



## **TOWN OF WAREHAM**

### **MEMORANDUM OF UNDERSTANDING (MOU)**

#### **INSTRUCTIONS**

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The use of Town property requires some form of a written agreement such as Permits for events and/or Memorandum of Understanding. Depending on the frequency of the event, and overall use of space, town property, fundraising, an organizer can expect this process by virtue of the nature of the gathering.

Mou's are primarily for Non-Profit Organizations that want to use space in Town Buildings.

Corporations or organizations must also submit a letter from the chief official, on letterhead, granting permission to the individual who is applying for the permit on its behalf.

*[Letterhead]*

## MEMORANDUM OF UNDERSTANDING (MOU)

Between

*[Party A]*

and

*[Party B]*

This is an agreement between Party A herein after referred to as \_\_\_\_\_, and Party B herein after referred to as \_\_\_\_\_.

### I. PURPOSE & SCOPE

The purpose of this MOU is to clearly identify the roles and responsibilities of Party B. Both *[Party A]* and *[Party B]* should ensure that program activities are conducted in compliance with all applicable Federal, State and Municipal laws, rules, and regulations including Civil Rights and OMB regulations governing cost issues.

In particular, this MOU is intended to:

*[List intention of MOU]*

### II. Goals and Objectives

*[List agreed upon goals and objectives.]*

### III. *[Party B]* Responsibilities under this MOU

*[Party B]* shall undertake the following activities:

The entity shall comply with all Federal, State and Local laws, financial regulations and/or other requirements as deemed appropriate by the Town Administrator. These include, but are not limited to Generally Accepted Accounting Principles (GAAP); any pertinent pronouncements under the Governmental Auditing Standards Board (GASB) currently in place or made in the future; and the Town Charter and By-Laws. Failure to adhere to these requirements and any other that the Town Administrator establishes, will constitute non-compliance with the Memorandum of Understanding (MOU)."

### IV. EFFECTIVE DATE AND SIGNATURE

This MOU shall be effective upon the signature of Parties A and B authorized officials. It shall be in force from *[Insert date]* to *[Insert date, 1 year later]*. Parties A and B indicate agreement with this MOU by their signatures.

*[Director]*

*[Party B]*

\_\_\_\_\_ Date

\_\_\_\_\_ Date

*[Trustee]*

\_\_\_\_\_ Date