

**Memorandum of Understanding
(Emergency Relocation Site)
Between**

(School Name)

And

(Primary, Secondary, Tertiary
Relocation Site Provider)

Terms & Conditions:

This agreement is between Clarksville-Montgomery County School System, **School Name** (school), and **Site Provider** (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 may be 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: _____ Date: _____
School Administrator

Signature: _____ Date: _____
Relocation Site Manager