

# **Canyon Creek Homeowners Association**

## **Policy Regarding Community Events**

The Board of Directors (the "Board") of Canyon Creek Homeowners Association (the "Association") has a policy regarding community events.

Community public events sponsored by the Association increase the overall enjoyment of the neighborhood by its residents. Community events and activities also raise property values as families with children tend to prefer neighborhoods that organize them on a regular basis. Each year, the Board, at its sole discretion, allocates a budget for community events and identifies the events to be held by the Association during that year. These events are organized by residents who generously volunteer their time. The Board, at its sole discretion, has authority to approve events, activities, coordinator, sponsors, vendors, to ensure that all community events reflects the spirit and character of the Canyon Creek community.

### **Event Coordinator**

Throughout the year, the Board may elect to set a budgeted amount for community events sponsored by the Association, and it may call for volunteer coordinators to assist in organizing them. At its sole discretion for each event, a coordinator is selected and commissioned by the Board. The coordinator, working independently or with others, will:

1. Recruit volunteers from Canyon Creek and area schools to help plan and carry out the event;
2. Subject to this policy, optionally solicit commercial sponsors for the event;
3. Identify and resolve any conflicts between event sponsors or event underwriters;
4. Submit a budget for the event and a full list of any vendors, sponsors, or underwriters to the Board for approval prior to the event;
5. Be granted limited access to Association storage for decorations and signs from prior years;
6. Organize shifts and tasks for the volunteers;
7. Organize the schedule for the vendors (arrivals, departures, locations...);
8. Properly thank volunteers, sponsors and underwriters for their contributions;
9. Ensure that the CCHOA grounds, storage areas, and event-related property are cleaned, free of debris and trash, both before and after the event;
10. Ensure that after the event all signage, supplies and decorations are properly stored for the following year.

### **Commercial Sponsorship and Underwriting**

The Association welcomes and is grateful for the support of local businesses wishing to support Canyon Creek but it also has responsibility to maintain the community feel and ownership of all Association-sponsored events. Commercial businesses and residents may volunteer to sponsor (or, if more than one, co-sponsor) an event or underwrite a particular aspect of an event (for example, music, food or a specific activity). For the purpose of this policy, sponsors, co-sponsors and underwriters shall mean the same thing and refer to entities other than the Association. Monetary support and donations in-kind are welcome subject to the following conditions:

1. The Board has ultimate authority on who may sponsor an Association event. All sponsors must be approved by the Board prior to the event. Approval is valid on a per-event basis only and does not carry over to the following year or subsequent event. The Board reserves the right to revoke its approval at any time for any reason. The Board, at its discretion, may appoint a committee of Canyon Creek residents to advise on these matters.
2. Sponsors can serve as coordinators of the event to which they contribute, subject to Board approval.

3. All notices, advertisements, and other publicity regarding the event, whether published by the Association or the approved sponsors, shall give "top billing" to the Association as the primary sponsor. All other sponsors must be credited secondarily to the Association. Only the Association and the approved sponsors for the event are allowed to promote the event.
4. All notices, advertisements, and other publicity regarding the event, whether published by the Association or a sponsor, must clearly state that such sponsorship does not constitute an endorsement of the sponsor, or of any of its products or services, by the Association.
5. Sponsors may not engage in open solicitation for their products or services at any time during the event.
6. Sponsors will receive public acknowledgment of their contribution in the event announcements published by the Association through its usual communication outlets (website, Facebook, Nextdoor, etc.) prior to the event.
7. Sponsors will receive timely public acknowledgement of their contribution in the customary Thank You Note to all the volunteers and sponsors, published by the Association through its usual communication outlets (website, Facebook, Nextdoor, etc.) after the event.
8. No privately organized event or activity held in the Association's common areas or facilities, and sponsored by any individual, group or organization, can be advertised in such a manner as to indicate, imply or suggest that it is being sponsored or endorsed, either officially or unofficially, by the Association.
9. Sponsors may not be from political affiliations.

#### Vendor Rules

1. Nonprofit vendors are allowed at community events.
2. Nonprofit vendors can also be sponsors but the contributions will be collected separately.
3. Board must approve items of sale at Vendor booths.
4. Vendors may not be from political affiliations.