

Special Event Request Form

Please complete this form in its entirety. Incomplete submissions may result in denial of your request.

Submission Instructions:

- For **political events**, email the completed form to: Michelle Booth – mbooth@provhousing.org
- For **resident service events**, email the completed form to: Nicole Morillo – nmorillo@provhousing.org

For questions regarding this form or related policies, contact Ms. Booth or Ms. Morillo based on your event type.

Once received, a coordinator will contact you to facilitate the application process.

Organization Information

- Authorized Representative Name: _____
- Organization Name: _____
- Address: _____ City: _____
State: _____ Zip: _____
- Primary Contact Phone: (____) _____
- Primary Contact Secondary Phone: (____) _____
- Primary Contact Email Address: _____
- Fax Number: (____) _____

Event Details

- Organization Type (check one): ☐ Individual ☐ Commercial ☐ Non-Profit
☐ 501(c)(3) Tax-Exempt ☐ Political
- Preferred Event Dates:
1. _____ 2. _____
3. _____
- Preferred Start Time: _____ AM / PM
- Preferred End Time: _____ AM / PM

- Description of Event:

- Requested Event Location: _____
- Expected Attendance (range): _____ (e.g., 75–100)
- Event Setup Description: *(Note: PHA cannot assist with setting up for political events. Set-up support for other events is subject to staff availability.)*

Food and Media

- Will food be served? ☐ Yes ☐ No

If yes, please describe:

- Will media attend? ☐ Yes ☐ No If yes, list media outlets and purpose:

Security and Space Considerations

- Anticipated security or space concerns:

PHA Safety Protocols

- Indoor events are permitted between 8:30 AM and 7:00 PM
- Outdoor events must comply with local noise ordinances
- Food at outdoor events must follow health and safety protocols
- All food must be disposed of within 2 hours of service or immediately after the event
- PHA reserves the right to cancel events or impose additional requirements

Release of Liability

The Organizer agrees to indemnify, defend, and hold harmless the PHA, its officers, employees, and agents from any claims, damages, liabilities, or expenses (including reasonable attorney's fees) arising from the actions or omissions of the Organizer, its staff, guests, or contractors related to the event.

Insurance Requirement

A Certificate of Insurance (COI) must be submitted before PHA confirms event approval. The COI must show liability coverage and remain valid through the event date.

Resident Complaints Protocol (Political Events Only)

If residents raise concerns during your event:

- Maintenance Issues: Encourage residents to call Maintenance Dispatch at (401) 421-3325 (available 24/7) or visit their property management office.
- Non-Maintenance Issues: Direct residents to their property management office.
- If residents say they've already contacted maintenance or the office:
 - Inform them you will follow up with PHA
 - Email Melissa Sanzaro (Executive Director) at msanzaro@provhousing.org and Jacqueline Martinez (Deputy Executive Director) at jmartinez@provhousing.org
 - Use subject line: [Event Name] – Community Inquiry
 - If the resident consents, include their contact information