

# Tulsa Park and Recreation Board

## Rules and Regulations

Approved by Board: September 6, 1994  
Amended by Board: July 29, 1997

### — Fund Raising in Parks and/or Facilities —

#### **PURPOSE:**

Standardize Fund Raising Procedures in City Parks by nonprofit organizations.

#### **DEFINITION:**

Fund raising activity shall be defined as any organized activity, event, program or gathering, to which the general public is invited, intended to solicit and receive funds donated from the public to be distributed to an organization for charitable or community purposes. Funds may come from admission fees, fees charged for food and other concessions, or for activities conducted during the event. If a group or company is engaging in a fund raising event to which only its members or employees are invited to participate, this policy shall not apply.

#### **POLICY:**

In order that the Board can have reasonable assurance that a proposed fund raising effort is legitimate both in purpose and content, and that the organization responsible for the conduct of the event is established as, or has committed its fund to, a recognized charitable organization, all proposals for fund raising activities should be presented and sponsored by organizations listed in the Community Service Council's *Directory of Community and Agency Services*, local churches offering proof of their 501(c)3 status, organizations as listed in the *Chamber of Commerce Tulsa Area Clubs and Organization Directory*, neighborhood associations officially listed by the Mayor's office, Tulsa Independent School District No. 1, Jenks School District, Union School District, or organizations directly in support of said districts' programs, members of the Arts and Humanities Council of Tulsa or local fraternal and Masonic organizations.

In addition, fund raising activities for political purposes shall be approved when sponsored by any official political party or by a candidate for any local elected office who has formally filed for candidacy with the Tulsa County Election Board or other appropriate body; provided however, that all applicable rental or other use fees shall be paid.

In addition to those listed above, Board recognized support organizations shall have authorization to conduct fund raising activities on an on-going basis in city parks without receiving Board approval for each activity; provided, however, that the organization notify the Director of its intent to do so. This information shall be included in the monthly report to the Board. Recognized support groups are:

Zoo Friends	Community/Arts Center Advisory Councils
Park Friends	Tulsa Garden Center, Inc.
Friends of Woodward Park	Friends of Oxley Nature Center
Sports organizations listed in the Board's <i>Exclusive Use Policy</i>	Mohawk and Belcher Golf Associations Gilcrease Museum Association

In addition to the above, meeting the following guidelines shall be required:

- An organization shall serve a purpose consistent with a broad public interest and good.
- An organization may be requested to demonstrate that funds raised are used or will be used for purposes intended. If a group is raising funds for, or on behalf of, another charitable organization, the request for the activity should come from or be endorsed in writing by, the organization receiving the funds.
- All costs shall be borne directly by the requesting organization, including, but not limited to, liability insurance with the City as co-insured, security, cleanup, traffic control and parking supervision, sanitation, park use fees, direct service fees, and/or equipment rental fees. Fees for direct expenses and other fees for equipment and services shall not be waived in lieu of the Department receiving "sponsor" status for the event. A pre-event deposit for department-provided services may be required.
- The Zoo, Oxley Nature Center or the Tulsa Garden Center shall not be considered as sites for fund raising activities except by TZF, ONCA and the Garden Center, respectively, unless those organizations have endorsed an event requested by another agency.

Approval of the Park and Recreation Board shall be required in each individual instance not in conformance with this policy and shall be considered only if the proposed event does not conflict with any program or site use planned by the department or previously approved for use by another entity.

