



City of Arts & Innovation

## City of Riverside Administrative Manual

**Effective Date:** 01/2019  
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**Policy Owner(s):** City Manager's Office

**Approved:**

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*Michael D. Moore*  
Michael D. Moore (Sep 7, 2022 10:26 PDT)  
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Department  
City Manager

### SUBJECT:

## Table Sponsorship Policy

### PURPOSE:

The purpose of this policy is to establish procedures for the City Manager, or designee, to review and approve requests by City departments to sponsor tables at events and implement a tracking and reporting system of table sponsorships that have occurred for all departments in the City of Riverside.

### POLICY:

#### A. Authority<sup>1</sup>

1. The City Council authorizes the City Manager, or designee, to review and approve department requests for table sponsorships that meet the criteria established in this policy.
2. The City Council authorizes the City Manager, or designee, to approve urgent requests for table sponsorships that are received less than six months prior to the event without City Council consideration, if needed.

#### B. Sponsorship Limitations

1. The total amount of table sponsorships for each department is not-to-exceed \$1,000 per event or \$5,000 cumulative for the fiscal year.
2. The following Enterprise Funds shall not be utilized for table sponsorship purposes: Sewer Fund, Parking Fund, and Refuse Fund.

#### C. Procedures

1. Departments must submit all requests for table sponsorships to the Office of the City Manager at least six months prior to the event, or immediately upon becoming aware of the event, for review and approval.

A Table Sponsorship portal is provided in SharePoint (The Hive) to submit requests:  
<https://riversideca.sharepoint.com/sites/TheHive-TableSponsorship/SitePages/Open%20Sponsorships.aspx>

<sup>1</sup> Reference City Council approval on March 12, 2019

2. More than one department may sponsor a table at the same event, if appropriate, with prior approval from the City Manager.
3. Upon City Manager approval of a table sponsorship, the sponsoring department must post the event on a shared table sponsorship calendar (in Outlook or a similar software program) so that City Council members have the option to attend the event if their schedule permits.

**D. Tracking and Reporting**

1. The City Manager's Office shall report back to the City Council every six months on table sponsorships that have occurred during the previous six-month period, including the name of the event, organization hosting the event, sponsoring department, sponsorship amount, and who attended the event.
2. The City Manager's Office will report all approved table sponsorships to the City Council on a six-month basis for review and consideration.

These reports may be incorporated with Community & Economic Development Department reporting on the City Sponsorship Program.

**PROCEDURE:**

<b>Responsibility</b>	<b>Action</b>
All Departments	1. Receive request for table sponsorships. 2. Submit request for table sponsorships to the Office of the City Manager using the SharePoint portal
City Manager's Office	3. Reviews and provides approval through the SharePoint portal
All Departments	4. Post notification of event in shared table sponsorship calendar
City Manager's Office	5. Report table sponsorships to City Council every six months, may be done in collaboration with CEDD City Sponsorship reporting

**SOURCE OF AUTHORITY:** Charter of the City of Riverside, Section 601

**Attachments:** None