

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 **Amanda DeGrace** (political events) or **Nicole Morillo** (resident service events). Questions on this form or policies can be directed to Amanda 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

Political candidate/cause– email Amanda DeGrace at adegrace@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 7:00pm** only.
 - a) Food should be provided only in individual servings and residents should not be serving themselves from the same shared trays.
 - b) Outdoor events may have food and masks are not required.
 - 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, or have otherwise tested positive for COVID-19 within the past 5 days.
- 3) **Masks are encouraged and appreciated** for all staff, volunteers, and attendees especially for indoor 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. Candidates and campaign volunteers may not knock on doors in high rises or family buildings where apartment doors are inside the building.

Addressing Resident Complaints or Questions – protocol for candidates

PHA does understand that at times, residents may bring a concern or question about a personal matter with the PHA to candidates who hold events. PHA does wish to work collaboratively with candidates who seek to follow up on these matters and we request the following.

If a resident raises an issue regarding maintenance, please encourage the resident to contact Maintenance dispatch as a first step. This phone is monitored 24/7 and work order requests can be called in at 401-421-3325. If a resident does not have access to a phone they can bring the matter to their property management office.

For non-maintenance matters, residents should be encouraged to speak to their office about the matter as a first step.

In cases where the resident says maintenance or the office have already been contacted, PHA requests that candidates who wish to follow up on these matters do the following:

- Advise the Resident that you will bring the matter to PHA's attention.
- Send an email to Melissa Sanzaro (msanzaro@provhousing.org) and Jacqueline Martinez (jmartinez@provhousing.org) describing the concern. In case PHA does not have updated contact information for the resident, please provide that information if you have it.
- Please understand that without a signed release from the resident, PHA will not be able to provide non-public information back to you about the resident's situation but will be able to let you know that we are following up on the matter and can contact the resident as appropriate.