



Housing Authority of
PADUCAH

Community Partner Event Request/Application Form

Housing Authority of Paducah

Organization Name: _____

Contact Person: _____

Phone: _____ Email: _____

Proposed Event Date(s): _____

Proposed Event Time(s): _____

Location/Site (if known): _____

Number of Expected Attendees: _____

Do you plan to partner with other vendors/agencies for this event?

Select the Primary Focus Area(s) for Your Event:

(You may select more than one)

Health & Wellness

e.g., screenings, fitness classes, mental health support

Financial Literacy & Economic Mobility

e.g., budgeting, credit repair, benefits assistance

Youth, Family & Parenting Support

e.g., kids' activities, parenting workshops, teen mentoring

Digital Inclusion & Technology

e.g., tech training, device access, cybersecurity basics

Civic Engagement & Legal Services

e.g., voter registration, legal clinics, rights education

Education & Lifelong Learning

e.g., GED prep, literacy support, college help



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Workforce Development & Employment

e.g., job fairs, skills training, resume workshops

Basic Needs & Social Services

e.g., food or hygiene drives, utility or housing help

Arts, Culture & Community Building

e.g., art workshops, cultural events, community clean-up

OTHER: _____

 Brief Description of the Event/Service You Will Provide:

 Do You Require Any of the Following?

Tables/Chairs

Indoor space

Outdoor space

Access to electrical outlets

Wi-Fi access

Interpreter or translation support

Other: _____

 Required Documents (attach or submit separately):

Certificate of Liability Insurance, listing the Housing Authority of Paducah as an additional insured

*Minimum coverage (e.g., \$1M per occurrence / \$2M aggregate)



*Workers' comp coverage (if applicable)

- Background check verification (if working with youth)
- 501(c)(3) letter or equivalent (if claiming nonprofit or tax-exempt status)
- Food Handling Certification (if serving food)
- Flyer or promotional materials for resident outreach

Applicant Acknowledgment Statement (to be reviewed prior to submission)

By submitting this request, I acknowledge that I am duly authorized to act on behalf of my organization or agency in making this application. I further understand that, upon conditional approval of this request, my organization will be required to review and execute a Memorandum of Understanding (MOU) with the hosting agency prior to the scheduled event.

The MOU will outline key responsibilities and expectations, including but not limited to:

- Terms and conditions for facility use
- Clean-up and post-event responsibilities
- Liability for any damage to property
- Indemnification of the hosting agency
- Event restrictions (e.g., no alcohol, no political campaigning)
- Cancellation and rescheduling procedures
- Designation of a staff point of contact for day-of coordination
- Safety and Security Plan, including:
 - o Crowd management
 - o Emergency protocols
 - o Equipment setup plan (e.g., inflatables, stages, generators)
 - o First aid provisions



- Media Release/Photo Consent protocols (for any photography or videography involving residents)
- Optional waiver of liability forms for participants involved in physical or high-risk activities (e.g., Zumba, yoga)

I agree that failure to comply with the MOU requirements may result in revocation of event approval.