

MEMORANDUM OF UNDERSTANDING  
FOR USE OF SPACE OR ROOMS  
UNDER EMERGENCY CONDITIONS

This Memorandum of Understanding is between Tennessee Technological University ("TTU") and \_\_\_\_\_ ("Provider"), located at [ENTER PROVIDER'S ADDRESS] \_\_\_\_\_ ("Location") and shall be effective when signed by both TTU and Provider (effective date)

1. Provider agrees to allow TTU to use Provider's space or rooms at its Location in the event TTU declares that emergency conditions ("Event") exist that prevent TTU from using its own space for normal operations
2. TTU and Provider will determine the extent of the space or rooms that will be made available at the time of the Event.
3. Provider understands that should an Event occur, TTU will use the space or rooms to conduct the business of the university, including but not limited to, use of the space or rooms as classrooms, offices, and secured storage space.
4. TTU agrees that it will cooperate with Provider in scheduling the use of the space or rooms and will make every effort to minimize the impact of TTU's use on Provider's normal operations.
5. Provider agrees it will allow access to the space or rooms for the duration of the Event.
6. TTU agrees it will

TTU

PROVIDER

\_\_\_\_\_  
Signature  
[VP OR EQUIVALENT IN CHARGE OF OPERATIONAL AREA]

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date