



Class, Group, Program, Event Facilitator / Host Agreement

I _____ agree to facilitate/ host _____
_____ for Heartland Equality.

This ___ Class ___ Group ___ Program ___ Service ___ Event will occur ___ once ___ annually ___
monthly ___ Weekly, on date(s) _____ at times _____.

I understand that as a facilitator / host I am acting as a representative of Heartland Equality, and I am expected to act with the upmost respect, and high moral and ethical requirements befitting of the task. I will treat all participants, and visitors with dignity, kindness, and respect. I agree to adhere to the following rules

1. I will help to market Heartland Equality programs, services, and events during my class, groups, program, service, or event.
2. I will not duplicate or give away keys (if given) to any Heartland Equality property
3. I will be punctual and makes sure that all visitors and participants are able to attend on time.
4. If I have to cancel or make any changes to dates or times of my event, I will get authorization from The Director of Operations at least 48 hours in advance. Emergency situations will be handled on a case by case basis.
5. I will post at least once a day in any pages, or groups that I am made to moderate as a result of said Class, Group, Program, Service, or Event.
6. I will actively try to help fundraise for my Class, Group, Program, Service, or Event.
7. Any group messages formed as a result of said Class, Group, Program, Service, or Event, will have the President of the Board, and the Director of Operations included to avoid possible negative ramifications towards Heartland Equality.
8. I agree to put the interest of Heartland Equality, and said Class, Group, Program, Service, or event above my own personal or professional interest, when in a decision making capacity.

Signed : _____ Date _____

Director of Operations: _____ Date _____