



## Castle Rock Colorado Genealogical Society

### Facilitator Agreement

The Castle Rock Colorado Genealogical Society (CRCGS) enjoys a partnership with the Philip S. Miller Library in Castle Rock, Colorado. As a partner, we agree with and are obligated to adhere to the standards of Douglas County Libraries, and to current federal and state laws.

According to CRCGS by-laws, all members of the public are welcome to participate in CRCGS events, programs and membership, free from discrimination. The society is inclusive and affirming, welcoming diversity without prejudice or bias. Facilitators must comply with established standards when representing CRCGS, especially avoiding possibly offensive language or comments pertaining to age, religion, race, color, national origin, gender, sexual orientation, disability, education, social status, political affiliation, veteran status or physical appearance.

As a facilitator, you represent the society and are responsible to maintain compliance during your presentation. You are also expected to politely ask any event attendees to cease discussion if their comments are exclusionary or violate the standards outlined above. Courtesy is expected at all times from everyone in attendance at CRCGS events.

#### Other Facilitator Responsibilities:

1. Use approved sign-in sheet for event attendees, as statistics are used by CRCGS and the library.
2. Provide interest cards to first-time visitors, and membership or other forms as needed.
3. Be aware of upcoming events on the CRCGS calendar, and mention them if appropriate.
4. Prepare ahead regarding curriculum, equipment, handouts, room arrangement, assistance, etc.
5. Leave room as found, and remit sign-in sheet and other completed forms to CRCGS.

Please sign this document indicating your agreement to this policy. Thank you for your cooperation, and for sharing your expertise with CRCGS and library patrons!

**I agree to the terms of the facilitator agreement as outlined above.** Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Signed: \_\_\_\_\_

This agreement will be in effect and kept on file with CRCGS for a period of 5 years.