



## Nonprofit Sponsorship Policy

The Whitestown Parks and Recreation Department is eager to support the growth of nonprofit organizations that are dedicated to making a positive impact in our community. To ensure that these organizations have an opportunity to participate in our events, we have established the following policy regarding nonprofit spots:

### 1. No Cost Nonprofit Spots:

- A total of **three (3) spots at no cost** will be available for nonprofit organizations at each event.
- These spots will be allocated on a first-come, first-served basis. *Please see **part 3** for more information on the application process.*
- Once the three spots are filled, additional nonprofits may still participate by paying the standard sponsorship fee.

### 2. Annual Limit:

- Each nonprofit organization is eligible for **five (5) spots at no cost** per calendar year.
- After a nonprofit has reached the limit of five spots at no cost, they may still participate in additional events but will be required to pay the standard sponsorship fee.

### 3. Application Process:

- We ask that nonprofit organizations complete our [Become a Sponsor](#) application on our website.
- By completing this application, you are NOT guaranteed a spot at any Whitestown Parks Events. The Whitestown Parks Department reserves the right to deny any application for any reason.



- The Whitestown Parks Department does not offer exclusivity for any vendor, company, brand, or products sold at any of our events and reserves the right to approve or reject any vendors or product requests.
- All organizations will be required to provide the Whitestown Parks Department with a Certificate of Insurance listing the **Town of Whitestown** and **Whitestown Parks Foundation** as additionally insured.
- If your organization is unable to obtain a COI, please contact the Parks Department at [events@whitestown.in.gov](mailto:events@whitestown.in.gov).

#### **4. Event Cancellation or No-Show:**

- If a nonprofit organization receives a spot at no cost and fails to attend without proper notice, they may lose the opportunity for future spots at no cost.
- We kindly request that all organizations notify us in advance if they are unable to attend.

#### **5. General Terms:**

- This policy is subject to change at the discretion of the Whitestown Parks and Recreation Department.
- Nonprofits are expected to follow all event guidelines, including set-up and break-down times, complete all required paperwork and forms, and maintain professionalism throughout each event they attend.

**For further information or questions, please contact [events@whitestown.in.gov](mailto:events@whitestown.in.gov).**