

SPONSORSHIP TERMS & CONDITIONS

The Sponsor agrees to these terms and conditions as an integral part of this sponsorship commitment. Please read carefully to avoid any misunderstandings.

1. **Cash, checks, and credit cards** (Visa, Master Card, and Discover only) are acceptable forms of payment in person or via telephone. Sponsorship benefits are conditional upon payment of sponsorship fee.

If paying by check, please send sponsor payment to:

Attention: Sponsorships
Romeoville Recreation Center
900 W Romeo Rd., Romeoville, IL. 60446
Make payable to: Village of Romeoville

2. **Cancellation and Refund Policy:** Sponsorship cancellations must be submitted at least 30 business days prior to the event date(s) to qualify for a full refund. If the Village cancels an event, sponsors may choose to receive either a credit toward another Village event within the same calendar year or a refund.

3. **All exclusive sponsorships are awarded on a first come, first serve basis.**

4. The Village of Romeoville reserves the exclusive right to review, accept, or decline any sponsorship at our discretion.

5. The sponsor benefits listed in this document for each respective event constitute the entire package of benefits offered to sponsors. The Romeoville Recreation Department is under no obligation to provide additional benefits not mentioned in this document.

6. **Deadline to receive all benefits is minimum of 4 weeks prior to the desired event date.**

The sponsor is not guaranteed placement in promotional materials, schedules, advertising, and public announcements - all logo and name placement depends upon the arrival of artwork and payment. Logos can be e-mailed to mserratore@romeoville.org. Logos will be accepted in pdf, eps, ai, and jpg formats, and both black/white and color versions are preferred.

7. Marketing tables must be staffed at all times during the event. Unstaffed tables will be removed.

8. Approval is required in advance if you plan to include display vehicles, vendors, or entertainment as part of your sponsorship marketing table.

9. Sponsors are prohibited from selling goods or services at any Village of Romeoville event.

10. Unless otherwise stated in writing by the Sponsor, the Sponsor permits the Romeoville Recreation Department to use the Sponsor's name/logo in promotional materials, advertising, and public announcements relating to the sponsored event without copy approval. The Sponsor further represents and warrants that it has the right to grant this permission.

SPONSORSHIP TERMS & CONDITIONS CONTINUED

Conflicts of Interest Policy

The Romeoville Parks and Recreation Department is committed to maintaining transparency, fairness, and public trust in all sponsorships and partnerships.

A conflict of interest exists when a business's products, services, or affiliations could compromise, or appear to compromise, the integrity, neutrality, or mission of the Department or the Village of Romeoville.

To address conflicts of interest, the following guidelines shall apply:

1. Businesses Located Outside of Romeoville

Businesses determined to present a conflict of interest and that are not physically located within the Village of Romeoville shall not be permitted to sponsor Department events, programs, or initiatives.

2. Businesses Located Within Romeoville

Businesses determined to present a conflict of interest but that are physically located within the Village of Romeoville may be accepted as sponsors at the Department's discretion. In such cases, the Department reserves the right to limit, restrict, or prohibit certain promotional activities, messaging, or materials associated with the sponsorship to ensure alignment with departmental values, policies, and community standards.

3. Final Determination

The determination of whether a conflict of interest exists, and the extent of any sponsorship or promotional limitations, shall be made by the Romeoville Parks and Recreation Department. All decisions are final.

This policy is intended to balance support for local businesses while safeguarding the integrity and public interest of the Department.