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**Community Education Service Agreement**

This Agreement is made and entered into by and between:

**Florida SouthWestern State College ("FSW")
Office of Corporate & Community Education
8099 College Parkway, Fort Myers, FL 33919**

**Corporate.training@fsw.edu**

**(239)489-9105**

And

**[INSERT Facility Name] ("Facility")
[INSERT Facility address]
[INSERT Facility email address]**

**[INSERT Facility contact and phone]**

**1. Purpose of Agreement**

FSW agrees to provide educational programming at the Facility as part of its Community Education services. The courses will be conducted by facilitators provided by FSW.

**2. Program Details**

* **Number of Sessions:** **[INSERT TOTAL NUMBER OF CLASSES]**
* **Frequency:** **[INSERT FREQUENCY e.g., Monthly, Biweekly]**
* **Session Dates:** **[INSERT ALL SCHEDULED DATES]**
* **Session Times:** **[INSERT START AND END TIME]**
* **Location:** **[FACILITY NAME AND ROOM DETAILS, IF APPLICABLE]**
* **Audience:** **[INSERT e.g. Senior Living Community Residents]**
* **Estimated Class Size:** **[INSERT NUMBER]**

**3. Responsibilities of FSW**

* Provide facilitator for each session.
* Coordinate scheduling and course materials.
* Maintain communication regarding any changes or updates to programming.

**4. Responsibilities of Facility**

* Provide a safe and accessible space for instruction.
* Promote the courses to residents as appropriate.
* Notify FSW of any facility access requirements or changes in availability.
* Support set-up needs such as tables, chairs, projector, or A/V equipment (if applicable).

**5. Payment**

* Rate per Session: **$[INSERT RATE PER SESSION]**
* Total Amount: **$[INSERT TOTAL FOR ALL SESSIONS]**

**Payment Method: Check payable to FSW Corporate & Community Education. A deposit of 50% of the estimated total is due upon signing of agreement. A final invoice will be provided upon completion of services with final payment due within 30 days.**

**6. Cancellations & Rescheduling**

* Either party may reschedule or cancel a session with at least **10 business days**’ notice.
* Cancellations made within 10 business days of training date will forfeit the deposit as a cancellation fee. A cancellation due to weather or emergencies will be rescheduled at a mutually agreed time.

**7. Term and Termination**

* This Agreement becomes effective when signed by both parties and ends on completion of all scheduled sessions.
* Either party may terminate the Agreement with 14 days' written notice.

**8. Indemnification**

The Facility agrees to hold harmless and indemnify FSW for any claims arising from Facility’s own negligence or misconduct during the term of this Agreement.

**9. Signatures**

**Florida SouthWestern State College**

By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Jason Dudley

VP, Business Affairs and Technology

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[INSERT FACILITY NAME]**
By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_