



PRIME TIME FAMILY READING TIME® AGREEMENT FOR SERVICES TO BE PROVIDED

- Carefully read, print, complete and submit this form along with your online Affiliate Data Form.
- **Please note that written signatures are required. Typed responses will not be accepted.**
- Once completed, scan and attach this form to your affiliate data form and submit. Other options for submitting are using the [Fax-to-File](#) tool, emailing to restovic@leh.org, or faxing to 504-529-2358.

The Louisiana Endowment for the Humanities (LEH) and the undersigned individuals and the organizations they represent hereby enter into the following agreement for services to be provided as described hereafter. The undersigned individuals agree to the following:

1. Individual providing services is at all times an independent contractor, and not the employee of the LEH;
2. The PRIME TIME FAMILY READING TIME® name, trademark, and logo, and all materials and documentation associated with PRIME TIME and implementation of the PRIME TIME program, including all intellectual property rights pertaining thereto, are the sole exclusive property of LEH. Provider of services agrees to take all reasonable and necessary action to maintain the high quality of PRIME TIME and to respect LEH’s valuable rights, including copyrights, trademarks and other intellectual property, rights in PRIME TIME and the PRIME TIME program. Provider of services agrees that no aspect of PRIME TIME will be used in any manner except as specifically set forth in the Site Support Manual and training session without the express written consent of LEH;
3. Provider of services shall not publish or submit for publication anything pertaining to PRIME TIME unless same has first been submitted to LEH for approval and unless LEH approves of such publication in writing;
4. Provider of services agrees to implement the PRIME TIME program as described in the manual and the training session, including but not limited to syllabus, session format, and evaluation protocol;
5. Provider of services agrees to conduct PRIME TIME programs only at the site approved by LEH and provider of services understands that use of PRIME TIME at additional sites will incur use charges due to the LEH;
6. Each individual providing services agrees to complete a final program report and submit this report to the LEH (for sponsoring agencies such as State Humanities Council or State Library System, this requirement should be met by completing and submitting a final program report and the site observation report);
7. Provider of services shall indemnify and hold LEH harmless from any and all claims made by third parties arising out of acts of omissions of service provider;
8. LEH retains the right to approve or disapprove the final results of the services described herein.

Site Name

Provider of services signature (Program Coordinator) Date

Principal/Institutional Director’s Organizational Affiliation (e.g. Humanities Council, State Library)

Provider of services signature (Principal or Institutional Director) Title Date

For LEH Date