



# Hosting Agreement

## ***Hosting Responsibilities***

Protector's Toolkit (PT) and Host responsibilities related to providing a PT event are described below. Assistance is available by contacting PT at 1-254-423-5675 or via email at [admin@protectorstoolkit.com](mailto:admin@protectorstoolkit.com)

### **PT is responsible for:**

- Providing skilled, knowledgeable, engaging instructional staff
- Shipping the course materials to the designated location
- Providing a list of participants to the host
- Providing marketing assistance if requested and as time allows

### **Hosts are responsible for:**

- Actively participate in marketing via social media, flyers, emails, etc...
- Providing training facilities and equipment
- Coordinating all logistics regarding the facility
- Coordinating with the assigned instructor
- Accepting course materials and delivering them to the site
- Contacting PT for session marketing assistance
- Contacting PT to obtain approval to increase a session maximum and to cancel sessions

## ***Public and Private Events***

Hosts may request private events, as long as the training meets the class size minimums. Private events will be provided a private registration link.

In order to reach class size minimums, the host may request that PT make the event public. This allows anyone to attend the training, which can add a beneficial level of diversity and experience to your session. Public courses usually help build relationships between other churches in the local community.

## ***Host Participants***

For every three (3) paid attendees the host venue will receive one free ticket for their church to use at their discretion..

## ***Course Scheduling Confirmation***

Sessions are not officially confirmed until the hosting organization receives formal confirmation from PT.

## ***Participant Cancellation***

PT will notify the host if a participant cancels his or her enrollment.

## ***Session Cancellation***

If the host cancels the session and it is not an emergency situation (see weather cancellation below), the host is required to contact PT at 1-254-423-5675 or via email at [admin@protectorstoolkit.com](mailto:admin@protectorstoolkit.com). Cancellation must be requested no later than fifteen (15) business days prior to the course start date to avoid a cancellation fee. In the case of an emergency or weather related closing, the session cancellation fee will not apply.

## ***Emergency and Weather Related Cancellations***

We understand that “things happen” and acts of God (severe weather, sickness, etc..) sometimes cannot be helped. In those circumstances PT will partner with the host and together decide the best course of actions based on the totality of the circumstances. It is always PT’s desire that the safety of the host location and attendees comes first in every decision.