

Memorandum of Understanding: Co-sponsorship Guidelines
Soaring Eagle Ecology Center (SEEC)
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 SEEC
- Other appropriate special programming as approved by Library staff

Soaring Eagle Ecology Center 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 SEEC initiated programs with both entities listed in a prominent location on advertising venues and/or coordinate promotional materials with the Library.
- Materials for SEEC-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 SEEC 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.
- SEEC 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 SEEC 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 SEEC.
- All Library advertising venues will be used to promote co-sponsored events, clearly noting the collaboration between SEEC and the Library.
- If funding is involved for a particular event, a request of support from SEEC in writing prior to a co-sponsored event is required.
- Co-sponsorship by SEEC and the Library must be noted in the introductory or closing program remarks.
- RFL Library has permission to use the logo of Soaring Eagle Ecology Center when advertising co-sponsored events.

- When using SEEC land, SEEC needs to know in advance. All participants under age 18 must have SEEC permission slips signed by parent or legal guardian. The contact phone number for SEEC is 970-218-9685.

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

SEEC Representative

date

RFL Library Representative

date