



City of Cheyenne  
 Community Recreation & Events Department  
 Programs & Facilities Division  
 4603 Lions Park Drive  
 Cheyenne, Wyoming 82001  
 Phone: (307) 637-6423  
[www.cheyennecity.org](http://www.cheyennecity.org)

***Athletic Facility Advertising Acknowledgment Form***

The City of Cheyenne Community Recreation & Events Department would like to thank you for supporting important sports programs in our community. The Athletic Facility Advertising Program is available to all youth and adult sports organizations using, lease or agreement, City of Cheyenne facilities. The city allows such users to pursue this advertising to provide added funding for the programs and facilities that make sports participation possible. The City of Cheyenne makes every effort to support such programs through the provision of land, facilities, maintenance, field preparation, water, and utilities. The City of Cheyenne has limited funding available to further support these programs and facilities which is why this advertising program is important for this community.

As an Athletic Facility Advertising Program participant, it is important to the City of Cheyenne that you are aware how the program works and the roles the City of Cheyenne and the sports organizations have in this program. Through this form these roles are clearly defined.

1. Funds for the program are paid directly to the sports organization, not the City of Cheyenne.
2. The funds collected for the Athletic Facility Advertising Program must be spent on the programs and/or facilities where the advertising is placed or for the provision and maintenance of such advertising. The City of Cheyenne does not directly monitor these funds or their uses. It is the responsibility of the organization involved to assure that funds are properly expended. Each sports organization is responsible to provide for their status as a legitimate Wyoming Corporation and to obtain and maintain their non-profit status with the Internal Revenue Service.
3. The City of Cheyenne Community Recreation & Events Department will work closely with each organization to maximize the benefit of advertising dollars raised through this program.
4. The sports organization is responsible for all elements of this program to include, but not limited to, pricing, sales, purchase of materials, maintenance, installation, removal, and replacement of advertisements. To provide for consistency and accountability the Community Recreation & Events Department has required a written plan for this program.
5. The City of Cheyenne is not involved in the sales activities of each organization. The City of Cheyenne can not assure advertisers that they will not be contacted by more than one sports organization, or that they will not be contacted by more than one representative for each sports organization.
6. All banners must be installed by May 1<sup>st</sup> and removed by October 31<sup>st</sup>. Banners are custom printed at 1000dpi on 1 side of 8 oz. mesh vinyl material. UV Inks provide bright vivid colors that last up to 5 years outdoors. All banners are to measure 9’w x 6’h. Banners must state which organization they are sponsoring.

The signature below indicates acknowledgement of receipt of this form and the statement that this program will be administered by the listed sports organization.

**Company Name:** \_\_\_\_\_ -  
**Company Representative Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ -  
**Company Representative Printed Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_ -  
**Sports Organization:** \_\_\_\_\_ -  
**Sports Organization Representative Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ -  
**Sports Organization Representative Printed Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_ -  
**Location of Banner:** \_\_\_\_\_ -