***Memorandum of Understanding***

# Between

(School Name)

# And

(Business Name)

(*Primary, Secondary, Tertiary*

Relocation Site Provider)

Terms & Conditions:

This agreement is between (school name), and (business name/relocation site) to provide a location where school occupants can relocate in the event an emergency requires the school to be evacuated. Relocation site agrees to temporarily house school occupants. A representative from the school agrees to call the relocation site prior to relocating students to the site to confirm the site can be utilized.

Please briefly state what part of the facility the school can use and the capacity of the usable space:

Please list any restrictions for use:

Please list specific instructions for entry into the facility and parking, if any:

Termination:

This agreement will remain in effect unless terminated by either party after a 60 day written notice.

Implementation:

**WHEREUNTO,** the parties hereto have affixed their signatures on this

day of

, 20 . This agreement is effective immediately.

Signature: School Administrator

Signature: Relocation Site Manager

Date: Date: