



Photo Club + Fontenelle Forest 2022-2023 Partnership

Fontenelle Forest acknowledges the rich history of the Fontenelle Forest Photo Club and is grateful for a mutually beneficial partnership.

As the partnership continues to evolve over time, the parameters of this agreement may change on an annual basis. Both parties agree to review and sign annually in September, according to the Business Year of the Club (September through August).

Fontenelle Forest agrees to:

- **Provide meeting space**
 - Photo Club has access to Fontenelle Forest space, free of charge
 - Room Value of \$2,600 (nine 2-hour rental sessions)
 - Members will meet on the third Thursday of the month, from 6:30-8:30 PM
 - Nature Center Forest Room: Sep. 15, Oct. 20, Dec. 15, Jan. 19, Feb. 16, Mar. 16, Apr. 20
 - Camp Brewster: Nov. 17, May 18
 - Offsite/No Meeting: June, July, August
- **Appoint a staff liaison**
 - Open and close building, set up microphone and projector screen
- **Provide permanent display opportunity in Nature Center**
 - Hallway space between Atrium and Forest Room will be designated for Photo Club displays
 - Frequency of display changes will be left up to Photo Club discretion
- **Promote Photo Club**
 - Fontenelle Forest will include a Photo Club promotion in the spring (March) issue of the Leaflet and one issue of the monthly e-newsletter (to be determined by both parties)
 - Fontenelle Forest will promote Photo Club on social media twice/year
 - Content will be determined by both the representative of Photo Club and Fontenelle Forest
- **Cover website requirements**
 - Cover annual renewal costs of website domains, hosting site, and SSL certificate (est. \$200)
 - Provide contact information for domain/host for all technical support questions



Photo Club agrees to:

- **Ensure Photo Club members maintain an active Fontenelle Forest membership**
 - Annually, the Photo Club executive team provides Forest staff with list of their members for verification; Forest staff will report back with any outstanding or expired memberships
 - The Photo Club team will be responsible for following up with their members to ensure this requirement is met
- **Abide by meeting space expectations**
 - Confirm meeting space dates and locations by May 31 of each year
 - Responsible for setting up and returning the space to same configuration as before the event
 - Bring own refreshments
 - Bring projector
- **Abide by all Fontenelle Forest brand standards**
 - Photo Club must use the approved logo on all external-facing documentation:
 - Photo Club agrees to notify Fontenelle Forest's marketing manager prior to publicizing logo
- **Work with Forest staff to determine parameters of displayed photos**
 - Design and build of permanent display must be approved by Forest staff
 - Images must feature themes that can be found in nature (ideally Fontenelle Forest specific, but not mandatory)

09.2022



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Acknowledgement

Phil Mininni

Photo Club Representative Signature, Date

Emily C. Pomeroy

9/23/22

Forest Representative Signature, Date