



**LEASE AGREEMENT  
BETWEEN  
THE CITY OF OLYMPIA AND SENIOR SERVICES FOR SOUTH SOUND**

THIS LEASE AGREEMENT is made and entered into between the City of Olympia, herein referred to as "OLYMPIA" and SENIOR SERVICES FOR SOUTH SOUND, a Washington nonprofit corporation, herein referred to as "USER."

1. Premises. In consideration of the covenants and agreements hereinafter set forth and other good and valuable consideration, OLYMPIA hereby leases to USER a portion of The Olympia Center, herein referred to as the CENTER, located at 222 Columbia St NW, Olympia, Washington. More specifically, said portion is described generally as follows (and in detail on the attached "Exhibit A," which is hereby incorporated by reference as though fully set forth herein):

- a.) OLYMPIA agrees to grant the USER exclusive use of the following areas:

Dedicated Space

Office, reception, storage and work space for Senior Services for South Sound, Supportive Services, Health and Hygiene, and Senior Nutrition Program, and the Senior Boutique.

In 2015, the Service to At Risk Seniors Program (STARS) was eliminated due to funding shortages. This space will be converted to a Health and Hygiene program with the understanding that should the STARS program be reinstated the Health and Hygiene room would be converted back to STARS. Primary programming purposes for the Health and Hygiene Room will be: health consultations, medical checks, therapeutic programs for individuals, inclusion programming for seniors with developmental disabilities and dementia, personal hygiene procedures and consultations.

Lobby Space

The South Lobby is for the exclusive use of the USER during all building hours as established by OLYMPIA.

USER shall be responsible for providing access to their staff and any third party individuals or organizations and provide appropriate supervision during the use. USER will not provide CENTER keys or access codes to volunteers without written agreement by OLYMPIA. OLYMPIA will not be responsible for providing access to any exclusive use areas for third party individuals or organizations.



b.) OLYMPIA agrees to grant the USER nonexclusive use of the following areas based upon the agreed upon hours of use by the USER. Costs associated with this use are provided for in USER's rent obligation.

Additional use beyond these hours will be charged 200% of the senior rate once hours have been exceeded for each space type.

Programming Space (Nonexclusive)

Various program spaces as agreed to between OLYMPIA and USER. The breakdown of program space is:

- Class/meeting rooms – 2250 hours
- Multi-Purpose room “A” – 1190 hours
- Gymnasium – 450 hours
- Special Events – 120 hours in various rooms.

All “early open” (before 8am) or “late close” (after 10pm) hours will be charged to USER using the standard hourly rate for those hours. USER will communicate anticipated extra hours in advance to allow OLYMPIA to appropriately schedule staff when necessary. Thirty (30) days advance notice is preferable, but not required.

Kitchen Space (Nonexclusive)

The Main Kitchen will be managed cooperatively by OLYMPIA and USER. Responsibilities will be as follows:

OLYMPIA

- All scheduling of facility
- Coffee service scheduling and fee collection
- Equipment repair and replacement
- Supervision of community use, except Senior Services

USER

- Provide coffee service as scheduled.
- Daily cleaning and general upkeep
- Maintain inventory of utensils, plates, cups, mugs, and other specific items as necessary.
- Training for community users (Senior Services staff can establish a schedule for training that does not conflict with nutrition operations).

At the end of the regular nutrition program (2pm, Mon-Fri), all appliances and dishes (i.e. coffee cups) will be clean and ready for community use. Any hours, including but not limited to stocking, appliance use, cleaning, or prep work requiring extra time shall be booked through OLYMPIA to avoid conflicts with community users.



In 2010, USER accepted donation of a new walk-in freezer. In order to accept this donation, space was converted to accommodate the equipment. OLYMPIA agreed to allow USER to modify the mutually agreed upon space on the condition that when the USER vacates the premises, the freezer will be removed and USER will convert such space back to its original purpose (sink and prep space).

- c.) USER is authorized to permit third party individuals and organizations access to exclusive use areas provided that the primary purpose of the third party is to promote or support senior interests in the Olympia community. Use of programming space by a group under the co-sponsorship of the USER that generates money will be charged 400% of the senior rate).
  - d.) Any change in use as described in "Exhibit A" during the term of this agreement must be requested in writing by USER and approved in writing by OLYMPIA prior to the execution of any changes.
2. Term of Lease. This lease shall commence January 1, 2018, and shall terminate on December 31, 2018.
  3. Rent. USER agrees to pay OLYMPIA a total of \$6,227.98 per quarter, as rental payment hereunder, for an annual total of \$24,911.92. One quarter of said annual total shall be due and payable within 30 days of the end of each quarter during the term of said lease. Payment shall be made payable to the City of Olympia and provided to the City's Accounts Receivable office.
  4. Annual Report. USER agrees to provide OLYMPIA with a written annual report summarizing participation, activity and the financial status of the organization. This report will be submitted by June 15 following each calendar year.
  5. Utilities. USER agrees that OLYMPIA shall pay the cost of all utilities, except telephone service. The cost of purchasing or leasing telephones and/or installing and maintaining same shall be the responsibility of the USER.
  6. Maintenance and Repair. OLYMPIA shall provide janitorial services, to include vacuuming, emptying of garbage, washing of windows, dusting, and general cleaning on a schedule to be determined by OLYMPIA. OLYMPIA shall also provide maintenance services to include replacement of light bulbs, painting, interior repair, and toilet articles. USER is responsible for all repairs necessary due to the negligence of the USER, his/her agents, invitees or employees.
  7. USER's Repairs and Alterations. USER agrees to keep the leased premises clean and in a sanitary condition, to repair and/or pay to repair any and all damage to the leased premises caused by the USER, and upon surrendering possession, to leave the leased premises in good condition, except for ordinary wear and tear. The USER will not make any alterations,



additions, or improvements without prior written consent of OLYMPIA. The USER will not commit any waste or damage of the premises.

8. Damage by Casualty. In the event said premises shall be destroyed or damaged by fire or other casualties so that the same shall be unfit for use or occupancy, then OLYMPIA shall, within fifteen (15) days after said casualty, notify the USER whether or not OLYMPIA elects to rebuild the premise and lease it in the same manner. If OLYMPIA elects not to rebuild the premises, then this lease shall be terminated and all rents will be adjusted as of said date of OLYMPIA's decision. If OLYMPIA elects to rebuild the premises, then the rent shall be suspended for such period as USER is not in possession and until the premises can be made fit for the USER's occupancy. OLYMPIA and USER hereby expressly waive their right of subrogation against the other party and waive their entire claim of recovery against the other party for loss, damage, or injury from fire or other casualty, included in the extended coverage insurance endorsement, whether due to negligence of any of the parties, their agents, or employees or otherwise.
9. Indemnification / Hold Harmless. USER shall defend, indemnify, and hold harmless OLYMPIA, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of USER's use of Premises, or from the conduct of USER's business, or from any activity, work or thing done, permitted, or suffered by USER in or about the Premises, except only such injury or damage as shall have been occasioned by the sole negligence of OLYMPIA . It is further specifically and expressly understood that the indemnification provided herein constitutes the USER's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated and agreed to by the USER and OLYMPIA. The provisions of this section shall survive the expiration or termination of this Lease.

#### 10. Insurance Requirements

##### A. Insurance Term

USER shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the USER's operation and use of the leased Premises.

##### B. No Limitation

USER's maintenance of insurance as required by the agreement shall not be construed to limit the liability of the USER to the coverage provided by such insurance, or otherwise limit OLYMPIA's recourse to any remedy available at law or in equity.

##### C. Minimum Scope of Insurance

USER shall obtain insurance of the types and coverage described below:



1. Commercial General Liability insurance shall be at least as broad as Insurance Services Office (ISO) occurrence form CG 00 01 and shall cover premises and contractual liability. OLYMPIA shall be named as additional insured on USER's Commercial General Liability insurance policy using ISO Additional Insured-Managers or Lessors of Premises Form CG 20 11 or a substitute endorsement providing at least as broad coverage.
2. Property insurance shall be written on an all risk basis.

D. Minimum Amounts of Insurance

USER shall maintain the following insurance limits:

1. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
2. Property insurance shall be written covering the full value of Lessee's property and improvements with no coinsurance provisions.

E. Other Insurance Provisions

USER's Commercial General Liability insurance policy or policies are to contain, or be endorsed to contain that they shall be primary insurance as respect OLYMPIA. Any insurance, self-insurance, or self-insured pool coverage maintained by OLYMPIA shall be excess of the USER's insurance and shall not contribute with it.

F. Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A: VII.

G. Verification of Coverage

USER shall furnish OLYMPIA with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the USER.

H. Waiver of Subrogation

USER and OLYMPIA hereby release and discharge each other from all claims, losses and liabilities arising from or caused by any hazard covered by property insurance on or in connection with the Premises or said building. This release shall apply only to the extent that such claim, loss or liability is covered by insurance.



I. OLYMPIA's Property Insurance

OLYMPIA maintains property insurance covering the Building for its full replacement value.

J. Notice of Cancellation

USER shall provide OLYMPIA with written notice of any policy cancellation within two business days of their receipt of such notice.

K. Failure to Maintain Insurance

Failure on the part of the USER to maintain the insurance as required shall constitute a material breach of lease, upon which OLYMPIA may, after giving five business days' notice to the USER to correct the breach, terminate the Lease or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to OLYMPIA on demand.

L. Public Entity Full Availability of Lessee Limits

If the USER maintains higher insurance limits than the minimums shown above, OLYMPIA shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the USER, irrespective of whether such limits maintained by the USER are greater than those required by this contract or whether any certificate of insurance furnished to OLYMPIA evidences limits of liability lower than those maintained by the USER.

M. Alcohol Sale or Consumption in Leased Space.

If alcohol is either sold or consumed on the leased premises, USER agrees to obtain Liquor Liability insurance in the amount of \$1,000,000 each occurrence. OLYMPIA shall be named as an additional insured on such insurance. Host liquor liability coverage may be substituted when alcohol is consumed and not sold on Premises with the prior written approval of OLYMPIA.

11. Publicity. USER agrees to provide OLYMPIA, specifically the CENTER Manager, with any and all publicity information affecting the CENTER.

12. Termination. This lease may be terminated in its entirety, or a portion of occupied space may be terminated, at any time by either party by thirty (30) days' notice to the other party of such termination.





13. Assignment and Subletting. USER shall not assign this lease nor sublet the leased premises without the consent of OLYMPIA. USER agrees to pay all rent, maintenance and repair costs and all other expenses and costs contained herein. The collection of any and all assigned or sublet costs as agreed to between parties will be the sole responsibility of USER.
14. Furniture. USER shall provide, at its own expense, all furniture necessary for its possession and use in the leased office area of the CENTER. Furthermore, USER shall be responsible to reasonably maintain said furniture and replace same, if necessary, to maintain decorum consistent with that of the remainder of the CENTER.
15. Rules. USER shall comply with all laws, statutes, rules, regulations, ordinances, and resolutions promulgated either by the federal government, State of Washington, or the City of Olympia. Such rules include any and all rules of operation and procedure issued by OLYMPIA.
16. Hours and Days of Operation. USER shall be entitled to use and possession of the facilities during normal hours in which the CENTER is open to the public. To maintain a safe and secure facility for staff and assets, OLYMPIA may close the CENTER under the following conditions and in this order:
  1. After 5:00pm on regular business days, or any time on Saturdays.
  2. Whenever no building rentals, recreation programs, or senior programs are scheduled.

The Senior Lobby and Health & Hygiene Room use are not considered as “programming” after 5pm on weekdays or on Saturdays. Accommodations for the Senior Lobby and Health and Hygiene may be considered on a case by case basis at the request of USER, and allowed at the discretion of OLYMPIA. Meeting or programming use of the Senior Lobby and Health and Hygiene Room by USER after 5pm on weekdays and all day Saturday will be scheduled with OLYMPIA through the established procedures for room use scheduling.
17. Default. It is agreed that if USER shall abandon or vacate said premises before the end of the term, or if any rent shall be due and unpaid, or if default is made of any of the covenants and agreements to be performed by USER as set forth herein, then OLYMPIA may, at its option, enter upon said premises and re-let the same for such rent and upon such terms as OLYMPIA may see fit, and if the full rental herein shall not be realized by OLYMPIA over and above any expenses to OLYMPIA to such re-letting, USER will pay all deficiency promptly upon demand, or OLYMPIA may declare said lease terminated and forfeited and take possession of the said premises. USER agrees to pay reasonable attorney’s fees and court costs should it be necessary to enforce any of OLYMPIA's remedies in this paragraph.
18. Audits. Upon request, USER shall make all financial information, including revenues and expenses, available to OLYMPIA. Financial reserves shall likewise be made available. Any terms, conditions, or restrictions attached to operating or reserve funds shall be identified.



Information must be itemized to show the revenues, expenses, and cash reserves of each component program of USER.

19. Equipment Failure. OLYMPIA shall not be responsible for financial and/or material loss of perishable food products as a result of mechanical or electrical failure or loss of any effects resulting from equipment failure.
20. Security of Premises. USER is responsible for securing all non-public areas under its lease upon completion of use. OLYMPIA shall not be responsible for any loss sustained by USER as a result of failure to properly secure facilities. Additionally, USER will indemnify, defend and hold OLYMPIA harmless from any liabilities, claims, suits or damages for any and all loss sustained by OLYMPIA arising out of USER's failure to secure and protect the leased premises.
21. Notices. All notices required or given under this agreement shall be given to the following persons:

LESSOR: City of Olympia  
Contact Person: Scott River, Associate Director  
Address: The Olympia Center  
222 Columbia St NW  
Olympia, Washington 98501  
Telephone: (360) 753-8380

LESSEE: Senior Services for South Sound  
Contact Person: Eileen McKenzie-Sullivan  
Address: 222 Columbia St NW  
Olympia, Washington 98501  
Telephone: (360) 586-6181

22. Entire Agreement. This document constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all previous negotiations, proposals, commitments, writings, and understandings of any nature whatsoever. Any changes to this agreement requested by either party may only be by mutual agreement, in writing signed by duly authorized representatives of the parties. Failure by either party at any time to require performance by the other party or to claim a breach of any provision of this agreement shall not be construed as affecting any subsequent breach or the right to require performance with respect thereto or to claim a breach with respect thereto.
23. Interpretation/Venue. The rights and obligations of the parties and all interpretations and performance of this agreement shall be governed in all respects by the laws of the State of Washington. Section headings are inserted for convenience only and shall not be used in any way to construe the terms of this contract. Venue is proper in Thurston County, Washington.





24. Ratification. Any act consistent with the terms of this Agreement but prior to its final execution is hereby ratified and affirmed.

IN WITNESS WHEREOF, the parties have caused this agreement to be duly executed, such parties acting by their representatives being duly authorized.

\*\* SIGNATURES ON FOLLOWING PAGE \*\*



CITY OF OLYMPIA

APPROVED AS TO FORM:

\_\_\_\_\_  
Steven R. Hall, City Manager

*Starkson*  
\_\_\_\_\_  
Deputy City Attorney

Date \_\_\_\_\_

STATE OF WASHINGTON )  
                                  ) ss.  
COUNTY OF THURSTON )

On the \_\_\_\_\_ day of \_\_\_\_\_, 2018, before me, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared before me STEVEN R. HALL, to me known to be the City Manager of the City of Olympia, a municipal corporation, who executed the foregoing instrument and acknowledged the said instrument to be the free and voluntary act and deed of said municipal corporation for the uses and purposes therein mentioned and on oath states that he is authorized to execute the said instrument.

WITNESS my hand and official seal the day and year first above written.

\_\_\_\_\_  
Signature  
Print Name: \_\_\_\_\_  
NOTARY PUBLIC in and for the State of Washington,  
residing at \_\_\_\_\_  
My commission expires \_\_\_\_\_

SENIOR SERVICES FOR SOUTH SOUND

By: \_\_\_\_\_  
Its \_\_\_\_\_  
Date \_\_\_\_\_

STATE OF WASHINGTON )  
                                  ) ss.  
COUNTY OF THURSTON )

On the \_\_\_\_\_ day of \_\_\_\_\_, 2018, before me, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared before me \_\_\_\_\_, to me known to be the \_\_\_\_\_ of the Senior Services for South Sound, a Washington non-profit corporation, who executed the foregoing instrument and acknowledged the said instrument to be the free and voluntary act and deed of said non-profit corporation for the uses and purposes therein mentioned and on oath states that \_\_\_\_\_ is authorized to execute the said instrument.

WITNESS my hand and official seal the day and year first above written.

\_\_\_\_\_  
Signature  
Print Name: \_\_\_\_\_  
NOTARY PUBLIC in and for the State of Washington,  
residing at \_\_\_\_\_  
My commission expires \_\_\_\_\_

**Senior Services for South Sound Lease  
The Olympia Center  
"Exhibit A"**

	Square Footage		O&M Rate	Lease Total	Subsidy Total
<b>Dedicated Space</b>					
<b>Administrative (Regional)</b>					
SHIBA (1st floor)	140		\$ 17.26	\$ 2,416.40	
Travel Office (1st floor in lobby)	60		\$ 17.26	\$ 1,035.60	
Reception/Regional Nutrition (former Volunteer Center)	453		\$ 17.26	\$ 5,212.51	
Care Connection (2nd floor/former Volunteer Center)	140		\$ 17.26	\$ 1,610.93	
Conference Room (2nd floor)	140		\$ 17.26	\$ 2,416.40	
Development Office (2nd floor)	140		\$ 17.26	\$ 2,416.40	
Finance Office (2nd floor)	140		\$ 17.26	\$ 2,416.40	
General Admin. (2nd floor)	428		\$ 17.26	\$ 7,387.28	
<b>Administrative Offices SubTotal</b>	<b>1641</b>			<b>\$ 24,911.92</b>	
<b>Direct Service (Olympia)*</b>					
Activities Office (1st floor)	160		\$ 17.26		\$ 2,761.60
Boutique (2nd floor)	811		\$ 17.26		\$ 13,997.86
Nutrition Office (1st floor)	147		\$ 17.26		\$ 2,537.22
Health & Hygiene Room & Office (1st floor)	703		\$ 17.26		\$ 12,133.78
Reception; includes Inclusion Office (1st floor)	625		\$ 17.26		\$ 10,787.50
Senior Lobby** (1st floor)	3425		\$ 17.26		\$ 59,115.50
Social Services office (1st floor)	100		\$ 17.26		\$ 1,726.00
Trips Office (2nd floor)	238		\$ 17.26		\$ 4,107.88
<b>Direct Service Office Space SubTotal</b>	<b>6209</b>				<b>\$ 107,167.34</b>
<b>Programming Space (Olympia)</b>					
	<b>Allocated Hours</b>	<b>200% Rate</b>	<b>Senior Rate</b>		
Class/Meeting Rooms	2250	\$ 4.25	\$ 2.13		\$ 4,792.50
Gymnasium	450	\$ 6.75	\$ 3.38		\$ 1,521.00
Main Kitchen***	1237	\$ 8.00	\$ 4.00		\$ 4,948.00
Multi Purpose Room A****	1190	\$ 17.00	\$ 8.50		\$ 10,115.00
Special Events "MPABC"	57	\$ 24.76	\$ 12.38		\$ 705.66
Special Events "Meeting Rooms"	63	\$ 4.25	\$ 3.38		\$ 212.94
<b>Programming Space SubTotal</b>					<b>\$ 22,295.10</b>
<b>Total Lease</b>				<b>\$ 24,911.92</b>	
<b>Total Subsidy</b>					<b>\$ 129,462.44</b>

\* All "Direct Service" space is intended for the primary benefit of senior citizens residing in Olympia and is considered primary operation space for the "Olympia Senior Center".

\*\*The Senior Lobby is an exclusive use space for the senior program on weekdays before 5pm. The space may also be available for Recreation and Community use, after 5:00pm on weekdays and on Saturdays, as mutually determined by Senior Services for South Sound and Olympia Parks, Arts and Recreation.

\*\*\*The Main Kitchen hours are not included in allocated space based on Senior Services responsibility with management of that space. See contract for details.

\*\*\*\*MultiPurpose Room "A" includes daily lunch from 11am to 2pm, Wednesday dances from 2pm to 4pm, and AM Lifetime fitness from 9am-10am.