# Agreement to Host Educational Activity Events with the

# Center for Public Safety Excellence, Inc.

Purpose

This agreement is to acknowledge cooperation between the Center for Public Safety Excellence, Inc. (CPSE), (hereinafter referred to as “CPSE”) and a prospective agency to host CPSE workshop offering(s).

The       agrees to abide by the following conditions and provisions to act as host agency of educational activities with the CPSE.

CPSE Intellectual Property Statement

All publications and material provided for CPSE classes are considered intellectual property and may not be reproduced, distributed, or transmitted in any form or by any means electronic or mechanical including photocopying and/or microfilm recording or by any information storage and retrieval system, without permission in writing from the Center for Public Safety Excellence, Inc. For information contact:

Center for Public Safety Excellence, Inc.

4501 Singer Court, Suite 180

Chantilly, VA 20151-1734

info@cpse.org

Mutual Indemnification

Each Party shall defend, indemnify, and hold harmless the other Party, including Affiliates and each of their respective officers, directors, shareholders, employees, representatives, agents, successors and assigns from and against all Claims of Third Parties, and all associated losses, to the extent arising out of (a) a Party’s gross negligence or willful misconduct in performing any of its obligations under this Agreement, or (b) a material breach by a Party of any of its representations, covenants or agreements under this Agreement.

Defining the Relationship

CPSE understands that this agreement is one in which both parties are considered independent contractors. Neither party will be considered agents of one another and do not have the authority to act on each other’s behalf.

Term of Agreement

This agreement will remain in effect until the completion of the designated workshop(s) and all intellectual property has been returned to CPSE. This agreement may be terminated by CPSE should the required minimum student registration not be met 14 days prior to the start date of the workshop. The agreement may also be terminated upon thirty (30) days’ written notice to the other party.

**Hosting Agency Responsibilities**

* + - 1. The host agency will provide an electronic copy of their organizational patch when submitting the signed hosting agreement. CPSE will use for the sole purpose of marketing the workshop(s) agency is hosting. CPSE prefers electronic format to be a jpg file.
      2. Host agency agrees to distribute CPSE provided workshop flyer beginning four months prior to the start of the workshop and as needed to ensure minimum registration requirements are met.
      3. When hosting any multi-day workshop, CPSE requests hosting agency dedicate one classroom for all days. This will allow the room to stay set up for the class and student items to be left overnight.
      4. The host agency will provide local hotel recommendations for sleeping room accommodations. Any recommended hotels must have a sprinkler system.
      5. The host agency guarantees to register at least four personnel for the workshop. If the class exceeds 20 paid registrations, CPSE will provide host agency complimentary registrations as stated in 9. under CPSE responsibilities.
      6. The host agency will provide at no cost to the CPSE, the following:

1. Meeting/Class room(s) must be appropriate to size of class
2. As a general rule of thumb CPSE recommends 37 square feet per student when evaluating room size. For example a 20 person class would need to be at least 740 square feet minimum.
3. Rooms should be able to facilitate a clustered grouping (tables and chairs) to allow student group activities during class. It is preferred to have no more than 4-5 chairs per cluster.
4. The meeting/class room should be free of distractions and outside noise.
5. Audiovisual equipment to include:
   * 1. Projection screen or equivalent
     2. High resolution LCD projector to project computer presentation
     3. Lavaliere microphone (if needed for the room)
     4. Sound system/speakers to connect to instructor laptop
6. White board with markers
7. Two easels with flip charts (post-it note style, to hang on the wall)
8. One highlighter and pen per participant (optional)
9. Electric connection for each attendee’s laptop computer
10. Access to wireless internet connection
11. Ability to dim lights or darken room
12. Participant packet (restaurant recommendations, information about city, community events, etc.).
13. Upon completion of the workshop, the host agency agrees to return unused materials to the CPSE office. Materials includes student workbooks and CPSE publications.

**NOTE:** The instructor(s) will need access to the classroom the afternoon before the class starts to set up and conduct an operational check of all AV and sound. Please make sure all training materials are in the room when the instructor(s) arrive. (CPSE will provide a list of required materials)

CPSE Responsibilities

* + - 1. CPSE will advertise all workshops on the CPSE web site, via email, and by other means.

1. CPSE will provide the host agency with a workshop flyer to be distributed by the host agency at least four months before the start of the workshop.
2. CPSE will process all registrations and payments for workshops. The hosting agency is not provided any funding from CPSE for the purpose of supporting its workshops.
3. CPSE will provide a means for attendees to receive certificates of completion.
4. The number of instructors will be determined by class size and will be selected from an approved instructor list. Any payments to instructor(s) will be in accordance with the contract in place between “instructor” and CPSE.
5. CPSE will provide the host agency and instructor(s) with a final workshop attendee roster not later than one week prior to the class start date.
6. CPSE will ship all required learning materials to the host agency point of contact at no cost.
7. To provide optimum utilization of limited CPSE faculty resources, the minimum class size will be 25 for all multi-day classes and 16 for all one day classes. Any class not meeting the minimum class size may be cancelled three weeks prior to the start date. Attendees will be notified if a class is questionable approximately five weeks out so to prevent them from making travel plans until a decision is made.
8. The CPSE will provide complementary registration for members of the host agency based on the following number of paid attendees for each class:
   1. Minimum of 20 attendees – CPSE will waive fees for two (2) attendees.
   2. Minimum of 30 attendees – CPSE will waive fees for three (3) attendees.
   3. Minimum of 40 attendees – CPSE will waive fees for four (4) attendees.

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Signature of Fire Chief

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Printed Name of Fire Chief

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of CPSE Representative

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Printed of CPSE Representative

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Date of Signature

APPENDIX A

Workshops

Check the workshop(s) your agency plans to host:

Quality Improvement through Accreditation (QITA) – 3 Days

Nurturing Fire Service Leaders through Mentoring – 1 Day

Exceeding Customer Expectations (ECE) – 1 Day

Hosting Dates

Preferred date(s) of workshop(s)?

Alternate date(s) of workshop(s)?

Classroom seating is limited to (number)?

Host Agency Contact Information

Primary Contact:

Title:

Department Name:

Office Phone Number:

Mobile Phone Number:

E-mail Address:

Office Address:

City:       State:     Zip:

Secondary Contact:

Title:

Office Phone Number:

Mobile Phone Number:

E-mail Address:

Workshop Location

Name of Facility:

Address:

City:            State:     Zip:

Does your agency plan to provide lunch?

Shipping Address for Workshop Materials

Name of Facility:

Address:

City:       State:     Zip:

Attention To:

Phone:       E-mail Address:

Hotel Information

1. Name:

Address:

City:       State:     Zip:

Is a group discount rate available?

Website address:

2. Name:

Address:

City:       State:     Zip:

Is a group discount rate available?

Website address:

Travel Information

Name of the nearest airport?

Additional Information

Please provide any additional information:

**Recommendations for Host Agencies**

1. Consider providing morning and afternoon refreshments to all workshop attendees on each day of the workshop (i.e. coffee, water, tea, soft drinks, fruit, snacks, etc).
2. Consider having workshops near hotel and eating establishments.

Please return signed hosting agreement, this completed Appendix A form and a .jpg of your current agency logo via email to: Tom Kuglin, CPSE University Manager, [tkuglin@cpse.org](mailto:tkuglin@cpse.org)