

# Memorandum of Understanding

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Memorandum of Understanding for the partnership between Reach Cyber Charter School and Lancaster Science Factory.

Effective start date: September 1, 2023

Lead Organization:  
Reach Cyber Charter School  
750 East Park Drive, Suite 204  
Harrisburg, PA. 17111

Partnering Organization:  
Lancaster Science Factory  
454 New Holland Avenue  
Lancaster, PA 17602

This Memorandum of Understanding (MOU) is made and entered into by Reach Cyber Charter School (Reach Cyber) and Lancaster Science Factory (LSF). The entities listed above may collectively be referred to as the parties to this MOU.

## **I. PURPOSE:**

The purpose of this MOU is to partner Lancaster Science Factory, whose primary mission is to offer children an environment for learning and developing curiosity, thinking creatively, and building confidence in the principle of science and applications of science in engineering and technology, with Reach Cyber Charter School. Reach Cyber families may access LSF during mutually agreed-upon times over the course of this partnership.

The start date for the term of this agreement will be September 1, 2023, and the end date will be August 31, 2024. Both parties agree to meet at least one month prior to the term's expiration to discuss extension or termination.

## **II. STATEMENT OF MUTUAL BENEFIT AND INTEREST:**

The parties agree that it is to their mutual benefit and interest to work cooperatively in providing Reach Cyber students an opportunity to utilize the LSF facility for the purpose of expanding their learning.

The parties to this MOU have individual responsibilities regarding the partnership.

Reach Cyber and LSF will both be active partners in communicating about events being held at the facility.

### **LANCASTER SCIENCE FACTORY WILL PROVIDE:**

- Two usages of the LSF facility per month for the purpose of in-person programming led by Reach Cyber.
  - One usage per month of the Exhibit Hall, and one usage per month of any of the following spaces: Maker Space, STEM Classroom, or Science Café. (The usage of the Exhibit Hall and other spaces may be concurrent if desired.)
  - Each program is not to exceed three hours in length.
  - Programs must be held during LSF's normal operating hours, which are Monday-Saturday 10 am - 5 pm, Sunday 12 - 5 pm from Memorial Day - Labor Day (Summer), and Tuesday-Saturday 10 am - 5 pm, Sunday 12 - 5 pm from Labor Day - Memorial Day (School Year).
  - LSF spaces (Exhibit Hall, STEM classroom, Maker space, Science Café) shall be reserved at least two months in advance. Every effort will be made to schedule the full year in advance or schedule each semester (fall/spring/summer) well in advance to ensure LSF spaces are

available and reserved for Reach Cyber. (For LSF scheduling purposes, Fall is typically defined as September-December, Spring as January-May, and Summer as June-August.)

- The LSF STEM Classroom and Maker Space are not available between June-August to due Summer Camps.
- Reach Cyber will assign one Point of Contact who is responsible for all reservations. LSF will assign one Point of Contact to schedule and confirm these bookings.
- At the time of booking, Reach Cyber will provide each program's date and time, an approximate headcount (number of students, teachers, and chaperones), identify the LSF space requested, and specify the type of program (professional development, classroom program, exhibit exploration, etc).
- Reach Cyber will cooperate with LSF's capacity limits in each space. For the STEM classroom and Maker Space, the capacity limit is 20 students. For the exhibit hall, the capacity limit for groups is 75 students. The Science Café can seat 10 students and host two instructors at one time.
- Any request involving assistance from Lancaster Science Factory staff or usage of consumable materials will be paid separately on a case-by-case basis and specified when scheduling to ensure staff and material availability.
- 300 general admissions to the facility to be distributed to Reach Cyber families for use during the term of the agreement.
- Demo table at one Family STEM Fair, per the opportunity level "Supporting Sponsor."

**REACH CYBER CHARTER SCHOOL WILL PROVIDE:**

- A fee of \$15,000 for the term of this agreement, payable in full on or before the start date listed above.
- School logo and mission/vision information.

**III. INSURANCE**

At all times during the term of this MOU, Lancaster Science Factory will maintain at its own expense liability insurance in an amount adequate to protect against any liability arising from the services to be provided by LSF under this MOU. The liability insurance shall be of the type customarily obtained in LSF's field.

LSF is not liable for any or all claims, actions, liabilities, losses, expenses, damages, and costs including, but not limited to attorney fees, settlement expenses, that may at any time be incurred by reason of any claim, suit, action, or other proceeding that is based on, or arises from, the partner/memorandum of agreement.

**IV. IT IS MUTUALLY AGREED AND UNDERSTOOD BY AND BETWEEN THE PARTIES THAT:**

This MOU is executed as of the effective start date listed above and is in effect until either party, in writing, with a 30-day notice decides to terminate this agreement.

By:  
Jane Swan  
Chief Executive Officer  
Reach Cyber Charter School

By:  
Emily Landis  
Executive Director  
Lancaster Science Factory

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

On this date: \_\_\_\_\_

On this date: \_\_\_\_\_