# MEMORANDUM OF UNDERSTANDING

# BETWEEN

# BELLEVUE COLLEGE

# AND

# INSERT NAME

1. **Parties.** This Memorandum of Understanding (hereinafter referred to as “MOU”) is made and entered into by and between Bellevue College, 3000 Landerholm Cir. SE and Insert other party name and address.
2. **Purpose.** The purpose of this MOU is to insert purpose.
3. **Term of MOU.** This MOU is effective upon the day and date last signed and executed by the duly authorized representatives of the parties to this MOU and shall remain in full force and effect until enter date (1 or 3 yrs). This MOU may be terminated, without cause, by either party upon 90 days written notice, which notice shall be delivered by hand or by certified mail to the address listed above.
4. **Payment.** If payment is to be made set forth the amounts and the time frame when payment is to be tendered. Otherwise, state “no payment shall be made to either party by the other party as a result of this MOU.”
5. **Responsibilities of Bellevue College.** Delineate all obligations of the first party listed above. Include the agency’s responsibilities for costs and expenses during the term of this MOU.
6. **Responsibilities of** **Insert name of other party.** Delineate all obligations of the first party listed above. Include the agency’s responsibilities for costs and expenses during the term of this MOU.
7. **General Provisions**
	1. **Amendments.** Either party may request changes to this MOU. Any changes, modifications, revisions or amendments to this MOU which are mutually agreed upon by and between the parties to this MOU shall be incorporated by written instrument, and effective when executed and signed by all parties to this MOU.
	2. **Applicable Law.** The construction, interpretation and enforcement of this MOU shall be governed by the laws of the state of Washington. The courts of the state of Washington shall have jurisdiction over any action arising out of this MOU and over the parties, and the venue shall be the King County, Washington.
	3. **Entirety of Agreement.** This MOU represents the entire and integrated agreement between the parties and supersedes all prior negotiations, representations and agreements, whether written or oral.
	4. **Liability.** Each party to this agreement will be responsible for the negligent acts or omissions of its own employees, officers, or agents in the performance of this Agreement. Neither party will be considered the agent of the other and neither party assumes any responsibility to the other party for the consequences of any act or omission of any person, firm, or corporation not a party to this Agreement
	5. **Severability.**  Should any portion of this MOU be judicially determined to be illegal or unenforceable, the remainder of the MOU shall continue in full force and effect, and either party may renegotiate the terms affected by the severance.
8. **Signatures.** In witness whereof, the parties to this MOU through their duly authorized representatives have executed this MOU on the days and dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this MOU as set forth herein.

**BELLEVUE COLLEGE**

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

Dennis Curran, Date

Vice President of Administrative Services

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NAME OF DIVISION COORDINATOR Date

TITLE OF DIVISION COORDINATOR (optional)

**INSERT NAME OF THE OTHER PARTY**

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

NAME OF SIGNATURE AUTHORITY Date

TITLE OF SIGNATURE AUTHORITY