City of Sunnyvale
COUNCIL POLICY

Policy 7.2.6

October 21, 2003

SUBJECT: **Relationships with Outside Groups Policy**

POLICY PURPOSE: The intent of this policy is to identify the various types of support the City will provide to outside groups and/or independent organizations, as well as the circumstances under which support will be provided.

POLICY STATEMENTS:

1. Eligibility

Outside groups and/or independent organizations provided support under this policy shall:

A. Provide a community service, or promote an informed interest in the City's objectives, services, facilities and programs for the benefit of its residents and businesses, and/or have as its purpose the raising of funds and provision of financial support for the City's programs, and

B. Comply with the First Amendment, pertinent federal and state laws as well as City ordinances.

2. Types of Support

A. Financial Support
Groups seeking financial support from the City must comply with the City's Outside Groups Funding Policy (Legislative Policy 5.1.4), administered by the Department of Community Development. This is true regardless of the type of funding desired by the group (i.e., printing costs, facility rental fees, insurance costs, general operating expenditure support, etc.)

Additional financial support is available only through a Special Agreement (see 2D. below).

B. Use of City Facilities
It is the City's policy to afford use of specific City facilities--during such times the City does not itself have use for said facilities--to outside groups and/or independent organizations. Outside groups and independent organizations using City facilities shall do so consistent with City policies on facility use and shall pay all required fees in accordance with established fee schedules.

Additional use of City Facilities is available only through a Special Agreement (see 2D. below).

C. Publicity
Groups seeking assistance with publicity shall comply with the following:

1) Council Banner Policy which defines conditions and circumstances under which outside groups are allowed to hang banners on City property;

2) Administrative policies governing City publications and other forms of media (e.g., KSUN), and the display or distribution of printed materials on City property.

Outside groups are prohibited from using the City's logo for any purpose unless specifically authorized to do so by the City.

D. Other Support (Special Agreements)
Outside groups or independent organizations seeking higher levels of support or different types of support than are provided for above, shall submit a written request to the appropriate Department for review. Examples include, but are not limited to: approval to put the City's logo on the independent organization's printed materials; use of City spaces for special uses not covered by standard facility rental fees (e.g., storage, snack shacks; construction of special structures or fixtures on City property). Following review, staff shall inform the requestor as to:

1) Whether staff supports the provision of the requested support.

2) The required approval process (i.e. Does it require City Manager or City Council approval?) Any agreement including the provision of City facilities, goods or services to an outside group for less than the approved fee for those goods or services (or in cases where there is no approved fee where City goods or services are provided at less than the cost incurred by the City to provide them) shall require Council approval. Any Special Agreement requiring Council approval shall first be reviewed by the appropriate board or commission. Where no appropriate board or commission exists, the Office of the City Manager shall provide its recommendation to City Council.