

Memorandum of Understanding (MOU)

Between

**Department of Veterans Affairs
National Cemetery Administration
Tahoma National Cemetery
18600 SE 240th St.
Kent, Washington**

And

**Tahoma School District
for the Purpose of Managing the
Individual Gravesite Flag Program
at
Tahoma National Cemetery**

A. Purpose

The purpose of the Memorandum of Understanding (MOU) is to establish a general understanding between the Department of Veterans Affairs Tahoma National Cemetery (VA TNC) and the Tahoma School District. This MOU also allows VA TNC and TSD to meet their goals of community service while simultaneously serving our nation's veterans.

B. Mission and Objective

The mission of VA TNC is to honor veterans with a final resting place and lasting memorials that commemorate their service to our Nation. The objective of this MOU is to utilize TSD to support this endeavor by continuing the tradition of having individual American flags placed at each gravesite during the weeks of Memorial Day and Veterans Day. The program will support the NCA Legacy Initiative, and by providing hands-on history learning experience for students, the goals of TSD.

C. Responsibilities

The Tahoma School District will:

- Participate in the individual gravesite flag program to include:
 - Scheduling with the VA TNC Director the Date and time for the placement of flags preceding Memorial Day and Veterans Day.
 - Scheduling with the VA TNC Director the removal and pick-up of flags after Memorial Day and Veterans Day.

- Utilize school transportation and students supervised by faculty to place the gravesite flags.
- Take all reasonable precautions necessary to protect persons and property from injury or damage during the performance of this MOU.
- Be responsible for any injuries to or claims of injury by faculty, students, or other individuals participating in the event, as well as for any damage to personal or public property that occurs during the performance of this MOU which is caused by its participant's fault or negligence.
- Provide faculty supervisors to monitor and oversee the performance of the flag placement and the general behavior of the students. Faculty supervisors will ensure all students and other individuals in the group behave with appropriate decorum, courtesy, and respect while within VA TNC or at its perimeter or entrances. Shouting, cursing, angry outbursts, sleeping, intoxication, and violence or criminal acts of any kind will not be tolerated and is cause for immediate removal from the Cemetery.
- Assist VA TNC with the cleaning, drying and preparation for storage of flags.

Tahoma National Cemetery will:

- Procure and maintain an adequate supply of individual gravesite flags,
 - Complete a Maintenance Program for the flags, and
 - Storage of the flags.
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- Ensure TSD faculty and students are aware of the proper placement of and respect to be used in the placement of the gravesite flags.
 - Be available to the Tahoma School District Supervisor overseeing and coordinating the work involved.
 - Stay abreast of and inform the Tahoma School District Supervisor of cemetery functions which may interfere with the event, including interment activities.
 - Ensure the event does not cause any committal service, procession, or visitation to be delayed, altered, or otherwise impacted in such a way that the dignity, security, or safety of the event or visit is compromised.
 - Be responsible for the acts and omissions of VA employees performing work related to this MOU.

“Each party shall defend, indemnify and hold the other party, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits, including attorney fees, arising out of injuries and damages caused by each party’s own negligence.”

Both VA TNC and TSD understand the VA National Cemetery Administration honors veterans with a final resting place and lasting memorials commemorating their service to our Nation, and that because National Cemeteries are national shrines, the standards of work, appearance, and procedures performed by the individuals at the cemetery must reflect respect and concern for those interred there. Both VA TNC and TSD therefore acknowledge and agree:

- Due to the sensitive mission of the cemetery, participants must exercise and exhibit absolute decorum, composure, and stability at all times on Cemetery grounds.
- Participant appearance and conduct shall always be professional and unobtrusive. Shirts and shorts or full-length pants must always be worn.
- Smoking is not allowed on Cemetery grounds.
- The use of electronic devices shall be monitored by TSD faculty. Use of these devices shall be limited to capturing the performance of and recording of the event. The playing of music, use of cell phones, etc. which can be heard by others on site is prohibited. All individuals failing to comply will be asked to leave the site.
- Sexual harassment will not be tolerated, and the offending individual(s) will be removed from the site.

MOU between the Tahoma National Cemetery and
Tahoma School District

- Participants shall not sleep on Cemetery grounds. Sitting or standing on installed grave markers, placing or leaning equipment or materials on grave markers is prohibited.
- Any questions from Cemetery visitors shall be politely referred or directed to Cemetery personnel.

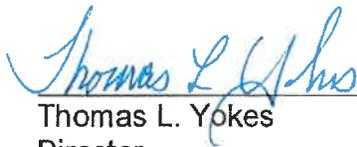
D. Business Hours and Days for Operation.

Normal Cemetery business hours / days of operation are 8:00AM to 4:30PM, Monday through Friday, excluding the following Federal Holidays:

New Year's Day	Labor Day
Martin Luther King's Birthday	Columbus Day
President's Day	Veterans Day
Memorial Day	Thanksgiving Day
Fourth of July	Christmas Day

E. Effective Date

This MOU will be effective for five (5) years from the date of signing this MOU by the Cemetery Director and the representative of Tahoma School District. This MOU may be amended, superseded, or rescinded by mutual consent of the participating entities and can be terminated by either party by providing written notice at least 30 calendar days in advance.



Thomas L. Yokes
Director
Tahoma National Cemetery

6/13/2022
Date

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Mike Hanson
Superintendent
Tahoma School District

6/28/2022
Date

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