



**ANNUAL EMERGENCY CONTINGENCY PLAN
BUILDING USE AGREEMENT (5A DCMR, Chapter 1, 103.5 (g) and 104.5 (e))**

The building use agreement is required for an application for a license. A facility would need a building use agreement in place to use a contingency location. A contingency location is a location that a facility would use for an extended period of time (i.e., 30 days) to continue to provide care while their primary location is not usable – (Section 107.2).

Applicants who fail to provide a building use agreement acknowledge that they will not be able to continue services if their licensed location is not usable which would lead to a suspended or revoked license.

Submitting Building Use Agreement Form

Declining to Submit a Building Use Agreement Form

Emergency Provider's Contact Information (Contingency Location): _____

Address: _____

Telephone: _____
(Area Code)

Cell Phone: _____
(Area Code)

Fax: _____
(Area Code)

Purpose of Use: _____

General Guidelines and Requirements: _____

User Responsibilities: _____

User Restrictions: _____



DISTRICT OF COLUMBIA
OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

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Attach all supporting documentation for each of the following:

- Proof of appropriate insurance coverage
- Valid Certificate of Occupancy
- Proof of updated safety inspections that are required specific for a child development facility
(Fire or emergency evacuation plan)

Facility Usage Fee: Yes, Amount \$ _____ No

Signature of Owner/Agent

Date

Signature of Emergency Owner/Agent

Date

I certify that the person(s) appeared before me this day, each acknowledging to me that he or she signed the foregoing the building use agreement that identifies a contingency location that may be used if the primary location of operation ceases to be available.

Notary Signature and raised seal

Date

Printed Name of Notary

Commission Expiration