**INCOL**

**Inland Northwest Council of Libraries**

MEMORANDUM OF AGREEMENT

This AGREEMENT is made between:

Presenter, herein referred to as the “CONTRACTOR”, and the Inland Northwest Council of Libraries (INCOL), through the Agency of Spokane County Library District acting on its behalf as FISCAL AGENT. This agreement is made on the day of , 2018.

**Services to be provided by the CONTRACTOR:**

Presenter will provide two workshop sessions of the same title: . The morning workshop will run from - with a repeated afternoon session from - . The INCOL Workshop will take place at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in \_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_.

**Date of Service:** \_\_\_\_\_\_\_\_\_\_\_

**Compensation and expenses (W9 and all receipts are needed for reimbursements) to be reimbursed to the CONTRACTOR by the FISCAL AGENT within a reasonable timeframe upon completion of travel and presentation of workshop:**

**Compensation/Expenses:**

* Honorarium of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_for workshops and materials
* Travel expenses charged at federal per diem rates and IRS mileage rates related to services rendered

**Save Harmless:**

The CONTRACTOR shall protect, indemnify, and save INCOL and the FISCAL AGENT harmless from and against any damage cost, or liability for any or all injuries to persons or property arising from acts of omission of the CONTRACTOR, his/her employee or agents, howsoever caused.

**Verbal Agreements:**

This agreement expressly limits the services to the terms and conditions provided herein. All additional or different terms proposed by the CONTRACTOR are rejected unless provided in writing and agreed to by INCOL through the INCOL Chair or through the FISCAL AGENT acting on its behalf.

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INCOL Chair Signature of CONTRACTOR

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 Street Address or Box Number

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 City State Zip