



## **LOMPOC PARKS AND RECREATION COMMISSION POLICY FOR CITY SPONSORSHIP OF EVENTS HELD AT CITY PARKS OR RECREATION FACILITIES**

### **Purpose**

Subject to the provisions set forth below, the Lompoc Parks and Recreation Commission (Commission) has authority to consider and grant requests for the City of Lompoc (City) to sponsor organizations, non-profits or individuals seeking to conduct events at City parks or recreation facilities.

The money provided through a sponsorship shall only be used to offset fees the City would otherwise impose for the event.

### **Criteria for Consideration**

- Events may provide economic benefit to the City (*i.e.* event brings visitors to Lompoc);
- Events can be one day or multiple continuous days;
- Events may be fundraisers;
- Event organizers must meet all rules and regulations required to have an event at a City Parks or Recreation Facility;
- Event budget demonstrates a need for sponsorship.

### **Ineligible Events**

- Political or religious events; and
- Events not held at a City recreation facility or park.

### **Sponsorship Level**

- Event organizers may be awarded up to a maximum of \$1,000 to cover City-related fees (such as, but not limited to, facility rental fee, City permit fees, solid waste fees and electrical pedestals).

### **Application Periods**

Events held **February – July**

- Application deadline – By 3:00 p.m. of the last Wednesday in November of each year.
- Special meeting in December – Applicants will be notified of time to meet with the Commission.
- January's regular Commission meeting – sponsorships will be announced.

## Events held **August – January**

- Application deadline – By 3:00 p.m. of the last Wednesday in May of each year.
- Special Meeting in June – Applicants will be notified of time to meet with the Commission.
- July's regular Commission meeting – sponsorships will be announced.

## **Application Process and Procedure**

Applicants providing the request must:

- Submit a written request to the Recreation Division with the special event application.
- Applicant may submit an urgency request if out of the required submission dates (must be at least 45 days prior to event date), and include the reasons for the urgency.

Upon receipt of Request, Recreation Division Staff will:

- Review the request and the process with the applicant.
- Review the request with Parks and/or Recreation Staff.
- Submit request to the Commission for consideration.
- Upon approval, a contract between the applicant and the City will be finalized with the conditions of use.
- If the request is declined by the Commission, then the applicant will have the right to appeal that denial to the City Council. (Commission approvals of a request cannot be appealed to the City Council, except by a majority of the City Council.)

## **Obligation of Sponsorship**

- If awarded City sponsorship, then the event organizer will list the City as a sponsor on their event on flyers/posters, and other forms of event advertisement.