

# **POLICY #510**

## **COTTONWOOD HEIGHTS PARKS AND RECREATION SERVICE AREA**

### **POLICY GOVERNING DONATION OF SERVICES OR ADVERTISING FROM THE SERVICE AREA**

#### **REFERENCE:**

Service Area Memorandum outlining guidelines for Donations and Advertising

#### **PURPOSE:**

To define the guidelines and procedures for donations of services and/or advertising from the Service Area.

#### **SECTION I: DEFINITIONS**

Cottonwood Heights Parks & Recreation Service Area – to be recognized as Service Area

Designee - An employee appointed to act in the absence of the Director and/or Assistant Director.

Director – Appointed by the Board of Trustees of Cottonwood Heights Parks & Recreation Service Area for the daily management of the Service Area and all other duties and responsibilities as per the job description.

Service Area - Special taxing district governed by an elected Board of Trustees. Also known as Cottonwood Heights Parks & Recreation Service Area

#### **SECTION II: POLICY**

- 1.0 Approval for donation of services or advertising must meet the following criteria.
  - 1.1 Organizations/Individuals must be based in the Service Area.
- 2.0 Organizations/Individuals may only have one donation or one advertisement per year.
  - 2.1 This includes sports teams, leagues, school activities, etc.
  - 2.2 Schools with multiple organizations/activities may receive one donation per year per school organization or activity.

**SECTION III: PROCEDURE**

- 1.0 Donations or advertising must be pre-approved by the Director or designee.
- 2.0 All donations are subject to availability of funds.
- 3.0 A financial limit may be determined by the Director as dictated by the budget.

APPROVED AND PASSED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_

COTTONWOOD HEIGHTS  
PARKS AND RECREATION SERVICE AREA

By:\_\_\_\_\_

Mike Peterson, Director

BOARD OF TRUSTEES

By:\_\_\_\_\_

E. Bart Hopkin, Chairman