



### **Regular Field User:**

Attached is a copy of the Co-sponsored Policy for City Facility/Field Users and Application to be considered for co-sponsorship status with the City. If you believe you qualify for Co-sponsorship and wish to be considered for Co-sponsored Group status with the City, complete the enclosed application and return to the City for processing. Incomplete applications will be denied and returned. You will be notified in writing the outcome of your request to become co-sponsored.

**Please note all groups that are currently Co-Sponsored by the City are required to re-apply and meet the qualifications stated in the Co-sponsored Policy to retain their Co-sponsored status.** Application for continuing Co-sponsored Group status that are currently co-sponsored by the city is **AUGUST 17, 2007**. Any groups not submitting complete application by this time period are in jeopardy of losing their co-sponsored status.

There will be a meeting for all field users who are interested in getting assistance with filling out their application on July 26<sup>th</sup> at 7:00pm at the Veteran's Memorial Center, Club Room. Applicants are also encouraged to call 757-5626 or email their questions to [Mwierschem@ci.davis.ca.us](mailto:Mwierschem@ci.davis.ca.us).

- An application for a co-sponsorship status does not reserve the facility or equipment; a reservation form must be turned in separately. To reserve a facility complete a reservation form and make the applicable deposit. Pay any applicable fees under your current user classification. Reservation forms are available at the Parks & Community Services Department located at 23 Russell Blvd or can be requested by calling 757-5626.
- If you make a reservation and then later cancel it, the deposit will only be returned if it is at least 90 days (Facility reservation) or 14 days (Parks reservation) prior to the date of the proposed use.
- If your Co-sponsored status is approved, at that time your group will be eligible to pay the corresponding rate with your co-sponsored status. This policy is not retroactive.

If you have any questions on the policy or application for a fee waiver, please give our office a call at 757-5626.

Sincerely,

Michelle Wierschem  
Community Services Superintendent

Attachments (2)

## Co-Sponsorship Policy and Process

Only organizations meeting the Co-sponsorship policy requirements for which adequate facility or field space is available will be granted Co-sponsored status with the City. City staff may ask for more documentation than is initially required with the application to substantiate meeting the policy requirements.

Applicants are required to fill out an application for Co-sponsorship Status completely.

Incomplete applications will be denied. Applications can be submitted to:

Att. Michelle Wierschem, Parks & Community Services Dept. 23 Russell Blvd, Davis, CA 95616  
Or via fax to 750-1772.

The attached Co-sponsorship Policy has been approved by the City Council and provides the basis for this application. Please note that user groups must be in good standing to be considered as a Co-sponsored Group. This is an ongoing requirement of groups to retain their Co-sponsored status.

Staff will review your application for Co-sponsored Group status and respond to your request in writing within three weeks of receiving your application. Any facility needs you have should be booked according to your current user classification with the City. If you need assistance with booking please call 757-5626.

A technical meeting will be conducted on Thursday, July 26<sup>th</sup> at the Veteran's Memorial Center starting at 7:00pm. This meeting is being conducted for those applicants that want assistance in completing their application, attendance is optional meeting.

An information page will be posted on the City's website by July 20<sup>th</sup> containing the application and relevant information regarding the policy for ease of use and access to the application. A hard copy has also been provided in this packet.

There are three critical steps to becoming a Co-sponsored Group:

1. Apply for co-sponsorship status using the "Application for Co-Sponsored Status for Use of City Facilities and Fields".
2. Receive and Sign MOU for approval of Co-sponsored status to use requested City facility or field.
3. Enter into a specific agreement for use of City facilities which include specified needs, facility responsibilities and requirements of use.

Please note steps 2 and 3 only ensue if you are approved for Co-sponsored status with the City.



OFFICE ONLY  
Date Received: \_\_\_\_\_  
Staff Initials: \_\_\_\_\_

CITY OF DAVIS  
PARKS & COMMUNITY SERVICES DEPARTMENT

APPLICATION FOR CO-SPONSORSHIP STATUS FOR USE OF  
CITY FACILITIES OR FIELDS

1. Group/organization requesting the waiver:

Group Name: \_\_\_\_\_

Contact Name & Position: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

2. Is your group a registered non-profit organization? (Applicable Only to Organizations)

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, non-profit number: \_\_\_\_\_

3. How many members does your group have? : \_\_\_\_\_

4. How many members can you verify are Davis residents or live in the DJUSD boundaries?  
\_\_\_\_\_.

5. What percentage of your membership are Davis residents? \_\_\_\_\_%  
*Please note that 75% of your membership must be Davis residents and/or live in the DJUSD boundaries.*

6. What percentage of your Board of Directors or Local Governing Body are Davis residents  
for your organization? \_\_\_\_\_%  
*Please note that 50% of your Board of Directors or Local Governing Body must be Davis residents and/or  
live in the DJUSD boundaries.*

7. Explain how you will make use of City facilities or fields to serve the public interest which  
will provide a needed service or program for which the need or demand is not already met:

Age of Participants: \_\_\_\_\_ Number of Participants Served: \_\_\_\_\_

Frequency of Program/Service: \_\_\_\_\_ Name of Activity \_\_\_\_\_

Is the program or service you provide: \_\_\_\_\_ Year –around (or) \_\_\_\_\_ Seasonal

Please provide a description of the program or services provided by your group, how these program and/or services will be delivered and the need in the Davis community for the programs and services you provide.

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(attach additional pages if necessary)

8. Please list the certification provided to volunteers/staff and/or the criteria used to select volunteers or staff:

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9. Please explain how your groups meets the “Suitably Managed” requirement of the Co-sponsorship Policy list on page 3 of the Policy:

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10. Does your organization directly serve youth under the age of 18 years old?  
Yes \_\_\_\_ No \_\_\_\_ If Yes, please indicate what practices and policies does your group have in place to ensure the safety and wellbeing of its youth participants?

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11. If selected as a co-sponsored group would your organization be able to provide the City with Insurance and Liability coverage naming the City as additionally insured in the amount of \$1,000,000 per occurrence combined with single limit coverage?  
Yes \_\_\_\_ No \_\_\_\_

12. The City's Co-sponsorship policy call for "Inclusively" to be maintained by co-sponsored groups. Is your group open to all regardless of race, religion, sex, handicap, familial status and national origin?  
Yes \_\_\_\_ No \_\_\_\_

Does your group accept all skill levels? Yes \_\_\_\_ No \_\_\_\_

If "No", explain why and how an introductory skill level is already being offered in the Community.

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13. Please describe the facilities or fields required to meet the needs of your organization and complete the "Facility Use Projection Form" attached to this application.

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14. Please explain the any plans for expansion or growth of your group over the next five years?

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15. Additional Comments:

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Please attach the following documents to your application:

- A detailed description of members and target population served
- List of Board Members or Local Governing Body along with address and contact information
- Copy of IRS determination letter
- Current certificate of insurance
- Enabling documents of organization, e.g. Article of Incorporation, bylaws, constitution

**The City reserves the right to request more documentation to substantiate meeting policy requirements.**

**PLEASE NOTE: Incomplete application will automatically be denied and returned.**

\_\_\_\_\_  
Signature Date

**City use:**

Date Received \_\_\_\_\_

Date Processed \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_

Basis for approval or denial:

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