

**Memorandum of Understanding**  
**Between**  
**Watertown Public Library and Watertown Family Connections**

Effective Dates: September 2025 – May 2026

**Purpose:**

This Memorandum of Understanding (MOU) sets forth the terms and understanding between Watertown Public Library (WPL) and Watertown Family Connections (WFC) for the use of the WPL Community Room to host WFC's weekly "Wiggles and Giggles" large motor skills playgroup.

**Scope of Agreement:**

**1. Room Usage and Payment:**

- The WPL Community Room will be reserved for WFC every Wednesday from 8:30 AM to 11:30 AM, starting in September 2025 and concluding in May 2026. WFC will provide dates to WPL.
- WFC will pay \$50 per playgroup session, with payments made quarterly.
- WFC will not be charged for canceled sessions due to school closures, weather, or other unforeseen circumstances.

**2. Responsibilities of Watertown Public Library (WPL):**

- Provide access to the Community Room as scheduled.
- Ensure the room is in suitable condition for use, including necessary amenities (tables, chairs, Wi-Fi, audiovisual system, etc.).
- Notify WFC in advance if an event hosted by WPL requires superseding WFC's reservation.

**3. Responsibilities of Watertown Family Connections (WFC):**

- Use the room exclusively for "Wiggles and Giggles" large motor skills playgroup activities.
- Abide by all library policies, including any rules pertaining to room usage.

- Be responsible for supervising attendees and ensuring their safety during the sessions. Participants will be required to fill out and sign Liability Waiver through WFC.

#### **4. Mutual Agreement:**

- Both parties will communicate in advance regarding any changes to the schedule or needs.
- Either party may terminate this MOU with written notice of at least [30] days.

#### **Authorization and Agreement:**

This MOU signifies the mutual understanding and agreement between Watertown Public Library and Watertown Family Connections.

#### **Signatures:**

For Watertown Public Library:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

For Watertown Family Connections:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_