

Event Coversheet

Please complete this sheet to request the use of space at a Providence Housing Authority Developments for an event. Please note below that based on the type of event, this form must be submitted at your earliest convenience to either **Peter Asen** (political events) or **Nicole Morillo** (resident service events). Questions on this form or policies can be directed to Peter or Nicole based on the type of event.

**Please note the current safety protocols on page 3 of this form. PHA reserves the right to update these protocols as necessary based on a COVID surge or other health and safety concerns.*

1) Requests must be made a minimum of 3 business days ahead of the planned event

Organization:

Contact person:

Phone:

Email:

Location/Development:

Date:

Time:

Indoor or Outdoor event:

Anticipated number of attendees:

Will there be anything creating loud noise (i.e., speakers for music)?

2) Purpose of event

Partner services – email Nicole Morillo at nmorillo@provhousing.org

Politi Political candidate/cause– email Peter Asen at pasen@provhousing.org

3) **What is the event set up?** (Note: For events hosted by political candidates/causes PHA is unable to assist with setup. PHA assistance with set up for other events determined by staff availability)

4) **Will there be food at the event?** Yes / No

If yes, please describe below

5) **Are you planning to invite media?** Yes/No

6) **Is there anything else that you think PHA may need to know?**

PHA safety protocols:

- 1) **Indoor events are limited to 8:30am to 3:30pm on business days** and will require all participants to be masked.
 - a) Food may not be consumed indoors at PHA events. Food may only be provided for indoor events when people depart
 - b) Outdoor events may have food and may be approved for non-business hours if PHA security or other staffing will not be needed.
 - c) PHA reserves the right to cancel indoor events or change these protocols in the event of a significant increase in COVID risk.
- 2) **Health screening** – The requester certifies that it will notify and require that any staff and volunteers for any partner organization do not come to an event if they
 - a) Have symptoms which may be symptoms of respiratory Infection, including, but not limited to the following: fever, cough, runny nose, sense of smell, shortness of breath, severe sore throat, or muscle aches. This applies regardless of vaccination status.
 - b) They are unvaccinated and have been in close contact (within 6 feet for at least 15 minutes) within the last 14 days with anyone known to have tested positive or been presumed positive for COVID- 19.
 - c) They have been directed to quarantine by the Rhode Island Department of Health or a medical professional.
- 3) **Masks are required** for all staff, volunteers, and attendees for indoor events. Masks are encouraged for outdoor events.
- 4) **Social Distancing required** during the event – attendees must maintain a minimum of three feet and when possible, at least six feet. Partner/event requester must agree to do their part to maintain social distance at the event.
- 5) **Flyers may be placed in lobbies and outside or inside of elevators** and should be removed after the event. Outside political campaigns and other partners may NOT go door to door inside the building. Flyers should not use duct tape or other tape that will damage paint.