



DISTRICT OF COLUMBIA
OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

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: _____



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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