**Letter of Agreement**

**Community Learning Center Facility**

The Community Learning Center (CLC), the \_\_\_\_\_\_\_ roomed building in the (S/E, N/E, S/W, N/W) corner of the Primary school grounds located in \_\_\_\_\_\_\_\_ Commune, Svay Anthor District, Prey Veng Province is funded by the (DONOR) through (Development PARTNER) and local partner (Implementing PARTNER). This agreement is a contract between the facility director and the CLC Management Committee, as well as reflects the involvement of (Implementing PARTNER) in the renovation and outfitting of the facility. The agreement reflects IMPLEMENTING PARTNER’s right to operate within the CLC for the duration of the program (until Dec 31st 2017) and make renovations as they see fit for the purpose and functions of the CLC. The function in which the facility will be utilized is outlined in the points below. The signature of this letter by the required parties ensures the facility, it’s equipment and the investment made in the renovations are to the benefit of the students and remain accessible to the community as a whole throughout the lifetime of the CLC.

The facility director agrees to:

* Allow the use of 3 at least rooms (or more) in the facility from January 2015 to 31st December 2018 at minimum, or if activites continue successfully post Deceber 31st 2018 this agreement will remain in effect for the lifetime of the CLC.
* Ensure that the CLC is open for all community people equally without discrimination of age, race, gender, physical or mental ability, language, religion or culture
* Maintain the security of the facility, including water, resevoir and latrine facilities external to the building. Maintain the whereabouts of all teaching and learning materials with proper management systems, including the restricted circumstances within which teachers, students or community people are permitted to borrow the materials (as per the CLCMC guidelines on use of CLC property)
* Open and close the CLC securely, based on the hours of operation as set by the CLCMC
* Create a proper library management system in coordination with CLCMC and librarian
* Implement and adhere to the CLC’s Child Protection Policy and Code of Conduct
* Manage the maintenance and care of the CLC’s facilities
* The CLCMC accepts responsibility for electrical costs associated with the CLC facility and operations, requiring a seperate locked meter accessible only
* The Facility Director accepts responsibility for garbage collection costs as part of the groundskeeping of the Primary School.
* The facility director agrees not use the CLC’s facilities, electiricy of the the CLC, water, latrine faciliaites or immediate CLC grounds for operations other than that of the CLC throughout the lifetime of the CLC without the written permission of the CLCMC. This includes use by another INGO/NGO, or for the benefit of a private individual or event
* In the event of dispute between the CLCMC and facility director surrounding any of the aforementioned points, or any other issue that should arise throughout the lifetime of the CLC the issue will be raised at the commune council for resolution, with the involvement of the DOE when the facility is located within MoEYS grounds.
* IMPLEMENTING PARTNER, DEVELOPMENT PARTNER, the DONOR and it’s representatives retain the authority to conduct monitoring ad evaluation activities within the facility from January 2015 to 31st December 2018 at minimum, or if activites continue successfully post Deceber 31st 2018 for the lifetime of the CLC.

We have read and understood this agreement and will to adhere to the conditions set out, for the benefit of the community, CLC and CLCMC.

Signature of School Director

Name:……………………..

Signature…………………

Signature of CLCMC Director on behalf of CLCMC

Name:……………………..

Signature…………………

Date:…………………………………..

Signature on behalf of IMPLEMENTING PARTNER

Name:………………………………

Signature………………………

Date:…………………………………