

# SAMPLE SHARED USE AGREEMENT TEMPLATE

## SHARING TECHNOLOGY AND DEVICES BETWEEN ORGANIZATIONS

AGREEMENT BETWEEN \_\_\_\_\_ AND \_\_\_\_\_  
*(organization)* *(organization)*

FOR THE SHARED USE OF TECHNOLOGY AND DEVICES, NAMELY \_\_\_\_\_  
\_\_\_\_\_  
*(list technology here)*

### RECITALS

WHEREAS, to promote and facilitate the use of technology and devices for digital learning in afterschool programs.

WHEREAS, to maximize use of technology and devices among all partners.

WHEREAS, \_\_\_\_\_ is the sole owner of the technology and devices.

**OR** WHEREAS, \_\_\_\_\_ and \_\_\_\_\_ share joint ownership of technology and devices. Each group will own a 50% share of this equipment, and agrees to promptly pay for its share of the purchase price, maintenance agreements, insurance costs, and other expenses as may be agreed to during the term of this agreement.

**NOW, THEREFORE,** \_\_\_\_\_ and \_\_\_\_\_ agree to cooperate with each other as follows:

#### 1. Term

- This Agreement will begin on \_\_\_\_\_ and will continue for a period of \_\_\_\_\_ years unless sooner terminated.
- This Agreement may be terminated prior to its expiration, for \_\_\_\_\_ *[add basis here]* upon \_\_\_\_\_ days/months/years written notice.
- Extension of Term - At the end of the initial term of the agreement, the groups will communicate to decide on continuing the agreement, in one year extensions, and whether to continue insurance and maintenance agreement coverage.

#### 2. Effective Date

This Agreement shall be effective on \_\_\_\_\_.

### 3. Equipment Covered

ITEM	MAKE, MODEL, DESCRIPTION, COST OF ACQUISITION
<b>Example:</b> <ul style="list-style-type: none"><li>• Five laptop computers</li><li>• Printer</li></ul>	<b>Example:</b> <ul style="list-style-type: none"><li>• Samsung Chromebook III: \$229.99 x 5</li><li>• Canon PIXMA MG3620 Printer: \$49.99</li></ul> Less discount: 0 Plus Tax: tbd Total: \$1199.94

### 4. Permitted Use of Equipment

- a. Monthly Usage
- b. Usage Restrictions

### 5. Compliance with Law

All use of technology equipment shall be in accordance with state and local law.

### 6. Obligations of Access, Security, and Maintenance for \_\_\_\_\_

*(organization 1)*

- a. Designation of Employee
- b. Access and Security
- c. Supervision
- d. Storage
- e. Routine Maintenance

### 7. Obligations of Access, Security, and Maintenance for \_\_\_\_\_

*(organization 2)*

- f. Designation of Employee
- g. Access and Security
- h. Supervision
- i. Storage
- j. Routine Maintenance

### 8. Maintenance

### 9. Restitution and Repair

- a. Inspection and Notification
- b. Repairs
- c. Reimbursement Procedure
- d. Disagreements

*Continued on next page...*

## **10. Operational Costs**

- a. Documentation of Costs
- b. Purchasing Costs
- c. Maintenance Costs
- d. Staffing Costs

## **11. Liability and Indemnification**

### **12. Insurance**

Each group will safeguard the equipment. In the event of the equipment's damage, loss, theft, or destruction, an insurance claim will be made and the proceeds from the paid claim will be shared equally by the two groups. The groups will communicate and decide on replacing the equipment at such an occasion and executing another agreement on ownership and use.

### **13. Evaluation/Conflict Resolution**

### **14. Ownership at Termination of Agreement**

The depreciated value of this equipment is set at 50% of acquisition cost at the end of the terms of this agreement; reducing 10% per year at the end of each successive year thereafter. By mutual agreement, one group may buy out the other's interest in the equipment for 50% of the set depreciated value at the anniversary/renewal dates of the agreement. As an example, if the initial cost is \$2000, one group may, with mutual agreement buy out the other's ownership interest for \$500 at the end of five years. ( $\$2000 \times .5 = \$1000 \times .5 = \$500$ ).

### **15. Entire Agreement**

This Agreement constitutes the entire understanding between the parties with respect to the subject matter and supersedes any prior negotiations, representations, agreements, and understandings.

### **16. Amendments**

## **SIGNATURES**