

## CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

### LAS POSITAS COLLEGE QUEST PROGRAM

#### MEMORANDUM OF UNDERSTANDING – LAS POSITAS COLLEGE/ LIVERMORE AREA RECREATION AND PARK DISTRICT

**Livermore Area Recreation and Park District (LARPD) will:**

1. Class instruction will be held at the Robert Livermore Community Center (RLCC), 4444 East Avenue, Livermore.
2. Include publicity, class listings (when space is available) in LARPD publications (ie., District Brochure, Senior Newsletter).
3. Set up room for instructor, when building attendant is available.
4. Provide storage space to instructors, if available.
5. Provide limited access to copy machines and other clerical office needs. Instructors need to have visible badges on their person to enter the workroom areas after checking in with office staff. LARPD-SSC staff will provide these upon request.
6. Forward copies of any written communications between LARPD and the on-site Quest instructors to John Williams, Dean of Social Science & Wellness and Quest Director.
7. Have access to classrooms on an as needed basis. Usually a minute or two at the beginning of class for necessary announcements.
8. Require an LARPD Waiver form for emergency information to be completed by all students, at the beginning of each session. (Summer, Fall, Winter/Spring)
9. Provide LARPD Accident Report Forms to instructor. These must be completed and submitted to the Senior Services Supervisor within 24 hours.
10. Require instructors to have LARPD photo I.D.

**Quest Program will:**

1. Provide instructors for classes.
2. Inform LARPD of class schedules, dates and times, in writing a minimum of three (3) months before the first class meets.
  - April deadline for Fall
  - September deadline for Winter/Spring
  - February deadline for Summer

3. Send to LARPD, Quest class brochures.
4. On an annual basis, provide a certificate of insurance naming LARPD as additionally insured.
5. Require each Quest instructor to meet with LARPD prior to first class meeting each semester to review facility set-up needs, holiday schedule, and LARPD student registration.
6. Provide instructors with a supply of Las Positas Accident forms and the LARPD Senior Services office.

*Maureen Gandara Swinbank*

Maureen Gandara Swinbank  
Supervisor-Senior Services  
Livermore Area Recreation  
& Park District

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

\_\_\_\_\_  
Lorenzo Legaspi  
Vice Chancellor  
Business Services  
Chabot-Las Positas Community  
College District

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

This contract will remain in effect until amended version agreed upon by both parties supersedes it.