



December 15, 2018

Eileen Hupp, Chair
South Bay Association of Chambers of Commerce
3848 W. Carson Street, Suite 220
Torrance, CA 90503

Re: Usage of SBCCOG conference room for SBACC Board of Directors Meetings

Dear Chair Eileen,

This letter will confirm that the South Bay Cities Council of Governments (SBCCOG) and South Bay Association of Chambers of Commerce (SBACC) agree to the following:

1. SBCCOG will provide a conference room, set up and coffee at the SBCCOG's Environmental Services Center located at 20285 S. Western Avenue, Suite 100, CA 90501. Payment shall be made to South Bay Cities Council of Governments, 20285 S. Western Avenue, Suite 100, Torrance 90501, Attention: Brooke Heri.
2. The time of use shall be the first Tuesday of each month from the hours of 8:00 a.m. to 10:00 a.m. for the year 2019. SBACC will notify SBCCOG at least 48 hours in advance if meeting is to be cancelled. (Please note that our lease for this space expires November 2019 so if we have to move, we may be cancelling this agreement but we will provide at least 30 days notice.)
3. The SBACC shall pay a fee of \$25 per meeting for the use of the room. If SBACC fails to give timely notice of cancellation, the \$25 fee is still due.
4. SBACC shall abide by all SBCCOG rules and office policies, including its anti-harassment policy, while its members are occupying SBCCOG offices.
5. This letter is in the nature of a revocable license and may be revoked at any time by SBCCOG in its sole discretion.
6. SBACC on behalf of itself and its representatives, members, agents, employees, guests and all person's acting on its behalf hereby waives any and all claims and releases and discharges the SBCCOG and agrees to indemnify, defend and hold harmless the SBCCOG from any and all claims for losses, damages, costs,

expenses or liabilities of whatever kind arising out of or attributable to the utilization of the SBCCOG offices and conference room as described in this letter agreement.

7. The signatories below represent and warrant that they have the legal power, right and authority to make and execute this agreement, and to bind their respective party.

If you agree to the above understanding, please so indicate by supplying your signature in the space provided on the enclosed copy and return it to the SBCCOG at the address below.

Sincerely,

Britt Huff, SBCCOG Chair

Consented to and agreed on _____



Eileen Hupp, SBACC Chair