



## **Agreement to Participate in Facilitated Meetings**

The undersigned parties are retaining the services of Kathleen Wareham, facilitator, to facilitate discussions of \_\_\_\_\_ .  
The parties agree as follows:

**Facilitated Meetings:** Kathleen Wareham will facilitate the parties' discussions utilizing her facilitation skills, training and experience. The goal of the meetings is to minimize or eliminate the parties' conflict or potential conflict concerning \_\_\_\_\_. The facilitated meetings will take place at dates and times and locations agreed by the parties, as follows: first meeting: \_\_\_\_\_ ; second meeting: \_\_\_\_\_ third meeting: \_\_\_\_\_

**Voluntary Process:** All parties recognize that the facilitated meetings are a voluntary process, and that the facilitator has no authority to impose an agreement or settlement upon the parties.

**Fees:** The parties have agreed to pay Kathleen Wareham for her services at her standard hourly rate for facilitation services, currently \$300 per hour, and have agreed to provide payment at each scheduled meeting. The parties have agreed to an allocation of fees as follows:

The parties understand Ms. Wareham's services include preparation for the meetings, facilitation at the meetings, and, if requested by all parties, preparation of memoranda summarizing the meetings. The parties further understand Ms. Wareham's services include travel time billed at ½ the full hourly rate, provided there is no charge for travel in Seattle.

**Future Proceedings:** The parties recognize that the purpose of the facilitated meetings is to eliminate or minimize conflict or potential conflict. The parties therefore agree that they will not subpoena nor require the facilitator to testify or produce records, notes, or work product in any future proceedings. The parties recognize the facilitator will destroy her notes of the meetings once her services are complete.

**Privileged Communications:** The parties regard their discussions in the facilitated meetings and their discussions with the facilitator as privileged communications under RCW 7.07.040.

**Representation:** The parties recognize that Kathleen Wareham is not giving legal advice or counsel concerning any party's legal rights and obligations. The parties recognize Kathleen Wareham encourages them to consult with an attorney before, during and after the facilitated meetings and before finalizing any agreements affecting any party's legal rights and obligations.

**Date:** \_\_\_\_\_

**Parties and Representatives (if any):**

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