



Fall River Parent Academy Course Host Facility Agreement

Thank you for partnering with the Fall River Parent Academy! We appreciate you sharing your site resources to provide our parents, caregivers and community with an exciting and free learning opportunity. Please take a moment to fill out and sign the following Course Host Facility Agreement for the space you will be providing.

Facility (organization/business) name:

Address:

Name of course to be held at this facility (if known):

Room/space to be assigned:

Days / Hours of space availability:

Site Contact:

Phone:

Email Address:

Please read the following and check all that apply, indicating you agree with the responsibilities below.

As a Host Facility, we will:

- Read all correspondence and email reminders that will be received at least 3 days prior to the scheduled course(s). This email will provide all pertinent information, room / equipment requests and any updates.
- Ensure the building entry and meeting space meets all ADA standards of accessibility and will be ready for use at the time the course is to be delivered.
- Ensure that representatives from the facility will be prepared, punctual and professional at all times. All personnel at the site will be made aware of the partnership with the Fall River Parent Academy and have basic knowledge of the services / course(s) provided, and that everyone on the premises will be made aware of the scheduled course for this location.
- Ensure the facility is clean and conducive to learning and that all lighting, AV equipment and room requests are available and working properly.
- Ensure a course location/room assignment has been chosen and that signs are posted around the building to assist course participants and instructor(s) in locating the room/area. Please provide a separate list of the location(s) you are providing for Parent Academy if more than one room/site.
- Have the door unlocked at least 25 minutes prior to the course start time for set-up. Please be prepared to greet course participants if necessary and provide directions to the course room.
- Remain at the site for 30 minutes following the course start time. In the event there are no participants, post a cancellation sign on the door prior to leaving.
- Ensure someone will be available to lock up and secure the site at the conclusion of the course.

Print Name / Title

Signature

Date