



Complete Streets Demonstration Library

STEP #3 – User Agreement

The South Jersey Transportation Planning Organization (SJTPO), in partnership with Cross County Connection Transportation Management Association (CCCTMA) operates a program that focuses on supporting municipalities to advance Complete Streets in the region.

To support communities in the SJTPO region who want to undertake temporary demonstration projects to explore Complete Streets initiatives, SJTPO and CCCTMA have created a lending library of materials which municipalities can borrow and use to demonstrate a proposed roadway improvement.

By participating in this program, the project 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 CCCTMA or the SJTPO is advisory only. If the project organizer is not the transportation facility owner, they are **required** to obtain approval from the government body or private property owner responsible for the operation and management of the transportation facility. Documentation of approval in the form of a letter shall be provided to the SJTPO.
 - a. **Please see [Written Approval Request Document](#) for further instructions.**
3. **Transportation** – Project organizers are responsible for picking up, transporting, and returning borrowed materials from the Vineland, New Jersey, storage location at a mutually agreed date and time. Organizers are responsible for the loading and unloading of all borrowed materials. ***All material pick-up and drop-off days/times must be coordinated directly with SJTPO.***
 - a. **PLEASE NOTE:** Materials are stored in a basement storage area with elevator access. Doors to access the storage area are standard width. The project organizer is responsible for bringing proper equipment to transport the materials, which can include hard carts, hand truck, dollies, or other tools to move materials that fit through a standard size door. The library does contain two items, totes and vinyl basket trucks, which may be used for transport.
4. **Installation** – Project organizers are responsible for project installation, setup, removal, and demonstration breakdown.
5. **Care** – Project organizers agree to treat borrowed materials with reasonable care during use, transportation, and storage to minimize damage and loss. Any damage or loss shall be reported to the SJTPO. 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 project documentation with the SJTPO. Documentation may 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.
7. **Liability** – The SJTPO and CCCTMA are solely responsible for providing materials and may not be held liable for their use or any damages/incidents occurring while materials are in use. All temporary demonstration projects must be reviewed and approved by the borrower organizations engineer(s) and/or planner(s) and adhere to State and MUTCD guidelines.

Please fill out the following required information. By completing this agreement, the project organizer(s) agree to participate in the Complete Streets Lending Library according to the specified guidelines.

REQUIRED INFORMATION:

Project Name:	
Contact Name:	
Email:	
Project Location:	
Organization:	
Phone Number:	
Today's Date:	

IMPORTANT: After completing this form, please email it to DemoLibrary@sjtpo.org

