



Community and Economic Development Department

City of Sweet Home
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MEMORANDUM OF UNDERSTANDING (MOU)

This Memorandum of Understanding indicates a voluntary agreement to assist in the implementation of The Sweetheart Run (“event”) in February of each year starting from February 2019. The agreement is between the City of Sweet Home (“The City”) and a The Rotary Club of Sweet Home (“Rotary Club”). The purpose of this collaboration is to hold a family-friendly recreational event in Sweet Home that will also act as a fundraiser for the Rotary Club. The purpose of this MOU is to define general roles and responsibilities of each party as well as to specify how revenues from the event are distributed.

This agreement shall be subject to the following terms:

1. General Terms. The MOU shall begin upon signature of each party and shall continue until such time that all invoices associated with the event are paid, all grant requirements and reporting associated with the event is completed, and all associated administrative functions are completed, and as long as the collaboration between the Rotary Club and The City of Sweet Home is intact.
2. Responsibilities of the City:
 - a. Apply for a grant from the Siletz Tribal Charitable Contribution Fund (STCCF) to support the event.
 - b. Act as the fiscal agent for the event. The City will gather registration funds and any grant award(s) associated with the event.
 - c. Provide cones and signs on the event day at intersections where trained and certified flaggers are required.
 - d. Provide general office support to the Rotary Club in order to help ensure a successful event.
 - e. Provide the existing inventory of promotional shirts, medals, and other items associated with the event.
 - f. Assist with purchasing items needed for the event in consultation with the Rotary Club.
 - g. Meet and confer with Rotary Club prior to the event as needed to ensure a successful event.
3. Responsibilities of the Rotary Club:
 - a. Actively promote the event in order to maximize participation.
 - b. Recruit, train, and supervise volunteers to assist with event activities.
 - c. Manage the event website; with City guidance as needed.
 - d. Manage the event day activities; including course set-up and take-down, course management, registration, general event management, and assistance to Eclectic Edge.
 - e. Assist with completion of the terms associated with the grant provided by the STCCF if received; including but not limited to taking photographs of the event.
 - f. Meet and confer with the City prior to the event as needed to ensure a successful event.



4. Revenue Distribution. Event proceeds received from registration, grant, and donation proceeds associated with the event shall be distributed to parties in the following order:
- a. Event proceeds shall be first provided to, or remain with the City, to cover costs incurred by the City associated with contracted services and the purchase of items needed for the event. These expenses include, but are not limited to: run timekeeping service, portable toilet rental, advertising, promotional shirts, medals, and miscellaneous services or items associated with the run. This subsection includes medals, shirts, and items that have been purchased by the City for past events that are used as a part of the event. This subsection does not include reimbursement to the City for City Staff time associated with assistance for the event.
 - b. All proceeds from the event that remain after the payment under subsection (a) shall be distributed to the Rotary Club for the purpose of funding their scholarship, youth leadership training, and Dolly Parton Imagination Library programs.

City of Sweet Home Signature

Rotary Club Signature

Printed Name

Printed Name

Title

Title

Date

Date