KANSAS RURAL WATER association

Web Services Agreement

Organization: _____

This agreement covers a website built and hosted by the Kansas Rural Water Association (KRWA) for the organization named above. It replaces any earlier web services agreement between us.

1. What you get

A website built from KRWA's template for rural water districts and small cities in Kansas, hosted on KRWA's platform. It carries your name, logo and colors, works on phones as well as desktops, and includes the pages below. A page is included when you send content for it.

- **Home**, with your after-hours emergency number on every page
- **Rates & Fees · Pay My Bill · Board & Staff · Contact Us**
- **Water Quality**, where your Consumer Confidence Reports are posted
- **Forms & Documents · Meeting Minutes · News & Notices · About Us · Questions**

A link to your online payment provider is included when you have one. Other features, such as a calendar or photo gallery, can be added on request at the hourly rate in section 4.

2. How the site is built

You complete KRWA's website questionnaire and send your logo, documents and photos. KRWA builds the site at a development address where you can review it. When you approve it, KRWA makes it live on your own domain name, or on a free address at krwa.net such as yourdistrict.krwa.net.

3. Your domain name

Your domain name belongs to you. Keep it registered in the organization's own name, with an office email address and a payment method the organization controls, so it survives staff changes and card changes. KRWA will help you point the name at your site, but renewing it is your responsibility, and KRWA cannot recover a name that is allowed to lapse. If you would rather not manage a domain name, the krwa.net address is included at no charge.

4. Training and support

KRWA provides one hour of training by phone with a screen-sharing session so your staff can add and update content. After that, email support is available for routine questions. Work done for you, such as content updates, new features or a redesign, is billed at $60 per hour, with an estimate given before any job over one hour begins.

5. Hosting, backups and security

KRWA hosts your site and keeps it running, including software updates and the security certificate for your address. KRWA keeps backups of the platform and will restore your site from the most recent backup if content is lost (backups are taken at least weekly). KRWA will give you notice before any change of hosting provider or software, and your web address will keep working through the change.

6. Logins and content

KRWA gives the staff member you name an editor login. Tell KRWA when that person changes so the login can be reset. You own your content and are responsible for its accuracy and for meeting your own legal obligations, such as posting your Consumer Confidence Report and meeting notices on time. KRWA may remove content that is unlawful or that puts the platform at risk, and will tell you if it does.

7. Fees

Setup: $500, which includes the first year of hosting and support. Annual fee: $150, invoiced each year on the anniversary of the site going live, due within 30 days. If an annual fee is 60 days past due after a written reminder, KRWA may take the site offline until it is paid.

8. Term and ending the agreement

This agreement runs year to year. Either party may end it with 30 days' written notice. Fees already paid are not refunded. When the agreement ends, or at any time on request, KRWA will give you a copy of your pages and files at no charge and will keep the site online for 30 days after the end date so you can move it.

9. Limits

KRWA provides the service with reasonable care but cannot promise the site will never be unavailable. KRWA's liability under this agreement is limited to the fees you paid for the current year.

Signing below shows that you have read and accept these terms.

For the organization	**For Kansas Rural Water Association**
Signature _____	Signature _____
Name _____	Name _____
Title _____	Title _____
Date _____	Date _____