

Request for Recreational Program Partnership Initiative

Project Title: Recreational Program Partnership Initiative for Columbia Crossing River Trails Center

Project Purpose: Susquehanna National Heritage Area (hereinafter “SNHA”) is seeking to partner with local businesses, organizations, and/or clubs (hereinafter “Partner”) to offer recreational fitness programs during 2022 at Columbia Crossing River Trails Center, 41 Walnut Street, Columbia, PA. Recreational programs could include any of the following specialties: yoga, tai chi, senior or kid fitness, or aerobics.

Scope of Services and Responsibilities:

- A. **Description of Services** – The Partner will agree to offer classes in collaboration with SNHA as a public education and health initiative on a seasonal schedule. Partner and SNHA will work in collaboration to set a schedule, fee structure, ticket system, as well as description and press release content.
- B. **Responsibilities** – The Partner must supply instructors with proper credentials and/or experience based on the class. The Partner must supply any necessary equipment needed for the classes or request participants bring their own materials (i.e. yoga mats). The Partner must have commercial general liability that shall name SNHA and the Borough of Columbia as an additional insured and/or loss payee. The Partner and SNHA will jointly establish decision-making procedures for cancelling or rescheduling classes due to weather or other safety-related or operational issues. The Partner and SNHA will follow CDC recommendations related to COVID-19 protocols to protect the health of staff and attendees.

SNHA will agree to prepare class space (Riverview Deck or lawn area) prior to classes. SNHA will also adjust lights or restroom schedule to accommodate classes outside of normal visitor hours. SNHA will provide participant indemnification for Partner to collect at registration. SNHA will advertise and promote classes through social media and our website. SNHA will supply WIFI access to Partner to collect fees, if necessary. SNHA can host event information and ticket system, if needed.

- C. **Financial Partnership** – SNHA is 501(c)3 not-for-profit organization so a portion of class fees collected must contribute to the ongoing operation of Columbia Crossing River Trails Center. Twenty-five (25%) percent of each ticket must be remitted to SNHA on a monthly basis. Invoices documenting total participants and fees collected shall be recorded for each class.

Proposal Instructions: Businesses, organizations, and/or clubs interested in partnering with SNHA for this initiative must complete an application for consideration. SNHA will evaluate applications based on the follow factors:

- Qualifications and experience
- Capacity to perform in a timely manner
- Thoroughness of proposal
- Alignment with SNHA Mission