

**Memorandum of Understanding between the County of Monterey on behalf of the  
Monterey County Free Libraries and Monterey Peninsula Regional Park District**

This memorandum of understanding (MOU) establishes a formal partnership between the County of Monterey, on behalf of Monterey County Free Libraries (MCFL) and Monterey Peninsula Regional Park District (MPRPD).

The goal of this partnership is to offer programs and presentations at library facilities for the public to connect them with the natural environment of the region, to raise the public's awareness about resources offered by the MPRPD, and to offer other programs and activities to enrich the public's lives. Because libraries serve as community information centers and meeting spaces, the collaboration is beneficial to both parties.

MPRPD plans to collaborate with MCFL to use the meeting rooms or general library space to offer programs. These programs will be free and open to the public.

**RECITALS**

WHEREAS, the mission of MPRPD is to acquire and maintain open space in the District for preservation and use, working with partners and the community, for public benefit, enjoyment, and environmental protection. The vision of MPRPD is to have several large well managed parks distributed regionally across the District, representing a variety of habitats, concurrently protecting our environment and enhancing our community's health, recreational, and environmental education opportunities.

WHEREAS, the mission of MCFL is to bring ideas, inspiration, information, and enjoyment to our community. MCFL's vision is that Monterey County is a community where everyone has the opportunity to achieve their potential and pursue happiness.

WHEREAS, MPRPD currently collaborates with MCFL to distribute the semi-annual *Let's Go Outdoors!* Adventure Activities guide which highlights environmental concerns and successes, and informs residents about programs and activities at local parks, or volunteer activities available to the community.

WHEREAS, through collaboration, MPRPD and MCFL are looking to expand program offerings at libraries to increase outreach to residents and enhance awareness of MPRPD parks and open spaces. Programs and activities may be presented by MPRPD staff, volunteers, or contracted agencies. Programs may include live animals. Programs shall be free and open to the public. The goal is to benefit community members and to fulfill the missions of both institutions.

WHEREAS, this partnership shall be beneficial to both organizations, and to the entire Monterey Peninsula community, which will benefit from the nature and educational programs.

**NOW THEREFORE, it is hereby agreed by and between the County and the MPRPD as follows:**

**PURPOSE AND SCOPE**

The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to the use of library space to conduct the above activities.

## RESPONSIBILITIES UNDER THIS MOU

The Monterey County Free Libraries shall undertake the following activities:

- Provide access to the facility for MPRPD staff, volunteers, or designees for identified activities.
- Allow designated MPRPD staff facility access on mutually negotiated schedule and duration, to be determined in advance, and in accordance with any policies for space shared with Library operations, or other applicable community uses.
- Provide applicable support for MPRPD activities, so long as it does not conflict or interfere with Library operations, or otherwise violate any applicable law, County policy, or other applicable agreement.
- Provide current and complete County and Library access and safety policies and protocols to MPRPD staff for appropriate dissemination to contractors and volunteers.
- Provide an open channel of communication to and with MPRPD staff.

Monterey Peninsula Regional Park District shall undertake the following activities:

- Ensure that County and Library access and safety policies and protocols are communicated to the MPRPD staff, contracting agencies, and volunteers undertaking the designated MPRPD activities.
- Ensure that all MPRPD staff, volunteers, and designees follow County and Library access and safety policies and protocols.
- Ensure that activities and programs are free of charge and open to the public.
- Ensure that at no time to MPRPD staff have custodial care of unattended children, provide transportation directly to the public, or prepare food for consumption by the public.
- Provide an open channel of communication to and with MCFL staff.
- Clean the area after usage to return the space to a pre-use condition.

Each party will appoint a person to serve as each respective organization's official contact and coordinate the activities of each organization in carrying out this MOU. The initial appointees of each organization are:

Savannah Pena, Environmental Education Coordinator-Programs  
Monterey Peninsula Regional Park District  
Mailing Address: P.O. Box 223340, Carmel, CA 93922  
Physical Address: 4860 Carmel Valley Road, Carmel, CA 93923  
831.372.3196, Ext. 114  
[pena@mprpd.org](mailto:pena@mprpd.org)

Be Astengo, Managing Librarian  
Monterey County Free Libraries  
188 Seaside Cir, Marina, CA 93933  
831.884.4370  
[astengobc@co.monterey.ca.us](mailto:astengobc@co.monterey.ca.us)

## **TERM**

This MOU is in effect upon signing and will be for a term of three (3) years. This MOU may be terminated on terms mutually agreed upon by the parties, or upon 30 days advance written notice, without cause, by either party. This MOU may be extended by mutual agreement of the parties on a year-by-year basis.

## **INDEMNITY**

In consideration and furtherance of the above specified purpose, Monterey Peninsula Regional Park District, shall indemnify, defend, and hold harmless the County, its officers, agents, and employees, from and against any and all claims, liabilities, and losses whatsoever (including damages to property and injuries to or death of persons, court costs, and reasonable attorneys' fees) occurring or resulting to any and all persons, firms or corporations furnishing or supplying work, services, materials, or supplies in connection with this MOU, and from any and all claims, liabilities, and losses occurring or resulting to any person, firm, or corporation for damage, injury, or death arising out of or connected with the MPRPD's performance of this Agreement, unless such claims, liabilities, or losses arise out of the sole negligence or willful misconduct of the County. "MPRPD performance" includes their action or inaction and the action or inaction of MPRPD officers, employees, agents, invitees, volunteers, contractors, and subcontractors.

## **INSURANCE**

Evidence of Coverage: Prior to commencement of this MOU, MPRPD shall provide a "Certificate of Insurance" certifying that coverage as required herein has been obtained. Individual endorsements executed by the insurance carrier shall accompany the certificate. In addition, MPRPD upon request shall provide a certified copy of the policy or policies. This verification of coverage shall be sent to the County's, Contracts/Purchasing Department, unless otherwise directed. This approval of insurance shall neither relieve nor decrease the liability of the MPRPD. Qualifying Insurers: All coverages, except surety, shall be issued by companies which hold a current policy holder's alphabetic and financial size category rating of not less than A-VII, according to the current Best's Key Rating Guide or a company of equal financial stability that is approved by the County's Purchasing Officer.

Insurance Coverage Requirements: Without limiting MPRPD's duty to indemnify, MPRPD shall maintain in effect throughout the term of this Agreement a policy or policies of insurance with the following minimum limits of liability:

- Commercial general liability insurance, including but not limited to premises and operations, including coverage for Bodily Injury and Property Damage, Personal Injury, Contractual Liability, Broadform Property Damage, Independent Contractors, Products and Completed Operations, with a combined single limit for Bodily Injury and Property Damage of not less than \$1,000,000 per occurrence.
- Business automobile liability insurance, covering all motor vehicles, including owned, leased, non-owned, and hired vehicles, used in providing services under this Agreement, with a combined single limit for Bodily Injury and property Damage of not less than \$1,000,000 per occurrence.
- Workers' Compensation Insurance, if MPRPD employs others in the performance of this Agreement, in accordance with California Labor Code section 3700 and with Employer's Liability limits not less than \$1,000,000 each person, \$1,000,000 each accident and \$1,000,000 each disease.

Other Insurance Requirements.

All insurance required by this Agreement shall be with a company acceptable to the County and issued and executed by an admitted insurer authorized to transact Insurance business in the

State of California. Unless otherwise specified by this Agreement, all such insurance shall be written on an occurrence basis, or, if the policy is not written on an occurrence basis, such policy with the coverage required herein shall continue in effect for a period of three (3) years following the date MPRPD completes all the work or performs all the services under this Agreement. Each liability policy shall provide that the County shall be given notice in writing at least thirty (30) days in advance of any endorsed reduction in coverage or limit, cancellation, or intended non-renewal thereof. Each policy shall provide coverage for MPRPD and additional insureds with respect to claims arising from each subcontractor, if any, performing work or services under this Agreement, or be accompanied by a certificate of insurance from each subcontractor showing each subcontractor has identical insurance coverage to the above requirements. Commercial general liability and automobile liability policies shall provide an endorsement naming the County of Monterey, its officers, agents, and employees as Additional Insureds with respect to liability arising out of the MPRPD's work, including ongoing and completed operations, and shall further provide that such insurance is primary insurance to any insurance or self-insurance maintained by the County and that the insurance of the Additional Insureds shall not be called upon to contribute to a loss covered by the MPRPD's insurance. The required endorsement form for Commercial General Liability Additional Insured is ISO Form CG 201011-85 or CG 201010 01 in tandem with CG 20 3710 01 (2000). The required endorsement form for Automobile Additional Insured endorsement is ISO Form CA 20 48 02 99. Prior to the execution of this Agreement by the County, MPRPD shall file certificates of insurance with the County's contract administrator and County's Contracts/Purchasing Division, showing that the MPRPD has in effect the insurance required by this Agreement.

The MPRPD shall file a new or amended certificate of insurance within five (5) calendar days after any change is made in any insurance policy, which would alter the information on the certificate then on file. Acceptance or approval of insurance shall in no way modify or change the indemnification clause in this Agreement, which shall continue in full force and effect. MPRPD shall at all times during the term of this Agreement maintain in force the insurance coverage required under this Agreement and shall send, without demand by County, annual certificates to County's Contract Administrator and County's Contracts/Purchasing Division. If the certificate is not received by the expiration date, MPRPD shall have five (5) calendar days to send in the certificate, evidencing no lapse in coverage during the interim. Failure by MPRPD to maintain such insurance is a default of this Agreement, which entitles County, at its sole discretion, to terminate this MOU immediately. MPRPD shall be a licensed, bonded and a properly insured (or permissibly self-insured) contractor, and be responsible for restoring the Property to a condition acceptable to the County upon completion of its purpose for using the Property.

## **NON-DISCRIMINATION/COMPLIANCE WITH APPLICABLE LAWS**

During the term of this MOU, MPRPD and their employees, agents, and/or subcontractors shall not unlawfully discriminate against any person because of race, religious creed, color, sex, national origin, ancestry, physical disability, mental disability, medical condition, marital status, age, sexual orientation, or any other characteristic set forth in California Government Code section 12940(a), either in employment practice or in furnishing services. Friends agrees to comply with all federal, state and local laws, regulations and ordinances of these authorities, including any health and safety orders or requirements issued by local or state authorities.

## **GOVERNING LAW**

This MOU shall be governed by and interpreted under the laws of the State of California; venue shall be Monterey County.

**ASSIGNMENT**

MPRPD shall not assign or transfer interest in this MOU to any other parties without written consent from the County.

**AUTHORITY**

The Parties signing this MOU certify they have proper authorization to do so.

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Kathleen Lee, President*  
*Board of Directors*  
*Monterey Peninsula Regional Park District*

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Hillary Theyer, Library Director*  
*Monterey County Free Libraries*

Attachment: