

**MEMORANDUM OF UNDERSTANDING  
BETWEEN**

**AGENCY A**

**AND**

**AGENCY B**

The \_\_\_\_\_ Agency A \_\_\_\_\_ and \_\_\_\_\_ Agency B \_\_\_\_\_ mutually consent to enter into this Agreement which forms the basis of this Memorandum.

**1. PURPOSE**

This Agreement between \_\_\_\_\_ Agency A \_\_\_\_\_ and \_\_\_\_\_ Agency B \_\_\_\_\_ establishes a framework of cooperation to ensure continuity of operations in the event that office space becomes uninhabitable. This document is not meant to be legally binding; it is a statement of cooperation between these two parties for future accommodations due to emergency/disaster declarations.

**2. PRINCIPLES OF COOPERATION**

a. \_\_\_\_\_ Agency B \_\_\_\_\_ agrees to allow \_\_\_\_\_ Agency A \_\_\_\_\_ use of specific areas of \_\_\_\_\_ (e.g. Gym at 123 Main) \_\_\_\_\_ as an alternate location.

b. In the event that \_\_\_\_\_ Agency A \_\_\_\_\_ must temporarily relocate to \_\_\_\_\_ Agency B's \_\_\_\_\_ facility, the contact listed below will be notified by phone or other available system of communication of \_\_\_\_\_ Agency A's \_\_\_\_\_ intent to relocate.

c. Both parties agree to work with a strong spirit of cooperation and mutual regard for each other's critical mission. \_\_\_\_\_ Agency A \_\_\_\_\_ personnel will only remain at \_\_\_\_\_ Agency B's \_\_\_\_\_ facility until \_\_\_\_\_ Agency A \_\_\_\_\_ secures another location through Arkansas Building Authority.

d. \_\_\_\_\_ Agency A \_\_\_\_\_ will also pay pro-rated reimbursement for utilities, maintenance, janitorial, and fuel costs, for the time the \_\_\_\_\_ Agency B's \_\_\_\_\_ facility is occupied.

**3. POINTS OF CONTACT**

Agency	Contact Name	Phone

4. This MOU is implemented as of the date of the last signature and will remain valid by mutual agreement of the parties.

**5. SIGNATURES**

\_\_\_\_\_  
Name  
Director Agency A

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name  
Director Agency B

\_\_\_\_\_  
Date