



Workshop Partner Office Agreement

PPL invites partnerships with organizations whose missions support our desire to expand services to our community to utilize space in our Workshop. We seek to partner with organizations that are committed to continuous improvement and collaborative, long-term strategies, not just short-term solutions to support the community. Here is a link to PPL's [mission, vision and values](#).

With respect to this agreement, a partnership is defined as a mutually beneficial collaboration between PPL and an external organization, individual, or community group and is subject to the terms and conditions of this agreement.

Three Partner Offices on the ground floor Workshop at 150 Empire Street, Providence, are available to PPL approved partners. The sole purpose of the Partner Offices is to provide free educational and/or social services to the public. Organizations wishing to utilize a Partner Office must adhere to the following conditions:

- Offer services that are consistent with PPL's mission, vision and values.
- Ensure that all services offered in the Partner Office are approved by PPL and are free.
- Follow all PPL conduct policies and various other PPL policies and uphold PPL's positive brand in the community.
- Offer a consistent presence with scheduled frequency and duration. Space is available during PPL's regular operating hours only.
- Solicitation of funds and/or promotion of commercial services is prohibited.
- Promote Partner Office services within their own organization and networks in order to help ensure the community is aware of the services offered and can benefit from the services.
- Partner organization informational materials will be available for distribution. Materials may not be hung on office walls or doors.
- Acknowledge PPL's contributions through appropriate forms of recognition.
- All Partner Office staff must complete a BCI check and submit paperwork to PPL before the commencement of services or activities.
- Provide PPL with data such as numbers of participants & the services that were provided.
- Promptly report any facility, security, or other concerns to PPL staff.
- Approved Partners are not PPL employees and will not represent themselves as such.
- Provide PPL with a Certificate of Insurance showing current General Liability coverage in the amount of \$500,000. Providence Public Library should be added as an Additional Insured and provided with the right to receive notices of any cancellation or coverage changes in case of any liability or other monetary harm to PPL.

PPL's responsibilities will be to:

- Provide Partner Office space in the Workshop at no charge to contracted and approved partners.
- Assign and schedule all partner office spaces with input from partners in a fair manner.
- Include Partner Office services in the library's event calendar and general library publicity efforts.
- Gather supplemental library resources to support ongoing learning from the program if interested.
- Designate a library staff liaison to facilitate communication and coordination in the use of the Partner Offices.

Partner Organization Responsibilities:

- Partner Office organizations must complete an [application](#) that will be reviewed by PPL staff.
- Partner Office organizations will be provided with a security card to access the Workshop area only. This is only for use by designated, PPL approved Partner Office organization staff and will allow access only during designated times. Lost or stolen cards should be reported to security immediately. There will be a charge of \$5 for lost/stolen cards.
- When the Partner Office is the only service taking place in the Workshop, Partner Office staff should limit access to their clients only.
- Clients waiting for service should wait in the designated chairs outside the Partner Office. All parties should be respectful of other activities taking place in the Workshop, other Partner Offices, and the Classroom. All efforts should be made to schedule appointments that minimize client wait times.
- Partner Office organizations are responsible for securing their materials and personal belongings. PPL is not responsible for lost, stolen, or damaged materials or personal belongings.
- No personal effects should be left in the partner office.
- Use of a printer located in the Workshop for on-site needs is available. No excessive printing is permitted.
- Partner Offices must be kept clean and neat.
- No signs can be adhered to any surface. Please do not use any type of adhesive or tape on the walls.
- Use of the kitchenette is available to Partner Office staff only (no clients). Any food must be removed daily.
- Food is not permitted in the partner offices (without prior authorization) and drinks with lids are acceptable.
- If larger space for one time programs is needed, a PPL space request can be made by completing an online [form](#). Guidelines do apply and availability is not guaranteed.
- If PPL is closed to the public for any reason (weather, electrical problem, etc.), PPL will notify partners of building closures as soon as possible, and Partner Office services will not take place. Partners are responsible for notifying their clients.
- Partner Office organizations must promptly vacate the office when their reserved time ends, leaving it clean and ready for the next user to begin their reservation at the correct start time.

PPL reserves the right to terminate this Agreement, without notice, should conditions arise that conflict with this policy or any PPL policy and/or the partnership no longer supports the best interest of PPL. Partners should provide a minimum of 30 days notice to end this agreement. New services/responsibilities that develop and fall outside of this agreement must be reviewed and agreed upon by PPL prior to their delivery to clients. These changes will be added as an addendum or a new agreement will be completed.

This partnership agreement is valid from _____ to _____. A new application will be required for renewal consideration.

Library Staff Signature: _____

Partner Signature: _____

Date: _____

Date: _____