



TRUCKEE TAHOE AIRPORT DISTRICT Agency Partnership Request Form

Name of Organization/Group: _____ Date of Request: _____

Name of Authorized Representative: _____

E-mail address: _____

Complete mailing address: _____

Phone - Daytime: _____ Evening: _____ Fax: _____

Agency / Elected Body: _____

Eligibility Checklist *(all boxes must be checked to be considered)*

- Agency Partnership must be endorsed, through a formal motion or resolution with findings approved by the governing board of another local public agency with an elected or appointed board. (Non-profit and community organizations are eligible when in partnership with a local public agency, and are named as such in the formal motion or resolution)
 - The motion approved by the partnering public agency governing board should:
 - Describe the public benefit of the request and/or partnership opportunity
 - Outline what the partnering agency intends to contribute to the request
 - Express support for the requested event, program, or project
 - If applicable, name the partnering non-profit organization
- Applicant is not a State or Federal Agency.
- Applicant does not promote religious purposes. Religious organizations are not excluded from Agency Partnerships; however, the purpose of the program must be as described in the definitions section of TTAD's Policy Instruction 311 and shall not serve to promote a religious message as the primary purpose.
- Applicant is not a political organization and/or individual campaign.
- Applicant does not discriminate on the basis of age (40 and above), race, religion, gender, gender identity or gender expression, sexual orientation, genetic information, marital status, disability, ancestry, or national origin.
- Applicant is not a single individual.
- Applicant is not a for-profit organization.
 - If the applicant is a for-profit organization holding fundraiser programs, they must identify a 501(c)(3) or California not-for-profit corporation as a recipient of the program proceeds and provide acknowledgement of receipt of said proceeds from that non-profit organization.
- Applicant's programs or events must provide a benefit to the Airport Districts' constituents or those living in the Districts' sphere of influence. The Applicant's programs or events must also principally serve District constituents.
- Applicant's programs or events must be open to the public and charge only nominal and reasonable participant fees where such fees and associated revenue are used to offset program costs or are part of the fundraising effort.

Eligibility Checklist continued...

- Applicant is willing to present, in a public forum, a presentation describing the request to the Airport District's Board of Directors
- Applicant is not an individual or organization or public agency that has been named in a lawsuit involving the District or have pending or threatened litigation with the District.
- Applicant is of upstanding moral and public character. Applicants has a fiduciary responsibility to maintain a public image that corresponds with that of the District's mission and core values.

Requirements if a Partnership is agreed to

The applicant must also agree to do the all of following (failure to do so will result in future ineligibility for a period of two years from written notice):

- Obtain all required permits, clearances, insurance, and program authorizations within time restraints and in compliance with local, State, and Federal laws and any applicable Truckee Tahoe Airport District policies and procedures.
- Permanently acknowledge the support of the Truckee Tahoe Airport District where appropriate, and include on all printed information and advertising related to the event for which sponsorship was provided the following statement: **"Major funding provided in part by the Truckee Tahoe Airport District"** or other logo approved by the General Manager.
- Allow the District to have a sponsor booth at the program/event if the Truckee Tahoe Airport District so desires (at programs/events where a sponsorship booth is appropriate) for the purposes of distributing information regarding the programs and community services the District provides. This booth shall be provided at no cost to the District. If necessary the District will provide its own booth and setup.
- Partnership recipients must agree to erect a banner (if appropriate) recognizing the District's support of the event or program. This banner shall be erected at the facility for the duration of the program, event, facility, or equipment. The verbiage of the banner shall be determined by the General Manager. The actual banner, if not provided as part of the sponsorship, will be provided by the Truckee Tahoe Airport District in accordance with the size requirements of the event or program.
- Provide the District with whatever benefits are afforded other sponsors of similar sponsorship or partnership levels (i.e., logo display, sponsor table, advertising benefits, etc.).
- The public agency receiving such funds shall extend any and all benefits, discounts, or access to the facilities that are extended to the residents of the public agency to all residents of the Truckee Tahoe Airport District on the same terms and conditions.

In cases of a significant financial partnership commitment, if funding is approved, the District shall require, as a condition of providing such funding assistance, all of the following:

- That the public agency receiving such funds shall extend any and all benefits, discounts, or access to the facilities that are extended to the residents of the public agency to all residents of the Truckee Tahoe Airport District on the same terms and conditions.
- Permanent acknowledgement of the Airport District's participation to the District's satisfaction.
- That the recipient of funds execute in favor of the District a Release and Covenant Not to Sue by the Aircraft utilizing that airport or the fund recipient's use of their real property, fund recipient as to:
 - Any claimed damages or adverse impacts of the Truckee Tahoe Airport,
 - Aircraft utilizing that airport or the fund recipient's use of their real property,
 - Any land use restrictions or increased structural requirements imposed by the Truckee Tahoe Land Use Commission's Compatible Land Use Plan, whether currently in effect or as may be later adopted.

Please provide a detailed description of your Sponsorship Request and how it will benefit your organization, and the Truckee Tahoe Airport District. *(Use additional sheets as necessary.)*

Amount Requested: \$_____

Have you requested funding from TTAD before? ____ Y / N If "Yes" – when? _____

How will the District be recognized in your program? *(Use additional sheets as necessary.)*

Signature (Authorized Rep.): _____ Date: _____

Please allow 60-90 days for your request to be reviewed and processed.

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For TTAD Use Only

Approved ____ Declined ____ at the public TTAD Board of Directors meeting held on _____.

By the following vote:

Ayes _____

Noes _____

Absent _____