

# ELLENSBURG PUBLIC LIBRARY & HAL HOLMES COMMUNITY CENTER CO-SPONSORSHIP FORM

Date received application at EPL/HH: \_\_\_\_\_ Employee Initials: \_\_\_\_\_

Event to be held at: **Hal Holmes** or **Library**

Event Title: \_\_\_\_\_ Event Date: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Building Access Time: \_\_\_\_\_ Vacate Time: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Address of event host: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

One representative will be designated for all coordination with Hal Holmes/Library staff.

Designees name: \_\_\_\_\_ Phone number: \_\_\_\_\_

### **Sponsored events may have their fee waived if the following guidelines are agreed to:**

- Application must be submitted and approved 4-6 weeks prior to the event date by the library director or library delegate.
- An event may be scheduled up to 6 months in advance.
- The event must be free and open to the public.
- The event will be advertised to the public via print or social media once approved by EPL Director.
- Advertisements will include the phrase "Co-sponsored by the Ellensburg Public Library or Hal Holmes Community Center" and include the EPL/Hal Holmes logo. Supplied after co-sponsorship approval.
- The Ellensburg Public Library will be allowed to display relevant materials during the event.
- The attendance will be reported immediately following the event to the library director or library delegate 509.962.7240 or [holmesevents@ci.ellensburg.wa.us](mailto:holmesevents@ci.ellensburg.wa.us)
- **The group is responsible for set up before and cleanup after the event unless prior arrangements have been made with the library director, library delegate or Hal Holmes staff.**

**Please state how this event will enhance the cultural and/or educational aspects of our community:**

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Will products or services be available for sale to the public (if yes, please state type) YES NO

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Will vendors/displays be charged a fee to participate (if yes, please state why) YES NO

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I agree to indemnify, defend and hold the City of Ellensburg, its officials, employees and agents harmless from and against any injuries, death, damage, and liabilities arising from my negligent or wrongful use of the facilities.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return completed form to: [holmesevents@ci.ellensburg.wa.us](mailto:holmesevents@ci.ellensburg.wa.us) or mail/hand deliver to Hal Holmes Community Center 209 N Ruby-Ellensburg, WA 98926

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***Library/Hal Holmes Staff complete the following:***

Reviewed by Hal Holmes Staff: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

Approved by Director or Director Delegate: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

Which Dept. is in charge of hosting event: \_\_\_\_\_

Staff Support for event required: \_\_\_\_\_

***Library/Hal Holes Staff complete this After Event Review:***

Number of attendees: \_\_\_\_\_

Were all agreed upon guidelines observed? Yes or No

If not, what were they? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Any concerns that would affect future consideration of Co-Sponsorship? Yes or No

If yes, please state: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **ELLENSBURG PUBLIC LIBRARY & HAL HOLMES COMMUNITY CENTER CO-SPONSORSHIP POLICY**

The Ellensburg Public Library and Hal Holmes Community Center is dedicated to providing the highest quality of services for all members of our community through a wide variety of programs. While the Ellensburg Public Library and Hal Holmes Community Center does conduct its own programs, it recognizes that there are many organizations that provide unique services or disseminate information that is of value to the community and is outside the expertise of our staff. This policy is intended to assist these organizations by providing them a venue and at the same time offering an additional service to our community, patrons and customers.

The Ellensburg Public Library and Hal Holmes Community Center may co-sponsor a program of an outside organization when the program furthers the Ellensburg Public Library or Hal Holmes Community Center mission and goals and serves the interests of the citizens of Ellensburg.

A “co-sponsored program” is a single event or a series of events planned by an outside organization at the Ellensburg Public Library or Hal Holmes Community Center. It may involve a performance, lecture, author signing, or other educational, recreational or cultural activity.

### **REGULATIONS**

The Ellensburg Public Library Director approves all program co-sponsorship.

*The Library does not co-sponsor events of individuals, for-profit organizations, religious or faith based groups or illegal activities. Additionally, commercial activities shall not take place at the event nor be promoted after the event activities. The Ellensburg Public Library reserves the right to deny any co-sponsorship requests for any event.*

The co-sponsorship of programs planned by an outside requesting organization include:

- Use of Ellensburg Public Library or Hal Holmes Community Center without charge,
- Staff involvement in the planning or presentation of a program, if needed.
- Displays of library materials related to the program,
- Promotion of a program by Ellensburg Public Library or Hal Holmes Community Center

**All marketing materials must include the City of Ellensburg Public Library and Hal Holmes Community Center logo and must be approved for use prior to publication, either digitally or in print.**

**Organizations that the Library will consider co-sponsoring include but are not limited to:**

- Local, state, and federal government agencies;
- Schools and educational institutions,
- Art and Cultural organizations,
- Non-profit organizations, and
- Community groups and clubs

Co-sponsored programs at the Ellensburg Public Library and Hal Holmes Community Center:

- Must further the library's mission,
- Must enhance library services,
- Must increase awareness and use of library resources,
- Must be free and open to the public, unless otherwise authorized by the Library Director or designee,
- Must serve a variety of age groups, cultures, and interests,
- Some programs may be restricted for an age appropriate audience.
- All co-sponsored programs are subject to the regulations outlined in the Conditions of Rental Policy.
- All co-sponsored programs' press releases, posters, flyers, and other promotional items must be approved by the Library Director, or designee before distribution.

## PROCEDURES

1. An organization requesting co-sponsorship should submit a written request to the Ellensburg Public Library director. All requests must be submitted 4-6 weeks prior to event date.
2. The requesting co-sponsored program coordinator shall check the availability of the meeting space at [www.HalHolmes.org](http://www.HalHolmes.org) and submit their reservation while their application for co-sponsorship is pending. Your reservation request is processed the same as un-sponsored events and billable at the current hourly rate.
3. An organization requesting co-sponsorship for a system-wide program or requesting a substantial commitment of library time or resources should submit a written proposal at least 6 to 8 weeks in advance.
4. Written proposals should include:
  - 4.1 Name of Program
  - 4.2 Proposed date(s)
  - 4.3 Name of Organization
  - 4.4 Contact Information
  - 4.5 Description of program including target audience, goals, theme or purpose, program length
  - 4.6 Details on speakers or special guests
  - 4.7 Statement of how co-sponsorship will support the mission of the Library and
5. A written letter of approval/denial will be sent by the Library Director or designee, stating the extent of the co-sponsorship.
6. An EPL/Hal Holmes contact will be appointed to work with the outside organization.
7. The requesting party will make certain that program attendance is reported to the Library Director or Hal Holmes staff immediately following the event.

# ELLENSBURG PUBLIC LIBRARY & HAL HOLMES COMMUNITY CENTER CO-SPONSORSHIP AFTER EVENT REPORT

Please complete and return this form and any issued keys to the Hal Holmes office or Library after your event.

Date Event Held: \_\_\_\_\_ Number of attendees at event: \_\_\_\_\_

Title of Event: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Please check all print and social media avenues used to promote your event:

Facebook    Instagram    Twitter    Newspaper    Posters    Handbills

Audio Advertising    EPL/HH Reader Board    EPL/HH Bulletin Boards

Other marketing avenues used and future suggestions: \_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_

Do you have any considerations or recommendations to improve future co-sponsored events:

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