

Appendix A: Community Programming Partner Application Form

Uintah County Library — Community Programming Partnership

Application for Community Programming Partner Designation — UCL-MAS-006 Appendix A

Submit completed applications to: Library Director or their designated staff program coordinator, Uintah County Library, 204 East 100 North, Vernal, UT 84078 | kengland@library.uintah.gov | In person at the circulation desk.

There is no fee to apply. The Library Director or their designated staff program coordinator will respond within 21 business days of a complete application.

SECTION A — APPLICANT INFORMATION

Legal name of organization or individual applicant:

Organization type:

☐ Nonprofit / 501(c)(3) ☐ Informal community group ☐ Government agency ☐
Faith community ☐ Individual ☐ Business / LLC ☐ Educational institution ☐
Other: _____

Primary contact name and title:

Mailing address:

Phone:

Email:

Website or social media (if any):

Brief description of your organization's mission or purpose (2–4 sentences):

How long has your organization been operating in the Uinta Basin?

Provide the name and contact information for one community reference (someone who can speak to your organization's community benefit; not an employee or board member of your organization):

Name:

Phone / Email:

Relationship to applicant:

SECTION B — PROGRAM DESCRIPTION

Proposed program title:

Describe the program in plain language (what happens, what participants learn or experience, why this program is valuable to the community):

Target audience (age range, interests, background, etc.):

☐ Children (under 12) ☐ Teens (12–17) ☐ Adults (18+) ☐ All ages ☐ Seniors
☐ Other: _____

Estimated attendance per session:

Program format:

☐ Single event ☐ Multi-part series (# of sessions: ____)
☐ Recurring (weekly / monthly / other): _____

Proposed date(s) or scheduling preference (days/times):

Estimated duration of each session:

Will there be a fee charged to participants?

☐ No ☐ Yes — describe:

Will any products, services, or organizational memberships be sold or solicited during the program?

☐ No ☐ Yes — describe:

Will any materials be distributed to participants?

☐ No ☐ Yes — describe:

Does your organization need any equipment, AV support, or special setup?

SECTION C — PROGRAM PRESENTER(S)

List all individuals who will present or lead program activities. A Uintah County Volunteer Application is required for every presenter before their first program. If not yet completed, indicate below, and the Library Director will send the form.

Presenter 1 — Name:

Title / Role:

Qualifications / relevant expertise:

Volunteer Application status for Presenter 1:

☐ Completed — attached or on file ☐ Not yet completed — will complete before first program

Presenter 2 (if applicable) — Name:

Title / Role:

Qualifications / relevant expertise:

Volunteer Application status for Presenter 2:

☐ Completed — attached or on file ☐ Not yet completed — will complete before first program

If additional presenters are anticipated, attach a list that includes the same information and the Volunteer Application status for each.

Will this program primarily serve unaccompanied minors (children or teens under 18 who will not have a parent or guardian present throughout the program)?

☐ No ☐ Yes

If yes: Will a UCL staff member be present throughout the program?

☐ Yes ☐ No

Background check note: If the program primarily serves unaccompanied minors and no UCL staff member will be present throughout, all Program Presenters must also complete a criminal background check through the Utah Bureau of Criminal Identification before the first program session (in addition to the Volunteer Application). The Library Director will provide instructions. See UCL-GEN-003 and Section 5.2 of UCL-MAS-006.

SECTION D — CONFLICT OF INTEREST AND DISCLOSURE

Does any member of your organization have an immediate family relationship with a UCL staff member or Board member?

☐ No ☐ Yes — describe:

Has your organization previously been denied a room reservation, barred from the library, or had a partnership or room privilege revoked by UCL?

☐ No ☐ Yes — describe:

Is there anything else the Library Director should know about your organization or this program?

SECTION E — APPLICANT CERTIFICATION

By signing below, the applicant certifies that:

- All information in this application is accurate and complete.
- The applicant has read and agrees to comply with the UCL Community Programming Partner Policy (UCL-MAS-006), the UCL Standards of Conduct (UCL-PAT-002), and all applicable UCL policies.
- The applicant understands that UCL's co-sponsorship of a program does not constitute UCL's endorsement of the applicant organization's broader mission, advocacy positions, or beliefs.
- The applicant understands that the Partnership designation is valid for one year, is renewable, and may be revoked for policy violations.
- The applicant understands that approval of this application is at the Library Director's discretion and is not guaranteed.

Applicant signature:

Printed name and title:

Date:

FOR LIBRARY USE ONLY

Application received:

Acknowledgment sent:

Volunteer Application(s) on file for all presenters: ☐ Yes ☐ Pending (due before first program)

Background check required? ☐ Yes — Completed: _____ ☐ No

Library Director decision: ☐ Approved ☐ Declined ☐ Returned for revision

Decision date:

Partnership Agreement executed:

Partnership Term: _____ through _____

Notes:

Appendix B: Community Programming Partner Agreement

Utah County Library

Community Programming Partner Agreement — UCL-MAS-006 Appendix B

This Partnership Agreement (“Agreement”) is entered into between the Utah County Library (“UCL”) and the following community partner (“Partner”):

Partner name:	
Primary contact:	
Email / Phone:	
Approved program(s):	
Partnership Term:	
Background check on file?	

PARTNER COMMITMENTS

The Partner agrees to the following for the duration of the Partnership Term:

Programming

- Present programs consistent with the description approved in the Partner’s application, and seek Library Director or designee approval before making material changes.
- Ensure that all Program Presenters complete the Utah County Volunteer Application (UCL-GEN-010, Appendix D) before their first program session.
- Ensure programs are free of charge to participants (or obtain prior written approval for any fee).
- Do not sell, solicit, or distribute commercial materials at library-sponsored events without prior written Library Director approval.
- Do not use the library’s name, logo, or endorsement beyond the approved program without written permission.

Conduct and Compliance

- Comply with the UCL Standards of Conduct (UCL-PAT-002) and all library policies throughout all partner programs.
- Ensure that all Program Presenters complete the Utah County Volunteer Application before their first program session (Section 5.1 of UCL-MAS-006).

- Ensure that Program Presenters who work primarily with unaccompanied minors also complete the required background check before presenting (Section 5.2 of UCL-MAS-006).
- Provide accurate information to UCL and promptly report any material change to the organization, program, or presenter.
- Take responsibility for the conduct of presenters and attendees during partner programs.

Use of Library Name

- Use the UCL name as co-sponsor only on materials pre-approved by the Library Director or designee.
- Do not represent UCL as endorsing the Partner's organizational mission, advocacy positions, or beliefs.

Facilities

- Return meeting space to pre-event condition following each program, consistent with the UCL Meeting Room Policy (UCL-MAS-003).
- Accept responsibility for any damage to library property caused during partner programs.

UCL COMMITMENTS

UCL agrees to the following during the Partnership Term:

- List approved partner programs on the UCL public calendar.
- Promote approved programs through UCL channels at staff discretion.
- Provide reasonable logistical support for partner programs as staffing allows.
- Review renewal applications and respond within 21 business days.

GENERAL TERMS

- This Agreement is effective upon execution by both parties and expires at the end of the Partnership Term unless renewed.
- Either party may terminate this Agreement with 14 days' written notice. With written notice, UCL may terminate immediately for cause (policy violation, a safety concern, or misrepresentation).
- UCL's co-sponsorship does not constitute an endorsement of the Partner's broader mission, advocacy, or beliefs.
- UCL assumes no liability for partner program content, presenter conduct, or participant injury.
- This Agreement is governed by applicable Utah law.

FOR PARTNER	FOR UINTAH COUNTY LIBRARY
Signature: _____	Library Director or designee Signature: _____
Printed Name: _____	Printed Name: _____
Title: _____	Date: _____
Date: _____	

Appendix C: Quick Reference for Prospective Community Partners

Is a Community Programming Partnership Right for Your Program?

What a Community Programming Partnership is

A Community Programming Partnership means your event is listed on UCL's calendar, promoted through the library's channels, and held in library space at no charge — as an official library co-sponsored event. The library supports the program as part of its community offerings. This is different from renting a meeting room, where the library simply provides the space.

At a glance: can your program become a library partnership?

Your program probably qualifies if...	Your program probably does not qualify if...
✓ It is primarily educational, cultural, civic, or community-serving	✗ Its primary purpose is to sell or advertise a product, service, or MLM
✓ It is free to participants (or fees are minimal and pre-approved)	✗ It charges admission or requires membership/purchase
✓ It is open to the general public without exclusions	✗ It is exclusive to members of a specific group or organization
✓ It serves the Uinta Basin community's learning or enrichment	✗ It primarily campaigns for a specific political candidate or ballot measure
✓ Your organization does not discriminate based on protected characteristics	✗ Your organization discriminates against protected groups
✓ Presenters will complete background checks if working with unaccompanied minors	✗ Required background checks are declined

What happens when you apply?

Step	What to expect
1. Submit the application (Appendix A)	Available at the library desk, on our website, or from any staff member. No fee.
2. Acknowledgment	You'll hear from the Library Director within 5 business days confirming receipt.
3. Review	The Library Director reviews your application. May contact you with questions.

4. Decision	Within 21 business days of a complete application. Written notification either way.
5. Volunteer Application (all presenters)	Every Program Presenter must complete the UCL Volunteer Application (available from the library or on the UCL website) before their first session. This applies to all presenters regardless of other requirements.
6. Background check (if required)	If your program serves unaccompanied minors and no UCL staff will be present throughout, presenters also complete a background check through the Utah BCI. UCL provides instructions.
7. Sign the Partnership Agreement (Appendix B)	Once approved, sign the one-page Agreement, and you're a Community Programming Partner.
8. Schedule your program	Work with library staff to find dates and times. Space is subject to availability.
9. We promote your event	UCL lists your event on the public calendar and promotes it through library channels.

Questions? Interested in discussing your idea before applying?

Prospective partners are welcome to contact the Library Director at any time to discuss a programming idea informally before submitting a formal application. We're happy to help you think through whether a partnership is the right fit and to answer questions about the process. Library Director — 204 E 100 N, Vernal, UT 84078 | Phone: (435) 789-0091 | See UCL website for current email and hours