



Professional Development Confirmation Agreement

Prepared for
Rancho Pico Junior High School

May 22, 2019



Rancho Pico Junior High School
26250 West Valencia Boulevard
Stevenson Ranch, California 91381

Thank you for selecting The Flippen Group to provide your staff development needs. We look forward to serving you. Our goal is to provide you with a training that will both motivate and empower the participants to a new level of success. Please take a moment to review the information that follows and then sign and return this form to us promptly in order to confirm your training reservation.

SECTION 1: TRAINING INFORMATION

Training: Capturing Kids' Hearts Recharged
Dates: August 9, 2019 (Friday)
Inservice Times: 12:30-3:30 PM
Location: Christ Lutheran Church, 25816 North Tournament Rd, Valencia, CA 91355
Audience: Up to 60 people
Presenters: 1 trainer from The Flippen Group

***Prerequisite:** A minimum of 80% of the participants must have completed Capturing Kids' Hearts 1 training.

SECTION 2: TRAINING SET-UP SPECIFICATIONS

Note: All facility details will need to be coordinated and funded by Rancho Pico Junior High School. As you know, the environment in which the training is conducted impacts training effectiveness. In order to ensure outstanding results for those attending, we will need your help in arranging the facility based on the specifications found below.

The following pieces of equipment to be provided, set up and tested for function prior to our arrival at the presentation:

- o Wireless lavallere microphone allowing much freedom of movement
- o Table or podium for materials
- o Post-it style flipchart pad with easel and selection of colored markers
- o Location must have good lighting.
- o Video projector, laptop, connections cables, remote, large screen and speaker system
- o Location must have comfortable seating and good acoustics.
- o Cannot be held in a gymnasium.
- o Meeting room should be set in a "Modified Chevron" shape with no participant's back positioned toward the presenter (See Appendix A).

Authorized Signer Initials JP



SECTION 3: YOUR INVESTMENT

Contract Fee: \$3,000.00
Travel Fee: ~~\$4,000.00~~* \$500.00
Total: \$3,500.00

*Travel packages will be billed at rate of ~~\$4,000.00~~ \$500.00 for one-day events, \$1,500.00 for two-day events and \$1,800.00 for three-day events (per trainer). Travel rates are subject to change. Travel expenses that The Flippen Group has incurred and that have to be cancelled as a result of rescheduling or cancelling of a service without two weeks notice, may result in an extra charge to your organization.

SECTION 4: PAYMENT POLICIES

- Purchase order is required 45 days prior to each scheduled event.
- The fee for each service, including travel (if applicable), will be billed when services are rendered.
- Invoices are due upon receipt. Please make all checks payable to Flippen Group.

SECTION 5: EVENT CONFIRMATION


Both parties will consider this program confirmed upon the signing of this agreement prior to June 14, 2019. Upon execution of this Agreement, The Flippen Group will reserve your function at the exclusion of all other business opportunities. Rancho Pico Junior High School grants The Flippen Group permission to contact its employees and or faculty members via email.

SECTION 6: RESCHEDULING/CANCELLATION POLICY

- The Flippen Group can honor rescheduling requests 90 days or more before the first day of the event at no penalty and can be rescheduled for another time based on availability.
- Should Rancho Pico Junior High School notify The Flippen Group less than 90 days before the first day of the event, then both parties understand this event has been cancelled and the full contract fee will be assessed.
- Force Majeure: Neither party shall be liable for any failure to perform its obligations where such failure is as a result of Acts of God (including fire, flood, earthquake, storm, hurricane or other natural disaster), war, invasion, act of foreign enemies, hostilities (whether war is declared or not), civil war, rebellion, revolution, insurrection, military or usurped power or confiscation, terrorist activities, government sanction, blockage, embargo, labor dispute, strike, lockout or interruption or failure of electricity [or telephone service], and no other Party will have a right to terminate this Agreement in such circumstances. Any Party asserting Force Majeure as an excuse shall have the burden of proving that reasonable steps were taken (under the circumstances) to minimize delay or damages caused by foreseeable events, that all non-excused obligations were substantially fulfilled, and that the other Party was timely notified of the likelihood or actual occurrence which would justify such an assertion, so that other prudent precautions could be contemplated.

SECTION 7: INTELLECTUAL PROPERTY POLICY

- The Flippen Group's intellectual property is a crucial part of providing training materials and consulting services to its clients, and The Flippen Group could not continue its work if its clients did not honor and respect The Flippen Group's intellectual property rights. None of our work or work product is done on a "work for hire" basis, and all of

Authorized Signer Initials 

The Flippen Group . 800.316.4311 . www.flippengroup.com
1199 Haywood Drive . College Station, TX 77845

Rancho Pico Junior High School
Capturing Kids' Hearts Recharged
August 9, 2019



our material and work product is owned exclusively by The Flippen Group and is subject to one or more of the following: copyright, trademark, patent, license, or trade secret. Intellectual property and learning/know-how that may be developed while working with any client shall remain the property of The Flippen Group. By entering into this agreement you are expressly acknowledging and agreeing to the matters set forth in this paragraph, and you are agreeing that none of the training materials, notebooks, videos, presentations, processes, concepts, or parts thereof may be used by you, for any purpose, without the express advance written consent of The Flippen Group. In addition, you are agreeing to have any of your engaged contractors or subcontractors sign an agreement to protect The Flippen Group's intellectual property.

- Video and/or audio taping is strictly prohibited without prior written approval by The Flippen Group.
- Media representatives are not allowed to attend training without prior written approval by The Flippen Group.

SECTION 8: CONFIRMATION

I have read and understand the policies of The Flippen Group as printed in this agreement, and, as the contact person for this training, I will endeavor to see that all policies and related details are understood and completed by all involved parties in the planning of this event.

Signed: [Signature]
(Group contact person or representative)

Date: 5/22/19

Print Name: Ralph Raschek

Title: Chief Financial Officer

Signed: Kim Wilson
(Flippen Group representative)

Date: May 22, 2019

Print Name: Kim Wilson

Title: Service Director, Client

SECTION 9: CONTACT US

If you have any questions or need additional assistance, please do not hesitate to contact us.

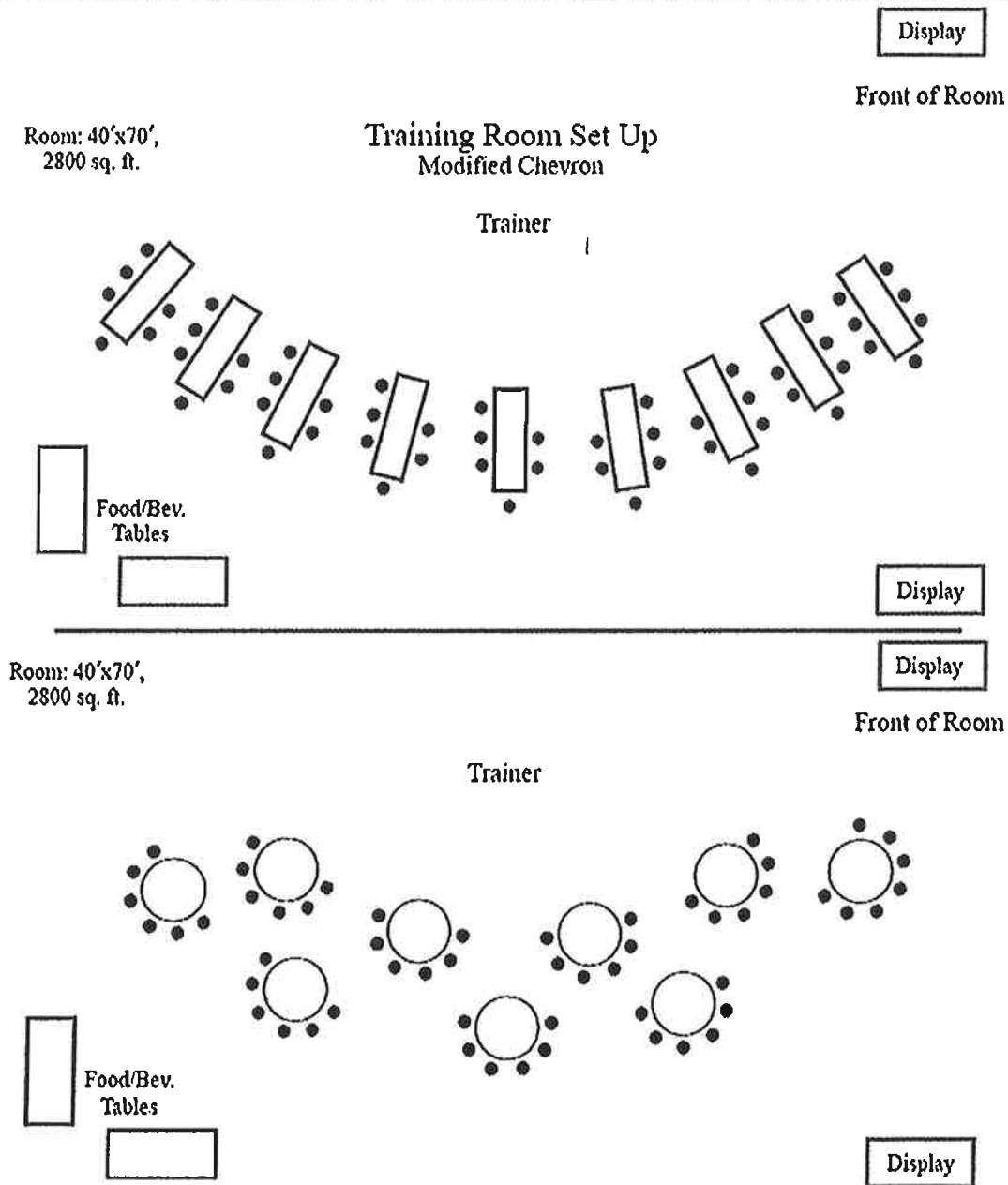
The Flippen Group
Attn: Angle Shoffner
1199 Haywood Drive
College Station, TX 77845

Phone: 888-608-8488
Fax: 877-941-4700
angle.shoffner@flippengroup.com


Authorized Signer Initials EP

The Flippen Group . 800.316.4311 . www.flippengroup.com
1199 Haywood Drive . College Station, TX 77845

Rancho Pico Junior High School
Capturing Kids' Hearts Recharged
August 9, 2019



Please choose based on table type availability or if both table types available, please choose based on room shape/size to maximize walking/movement space for both the facilitator and participants.

Authorized Signer Initials 



CKH Recharged 1 - Event Planning Guide

45 days prior to the event, The Flippen Group event coordinator will need:

- ☐ Location of training, including address, phone number and room assignment with the following specifications:
 - ☐ • Set up in "modified chevron" with no participant's back to the presenter
 - ☐ • Comfortable adult sized chairs with backs and cushions (no tables w/attached chairs)
 - ☐ • Good acoustics
 - ☐ • In-services **cannot** be held in a gymnasium.
- ☐ Recommendation for hotel close to the venue
- ☐ Confirmation that the following AV equipment will be provided:
 - ☐ • House sound or adequate speakers
 - ☐ • Wireless lapel microphone
 - ☐ • Post-it style flip charts with easel
 - ☐ • Selection of colored markers
 - ☐ • Podium
- ☐ Event planning contact person's name, title, email address, and cell phone number
- ☐ Onsite contact person's name, title, email address, and cell phone number.
- ☐ A copy of the Purchase Order
- ☐ Schedule for the day (start time & end time)
- ☐ Number of Participants
- ☐ Handout reproduced for each participant, if applicable
- ☐ If purchasing additional consulting hours, we will need agenda and attendees for each one hour session.

On the day of the event, The Flippen Group consultant will need:

- ☐ AV Equipment listed above
- ☐ Onsite contact to meet the presenter one hour prior to start time and assist with any needs.
- ☐ Handout reproduced for each participant, if applicable

Questions? Contact us! The Flippen Group: 1-888-608-8488

CHRIST LUTHERAN CHURCH FACILITY USAGE AGREEMENT



Contact Person: Erum Velek Phone #: (661)284-3260 E-mail: evelek@hartdistrict.org

Referred by: Ben Wobrock

Group/Affiliation: Rancho Pico Junior High School

USAGE DATE(s): Fri, 8/9/19 Room(s) used: Fellowship Center

Number of people expected at event: 60 Time of Event: 11³⁰ to 4³⁰

If children will be present, number of children expected & age range n/a

If children will be present, **you are required to provide adequate adult supervision**. At NO time are children allowed to run/play/skateboard on the patio, in the parking lot or in the Sanctuary.

Fee: \$250 (Fee is due no later than the day of the event). In addition, a \$100 refundable deposit will be required to rent the Sanctuary, the Fellowship Center & Lounge.

We are pleased to be able to offer your group the use of our facilities. By signing this document, you agree to abide by the following procedures and expectations:

1. Your group has use only of the above designated areas of the facility. Any additional use of other portions of the facility must be first cleared by the Office Manager.
2. This is a dry campus. **ALCOHOL of any kind is PROHIBITED in all areas of the CLC campus, including the parking lot.**
3. This is a smoke-free campus. **SMOKING is PROHIBITED in all areas of the CLC campus, including the parking lot.**
4. This is a drug-free campus. **ILLEGAL DRUG USE of any kind is PROHIBITED in all areas of the CLC campus, including the parking lot.**
5. Any items you use for your meeting/activity must be removed at the conclusion of each meeting.
6. Your group meets here by permission of Christ Lutheran Church (CLC). In the event of any conflict in scheduling, the Church will always receive priority.
7. Your planned use of the Facility of CLC must be consistent with the beliefs and practices of Christ Lutheran Church.

(Please turn page over)

8. CLC incurs a cost in allowing you to use our facilities. To cover our costs, you will be charged the fee specified above unless other arrangements have been negotiated with the Office Manager/Facilities Coordinator.
9. Though our custodian cleans our facilities including the room you will be using, it is expected that **you will clean up after your group**, including hauling your trash to the dumpster, breaking down chairs/tables you've used and washing any surfaces that have been left messy as a result of your use. If clean-up is excessive, you will receive only a partial refund with the custodial costs subtracted. _____ (Initial)
- a.) At NO time are you allowed to use the following items: Glue, glitter, stickers, paint or tape on walls or floor. Please be aware that use of prohibited items will automatically result in the forfeiture of the \$100 cleaning deposit. _____ (Initial)
10. You agree to reimburse the church for any property that was damaged as a result of your use.
11. **The Facility may NOT be used for fundraisers of any kind, unless directly related to the ministry of CLC.**
12. A **Certificate of Insurance** naming CLC as an additional insured, with a minimum of \$1 million must be received by CLC from the Guest Group prior to use of the campus. _____ (Initial)
13. Unless otherwise arranged, it is **our policy to provide a Facilities Host (FH)** for at least part of the time your group will be using our facilities. The FH will be available to give you a tour of the campus, provide keys (if necessary) and be present in the event you require assistance or in the case of an emergency. In the event that your group will not arrive until very late in the evening (e.g. a sleepover after a trip to Magic Mountain), it will be necessary for a representative from your organization meet the FH at a pre-arranged earlier time.

PLEASE NOTE: The FH is NOT a custodian or a security guard. If it is deemed that a security officer(s) is necessary for your event, the Guest Group agrees to provide such security at their own expense.

On behalf of my organization, I declare that I have read and agree to the above stipulations.

Responsible Party/Person Signature: _____ Date: 5/22/19

CLC Office Staff: Linda Bonar, Office Manager/Facilities Coordinator

linda@clcscv.com or 661.259.0200 ext. 210



CHRIST LUTHERAN CHURCH FACILITIES RENTAL POLICY

RENTAL AGREEMENT: The Facilities Coordinator/Office Manager will require that the requesting organization complete the Facilities Usage Agreement. This agreement will set the fee, negotiated by the Office Manager, using the guidelines below; however, the Office Manager has the discretion to change the fee schedule, depending on circumstances.

CERTIFICATE OF LIABILITY: Whenever possible, the requesting organization will provide a Certificate of Liability naming Christ Lutheran Church as an additional insured, with a minimum of \$1 million, prior to use of the campus.

FACILITIES HOST: The Facilities Coordinator or another trained Facilities Host (FH) will be present for at least part of the events held on campus by outside groups. If the Office Manager is unavailable, a trained Facilities Host will be provided if possible. The renting party will pay the Facilities Host \$50 stipend. Staff members may also serve as Facilities Hosts.

The Office Manager is responsible to determine (on a case-by-case basis) the requirements of the FH prior to the event. At a minimum, the host will open the facility, greet the organization, be present at the closing of the event, confirm that lights and A/C have been turned off and lock up. For full-day or overnight events, the FH may leave and return, but must be present to open the facilities and lock up. Basic pay will be \$10 per hour, rounded up to the closest quarter hour; however, if the negotiated agreement includes more responsibility, the hourly rate can be adjusted. In such cases, the fee paid by the renting organization will also be increased.

CLC EVENTS: CLC-sponsored events do not require a rental agreement or fee. The Ministry Leader would be considered the FH.

CLC Members/Regular Attender Private Rental Policy: \$50 utilities fee + \$100 refundable cleaning deposit.

FEE GUIDELINES for Non-CLC affiliated groups: *A \$100 refundable cleaning deposit will be required to rent the Sanctuary, Fellowship Center or Lounge. A full or partial refund will be returned after the space is inspected by the Office Manager, FH, or Custodian.*

| | |
|-----------------------------------|-------------------------|
| Education Ctr Rooms 9/10 & 12/13: | \$50 (up to 4 hours) |
| Youth Center: | \$75 (up to 4 hours) |
| Fellowship Center/Kitchen: | \$250 (up to 4 hours) |
| Sanctuary: | \$200 (up to 4 hours) |
| Room 5 Lounge (F/C) | \$75 |
| Parking Lot: | \$20 per day, per space |