

Partnership Development Policy

1. PURPOSE

The purpose of the Partnership Development Policy is to outline for staff and the public, principles and procedures to be followed as Lexington Parks & Recreation considers partnership opportunities with public and private entities to deliver and/or support programs and services. This policy provides a framework for expanding opportunities for interested parties to engage in partnerships with the Division of Lexington Parks and Recreation that meet the Division's mission and result in clear public benefits.

2. ORGANIZATIONS/INDIVIDUALS AFFECTED

Lexington Parks & Recreation

Community Center Neighbors

Potential public and private sector partners

Community members

3. POLICY

Lexington Parks & Recreation recognizes that developing mutually beneficial partnerships with individuals, non-profit organizations, private entities, public agencies and community groups is a viable and appropriate way to increase the variety and quality of parks and recreation programs available to the residents of Lexington. Lexington Parks & Recreation will consider partnership proposals as they are brought forward and will actively pursue partnerships as deemed appropriate. It is important to evaluate these partnerships on an ongoing basis to assess effectiveness in supporting the department's mission, achievement of desired outcomes and provision of public benefits.

The following principles will help determine whether or not to consider a particular partnership:

1. The proposed partnership is lawful and is consistent with Lexington Parks & Recreation's overall vision, mission and values.
2. There will be no private use of public land or facilities for personal gain unless permitted.
3. Partnership must include clear, measurable public/participant benefit that adds value to the experience and opportunities to recreate.
4. The proposed activity should not displace existing Parks & Recreation programs, unless pursuing the proposed partnership allows Parks & Recreation to reallocate current resources to new programs and services, provides more benefit to the public or increases efficiency of utilization of Parks & Recreation resources.
5. Encouragement and support ought to be given to partnerships with non-traditional partners that will help engage underserved populations within Parks & Recreation facilities, programs and services. The proposed activity should not adversely impact and/or restrict public access to facilities or programs.
6. The proposed activity and partnership agreement must meet all applicable city, state and federal rules and regulations, including all business licensing requirements as prescribed by the Lexington Division of Revenue.
7. The proposed partnership activity will be reviewed on a case-by-case basis to determine the need for the Partner to provide a certificate of commercial general liability insurance with a minimum amount of \$1,000,000 per occurrence, listing the Lexington-Fayette Urban County Government as an "additional insured."
8. The proposed partnership is in compliance with Parks & Recreation approved policies and guidelines.
9. Partnership proposals which are not initially approved may be renegotiated and submitted to Parks & Recreation for reconsideration up to two times annually.

4. DEFINITIONS

1. Partnership(s) – is a working relationship with another organization that has compatible values and goals and which results in mutual benefits. The partnership may be formed around a single activity or event or it may be long-termed and multi-faceted.
2. Partner - an individual, organization or group that, through a written agreement, provides a benefit to Lexington Parks and Recreation and in exchange gets some benefit from Lexington Parks and Recreation. These may include for-profit or non-profit agencies and individuals noted below:
 - a. Individuals who can provide money, services or time
 - b. Businesses or corporations who provide money, time, people and other goods or services
 - c. Social service or community partners who provide people or services
 - d. Non-profit partnership similar to social service or community partners
 - e. Volunteer/neighborhood partnerships – park sponsored volunteer opportunities and “Friends of” groups who provide volunteer time, money and other resources.
3. Partnership Agreement - a written agreement that defines the partnership and is legally binding
4. Public Benefit – an activity or service that accomplishes a public purpose promoting the needs, interests, social, economic and cultural well-being and health and safety of a community.

5. RESPONSIBILITY

1. Superintendent of Community Engagement, or designee, is responsible for overseeing and coordinating partnership development and initiating contracts for Lexington Parks and Recreation.
2. Parks staff may actively seek and recommend potential partners to the Superintendent of Community Engagement, or designee.
3. A review panel will be convened to approve/deny partnership interest applications.
4. LFUCG Department of Law will review and approve partnership contracts.

6. PROCEDURE

1. Organizations/individuals who are interested in developing a partnership will complete the Partnership Interest Application.
2. Partnership Interest Applications will be reviewed by a panel which will include the Superintendent of Community Engagement, Recreation Manager Senior, Center Director, a community representative and an additional Parks & Recreation team member.
3. Approved programs will be recommended to the Director, or designee, for final approval. Parks contacts the applicant to approve or deny the program proposal.
4. Prior to approved applicants starting their program, Parks will work with those applicants on an agreement that includes the following...
 - a. start date of the program,
 - b. how the program will be assessed in order to determine continuation or completion of the program,
 - c. background checks for program’s staff,
 - d. facility usage fee if applicable.