

Memorandum of Understanding: Co-sponsorship Guidelines
Red Feather Historical Society (RFHS)
Red Feather Lakes Community Library (RFL)

RFL Library qualifying programs for co-sponsorship must meet at least one of the following conditions:

- Program content must further the mission, purpose or intent of the Library
- The event takes place in the Library or at another Library-designated location
- The program is initiated by the Library and approved by RFHS
- Other appropriate special programming as approved by Library staff

Red Feather Historical Society agrees to the following:

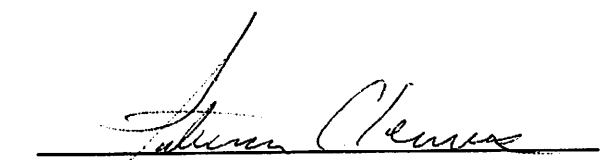
- To propose and confirm co-sponsorship in writing with a Library program coordinator or the director.
- To provide promotional material for RFHS initiated programs with both entities listed in a prominent location on advertising venues and/or coordinate promotional materials with the Library.
- Materials for RFHS-only programs may be posted on the community bulletin board in the Library on a space-available basis within the primary Library hallway and otherwise advertised through the Library's Community emailing list.
- Co-sponsorship by the Library and RFHS must be noted in the introductory or closing program remarks.
- If funding is involved for a particular event, a request for support from the Library in writing prior to the co-sponsored event is required.
- RFHS has permission to use the logo of Red Feather Lakes Community Library when advertising co-sponsored events.

RFL Library agrees to the following:


- To propose and confirm co-sponsorship in writing with RFHS leadership.
- To provide promotional material for Library-initiated programs with both entities listed in a prominent location on advertising venues and/or coordinate promotional materials with RFHS.
- All Library advertising venues will be used to promote co-sponsored events, clearly noting the collaboration between RFHS and the Library.
- If funding is involved for a particular event, a request of support from RFHS in writing prior to a co-sponsored event is required.
- Co-sponsorship by RFHS and the Library must be noted in the introductory or closing program remarks.

- RFL Library has permission to use the logo of Red Feather Historical Society when advertising co-sponsored events.
- When using RFHS land, RFHS needs to know in advance. All participants under age 18 must have RFHS permission slips signed by parent or legal guardian. The contact phone number for RFHS is 970-495-0560
- Public self-guided tours of the RFHS-owned Robinson Cabin will be available by key and log entry through the RFL Library subject to availability and access restrictions as determined by RFHS. This arrangement may be cancelled at any time by either RFHS or RFL Library.
- At times items or artifacts owned by the RFHS may be on loan and/or display in the RFL Library through mutual agreement. This arrangement for any specific collection may be cancelled at any time by either RFHS or RFL Library.

This agreement is subject to review at any time and may be changed by mutual consensus by the RFL Library and RFHS.


RFHS Representative

5/13/14
date


RFL Library Representative

5-13-2014
date