

May 13, 2021

## PEEC Memorandum of Understanding Policy

**Definition:** A memorandum of understanding (MOU) is a type of agreement between two or more parties. PEEC writes MOUs to formalize an arrangement when PEEC and another organization or person are working together for a common purpose.

**Policy:**

PEEC requires an MOU:

- when the agreement results in a payment of funds by PEEC to another party and no other invoice, purchase agreement, or contract is executed.
- when another person or organization will be using the nature center for their own programming or event free-of-charge in exchange for services provided to the public.

A period of performance must be included in the MOU. The MOU should include actions that can be clearly identified and tracked to completion.

An exchange of emails does not constitute an MOU.

The MOU must be signed and dated by both parties before any payments are made. The MOU may be written by any staff whose job includes the authority/responsibility to fulfill the requirements of the MOU. The executive director must sign all MOUs. This will help to ensure there are no conflicts with other PEEC commitments.

If the MOU includes use of the nature center by the other party in a non-PEEC sponsored event, the other party must fill out and sign the Facility Use Application form.