

## **Town of Chevy Chase Co-Sponsored Activities Policy**

### **Recitals:**

From time to time, the Town of Chevy Chase, its Town Council and its Committees have been asked by individuals or organizations to co-sponsor activities for charitable purposes.

In some cases, this co-sponsorship request involves solely the use of the name of the Town of Chevy Chase. In other cases, this co-sponsorship request involves the waiver of Montgomery County Department of Recreation fees in connection with the use of the Town Hall. In no case, does this request involve a direct financial contribution by the Town to the co-sponsoring entity. Such requests for direct financial contributions are governed by the Town of Chevy Chase's Contribution Policy.

The Town Council recognizes that primary purposes of the Town are those identified in the municipal charter and Article 23A of the Maryland Code.

The Town Council finds that there are circumstances in which another organization may be providing activities that correspond to the Town's purposes.

The Town Council finds that establishing a policy regarding the co-sponsorship of activities will provide for the equitable and consistent treatment of those requesting co-sponsorship and help to ensure that Town's co-sponsored activities are consistent with the Town's general authority under the municipal charter and State law.

### **Now Therefore be it Resolved by the Town Council that:**

The Town Council may agree, but shall not be required to agree, to co-sponsor an activity if the following criteria are met:

1. The entity requesting the Town's co-sponsorship of an activity provides services, projects, programs, events or other activities benefitting the Town and its residents.
2. The activity provides a direct and material benefit to Town residents.
3. The entity is a governmental or quasi-governmental entity or a tax-exempt organization under Section 501 (c) of the Internal Revenue Code that supports a public purpose.
4. Co-sponsorship is important to the success of the activity.
5. All published material printed by the entity must include a statement of recognition such as "co-sponsored by the Town of Chevy Chase."

6. The entity must comply with all facility use agreements, permits, licenses, waivers and/or insurance required by the owner of the property where the co-sponsored activity will take place. In no event will the Town provide insurance for a co-sponsored event.

7. If, in the Town's discretion, the activity poses an increase in the risk of liability, the Town may require additional disclaimers, waivers, insurance or indemnifications as a condition of co-sponsoring an activity.

8. The request must be made by a Town Resident.

9. At least one Town Resident must be present at the activity.

10. The request may be made at any time in the calendar year, but must be made in writing to the Town Council and must include the following information:

(i) description of the activity, including, but not limited to, the date; time; location; performers/speakers; anticipated number of people attending; target audience; ticket price/fees; whether food and/or beverages, including alcoholic beverages, are being served; and other co-sponsoring entities.

(ii) contact person for the activity; and

(iii) documentation of the entity's 501 (c) status.

Adopted March 10, 2010