

Memorandum of Understanding

This is a Memorandum of Understanding (“MOU”), dated as of _____, 20____, between Client (“Client”), a California nonprofit corporation, and _____ (“Collaborator”), a _____.

Background

Client’s mission is to _____. Collaborator shares those goals and, in line with that commitment, Client and Collaborator have agreed that Client may provide a program (“Program”) at Collaborator’s facilities on the basis set out in this MOU.

1. Program

1.1 Activities

Client will provide the Program, and collaborate with Collaborator with respect to Program planning, operation, and evaluation, as set out in the program plan (“Plan”) attached as **Exhibit A**. Client and Collaborator will each carry out its responsibilities with due care in accordance with this MOU, the Plan, and applicable law.

1.2 Term

This MOU will remain in effect during the period set out in the Plan (“Term”), unless renewed under Section 1.3 or terminated earlier under Section 7.

1.3 Renewal

Client and Collaborator will meet at least 60 days before the end of the Term to discuss continuation of the Program. If Client and Collaborator agree to a renewal, this MOU will continue in effect for the period, and with such modifications, as the parties may agree. If the parties decide not to renew, this MOU will terminate as of the last day of the Term.

1.4 Fees

Unless otherwise specified in the Plan, Collaborator will pay fees or other compensation to Client as provided in the Plan.

1.5 Personnel and Volunteers

The Plan sets out the staffing for the Program. Client will carry out background checks or other screening protocols on its Program staff as contemplated by the Plan.

1.6 Program Changes

If either Client or Collaborator believes the Plan should be adjusted in any respect, it will so advise the other of the proposed changes. Client and Collaborator will discuss the proposed adjustment and, if they agree on an adjustment, confirm and document the adjustment in the form provided as **Exhibit B**.

2. Use of Collaborator Facilities

2.1 Use

Client may use Collaborator’s facility (“Facility”) in the specific location(s) (“Space”) and on the dates and times specified in the Plan. Client will use the Space only to carry out the Program.

2.2 Equipment and Supplies

Collaborator will provide equipment, supplies, or other resources to Client as may be provided in the Plan. Client may use Collaborator’s equipment or supplies only for the purposes stated in the Plan or as permitted by Collaborator.

2.3 Facility Care

Client will keep the Space and any equipment and supplies in good order and condition.

2.4 Collaborator Staff; Instructions

Collaborator staff may be present during the dates and times Client is using the Space. Client will comply with any instructions or requests from Collaborator staff, including instructions regarding activities and safety.

2.5 Facility Policies; Health and Safety Protocols

Client will comply with any applicable Collaborator security, conduct, and other facility use policies for the Facility. Client will also comply with all Collaborator health and safety guidelines and protocols (including, without limitation, those relating to COVID-19) as may be adopted by Collaborator. Collaborator may in its sole discretion revise such guidelines, protocols, and policies from time to time, including during the Term.

2.6 Accidents and Emergencies

Client will report any accidents and emergency issues to the individuals specified in the Plan.

2.7 Damage

Client will be responsible for any damage or loss to the Space or Facility, or Collaborator's equipment, furnishings, or other property beyond normal wear and tear, resulting solely from Client's actions or those of Client's employees, contractors, volunteers, guests, or vendors.

2.8 No Lease or Rights in Collaborator Property

Client's right to use the Space is a revocable license only and does not constitute a grant of any ownership, leasehold, easement, or other property interest or estate in any Collaborator property.

3. Branding and External Communication

3.1 Name and Logo

Client and Collaborator may not use the other's name, logo, or other marks (collectively, "Marks") on Program materials or for external communication purposes except as set out in the Plan.

3.2 Client Approval of Specific Use

Any specific use by Collaborator of Client Marks (e.g., in a brochure or on a t-shirt) must be approved in advance by Client. As part of the approval process, Collaborator will provide to Client a draft or sample of any such proposed use.

3.3 Marks Ownership and Use

Each of Client and Collaborator: (a) acknowledges that (i) it has no interest in the other party's Marks other than the limited rights, if any, granted under this MOU; (ii) the other party will remain the sole and exclusive owner of all right, title, and interest in its Marks; and (iii) any and all goodwill in the other party's Marks will inure solely to the benefit of the other party; (b) will use the other party's Marks only in the form provided by the other party, and will not combine the other's Marks with any other trademark, word, symbol, letter, design, or mark without the other party's prior written consent; (c) will comply with any reasonable trademark guidelines that the other party may provide; and (d) will promptly cease public use of the other party's Marks upon request by the other party.

3.4 Client Photography and Video

Client will not film, record, photograph, interview, or otherwise document Program activities taking place at the Facility without prior written consent of Collaborator and without obtaining necessary consents from individuals. All such video, photographic, audio, written, and other materials created by Client and all copyrights in these materials will be

the property of Client, and may be used by Client as it determines. Collaborator will not be entitled to receive any payment from Client for any such use.

3.5 External Communication

For consistency of communication, except as contemplated by the Plan, neither Client nor Collaborator will issue any public statement relating to the Program without first consulting the other party.

4. Communication and Cooperation

4.1 Coordinators

Client and Collaborator will each identify a staff member to act as a lead and principal point of contact under this MOU and will authorize them to act on behalf of and commit the respective party. Each party may rely on decisions made by, and information and instructions provided by, the other party's lead. The initial leads are identified in the Plan. Each party may change its lead by written notice to the other party.

4.2 Meetings

Client and Collaborator will meet periodically, as provided in the Plan or as otherwise agreed, to discuss Program planning, progress, execution, outcomes, and other matters.

4.3 Cooperation

Client and Collaborator will cooperate with each other in connection with the Program, including: (a) carrying out their respective obligations on a timely basis; (b) keeping each other advised about potential issues; (c) promptly responding to email, text, and phone messages from one another; (d) working promptly and in good faith to resolve problems; and (e) providing one another with information, reports, and documents as may be appropriate in connection with Program activities.

4.4 Organizational Developments

Client and Collaborator will each notify the other promptly of: (a) any changes in its management team or key personnel responsible for carrying out its activities relating to the Program; (b) any loss of its tax-exempt status; or (c) any other development that could materially affect its ability to carry out the Program.

4.5 Participant Complaints

Client and Collaborator will promptly notify the other of any concerns related to the Program raised by Program participants or family members.

5. Other Agreements

5.1 Responsibility for Own Actions

Client and Collaborator will each have sole responsibility for the planning, management, and implementation of its own activities relating to Program execution, including, without limitation, managing its Program budget and selecting and overseeing employees and volunteers. For clarity, Client and Collaborator will each be responsible for the actions of its employees and volunteers in accordance with law.

5.2 Materials

In carrying out the Program, Client may create or use educational materials, curricula, lesson plans, methodologies, and other materials, including, without limitation, any pre-existing materials or materials it exclusively creates for the Program (collectively, "Materials"). Client owns, and will continue to own, all right, title and interest, including all copyright rights, in and to the Materials.

5.3 Program Evaluation

Unless otherwise provided in the Plan, Client and Collaborator may each collect, analyze, and, subject to the other provisions of this MOU, disseminate data about the Program to evaluate its effectiveness, comply with external funding and reporting obligations, and

carry out its communication activities. Client and Collaborator will cooperate in these efforts by providing the other with the reports, if any, contemplated by the Plan or elsewhere in this MOU, and such other information as the other may reasonably request.

5.4 Confidentiality

Client and Collaborator may share non-public information with one another, including, without limitation, information about Program participants or family members, financial or funding information, or other matters. Client and Collaborator will each use the other's confidential information only in connection with activities under this MOU and will keep this information confidential. These obligations do not apply to information that is subject to customary exceptions under a non-disclosure agreement, such as information generally available to the public, information already known by the receiving party before entering into this MOU, or information independently developed. All non-public information furnished under this MOU is and will remain the property of the furnishing party.

5.5 No Financial Support

For clarity, and except as may be specifically provided in this MOU, Client has and will have no obligation to provide Collaborator with any discounted fees or charges, loans, advances, grants, expense reimbursement, waiver of fees or charges, or otherwise.

6. Insurance, Liability, and Indemnification

6.1 Insurance

Client and Collaborator will carry or obtain the insurance, if any, specified in **Exhibit C**. Each party will furnish evidence of such coverage upon reasonable request of the other party.

6.2 Indemnification

Client will indemnify, defend, and hold harmless Collaborator against all third-party claims or liabilities Collaborator may suffer which arise, directly or indirectly, from Client's delivery of the Program or breach of this MOU. Collaborator will indemnify, defend, and hold harmless Client against all third-party claims and liabilities which arise, directly or indirectly, from Facility condition or management or Collaborator's breach of this MOU. Neither Client nor Collaborator will have any obligation to indemnify the other to the extent the liability is caused by the other's gross negligence, willful misconduct, or breach of this MOU.

6.3 Limitation of Liability

Neither Client nor Collaborator will be liable to the other for any incidental, special, consequential, exemplary, punitive, or indirect damages arising out of or otherwise related to this MOU, even if the other party has been apprised of the likelihood of such damages.

6.4 Force Majeure

Neither Client or Collaborator will be liable to the other or to any other person for any failure or delay in the performance of its obligations under this MOU due to any cause beyond its reasonable control, including, without limitation, any act of God, fire, flood, earthquake, natural disaster, air quality, war, act of terrorism, civil disorder, strike or other labor dispute, governmental action, pandemic, epidemic, quarantine, recognized health threat as determined by a government authority or health agency, power failure or other interruption of public utilities, or curtailment of transportation systems (each, a "Force Majeure Event"). Should a Force Majeure Event occur, the affected party will give prompt written notice of such event to the other party, and will use reasonable efforts to work around the Force Majeure Event and resume performance as soon as reasonably possible, including, without limitation, a possible shift to digital delivery of the Program.

7. Termination

7.1 Termination on Notice

Either Client or Collaborator may, on its own, terminate the Program at any time by providing written notice of that decision to the other. Such termination will be effective 30 days after receipt of notice by the non-terminating party.

7.2 Suspension by Client

Client may in its discretion suspend Program delivery if Collaborator fails to make timely payment of fees or if Client, in its discretion, determines that the environment is not safe or healthy for Program participants or Client staff or otherwise conducive to effective Program delivery. Such a suspension will be effective upon Client's delivery to Collaborator of a written notice to that effect. Collaborator and Client will cooperate in identifying and trying to address the problem. If the problem is not addressed to Client's satisfaction within a reasonable time, Client may terminate the MOU under Section 7.3.

7.3 Termination for Breach

If either party breaches any of its obligations under this MOU, the non-breaching party may provide the breaching party with written notice of the breach. If the breaching party fails to cure the breach within 15 days after receipt of such notice, the non-breaching party may terminate this MOU upon delivery to the breaching party of a written notice to that effect, with the termination effective upon receipt of such notice by the breaching party. The non-breaching party may, in its reasonable discretion, determine whether the breach has been cured.

7.5 Termination for Conduct

Client may immediately terminate this MOU by giving written notice to Collaborator if Collaborator has engaged or is alleged to have engaged in conduct in violation of Sections 3.1, 3.2, or 3.3.

7.4 Termination for Reputational Harm

Client or Collaborator may immediately terminate this MOU by giving written notice to the other party if, based on information about the other party not known to the terminating party at the time this MOU is signed, the terminating party concludes that a continued association with the other party is inconsistent with its values or could otherwise adversely affect its reputation. Such termination will be effective upon delivery of the notice by the terminating party.

7.6 Effect of Termination

Upon the end of the Term or termination of this MOU, Client and Collaborator will promptly cease any use of the other's Marks and materials, if applicable. If the MOU terminates under this Section 7, Client and Collaborator will cooperate in transition activities and will use reasonable efforts to minimize interruption and any adverse impacts of the termination, including impacts on Program participants. Upon termination of this MOU, Client will surrender the Space in good order and condition, reasonable wear and tear excepted, and will remove all of Client's personal property. Collaborator will not be entitled to any refund of amounts previously paid, and, if fees are not already fully paid, will pay Client fees through the effective date of termination. Client will invoice Collaborator for such fees. Collaborator will pay the invoiced amount no later than 30 days after delivery of such invoice. Sections 3.3, 5.2, 5.3, 5.4, 6.2, 6.3, 6.4, 7.6, and 8 will survive the expiration or termination of this MOU.

8. General Provisions

8.1 Entire Agreement

This MOU, taken together with the Plan and other exhibits, expresses Client's and Collaborator's final, complete, and exclusive agreement, and supersedes any and all prior or contemporaneous written and oral agreements, negotiations, communications, courses of dealing, or understandings between Client and Collaborator relating to its subject

matter. If there are any conflicts between the Plan and this MOU, then this MOU will control.

8.2 Amendment

This MOU may be amended only as stated and by a writing signed by both Client and Collaborator which recites that it is an amendment to this MOU.

8.3 Severability

If any provision of this MOU is held illegal, invalid, or unenforceable, all other provisions of this MOU will nevertheless be effective, and the illegal, invalid, or unenforceable provision will be considered modified such that it is valid to the maximum extent permitted by law.

8.4 Independence

Client and Collaborator are and will remain independent contracting parties. The arrangements contemplated by this MOU do not create a partnership, joint venture, employment, fiduciary, or similar relationship for any purpose. Neither Client nor Collaborator has the power or authority to bind or obligate the other to a third party or commitment in any manner. Any use of the term "partner," "affiliate," or comparable term in any communication is solely for convenience.

8.5 Waiver

Any waiver of the provisions of this MOU must be in writing and signed by the party granting the waiver. Waiver of any breach or provision of this MOU will not be considered a waiver of any later breach or of the right to enforce any provision of this MOU.

8.6 Assignment

Neither party may, directly or indirectly, assign its rights or delegate its duties under this MOU to anyone else without the prior written consent of the other party, except that either may assign all of its rights and obligations under this MOU without the other's prior written consent in connection with a merger, acquisition, reorganization, sale, or transfer of substantially all of its assets, or other operation of law.

8.7 No Third-Party Beneficiaries

Except as provided in Section 6.2, this MOU is for the exclusive benefit of Client and Collaborator, and not for the benefit of any third party including, without limitation, any Program participant or family member, or any Client or Collaborator employee, affiliate, subcontractor, or vendor.

8.8 Governing Law; Jurisdiction

This MOU is governed by California law. Client and Collaborator consent to the exclusive jurisdiction of the state and federal courts for _____, California.

8.9 Counterparts

This MOU may be executed in two or more counterparts, each of which shall be deemed an original and all of which together shall constitute one instrument.

8.10 Electronic Signature

Client and Collaborator agree that this MOU may be electronically signed and that the electronic signatures appearing on such documents are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility.

* * * * *

Client and Collaborator signed this MOU as of the date set out in its first paragraph.

Client

[Collaborator name]

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Exhibit A Program Plan

Program Purpose and Description

Purpose	
Description	

Program Specifics

Client Program(s)	
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Space

Collaborator facility address ("Facility")	
Rooms or other locations ("Space")	
Additional equipment, supplies, and resources	
Collaborator contact for accidents or emergencies	

Program Operation

Days of the week	
Hours	
Additional time (set-up, clean-up)	

Key Dates

Program Start Date	
Promotion Launch	
Key Event Dates	
Training or Orientation	

Program Renewal Meeting	
Program End Date	

Financial Terms

Fees	
Payment Timing	

Staffing

Client	
Collaborator	
Background Checks; Screening Protocols	

Materials

For Participants	[e.g., liability waivers, t-shirts, evaluation forms.]
Promotion	[e.g., posters, flyers]
[Other category]	

Memberships and Youth Data

Memberships	
Membership Fee Per Youth	
Youth Data	

Communications

Planning Meetings	
Check-In Meetings	
Reports	
Program Evaluations or Surveys	

External Communication and Promotion

Client	
Collaborator	
Collaborator Use of Client Marks	
Client Use of Collaborator Marks	

Coordinators

Client	[Name] [Title] [Address] [Phone] [Email]
Collaborator	[Name] [Title] [Address] [Phone] [Email]

Exhibit B
Program Plan Adjustment

Date of adjustment	
Reason for change(s)	
[Modified Objectives]	
[Modified Activities]	
[Modified Responsibilities]	
[Other Terms]	

This document is a Program Plan Adjustment and is an amendment to the Memorandum of Understanding, dated _____, 20__, between Client and [Name of Collaborator].

Agreed and confirmed as of the date stated above.

Client

[Name of Collaborator]

By: _____ By: _____

Name: _____ Name: _____

Title: _____ Title: _____

Exhibit C
Insurance Requirements

[insert requirements]