

MEMORANDUM OF UNDERSTANDING

For the Period of January 1, 2020 – December 31, 2023

With automatic one (1) year renewals subject to 60-day written notice to terminate.

Reference #3516R09

This Memorandum of Understanding (MOU) is entered into by and between Total Control Training, Inc. in their capacity as the Pennsylvania Motorcycle Safety Program (PA MSP) contractor to the Pennsylvania Department of Transportation (PennDOT), and NAME OF ORGANIZATION, in their capacity as a provider of training classroom and/or range facilities for the PA MSP.

WHEREAS, the partners listed above have entered into a collaborative agreement in which Total Control Training, Inc. will utilize ORGANIZATIONS facilities for the purposes of providing motorcycle safety training and education classes.

WHEREAS, the partners herein desire to enter into a Memorandum of Understanding setting forth the services to be provided by the collaborative agreement; and

WHEREAS, the schedule of facility use dates (Attachment A) will be agreed upon by both parties no later than January 15th of the calendar year, unless otherwise agreed upon.

NOW, THEREFORE, it is hereby agreed by and between the partners as follows:

Total Control Training, Inc. will:

- Provide all necessary equipment and course materials
- Include ORGANIZATION as additionally insured on their general liability policy (minimum \$1,000,000) ensure all staff are aware of and abide by all facility and site rules.
- Place (1) port-a-john portable unit on the Owner's site at (agreed upon location) if applicable
- Only utilize the ORGANIZATIONS facility/range on agreed upon dates
- Immediately notify the ORGANIZATION should any problems arise with the facility space

ORGANIZATION will:

- Inform Total Control Training, Inc. within 45 days of class convene date, should the facility/range not be available on a date agreed upon in Attachment A
- Provide a classroom to comfortably seat up to 24 students (if applicable to ORGANIZATION)
- Provide a minimum of 100'x180' paved riding area free of pedestrian and vehicular traffic which can be painted with the course range diagram and other necessary markings (if applicable to ORGANIZATION)

- Notices:

Email:

Telephone: _____ E-Mail: _____

SITE RENTAL AGREEMENT

For the Period of Jan. 1, 2020 – Dec. 31, 2023

With automatic one (1) year renewals subject to 60-day written notice to terminate.

Reference #3516R09

By and Between:

OWNER:

Name

Phone:

Business POC:

RENTER:

Total Control Training Inc.

12520 Business Center Drive, Unit C

Victorville, CA 92395

Phone: 800-943-5638

Business POC: Cyndy Markle

Phone: 717-562-5222

Email: c-cymarkle@pa.gov

Site Location:

_____ Classroom

_____ Range

SITE & SERVICES TO BE PROVIDED BY OWNER

Owner's Site Description: Provide a description (number or other identifier) of the classroom utilized, as well as a general description of the location of the range.

The schedule of facility use dates (Attachment A) will be agreed upon by both parties no later than January 15th of the calendar year, unless otherwise agreed upon.

Owner shall:

- Inform Total Control Training, Inc. within 45 days of class convene date, should the facility/range not be available on a date agreed upon in Attachment A
- Provide a classroom to comfortably seat up to 24 students
- Provide a minimum 100'x180' paved riding area free of pedestrian and vehicular traffic which can be painted with the course range diagram and other necessary markings
- Provide an area sufficient in size to accommodate (1) 15'Wx25'Lx10' H semi-permanent storage shed that will be accessible to Total Control Training, Inc. employees both during, and after hours
- Provide Total Control with automatic one (1) year renewals subject to 60-day written notice to terminate before the end of the current rental period.
- Do you give Total Control approval to have vehicles moved off the training lot to another area of the parking lot at the expense of Total Control Training, Inc?
 - Yes _____ or No _____ Please initial _____

Total Control shall:

- Provide and maintain insurance coverage with OWNER named as additionally insured
- Maintain insurance coverage of all Motorcycle Safety Program property on Owner's site
- Place (1) 15'Wx25'Lx10' H motorcycle storage shed on the Owner's site at (agreed upon location)
- Place (1) port-a-john portable unit on the Owner's site at (agreed upon location) if applicable
- Follow all Owner provided rules and regulations regarding site usage
- Pay all undisputed invoices for services provided within 30 days
- Contact and obtain Owner approval in order to add or amend agreed upon dates in Attachment A
- Reserve the right to cancel or modify class dates within 60 days of convene date without incurring costs or penalties during the first calendar year of operations, after which the requirement for notification shall be 30 days

Rental Rate: \$ (amount and terms)

Renter Name: Total Control Training, Inc.

Renter Signature: _____ Date: _____

Owner Name: _____

Owner Signature: _____ Date: _____