



DATE: July 27, 2022  
TO: Mayor and City Council  
FROM: Assistant City Manager  
SUBJECT: Use Agreement:  
2022-2024 E Center Use Agreement  
American Red Cross

---

#### RECOMMENDED ACTION

**Approve the 2022-2024 use agreement with the American Red Cross for use of training space in the E Center and authorize the City Manager to sign the agreement.**

#### DISCUSSION

The City has had an agreement with the American Red Cross for a number of years providing for the use of the Community Center and now E Center for training classes. The agreement also provides for (24) twelve of our employees to participate at no cost each year, obtaining and maintaining their certifications. This training option for our staff is a great value and offsets the rental cost of the space.

Staff recommends approving the agreement and authorizing the City Manager to sign the agreement.

*Attachment*

**STANDARD FORM OF SPACE LICENSE AGREEMENT  
FOR THE TEMPORARY USE OF  
FACILITIES**

**(CUBICLE OR ROOM)**

**TERMS AND CONDITIONS**

**Effective Date:** The date upon which this Agreement is effective, which will be the later of the dates of the signatures of Licensor and Licensee on this Form.

**Owner of the Facility (the "Licensor"):**

E. Center, City of Sugar Hill

**Legal Name of the User of the Room (the "Licensee"):**

The American National Red Cross, a nonprofit corporation, a Federally chartered instrumentality of the United States, and a body corporate and politic under the laws of the United States (36 U.S.C. §§ 300101-300111 (1998)).

**Date Upon which the Licensee May Begin to Use the Room (the "Start Date"):**

9/1/2022

**Date Upon Which the Licensee Must Vacate the Room (the "Expiration Date"):**

8/31/2024

**Building Owner and Licensor's Business Address:**

5039 W. Broad St. Sugar Hill, GA 30518

**Room User and Licensee's Business Address:**

431 18<sup>th</sup> Street NW Washington, DC 20006

**Street Address Building of the Building Where the Room is Located:**

5009 W Broad St. Sugar Hills, GA 30518

**Permitted Use(s) of Licensed Room (check those applicable):**

- General Office
- Training and/or Testing
- Storage

**Description of Licensed Room:**

Access to Waterfall Room, approximately 2,700 SF, within the E Center (Licensor reserve the right to relocate to a different room within the Building when a conflict arises).

This Temporary Space License Agreement (the "Agreement") is dated and intended to be effective as of the Effective Date set forth above, and made by and between the Licensor and the Licensee named above. Under the Agreement, the Licensee is permitted to use and occupy, on a temporary basis, the space described above (the "Room") in the Building at the Location set forth above (the "Building").

1. Grant of License. Licensor grants Licensee the right to use the Room for the Permitted Use(s) described above. This license includes reasonable ingress and egress to and from the Room through the Building's common areas. Licensee shall not have the right to use any other space in the Building (such as library, conference rooms, break room, coffee room) or any equipment belonging to Licensor unless the Licensor gives written permission to do so. This Agreement is not a lease and Licensee is granted no leasehold interest in the Room.
2. Term. Licensee's right to use the Premises shall begin on the Start Date and shall end on the Expiration Date. On or before the Expiration Date, Licensee shall vacate the Room. Licensee shall repair all damage caused by Licensee's occupancy, at Licensee's sole cost and expense.
3. License Fee. Licensee shall pay, as a license fee, the amount of \$ . Licensor may allow 24 individual participants for each term 9/1/2022 - 8/31/2023 and 9/1/2023 - 8/31/2024 at no cost.

4. Licensee's Conduct. Licensee agrees to keep the Room good condition and promptly repair all damage to the Premises or the Building caused by Licensee's negligence, and not to disrupt, adversely affect or interfere with other occupants of the Building.
5. Condition of Premises and Building. Licensor makes no warranty or representation about the Room or the Building. Licensee accepts the same "AS IS." Licensor is under no obligation to prepare or repair the Room or the Building for Licensee.
6. Indemnification. Licensee shall defend, hold harmless, and indemnify Licensor against any legal liability, including reasonable attorney fees, in respect to bodily injury, death, and property damage arising from the negligence of the said Licensee during its use of the Room.
7. Insurance. Licensee shall carry the following insurance coverage:
  - A. Commercial General Liability with an occurrence limit of at least one-million dollars (\$1,000,000) and an aggregate limit of at least two-million dollars (\$2,000,000);
  - B. Commercial Automobile Liability with a combined single limit of at least one-million dollars (\$1,000,000);
  - C. Workers Compensation coverage with statutory limits for the jurisdiction in which the premises are located and Employers' Liability with limits of at least one million dollars (\$1,000,000.00) per accident, one million dollars (\$1,000,000.00) disease – each employee and one million dollars (\$1,000,000.00) disease – policy limit.
8. Licensor's Right to Revoke License. Upon reasonable prior written notice to Licensee, Licensor may revoke the license represented by this Agreement if Licensee (a) fails to pay any fee or payment required hereunder or (b) breaches any other obligation hereunder and such breach continues after written notice from Licensor describing same. If this license is so revoked, Licensee shall forthwith vacate the Room in a neat and orderly manner. Licensor shall have all rights and remedies available to it under applicable law.
9. No Assignment. Licensee shall not, and shall not have any right to, assign or transfer, or sublicense this Agreement. Licensor shall have no obligation to consider or approve any such transfer, regardless of the circumstances.
10. Casualty or Condemnation Affecting Premises. Notwithstanding anything in this Agreement to the contrary, in the event that damage or casualty to all or a

part of the Room, this License shall terminate and Licensee shall have no right to restoration of the Room or to receive any compensation whatsoever.

11. Notice. Notice shall be deemed to have been duly given three (3) business days after having been mailed by certified or registered mail, return receipt requested, to the party's address set forth at the beginning of the Agreement, or upon receipt if delivered by hand or recognized overnight delivery service. Either party may change its address for the purpose of notice hereunder by providing the other party with notice of the new address.
12. Governing Law and Binding Effect. This Agreement shall be governed by and construed under the laws of the state in which the Building is located. This Agreement shall be binding on the parties and their respective, successors, transferees and assigns.
13. Brokers/Consultants. Licensors and Licensee each represent to the other that there is no broker in this transaction. Each party shall indemnify the other against the claims of any broker.
14. Authority. Each party represents and warrants that it has the full power and authority to execute, deliver and perform under this Agreement.

AMERICAN NATIONAL RED CROSS  
AND "LICENSEE:"

By: \_\_\_\_\_  
(Signature)

Name:

Title:

Date:

BUILDING OWNER AND  
"LICENSOR:"

By: \_\_\_\_\_  
(Signature)

Name:

Title:

Date: