

Policy and Procedure for Program Partnerships at the Garden of the Gods Visitor and Nature Center (GOGVNC)

The purpose of this policy is to outline the guidelines and procedures for partnerships involving programs at the Garden of the Gods Visitor and Nature Center (GOGVNC). It aims to ensure that all programs align with the mission of the GOGVNC, are properly managed, and communicated in a timely manner to the public and involved parties.

1. Alignment with GOGVNC Mission and Park Policies

- All programs conducted in partnership with the GOGVNC must align with the GOGVNC mission: to provide public education and generate a continuous stream of revenue to support Garden of the Gods Park.
- In addition to aligning with the mission, all programs are expected to fully respect and adhere to all Park policies and the guidance of Park staff while operating within the Park. This includes, but is not limited to, staying on designated trails and within permitted areas, and ensuring the Park is left in the same or better condition than it was found.
- Please note that the Park always remains open to the public. No area of the Park is reservable or exclusive for program use. While we work in partnership with the Park, program leaders and participants are not Park staff and may not use staff-only parking or restricted access areas.
- The GOGVNC reserves the right to modify or discontinue any program at any time if it is determined that the program does not align with the mission, values, or operational standards of the GOGVNC.

2. Program Observation and Oversight

- GOGVNC staff, or designated City of Colorado Springs (COS) staff, may observe programs as deemed appropriate.
- All first-time programs will be observed by a member of the GOGVNC Management Team to ensure program quality and alignment with GOGVNC standards.

3. Program Fees and Cost Sharing

- To support our mission of generating revenue for the preservation, maintenance, and education of Garden of the Gods Park, GOGVNC encourages programming

partners to offer their programs on a voluntary basis whenever possible. Our goal is to ensure that the maximum amount of funds generated through these programs goes directly back to supporting the Park.

- If a program is determined to be a paid program, the cost to visitors will be at the discretion of the GOGVNC.
- For cost-sharing programs and payments between GOGVNC and the programming partner, a 50/50 split is assumed unless otherwise agreed upon. All terms, including payment arrangements and cost allocations, must be mutually agreed upon before any program dates are confirmed.

4. Program Confirmation

- All program details, including the schedule, content, and logistics, must be confirmed by the Programming Partner no later than **45 days prior to the scheduled program date**.
- Failure to confirm details within this timeframe may result in the program being rescheduled or canceled.

5. Program Cancellations

- If a program must be canceled, the Programming Partner is required to notify GOGVNC no later than 24 hours in advance.

6. Inclement Weather Policy

- In the case of inclement weather or operational changes, the GOGVNC will post updates by 7:00 AM on the day of the program.
- Updates will be shared via the GOGVNC website, social media platforms, and the GOGVNC voicemail system.
- If the GOGVNC closes early, a staff member will contact the program's listed point of contact (POC) to communicate the change.

7. Certificate of Liability Insurance

- All Programming Partners who carry a Certificate of Liability Insurance (COI) must provide a copy of their certificate to GOGVNC. Please refer to the example COI for reference.

8. Waiver and Video Release

- Programming Partners must sign or acknowledge the GOGVNC's Waiver and Video Release Notification prior to participation in any programs.

9. Equipment Usage

- All GOGVNC-owned equipment—including AV equipment, tables, chairs, podiums, art supplies, yoga mats, and other materials—must be returned promptly after the program in the same condition in which it was provided.
- If setup assistance is required on the day of the program, arrangements must be made at least 48 hours in advance with a member of GOGVNC management team.

10. Drug, Alcohol, and Smoking Policy

- The use of drugs, alcohol, and smoking is strictly prohibited on the Garden of the Gods Visitor and Nature Center property. All programming partners, participants, and visitors are expected to comply with this policy.

11. Promotional Support from GOGVNC

GOGVNC will provide the following promotional materials and support for all approved programs:

- **Promotional Graphics:** GOGVNC will create and provide promotional graphics for the programs unless otherwise agreed upon with the Programming Partner's PR/Marketing department.
- **Website Calendar Listing:** All approved programs will be listed on the GOGVNC website calendar.
- **Facebook Event Page:** A Facebook Event page will be created for the program, and the partner will be listed as a cohost if applicable.
- **Instagram Post/Story:** GOGVNC will post on Instagram and tag the partner if applicable.
- **Digital Signage:** Information about the program will be displayed on digital signage throughout the building, showing the program's calendar listing.

12. Brochures, Handouts, and Fundraising Policy

- All users are permitted to have brochures, handouts, and other informational documents (with prior approval) available for distribution at the event to provide participants with information about their organization or nonprofit.
- Fundraising activities, raffle sales, or the collection of funds are strictly prohibited without prior written permission from the management of the GOGVNC.

By adhering to these guidelines, both the GOGVNC and our programming partners ensure a successful, well-managed, and aligned partnership that promotes the mission of the Garden of the Gods Visitor and Nature Center. Any questions or concerns regarding these procedures should be directed to the GOGVNC Management Team.