



July 25, 2013

RE: Dalhousie Free Lab 2013 - Letter of understanding – Information Kiosk

Common Roots Urban Farm / Partners for Care is excited to host a Free Lab to build an information kiosk in July of 2013. Thank you so much for selecting our site to host this class. Building our infrastructure through an educative process aligns with our mandate.

Here is an amalgamation and summary of what we have each agreed to do.

Partners for Care agrees to:

- offer \$1,250.00 in funding specific to the construction of the kiosk
- provide the space
- allow use of our one electrical outlet
- confirm that all of the underground utility providers have submitted written confirmation that no service lines will be damaged while installing foundations.
- schedule an approval meeting on Wednesday July 24th to review the groups design before proceeding to build.

Dalhousie University agrees to:

- Design, coordinate, and host the Kiosk Free Lab taking place July 20 to August 3, 2013
- Provide a safe and respectful work environment.
- Allow the participation of two Youth Employability Project participants.
- Contribute the \$70 per student Free Lab budget to the project.
- Manage the budget responsibly, so as not to leave the project unfinished.
- Present the design to the Advisory on Wednesday July 24 to review the design before proceeding to build.
- Complete the kiosk, even if it takes longer than expected. The Kiosk needs to be built to a completeness that the Project Coordinator of CRUF agrees is satisfactory.
- Build with materials that are as ecologically responsible as possible and that are consistent with the Guiding Principles of the farm.
- Encourage all Free Labbers to be friendly with visitors to the site.
- Build a structure that is safe for a public space, meaning structurally sound and providing the least amount of opportunity for misuse.
- Facilitate the design and build of a structure that communicates information about the Common Roots Urban Farm, and specifically has:
 - 4 poster spaces, 2' x 3', at least one with bulletin board material, and all somewhat weather protected, and designed to be accessible by people in wheelchairs and a broad range of users.

- One suggestion box
- Place for printed materials (like menus and brochures) to be stored for public taking.
- Additional elements of the kiosk could include:
 - A DIY seed saving desk (inspired by <http://www.nomoola.com/seeds/index.html>)
 - A small Freebox for the dissemination of garden related surplus.

Further, it is jointly understood:

- Labour is being provided at no cost by the students participating in the project
- The project encompasses educational aspects for the participants, said aspects aligning as closely as possible with the objectives of CRUF
- Both parties are committed to transparency and will inform the other if any exceptions to this letter of understanding arise due to extenuating circumstances.
- Dalhousie University confirms it has all appropriate liability insurance and is responsible for all errors, omissions and negligence of students and other agents providing Free Lab services.

The Free Lab takes place July 21-August 2, 2013. Josh Collins and Jayme Melrose will remain in close contact before and during the Free Lab. Jayme Melrose will act as the point person for the Urban Farm, communicating with Capital Health facilities, communications, through the CRUF Steering Committee members. Josh Collins will be the point person for the Dalhousie Free Lab 2013.

The Design Review is scheduled for Wednesday July 24, 2013 at 4:30pm. All sides agree to do everything possible to come to an agreement to create a structure for the Common Roots Urban Farm that is aesthetically, functionally, and structurally satisfactory to all stakeholders.

Signed:

Partners for Care

Name and title: _____

Signature: _____

Date: _____

Kiosk Freelab / Dalhousie University

Name and title: _____

Signature: _____

Date: _____