

Joint Use Agreements

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Oakland CA

- An agreement between any two agencies or private entities that outlines the conditions upon which one agency may use the other's facility(ies).

- Key components to include in a joint use agreement.
 - Scope: reason and intent
 - Location (multiple facilities)
 - Term: and costs involved / fee schedule
 - Dates and duration
 - Liability / indemnification
 - Scheduling (who, how, priority, etc..)

- Other Considerations
 - Other equipment besides the facility
 - Parking
 - Incidental uses besides the main purpose (barbecue, special ceremony, etc...)
 - Utilities
 - Cancellations and changes
 - Damages
 - How to terminate agreement
 - How to renew the agreement

- Identify the “key” people early on in the process.
(may not be who you think they are)

Custodian

Principal

Superintendent

Asst. Superintendent

Coaches / Teachers

other???

- ** Is there a third party that would make this even more appealing, or that needs to be identified?

- Identify their mutual interest(s)

Are there benefits to them, by letting you utilize their facility?

- Determine how your needs will mesh with their purpose or mission.
 - Does hosting your program allow them to meet some of their goals?

- Anticipate any objections or reasons they may not want to let you use their facility
 - Interrupt business / other activities
 - Cost to them for your use
 - “this is mine” attitude
 - Liability concerns
 - Affect on the facility itself

- Develop a program or plan that will deal with their concerns.
 - Security
 - Custodial
 - Supervision
 - Maint. & Repairs
 - Supplies

- When meeting with them:
 - Be sympathetic to their concerns
 - Do not demand
 - Be a solution provider to any concerns they may have.
 - Do not force a decision on something you are not ready to accept. Come back another time.
 - Easier to get more later, once foot is in door.

Now the Hard Part

- Administration of the use agreement
- Measure if successful
- Be accountable
- Take nothing for granted
- Always follow up, always, always, always!!
- Find ways to make their life easier
- Be appreciative of all things beyond basic agreement

Practical Examples

- Colorado – Custodian
- St. George – Personal attention
- Salt Lake – Go out of your way
- Vernal – Provide back up, personal attn.
- Stockton – Understand their concerns
- Vallejo – Mutual benefits

Summary

- Easy part – Get agreement
- Hard part –
 - Follow through
 - Be accountable
 - Do what you say you will do
 - Don't hide anything
 - Swallow your pride