



Tulsa Park and Recreation Guideline: Partnerships

Established August 2014
Updated February 2015

Purpose

This guideline defines for staff and the public, principles and procedures to be followed as Tulsa Parks considers partnership opportunities with public and private entities to deliver and/or support department programs and services. This policy provides a framework for expanding opportunities for interested parties to engage in partnerships with Tulsa Parks that may not only involve monetary consideration but also an exchange of services that meets the Department's mission and result in clear public benefits. These partnerships should be mutually beneficial for all proposing partners including the City, and particularly beneficial for the citizens of the community.

Statement of Mission and Goals

Tulsa Parks offers a variety of activities, facilities and partnerships that assures the best opportunities to enhance the quality of life for the citizens of Tulsa.

It is the goal of Tulsa Parks to provide quality programs, services and facilities to the citizens of Tulsa within a legal framework as well as sound fiscal and human resources management. Because it is difficult to meet all of parks and recreational needs of Tulsa residents, it is appropriate and essential to develop Operating Agreements with other community organizations (public, non-profit, private, and other City Departments) that share common goals and objectives for the purpose of increased benefits to the citizens served.

Definitions

- A. Non-Profit Organization:** A non-profit Tulsa-based organization or association whose activities are closely aligned with the purposes and goals of Tulsa Parks, and whose activities are open to the public and compliment the offerings of the Tulsa Parks. Non-Profit providers must receive approval through a Request for Proposal (RFP) process in order to use specific department resources for the delivery of programs/services to the public.
- B. Public Organization (Government Entities):** Agencies or offices directly operated within the organizational structure of federal, state, and municipal governmental units (including public school districts).
- C. Internal Organizations:** Other City departments such as Fire, Police, Transportation, and Streets and Stormwater that help Tulsa Parks develop facilities or manage tasks in order to realize maximum public benefit.
- D. Allocated Sports Groups:** Youth Recreation and/or Adult Sports Organizations which have Park Board approval to utilize Tulsa Parks' facilities for their league play, whether it is seasonal or year-round, through a signed, written agreement. Allocated sports groups have exclusive use of the facility during league play and must follow the guidelines set forth in the signed agreement.

- E. Partnerships:** A working relationship with another organization that has compatible values and goals which results in mutual benefits. The partnership may be formed around a single activity or event or it may be long-term and multi-faceted.
- F. Partners:** An individual, organization, or group that, through a written agreement, provides a benefit to Tulsa Parks or Tulsa's citizens and in exchange gets some benefit from Tulsa Park and Recreation Department. These include for profit or non-profit agencies and individuals below:
 - Individuals who can provide services, money or time.
 - Businesses or corporations who provide money, time, people, goods or services.
 - Social service or community partners or services.
 - Non-profit partnership similar to social service or community partners.
 - Volunteer/neighborhood partnerships- Park sponsored volunteer opportunities and "Friends" groups who provide volunteer time, money, and other resources.
- G. Partnership Agreement-** A written agreement with a partner that has compatible values, goals, and which results in mutual benefits and is legally binding.
- H. 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.

Procedures

- A. Organizations requesting a Partnership status with the City of Tulsa must apply in writing.
- B. Applications should be submitted to the City of Tulsa Parks and Recreation Department.
- C. Tulsa Park staff will make recommendations to the Tulsa Park and Recreation Director or designee concerning each partnership request. Approvals, approval with conditions, or denial shall be based on criteria established by this guideline, eligibility criteria for intended groups, and measurable outcomes. Approvals shall result in the execution of a Facility Use Permit or an Operating Agreement between the City of Tulsa and the approved organization.
- D. Cooperative relationship status, once approved, will apply only to those facilities or park land stated in the facility use permit. Additionally, any planned growth/expansion that will require additional resources requires re-submittal of the proposed improvements with the understanding that approval is not guaranteed.
- E. Groups may obtain partnership status without receiving immediate in-kind support or access to facilities due to unavailability. In this event, terms will be specified under Conditions for Use in the Facility Use Permit.

Eligibility Criteria

- A. The organization's membership and activities shall be open to the public, regardless of race, color, religion, gender, marital status, age, national origin, or disability.
- B. The organization's purpose shall be consistent with mission and goals stated herein. The organization shall promote open, safe, and positive activity opportunity to all Tulsa residents.
- C. The organization shall be capable of executing and fully utilizing a Facility Use Permit and abide by all stated provisions of the permit.
- D. The organization and/or principals have an established history of successful activities with the community, City staff, and /or related agencies. The City reserves the right to deny Partnership status if an organization and/or its representatives are unable to provide proof of this history.

- E. The estimated cost of requested resources shall not exceed current budget allocations nor can such request present an undue burden on City resources.
- F. The organization agrees to abide by all supplemental guidelines and/or policies and procedures related to facility use including but not limited to; Policy and Sports Manual, Policy and Procedures for Aquatic Facility Manual. [\(link\)](#)

Policy

- A. Tulsa Parks recognizes that developing mutually beneficial partnerships with individuals, nonprofit organizations, private entities, public agencies, and community groups is a viable and appropriate way to increase the variety and quality of the parks and recreation programs available to the citizens of Tulsa, as well as, make physical improvements to parks and facilities. Tulsa Parks will consider partnership ideas and proposals as they are brought forward and will actively pursue partnerships on an ongoing basis to assess effectiveness in supporting the department's mission, achievement of desired outcomes and provision of public benefits. All parks staff will take the initiative in seeking new potential partnerships. [\(link form\)](#)
- B. The following principles will help determine whether or not to consider a particular partnership :
 - The proposed partnership is lawful and is consistent with the Tulsa Parks overall vision, mission, and values.
 - There will be no private use of public land exclusively for personal gain.
 - Any partnership must include some level of clear, measurable, and significant public benefit that adds value to the park experience and opportunities to recreate.
 - If the proposed activity is going to be at a Tulsa Parks facility and the activity is similar to a program that Tulsa Parks has already established at the facility, then Park staff will review the proposed activity and decide if it provides an added value. If not, then it will be denied.
 - The proposed activity should not adversely impact Parks' facilities or park land, including wildlife habitats.
 - The proposed activity meets all city, state, and federal rules and regulations. All private and non-profit entities must secure adequate insurance that names the City of Tulsa additionally insured.
 - The proposed partnership is in compliance with Tulsa Parks approved policies and guidelines.
- C. Tulsa Parks shall take appropriate actions to recognize those partnerships that have resulted in significant benefits to the department and/or the public.
- D. Partnership proposals which are not initially approved can be renegotiated and submitted to Park Staff for reconsideration.