Agreement in and between:

**South Bay Community Center & Los Osos Cares: November 2021**

**(Effective Date: December 15th 2021)**

This contract will serve as a written agreement between Los Osos Cares (LOC) and the South Bay Community Center (SBCC). The terms of this contract will expire 1 year from the effective date and be subject to review 1 month prior to the expiration for renewal.

1. SBCC will provide LOC the use of the following facilities, free of charge, on available Thursdays from 4:30pm to 6:30pm:
2. ½ of the main room closest to the kitchen.
3. 4 long tables
4. 6+ round tables
5. 50+ folding chairs
6. Full use of the kitchen and all equipment.
7. Storage for dishes, utensils, silverware, napkins, and tablecloths/placemats, limited to available space.
8. LOC to:
9. Provide serving utensils, napkins, table cloths/place mats, and silverware if needed.
10. Remove all their foodstuffs from kitchen refrigerators by Friday noon.
11. Procure refrigerator in the main kitchen for their excess food.

The LOC Coordinator of Community Dinners (CCD) will be responsible for adherence to the contract agreements required of LOC. A SBCC representative and the CCD shall meet bi-monthly to confirm access, safety procedures, non-medical emergency procedures, etc.

The CCD will be responsible for implementing these practices.

LOC will accept full responsibility to provide staff to leave the facility in the same condition and configuration as they found it.

LOC and SBCC staff will meet bi-monthly to affirm dates of use and future issues on availability.

1. SBCC has and may have rental agreements that may include the use of Thursdays.
2. PHP has a contract to use the center for a maximum of 12 Thursdays a year, of which they usually only use 5. If PHP finds it necessary to use other dates, PHP agrees to give the SBCC a minimum of 2 month notice, and SBCC will work with LOC on these dates to minimize the impact on the program.
3. Although SBCC will attempt to accommodate LOC on Thursdays, paid rentals may take precedence over LOC on certain dates. SBCC will make every reasonable effort to work with LOC on these dates.
4. **LOC will have first right of refusal if a rental is to take place on a Thursday.**  This rental will be paid at the current rental rate to assure no loss of income to the SBCC.
5. SBCC will notify the LOC/CCD a minimum of a month (30 days) in advance when the facility will not be available. SBCC will attempt to give more notice if possible.

Los Osos Cares Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SBCC Representative:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_