

**MONTGOMERY COUNTY RECREATION
PARTNERSHIP GENERAL ROLES AND EXPECTATIONS**

1. Administrative

- a. All partnerships require a written agreement.
- b. The Partner must obtain approval of the MCR Director or Designee before advertising, promoting, and/or conducting its programs at MCR facilities.

2. Programs/Services/Events

- a. Partner programs must comply with Recreation's mission and must not compete with current facility programming.
- b. Partners must comply with the Department Background Check Policy.
- c. The Partner must secure and maintain any required liability insurance coverage for its programs as shown in Attachment B.
- d. All Partner publications that contain MCR or County logos must follow the MCR Style Guide and County Policy. MCR will review any promotional materials with the Department's logo.

3. Finances

- a. The Partner will manage its own funds, including collecting, accounting, storing, depositing, dispersing, reporting, and any other financial processes.
- b. No money can be collected inside or on the grounds of the event venue.
- c. Recreation staff are prohibited from handling Partner funds UNLESS through a contract for service, OR MCR program registration system.

4. Personnel

- a. The Partner must provide salaries, taxes, costs, administrative oversight for, and coordinate the recruitment, hiring/subcontracting, termination, and placement of any Board members, employees, consultants, workers, volunteers, and contractors of the Partner.
- b. County staff may not be employed the Partner.

5. Facilities

- a. Facility space is negotiated based on mutual benefit and operational capacity of both parties.
- b. The Partner will complete and comply with an annual Facility Use Agreement with MCR. Dedicated facility space requires an additional license.
- c. The Partner will notify the facility of any schedule changes or modifications to the permitted usage.

6. Data Sharing and Reports

- a. The Partner will support data sharing with MCR and submit regular reports to include but not limited to participation numbers, demographics, expense and revenue reports, and participant survey results.
- b. The Partner will provide MCR with annual opening and closing financial statements.

7. Legal

- a. The Partner must maintain its 501(c)3 status and remain in good standing with the Maryland Department of Assessments and Taxation (if applicable).
- b. The Partner will provide MCR a current copy of its Articles of Incorporation, by laws, and the names and contact information of all current members of its Board of Directors. (if applicable)
- c. The Partner will obtain the necessary licenses and permits, and comply with all applicable federal, State, and local laws, codes, and regulations, and must maintain compliance with all other related MCR and/or County contracts, agreements, and policies.

8. Communication

- a. The Partner will notify the Department before arranging program/facility visits from stakeholders and/or elected officials.