

# Memorandum of Understanding

## Welcome to RESA 1!

On behalf of our employees, we look forward to working together. The MOU provides both RESA 1 and your agency a clear concise understanding of the expectations and requirements for the use of our facility.

As part of the agreement we will:

- Communicate openly and honestly with one another.
  - Listen to each other's concerns and ideas with attentiveness and empathy.
  - Provide positive feedback and constructive criticism when appropriate.
  - Promote teamwork in our work groups and across the agency.
  - Encourage and assist each other when opportunities arise.
  - Respect and value one another, appreciating individuality and diversity.
  - Act with sensitivity and patience in a non-judgmental manner.
  - Honor the confidences of others.
  - Foster a fun, friendly, and professional workplace.
  - Hold ourselves accountable for our behavior.
  - Strive as a service agency to provide updated, appropriate, and educationally relevant staff development sessions for educators.
1. To reserve a specific room, please call LaDawn Mitchem, Executive Secretary, at (304) 256-4712 ext. 1102. There is no cost for room rental. Please leave room(s) the way you found it (empty trash and place the bags on the back loading area in the back of the building).

The room(s) that I am requesting are:

- Courtroom
- Small Conference
- Computer Lab

2. My organization will provide copies, refreshments, meals, supplies, secretarial services.

Yes       No\*

\*If no, any costs incurred at RESA 1 including copies, refreshments, meals, supplies, secretarial services and damages etc. will be charged accordingly.

3. Who will provide the communication to the RESA counties regarding the upcoming event (i.e. flyers-must include parking information, registration, emails, agendas stating breaks and lunch, and media release, etc.)? Please have someone to register and greet at the door.

\_\_\_ My Organization      \_\_\_ RESA 1\*

4. Who will the target audience be (ex. Teachers, principals, administrators)? How many will be participating?

Target Audience: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total # of  
Participants: \_\_\_\_\_

5. If another facility is needed who will be responsible for making the reservations, contracts and arrangements for the event?

\_\_\_ My Organization      \_\_\_ RESA 1\*

**\*RESA 1 can provide any of these services at a cost, but must be approved by RESA 1 Executive Director, 5 days prior to the event.**

6. Please complete the following form.

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Organization: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Signature: \_\_\_\_\_ Current Date: \_\_\_\_\_

### **MISSION STATEMENT**

**To provide high quality, cost effective, life-long education programs and services to students, schools, school systems and communities.**

