



REQUEST FOR IN-KIND SUPPORT

Please submit this completed form to Andrea Moreno, at City Hall, 2nd Floor, 143 N State Avenue in Somerton, or by email at clerk@somertonaz.gov. For questions or concerns please call City Clerk at (928)722-7330.

OVERVIEW

Guidelines for In-Kind Support

The goal of these guidelines is to focus limited public resources for in-kind support that maximize benefit to our area, and in particular the City of Somerton.

- The city may provide in-kind services for special events within city limits.
- Events must provide a demonstrated benefit to the community.
- Support is based on staff and resource availability as determined by the relevant department director.
- Events defined as Class A events will receive in-kind support including the use of city-owned equipment, supplies and manpower as available. Non-class A events held by organizations with their own 501(c)3 designation will receive consideration for in-kind support based upon staff and resource availability, though support is not guaranteed. Organizations not holding their own 501(c)3 designation may appeal to the City Council for in-kind support.
- A deposit may be required based upon the determination of the relevant department director. Equipment and supplies located at a facility are included in facility rental.
- Events defined as Class A events may use the city seal in event promotions, as long as the use is approved by the city manager or designee for appropriateness.
- Requests for in-kind services must be received at least four weeks prior to the event date.
- The City reserves the right to place any conditions it so chooses along with in-kind support, such as financial reporting, insurance requirements and more.
- The City reserves the right to request additional information it may need to make a determination related to providing in-kind services.
- There will be no consideration given to requests supporting any political party, candidate or cause.
- **This form must accompany a completed Special Events Permit Application.**

A. GENERAL INFORMATION

Name of Requesting Organization:

Name of Primary Contact:

Phone: _____

Email: _____

B. In-KIND SERVICES REQUEST

1. Description of in-kind services requested:

2. How will your special event directly benefit the City of Somerton?

3. Has the organization received in-kind in the past? If yes, please summarize services received.

4. Is there any other information you think the City should consider in its review of this request for in-kind services?

Printed Name

Signature

Date