**Memorandum of Agreement**
**Between**
**Cattery Lounge and Snackery**
**And**
**PAWS Shelter of Central Texas**

## I. Purpose of the Agreement

This Memorandum of Agreement (MOA) sets out the terms by which the Cattery Lounge and Snackery (hereby known as Cattery) and PAWS Shelter of Central Texas (hereby known as PAWS) will work together to increase cat/kitten adoption rates, thereby reducing euthanasia rates, in Hays County, Texas.

This agreement will remain in effect from April 15, 2017 to April 15, 2020. Sixty (60) days before the time of expiration it can be renewed by both parties for up to three years. Dr. Heather Aidala, Executive Director will be the key contact for the Cattery for this agreement. Melody Hilburn, Executive Director will be the key contact for PAWS for this project. These individuals are responsible for ensuring the conduct of the activities listed below.

## II. Roles and Responsibilities

### *Responsibilities of Cattery*

1. Take custody of cats and kittens that are ready for adoption from PAWS and provide a safe environment for them to interact with each other and patrons of the Cattery who are potential adopters.
2. Provide for the basic needs and health of the cats/kittens in its custody through proper food, water, bathing, and enrichment (toys, vertical spaces, etc.).
3. Provide a clean living environment which includes proper sanitization and cleaning.
4. Provide a safe environment where patrons are monitored to ensure they are handling the cats/kittens in a safe manner (see Patron Agreement and Release).
5. Cattery will carry liability insurance for the business, patrons, and Cattery employees.
6. Allow a PAWS cat adoption counselor to handle all adoption arrangements and fees.
7. Communicate with PAWS when they are able to take additional cats/kittens into custody for adoption or if any cats need other temporary shelter arrangements due to behavioral or medical concerns.
8. If the Cattery closes under any circumstances, all animals will be returned to PAWS as soon as possible.

### ***Responsibilities of PAWS***

In return for the above, PAWS agrees to:

1. Provide cats/kittens that are ready for adoptions based on:
    a. Having been monitored for at least 3 days by PAWS staff at the PAWS location
    b. Being spayed/neutered
    c. Having all necessary medications and vaccinations to prevent zoonotic disease
    d. Being behavioral cleared to be in a shared environment with other cats/kittens.

2. Provide majority of cat litter, food, and supplies.
3. In the case a cat/kitten becomes ill, PAWS will take the animal back into their custody in order to provide needed medical care/treatment. Once healthy, the custody can be transferred back to the Cattery.
4. Provide a cat adoption counselor for the Cattery with stable hours that can be posted at the Cattery. The cat adoption counselor will screen all potential adopters and collect all associated fees.
5. Communicate with the Cattery when they have additional cats/kittens that can be taken into custody for adoption.
6. This contract will be an exclusive contract and neither the Cattery or PAWS will enter into a similar off-site adoption center in Kyle or San Marcos
7. PAWS will carry rider insurance for the Cattery Lounge and Snackery as an off-site location and for their cat adoption counselor.

**III. Payment Schedule**

No monies will be exchanged between the Cattery and PAWS. All water and enrichment will be provided by the Cattery. All food, litter, and medical care will be provided by PAWS. All adoption fees will be paid directly by the adopter to the cat adoption counselor who is employed by PAWS.

Cattery will operate as a state nonprofit until eligible to apply for 501(c)(3) status. Both agencies as nonprofits can accept donations of food and supplies for cats/kittens. If one agency is facing a shortage of food and/or supplies, they can agree to share overages of such donations with the other. In addition, in order to support the mission of increasing adoptions and reducing euthanasia in Hays County, the Cattery and PAWS may choose to partner in fundraising activities to support the adoption program coordinated between the Cattery and PAWS. Details of fundraising activities will be written out and agreed to by both parties prior to and per each activity.

**IV. Duration of the Agreement**

This agreement will be in effect from April 15, 2017 to April 15, 2020 and may be updated at any time through written agreement of each partner. Either party can terminate the agreement with 60 days written notice.

**V. Signatures of Parties' Principals**

Signatures below verify this Memorandum of Agreement are acceptable. Each agency will retain a copy for their records.

Heather Aidala 3/30/17

Heather Aidala Principal Date
Executive Director
Cattery Lounge and Snackery

3/30/17

Melody Hilburn Principal Date
Executive Director
PAWS Shelter of Central Texas