ALL required guidelines listed above, an outside organization would be considered for a reduction in facility rentals and staffing coordination fees based upon the following criteria levels:

- The proposed event should support the core mission, vision, and focal area goals of Charlotte County and the Community Services Department.
- The requesting organization is based out of Charlotte County or has a chapter of their local affiliation in Charlotte County or serves Charlotte County as part of their organization's mission.
- The proposed event must be free and open to the public OR all net proceeds for the proposed event will directly benefit the residents of Charlotte County and/or non-profit (not for profit) organizations.

Guidelines for Co-Sponsorship of Other Governmental Departments/Agencies:

*If a governmental department or agency is seeking co-sponsorship as the primary organizer for an event, Community Services will generally be a co-sponsor. Similar to the co-sponsorship with outside organizations, all governmental departments or agencies will be responsible for any associated costs for the proposed function.

*Governmental agencies are exempt from liability insurance; however, the following will be required with respect to the event:

- ✓ The function must be held on Community Services property.
- ✓ The organizing agency must supply, pay for, and prepare any documents needed for logistical purposes (permits, site diagrams, traffic management, parking plans, etc.) as directed by Community Services.

*The governmental department or agency organizing the event should clearly acknowledge Community Services as a co-sponsor on all materials (inclusive of logo) and announcements associated with the function.

*If a governmental department or agency is a supporting sponsor for another outside organization, the primary organization must still apply for co-sponsorship through Community Services.

Community Services Co-sponsorship Agreement

The Community Services Department has limited resources to actively co-sponsor events within Charlotte County. Upon meeting the following required guidelines, an outside organization is eligible to have a portion of or all of the required fees for facility rentals and staffing coordination waived. Damage deposits are required by all organizations seeking a co-sponsorship.

Required Guidelines for all Outside Organizations Seeking a Co-Sponsorship:

In order for an outside organization to be considered for co-sponsorship within Community Services, the organization along with the proposed event must meet ALL of the required guidelines listed below:

- ✓ The requesting organization must provide proof of their registered nonprofit status.
- ✓ The requesting organization must pay all costs associated with the production of the event. These costs include, but are not limited to, portolets, dumpsters, equipment rentals, light towers, safety personnel, traffic management, permit fees, table/chair rentals, etc.
- ✓ The requesting organization must provide the required amount of liability insurance per established guidelines while naming Charlotte County as additional insured.
- ✓ The requesting organization should clearly recognize Community Services and Charlotte County as a sponsor on all printed materials (inclusive of logo) and media announcements associated with the proposed event. Community Services will have the opportunity to review the use of the Charlotte County logo (for appropriate use of the brand), prior to any materials or media announcements being sent. Community Services must also be permitted to display departmental banners, flyers, and other printed materials at the co-sponsored function.
- ✓ The proposed event should not have any religious or political purpose.

Criteria for all Co-Sponsored Events:

Upon meeting ALL required guidelines listed above, an outside organization would be considered for a reduction in facility rentals and staffing coordination fees based upon the following criteria levels:

- The proposed event should support the core mission, vision, and focal area goals of Charlotte County and the Community Services Department.
- The requesting organization is based out of Charlotte County or has a chapter of their local affiliation in Charlotte County or serves Charlotte County as part of their organization's mission.
- The proposed event must be free and open to the public OR all net proceeds for the proposed event will directly benefit the residents of Charlotte County and/or non-profit (not for profit) organizations.

Guidelines for Co-Sponsorship of Other Governmental Departments/Agencies:

*If a governmental department or agency is seeking co-sponsorship as the primary organizer for an event, Community Services will generally be a co-sponsor. Similar to the co-sponsorship with outside organizations, all governmental departments or agencies will be responsible for any associated costs for the proposed function.

*Governmental agencies are exempt from liability insurance; however, the following will be required with respect to the event:

- ✓ The function must be held on Community Services property.
- ✓ The organizing agency must supply, pay for, and prepare any documents needed for logistical purposes (permits, site diagrams, traffic management, parking plans, etc.) as directed by Community Services.

*The governmental department or agency organizing the event should clearly acknowledge Community Services as a co-sponsor on all materials (inclusive of logo) and announcements associated with the function.

*If a governmental department or agency is a supporting sponsor for another outside organization, the primary organization must still apply for co-sponsorship through Community Services.