<site name> Garden

**MEMORANDUM OF UNDERSTANDING (MOU)**

Between

<insert name: First Last> (Principal, <site name>)

Phone # / email

And

<insert name: First Last> (Garden Coordinator)

Phone # / email

And

<insert name: First Last> (Facility Planning Manager, SPPS)

Phone # / email

# PURPOSE & SCOPE

The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to the establishment, management and termination of community gardens at a property owned by St. Paul Public Schools.

In particular, this MOU is intended to:

* Establish the key stakeholders, leaders of the project and their management plan
* Increase the likelihood of a successful, long-lasting garden project
* Enhance the value of gardens at St. Paul Public Schools

# BACKGROUND OF FACILITIES DEPARTMENT

St. Paul Public Schools Facilities Department maintains and improves the buildings and grounds at all District-owned schools and sites. Since 2011, the Facilities Department and Nutrition Services have established guidelines for gardens in the District. Those guidelines are present in the “Gardens: Facilities Standards and Procedures” document, available online at: <https://www.spps.org/Page/31529>

# BACKGROUND OF GARDEN

The purpose, location, management plan and leadership of the garden are described in the <Garden Name> Garden Grand Plan, dated \_\_\_\_, and shared with all parties to this MOU.



# PRINCIPAL’S RESPONSIBILITIES UNDER THIS MOU

The Principal shall undertake the following activities:

* Share with the community garden leadership any concerns related to the condition or use of the community garden
* Promote and review the compliance of the community garden relative to the Standards and Procedures document.
* Keep record of current garden leadership contact information

By signing this MOU, the Principal:

1. Acknowledges the liability of the school to cover the cost of removing the garden should Principal or community garden leadership decide to cease support of the garden or should repeated violations of Standards and Procedures policy or MOU warrant the cessation of the garden’s use.
2. Recognizes their role as primary point of responsibility for adherence to this MOU.

# COMMUNITY GARDEN LEADERSHIP RESPONSIBILITIES UNDER THIS MOU

The community garden leadership shall undertake the following activities:

* Enact the abovementioned “Management plan of the garden” and “Management plan of the group/transfer of leadership”.
* Abide by the guidelines as written in the Standards and Procedures document.
* Ensure all garden volunteers and users submit a Liability Waiver to the school prior to use.

# FACILITIES DEPARTMENT’S RESPONSIBILITIES UNDER THIS MOU

The Facilities Department shall undertake the following activities:

* Provide reference knowledge for gardening activities
* Provide appropriate notification to the Principal and garden leadership of the District’s intent to repurpose the land for other purposes.
* Monitor the condition of the garden and notify the site if the conditions differ from those set out by the MOU and the Standards and Procedures document.

***IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:***

1. Termination of this agreement will occur at a mutually agreed upon date or date of the removal of the garden.
2. All participants in the community garden indemnify and hold harmless St. Paul Public Schools against loss or threatened loss or expense by reason of the liability or potential liability of the District for or arising out of any claims for damages.

# EFFECTIVE DATE AND SIGNATURE

This MOU shall be effective upon the signature of Principal and Manager of Facility Planning. It shall be in force from date of signature to date of termination.

Signatures and dates:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal <site name> Date: mm/dd/yyyy

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Garden Coordinator/Leader Date: mm/dd/yyyy

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager of Facility Planning, SPPS Date: mm/dd/yyyy