

POULSBO AGREEMENT DISTRIBUTION SCHEDULE

SUBJECT: 2019-06 Kitsap Humane Society - Event Partnership MOU

CONFORM AS TO DATES & SIGNATURES

- Approved by the Mayor: 1/28/19
- Approved by the City Council: _____
- Completion: 8/14/19
- Recorded: _____
- Certificate of Liability: _____

DISTRIBUTE CONFORMED COPIES AS FOLLOWS:

- City Attorney
- Clerk's Department: Original
- Posted to Library Drive
- Posted to Web Site
- Department: _____
- Mayor
- Other: _____

Rhiannon Fernandez
City Clerk

3/5/19
Date



2019-06

Memorandum of Understanding for Event Partnership

This agreement is between Kitsap Humane Society (KHS) and City of Poulsbo and outlines roles and responsibilities in regards to event partnership. This MOU must be renewed yearly.

Scheduling

Both parties will work together to select a mutually agreed upon event date and time. Event date(s) and time(s) agreed upon: 2/14/19 & 8/13/19

Promotion/Marketing

Promotional materials for events will feature the logos of both partners. Promotional materials will be developed by KHS's Graphics and Marketing staff, unless noted here: _____

Promotion materials requested/needed:

- Full page flyer
- Half page flyer
- Quarter page flyer
- Facebook event cover photo
- Instagram image
- Other: _____

Events are most successful when both parties (event host and KHS) are actively involved in promoting the event. Each party will commit to providing the following marketing of the event:

- Facebook event: KHS (will share an event post created by KHS)
- Facebook posts: KHS (#: 2) event host (#: 2)
- Mention in newsletter: KHS event host
- Poster on-site in advance: KHS event host
- Flyers to distribute on-site: KHS event host
- On website: KHS event host
- Instagram posts: KHS (#: 2) event host (#: _____)



Equipment

KHS will be responsible for set up of equipment and clean up of the event area post-event. Most adoption and outreach events require housing for the animals, tables, chairs, and if outdoors, a tent.

KHS will provide:

animals, animal supplies, adopter information

Event host will provide:

Tables, Chairs, Protective Carpeting

Animal Selection

KHS staff will select animals to attend the event. All participating animals will be screened medically to rule out any major or contagious medical issues and screened behaviorally to rule out any significant behavior issues or any aggression.

All participating animals will be up to date on age appropriate vaccinations.

KHS cannot guarantee the health or behavior of animals, and health and behavior can change depending on circumstances at an event. If any participating animals present with concerning medical or behavior issues while at the event, KHS staff and/or volunteers will remove the animal from the event.

Animal Handling

Handling guidelines are designed to be customer friendly but also to reduce stress and risk of disease transmission for the animals.

Event hosts and their staff must follow the direction of KHS staff and/or volunteers regarding handling of and interaction with animals. This includes direction on how to appropriately greet animals as well as disinfecting hands between interactions with multiple animals.

KHS staff and/or volunteers will also be responsible for communicating animal handling directions to event visitors.



Adoption Policy

KHS upholds adoption policies at events. These policies include: approving adoptions to qualified homes on a first come, first serve basis; set adoption fees based on a fee structure; not putting a "hold" on an animal for a prospective adopter who is not prepared/approved to adopt; requiring that some or all family members and residents meet the potential new pet (depending on shelter pet's species/age).

Event hosts and their staff will refer any customers with questions about adoption policies to KHS staff and/or volunteers and will not request adoption policies be waived/exceptions made.

By signing below, both parties agree to the terms outlined above for a period of one calendar year, effective immediately.

Katherine Britton Date: 1/29/19
(Signature)

Katherine Britton, Community Placement Coordinator, Kitsap Humane Society

Rebecca Erickson Date: 1/26/19
(Signature)

Rebecca Erickson, Mayor, City of Poulsbo
(Printed Name) (Title) (Business/Organization)