

Memorandum of Understanding

Alabaster Board of Education (the "Organization") and the City of Alabaster (the "City") enter this memorandum of understanding on this the 28th day of April 2025. Accordingly, Parties agree as follows:

I. Pubic Purpose and Scope

This agreement is for the benefit of the general public in providing public access and ease of voting in municipal elections. To fulfill this purpose, the Organization and the City will partner to utilize the Organization's Restore property in the following manner: Facilitate the hosting of public voting for municipal elections in 2025. The events shall require use of the property on August 25-27, 2025 and September 22-24, 2025.

II. City Responsibilities

The City agrees that the resources utilized will be used only for the purposes set forth in Section I. Further, the City understands and agrees that the City shall be responsible to the Organization for providing personnel for set up or take down of any tables, chairs, signage, or voting machines required for the elections.

At least 30 days prior to the start of the first scheduled event, the City and the Organization staff shall meet on-site to determine logistical needs appropriate for safety.

The City is allowed to set up within the Restore property starting at 6:00 am on August 25, 2025, and September 22, 2025. Unless approved otherwise, the facility shall be reset and rooms restored to previous arrangement and city-owned tables and chairs removed no later than 5:00 pm August 27, 2025, and September 24, 2025. The City shall be responsible for any damages to Organization property.

The Organization understands that the use of public resources and assets are subject to emergency conditions and the City may have to reallocate resources and assets on short notice for emergency situations that may arise. The City reserves the right to determine emergency situations in its sole discretion.

III. Organization Responsibilities

The Organization understands and agrees to the use of the Restore property, main lobby and bathrooms, auditorium, storage room behind the stage, lockable room behind the stage, and Greenway walkway. Subject to availability, the Organization will provide personnel to assist and help direct setup and reset of rooms. The Organization shall assist provide personnel to assist in setting up and/or taking down any tables and chairs.

City of Alabaster

Mayor (Signature)

Date

City Clerk (Attest)

Date

Alabaster City Schools

L. Wayne Thomas

Representative (Signature)

Date

Jeff Atkins

Witness

Date