

**Red Wing Public Schools**  
2451 Eagle Ridge Drive  
Red Wing, MN 55066



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**LEASE AGREEMENT**

This lease agreement made and entered into by and between INDEPENDENT SCHOOL DISTRICT NO. 256, Red Wing, Minnesota, hereinafter referred to as "Lessor", and THREE RIVERS COMMUNITY ACTION, INC., hereinafter referred to as "Lessee".

1. Leased Premises: The Lessor hereby leases to the Lessee, and the Lessee leases from the Lessor, square footage located in the Colvill Family Learning Center at 269 East 5<sup>th</sup> Street, Red Wing, MN 55066. The space allocated for Headstart Program operated under the umbrella of Three Rivers Community Action, Inc. includes one classroom and two teacher workstations. In addition, the lessee shall have access to and use of common spaces such as, but not limited to; restrooms, conference room, mail room, elevators, and parking lot. All utilities (other than phone), maintenance, sewer and water, and garbage cost will be those of the Lessor.
2. In-Kind Services: The Lessor will provide in-kind (donated space/services) to the Lessee for use of kitchen, gymnasium, common spaces, utilities, receptionist and custodian in the amount of \$10,000.
3. Leased Services: The Lessor will provide to the Lessee at no additional charge the use of a receptionist and custodian. There will be an additional fee of \$ 740 for three telephone lines. The Lessee will be billed in June for long distance calls and copies made at the Colvill Family Center and Red Wing High School copy center. These costs will be based on the counts on the copy machines and the Lessors long distance carrier's billing statements.
4. Lease Term: The term of this lease shall be for a period of twelve months, commencing on July 1, 2020 and ending on June 30, 2021. The lease shall be automatically renewed for twelve months with a new rate negotiated at that time.
5. Rent: Lessee agrees to pay Lessor \$ 21,963 for rent for the twelve months plus the items identified in #3 above for a total of \$ 22,703 plus long distance calls and copies. The \$ 22,703 will be paid on a monthly basis in the amount of \$1,892 per month with the copy costs and long distance costs being paid in June.
6. Insurance: Lessor will be responsible for maintaining insurance covering damages relating to the structure of the property. Lessee will be responsible for maintaining liability and personal property insurance. A certificate of insurance shall be provided to the Lessor at commencement of the lease and thereafter, as to policy renewals, thirty (30) days prior to the expiration of the term of each such policy.
7. Termination: Either party can terminate the lease upon six months written notice if it's programming or funding dramatically changes from that which was in place at the time of signing of the lease.

**Lessor: Red Wing Public Schools – ISD #256**

Signature: \_\_\_\_\_

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

Position: \_\_\_\_\_

**Lessee: Three Rivers Community Action, Inc. - Headstart**

Signature: \_\_\_\_\_

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

Position: \_\_\_\_\_