**Complete Streets Demonstration Library**

Agreement

The North Jersey Transportation Planning Authority (NJTPA), in partnership with the Hudson Transportation Management Association (Hudson TMA), operates a Complete Streets Demonstration Library for the purpose of loaning materials to municipal governments and other partners to implement temporary demonstration projects on and adjacent to publicly accessible transportation facilities.

By participating in this program, the lead organizer(s) and their partners agree to the following program guidelines.

1. **Point of contact** – A designated point of contact shall be provided for the transportation facility owner(s), such as the government body or private property owner responsible for the operation and management of the transportation facility.
2. **Design and approval** – Project organizers are responsible for the design of the temporary demonstration project, in accordance with accepted engineering standards and practices. Any guidance provided by staff of Hudson TMA or the NJTPA is advisory only. If the project organizer is not the owner of the transportation facility, they are required to obtain approval of the project from the government body or private property owner responsible for the operation and management of the transportation facility. Documentation of approval shall be provided to the NJTPA.
3. **Transportation** – Project organizers are responsible for the pickup, transportation, and return of borrowed materials from the Hudson County, New Jersey storage location at a mutually agreed date and time. Organizers are responsible for loading and unloading of materials.
4. **Installation** – Project organizers are responsible for the installation or setup and removal or breakdown of the demonstration project.
5. **Care** – Project organizers agree to treat borrowed materials with reasonable care during use, transportation, and storage in order to minimize damage and loss. Any damage or loss shall be reported to the NJTPA. Borrowers may be requested to reimburse the program for the replacement cost of materials lost or damaged due to negligence. Unused consumable materials (e.g., paint) shall be returned to the library at the conclusion of the project.
6. **Documentation** – Project organizers agree to share documentation of the project with the NJTPA. Documentation could include outreach and media such as flyers, advertisements, announcements, press releases, and press coverage, photographs and video, evaluation such as user counts, surveys, or speed studies, and project summary reports.

By completing this agreement, the project organizer(s) agree to participate in the Complete Streets Demonstration Library according to the guidelines specified herein.

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| **Project name:** Click or tap here to enter text. |
| **Location:** Click or tap here to enter text. |
| **Contact name:** Click or tap here to enter text. |
| **Contact organization:** Click or tap here to enter text. |
| **Email:** Click or tap here to enter text. | **Phone:** Click or tap here to enter text. |
| **Date:** Click or tap to enter a date. |

**Points of contact:**

Demonstration@njtpa.org