

## Event Application Form Policies

Restoring Lands: A Wisconsin Land Trust is grateful that you are interested in supporting our mission. Restoring Lands allows individuals, groups, or organizations to conduct events to benefit its programs and services. Select events are approved if they are determined to represent Restoring Land's mission/branding. Upon application approval you may move forward with planning your event.

### Definitions

- Restoring Lands – (formerly Ozaukee Washington Land Trust & River Revitalization Foundation)
- Event – An activity by a non-affiliated individual, group or organization, where Restoring Lands has no fiduciary responsibilities and little or no staff involvement/support.
- Organizer – Person, group, or organization hosting an event.

**Please review this document in full prior to completion and submittal of the Event Application.**

### Pre-approval Process

- Approval by Restoring Lands must be obtained prior to any advertising or promotion of your event. Annual events should be registered each year.
- The Event Application must be submitted to RL at least 30 days in advance of the proposed event date.
- Requests for events to take place on Restoring Land's premises will be considered on a case-by-case basis.
- Third-party organizers of donation drives are encouraged to contact Restoring Land's Development Director prior to beginning the drive to determine the organization's most critical needs. Restoring Lands staff will not be made available to organize or attend in-kind donation drives.
- Restoring Lands retains the right to decline any event if it conflicts with its mission, fundraising efforts, or event calendar.

Restoring Lands will not approve:

- Third-party events that require the sale or endorsement of a product or service.
- Third-party event requests that promote a political party or candidate/potential candidate.

### Respecting Nature & Leave No Trace

- Restoring Lands is a land trust focused on restoration and improving biodiversity. We work hard to maintain and improve our natural lands, and many of our preserves have sensitive habitats. We ask that event attendees stay on trails and paths throughout their event.
- Event organizers are responsible for ensuring that event attendees "leave no trace" (no off-trail use without permission from Restoring Lands staff, remove all trash, no disturbance or damage to vegetation or downed woody debris, no harvesting or removal of natural items, respect nature). In addition, the following items are **prohibited** on our preserves:
  - Styrofoam (including plates, cups)
  - Balloons

### Post-approval Process

To enhance the success of events and to avoid conflicts with Restoring Land's donors, corporate sponsors, or other events already planned, the following policies should be observed:

#### Restoring Lands Resources

- Restoring Lands will not provide staff/volunteers to attend events.

- Restoring Lands informational materials can be provided for the organizer's use.

#### Revenues/Expenses

- Events must be financially self-sustaining without contribution from or financial/liability risk to Restoring Lands.
- Event expenses are the responsibility of the event organizer. Refunds or reimbursements of event expenses are not available or to be paid by Restoring Lands.
- By utilizing Restoring Lands property, the event organizer/sponsor must not charge a fee to the attendees of the event, per Restoring Lands funding source/acquisition restrictions.
- If the event requires an attendance fee or partakes in any fundraising activity, OWLT's Development Director must be contacted directly during the application process.
- All sponsor solicitations for the event must be approved by and coordinated with OWLT's Development Director prior to approaching any individual, corporation, or foundation for this purpose

#### Legality/Liability

- The event organizer is responsible for all vendor agreements, contracts, insurance and necessary permits for the event.
- Restoring Lands will not assume any type of liability for an event, including liability for any injuries sustained by event volunteers or participants on Restoring Lands preserves.

#### Marketing/Promotions

- The event planner is responsible for its own marketing, including writing and distributing press releases, PSA's, Facebook postings, invitations, ads, etc.
- At the request of the Event Organizer, Restoring Lands will publicly announce the event on its social media platforms, to include event host, event name, location and event time.
- The Event Organizer must submit all publicity and promotional material containing Restoring Land's name and/or logo to Restoring Land's staff for review and approval prior to publication/distribution of these materials. Please allow Restoring Lands staff five (5) business days to review these materials.

Restoring Lands may cancel an event or disassociate with  
An event at any time if these policies are not satisfied.

Thank you very much for your interest in supporting Restoring Lands: A Wisconsin Land Trust.

## Event Application

Thank you for visiting Restoring Lands preserves. Please complete and submit the following form. You will be notified of approval or denial at the contact information you provide in this form.

### **Organizer**

Group/Individual Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### **Event Details**

Name of Event: \_\_\_\_\_

Date & Time of Event: \_\_\_\_\_ Number of Expected Attendees: \_\_\_\_\_

Requested Preserve: \_\_\_\_\_

Brief Description of the event:  
\_\_\_\_\_  
\_\_\_\_\_

Public Event: promotion requested

Private Event: NO promotion requested

### **Signed Acceptance of Policy Guidelines**

I have read the Event Policies Guidelines and agree to follow them with regards to holding the proposed event on Restoring Land's conservation areas and preserves. Including "Leave No Trace".

Submitted by: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please submit the completed and signed application to email [owlt@owlt.org](mailto:owlt@owlt.org)**

**Questions: contact 262-338-1794 or email [owlt@owlt.org](mailto:owlt@owlt.org)**

**Event: Approved / Denied RL Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_**