



Jackson, Veronica <jacksonv@clarke.k12.ga.us>

REQUEST FOR INFORMATION WEST BROAD CAMPUS, RFI# 18-0517

1 message

Heather Benham <heather@athenslandtrust.org>
To: jacksonv@clarke.k12.ga.us
Cc: "Means, Demond" <meansd@clarke.k12.ga.us>

Thu, May 17, 2018 at 10:54 AM

May 17, 2018

Dear Dr. Means and Members of the Clarke County Board of Education,

I am pleased to submit this concept for the rehabilitation of the West Broad Campus to the Board of Education. We have spent the last 5 years working closely with the neighborhood and partner institutions to build a grass roots collective partnership and we believe that the trips, learnings, and opportunities have created a path for all the partners to see and learn how the project can be accomplished with an equitable framework to ensure that the outcomes are truly meeting the self-identified needs of the community.

It is our hope that the school district will give their blessing to our concept so that we can move into full planning mode in partnership with the community. Next steps would include bringing together neighbors, alumni, and stakeholders to meet with historic preservation and cultural heritage consultants to determine the story that the campus will tell through appropriate preservation activities, programming, and signage; while at the same time securing the full commitment from funders to support the project. The enclosed proposal and attachments will demonstrate that the Athens Land Trust has the track record, experience, and relationships with funders needed for this project to be successful.

We hope that you will join us in supporting the community's desire to see West Broad Rising.

Sincerely,

Heather Benham
Executive Director
Athens Land Trust

--

Heather Benham
Executive Director
heather@athenslandtrust.org



Athens Land Trust

685 N. Pope Street
Athens, Georgia 30601

Telephone: 706.613.0122

Fax: 706.613.0143

www.athenslandtrust.org

2 attachments

 **Attachments_WestBroadRising.pdf**
9745K

 **Proposal_WestBroadRising.pdf**
5603K



Proposal to Renovate the Historic West Broad School as a Cultural Heritage Site

The West Broad Governance Team has been working for the past 3 years to talk about the neighborhood challenges and identify strategies to address them. The process has been driven by neighborhood input. We have taken that and traveled to several cities to look at neighborhoods that have similar challenges and have seen how they have successfully improved the economic, education, and environmental needs of their neighborhood. We are ready to take what we have learned and begin to address the challenges in our neighborhood.

We see an opportunity for the community partners to come together to accomplish a catalyst project for our neighborhood. The reason we want to start with this project, the preservation of the West Broad School, is because it is an important piece of our history and should be a mecca for educational, entrepreneurial, job, and life skills for all members of our community. It will expand opportunities for collaboration and partnerships between community members, Clarke County School District and other organizations committed to the well being and achievement of the community. It will also provide relevant learning opportunities for children and parents as well as entrepreneurial support and business development for adults and CCSD High School students, all of which contribute to the long-term health and success of the neighborhood.

We are proposing a formal partnership at the West Broad Campus between the Clarke County School District, the Unified Government of Athens-Clarke County, and the Athens Land Trust.

- **CCSD would continue to be the owner and long-term steward of the West Broad Campus which would include a CCSD appointed property manager.**
- **ACC would provide \$3.2 million in 2012 SPLOST funds that are designated for youth development.**
- **Athens Land Trust would bring matching funds to complete the project, become the long-term lessee, be responsible for the renovation of the property as a cultural heritage site with the guidance of the community, would work with community organizations, groups, and members to determine the needed mix of uses and services to make the project meet community desires while remaining viable, and be responsible for the upkeep of the property over the term of the lease.**

In keeping with the historic character of the site, all building renovations will maintain the original appearance of the school buildings on Minor Street and Campbell Lane. The exteriors and interior hallways and restrooms will be restored so that the historic appearance can be appreciated and maintained while also making the buildings habitable again. We are proposing that, in order to accommodate new programming, these two buildings undergo minimal structural changes, with the classroom interiors being the only place for functional alterations. The Broad Street building, which is in poor structural condition, may require more extensive changes for safety purposes and to fit the proposed building uses.

Envisioning the Renovated Site



Aerial View Of West Broad School After Renovations.



Entrance Along Broad Street.

Conference space, community health clinic
 Classrooms, wood shop & community auditorium
 Garden area
 Farmers market plaza
 West Broad Street
 Minor Street
 Basketball court and overflow parking
 Campbell Lane
 Commercial kitchen, classrooms, administration, office space & business support center
 Overflow parking
 Courtyard & stage area



Conference space, community health clinic

Classrooms, wood shop & community auditorium

Garden area

Farmers market plaza

Basketball court and overflow parking

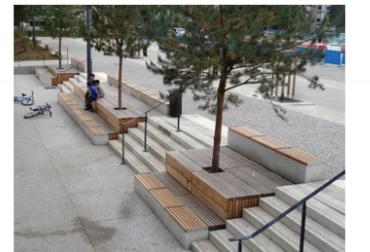
Commercial kitchen, classrooms, administration, office space & business support center



Overflow parking

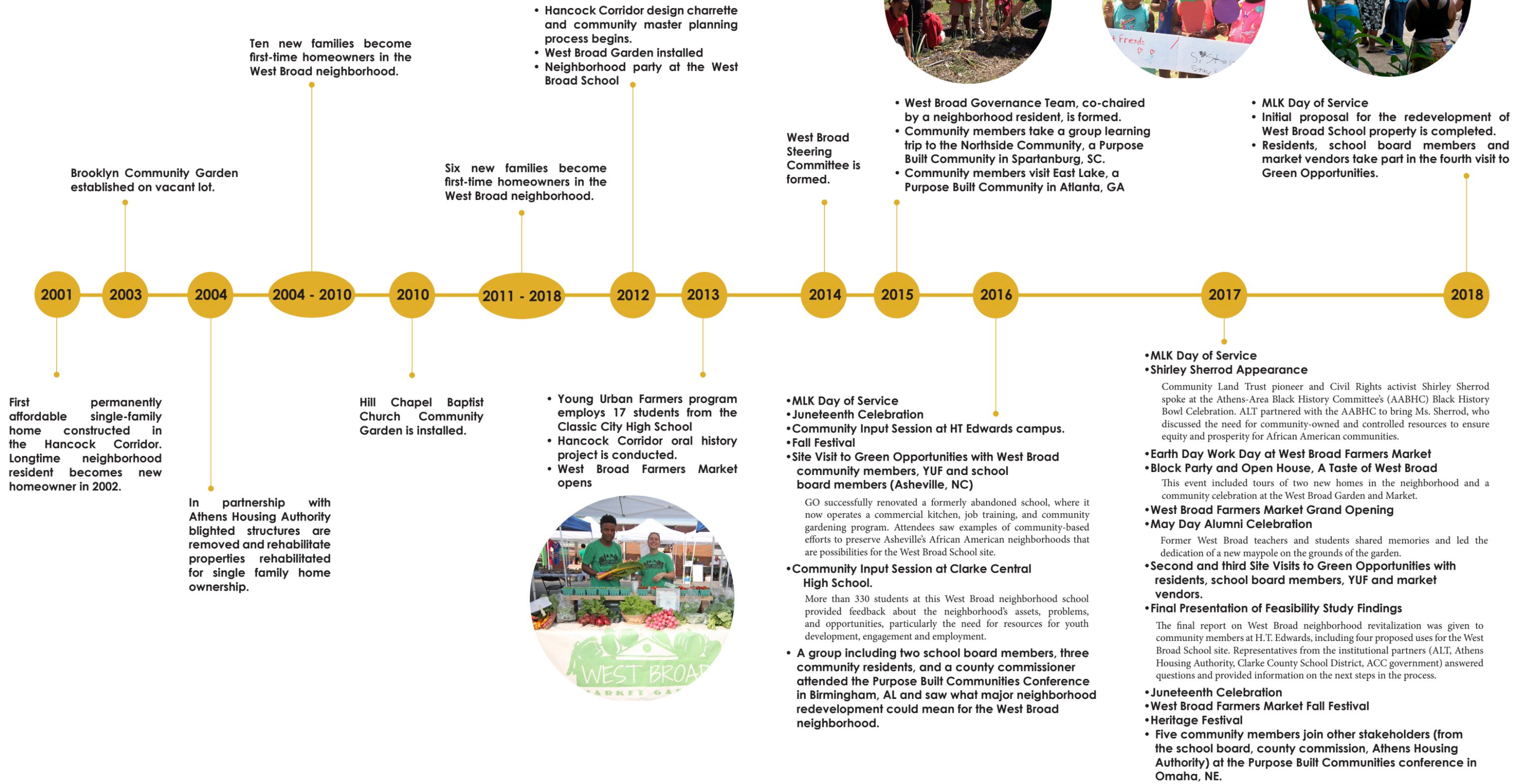


Courtyard & stage area



Community Engagement

The proposal to renovate the West Broad School campus is just another step in a long history of community involvement in the West Broad Rising initiative. Over 15 years of events, community projects, neighborhood input sessions and studies have been completed in the neighborhood.



2001 — 2003 — 2004 — 2004 - 2010 — 2010 — 2011 - 2018 — 2012 — 2013 — 2014 — 2015 — 2016 — 2017 — 2018

First permanently affordable single-family home constructed in the Hancock Corridor. Longtime neighborhood resident becomes new homeowner in 2002.

Brooklyn Community Garden established on vacant lot.

In partnership with Athens Housing Authority blighted structures are removed and rehabilitate properties rehabilitated for single family home ownership.

Ten new families become first-time homeowners in the West Broad neighborhood.

Hill Chapel Baptist Church Community Garden is installed.

Six new families become first-time homeowners in the West Broad neighborhood.



- Young Urban Farmers program employs 17 students from the Classic City High School
- Hancock Corridor oral history project is conducted.
- West Broad Farmers Market opens

- Hancock Corridor design charrette and community master planning process begins.
- West Broad Garden installed
- Neighborhood party at the West Broad School

- MLK Day of Service
- Juneteenth Celebration
- Community Input Session at HT Edwards campus.
- Fall Festival
- Site Visit to Green Opportunities with West Broad community members, YUF and school board members (Asheville, NC)

GO successfully renovated a formerly abandoned school, where it now operates a commercial kitchen, job training, and community gardening program. Attendees saw examples of community-based efforts to preserve Asheville's African American neighborhoods that are possibilities for the West Broad School site.

- Community Input Session at Clarke Central High School. More than 330 students at this West Broad neighborhood school provided feedback about the neighborhood's assets, problems, and opportunities, particularly the need for resources for youth development, engagement and employment.
- A group including two school board members, three community residents, and a county commissioner attended the Purpose Built Communities Conference in Birmingham, AL and saw what major neighborhood redevelopment could mean for the West Broad neighborhood.

West Broad Steering Committee is formed.

- West Broad Governance Team, co-chaired by a neighborhood resident, is formed.
- Community members take a group learning trip to the Northside Community, a Purpose Built Community in Spartanburg, SC.
- Community members visit East Lake, a Purpose Built Community in Atlanta, GA



- MLK Day of Service
- Shirley Sherrod Appearance

Community Land Trust pioneer and Civil Rights activist Shirley Sherrod spoke at the Athens-Area Black History Committee's (AABHC) Black History Bowl Celebration. ALT partnered with the AABHC to bring Ms. Sherrod, who discussed the need for community-owned and controlled resources to ensure equity and prosperity for African American communities.

- Earth Day Work Day at West Broad Farmers Market
- Block Party and Open House, A Taste of West Broad

This event included tours of two new homes in the neighborhood and a community celebration at the West Broad Garden and Market.

- West Broad Farmers Market Grand Opening
- May Day Alumni Celebration

Former West Broad teachers and students shared memories and led the dedication of a new maypole on the grounds of the garden.

- Second and third Site Visits to Green Opportunities with residents, school board members, YUF and market vendors.
- Final Presentation of Feasibility Study Findings

The final report on West Broad neighborhood revitalization was given to community members at H.T. Edwards, including four proposed uses for the West Broad School site. Representatives from the institutional partners (ALT, Athens Housing Authority, Clarke County School District, ACC government) answered questions and provided information on the next steps in the process.

- Juneteenth Celebration
- West Broad Farmers Market Fall Festival
- Heritage Festival
- Five community members join other stakeholders (from the school board, county commission, Athens Housing Authority) at the Purpose Built Communities conference in Omaha, NE.

- MLK Day of Service
- Initial proposal for the redevelopment of West Broad School property is completed.
- Residents, school board members and market vendors take part in the fourth visit to Green Opportunities.

Public Input

These potential functions and site uses presented in this proposal directly reflect community needs that have been identified during neighborhood input sessions and events in the West Broad neighborhood over the past eight years. Below is a consolidated list of the most important needs identified by the community as well as an overview of the public input sessions.



Community members take part in various public input sessions.



Community input began with a neighborhood map where residents placed green dots on areas of positive activity and red dots in areas that need improvement.



Public input was mapped along with historic building data from the neighborhood.

COMMUNITY IDENTIFIED NEEDS

- Place for kids / recreation
- Restaurants and food
- Youth Services
- Adult Ed
- African American Museum
- Laundromat
- Grocery Store
- Social Services
- Education
- Retail Stores
- Community Center
- Clothing, daycare, barber shop and bakery are businesses that community members would like to start.

SMALL BUSINESS OWNER NEEDS

- Space /support to grow a business
- An affordable place to sell and train that serves the African-American community.
- Economic Empowerment
- Support services to establish a business
- A highly visible location
- Affordable retail space
- Business Training and development
- Commercial Kitchen
- Finance / Bookkeeping counseling

COMMUNITY INPUT SESSIONS

2/2013: Community Design Charrette at the Center for Community Design and Preservation

9/2016: Community Input Meeting at HT Edwards Campus

12/2016: Community Input Meeting at Clarke Central Campus

4/2017: West Broad Neighborhood Block Party and Open House

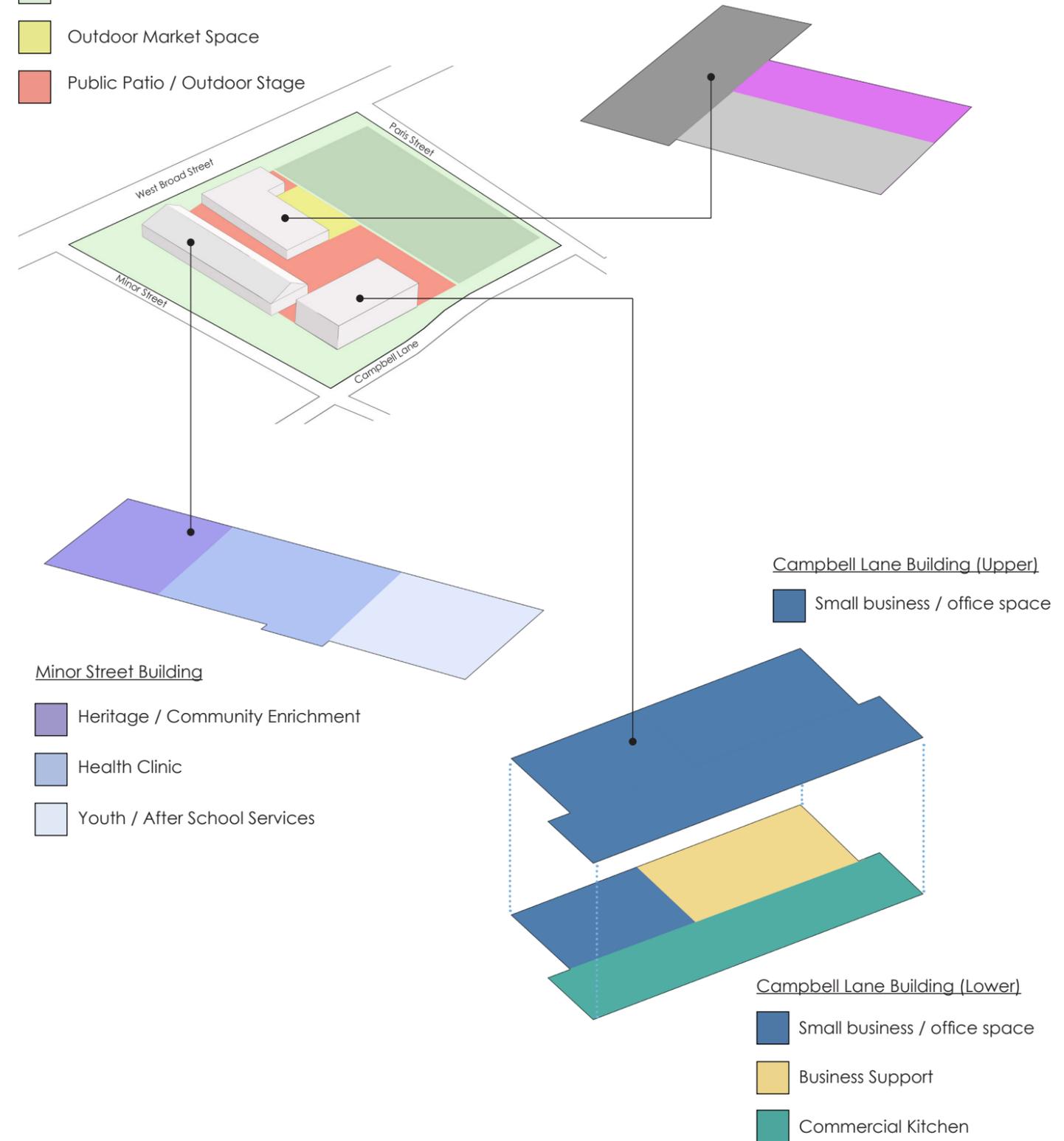
Proposed Site Uses

West Broad Grounds

- Community Garden / Farm
- Green Space
- Outdoor Market Space
- Public Patio / Outdoor Stage

West Broad Street Building

- Construction Lab
- Auditorium / Event Space
- Classroom



Minor Street Building

- Heritage / Community Enrichment
- Health Clinic
- Youth / After School Services

Campbell Lane Building (Upper)

- Small business / office space

Campbell Lane Building (Lower)

- Small business / office space
- Business Support
- Commercial Kitchen

For more information on the
West Broad Rising Initiative visit
www.westbroadrising.com
f @westbroadrising

WEST BROAD
RISING

TO RENOVATE THE WEST BROAD
SCHOOL CAMPUS FOR OUR COMMUNITY



Attachments

Attachment A

Letters and Signatures of Support

Attachment B

Letters of Interest in Leasing

Attachment C

Athens Land Trust Development History

Attachment D

Commercial Kitchen Business Plan

Attachment E

Examples of how government entities can lease property to non-profit agencies.

Attachment A

Letters and Signatures of Support



May 15, 2018

Dear Ms. Benham & Board members of Athens Land Trust,

I am writing in strong support of the West Broad Rising Initiative & long-overdue renovation of the West Broad School campus. I urge the Clarke County School District to engage in this partnership with Athens Land Trust & the Unified Government of Athens-Clarke County to move this proposal forward to fruition as proposed by Athens Land Trust.

The guaranteed continuation of the market & garden programs and the addition of a long list of many more community-oriented activities at the West Broad property will stimulate even greater pride & community growth in the neighborhood. This community served as the center of African American life in Athens for most of the past century, and the complete revival of the West Broad School to serve & celebrate this community will result in nothing short of a renaissance.

The rehabilitation of the historic property will enable this history to be told into perpetuity, while its proposed use at a community resource center will address a long list of repeatedly identified present needs including youth development, job training, entrepreneurial resources, and a wide range of social activities to enable a truly intergenerational community center that will transform this facility into the standard-bearer for creative placemaking in Athens and beyond. The location of such diverse activities in a singular facility will allow for crucial interaction & collaboration & greatly multiply the community-building effects of this project.

The West Broad Rising proposal represents the critical next step toward moving forward with multiple engagement, study, & planning processes that have taken place over the years. It would demonstrate to the greater Athens community that this community can follow through in implementing programs to meet the declared needs of our citizens. These studies will no longer gather dust on the shelf, but will be brought to life in a singular project of unprecedented collaboration, scope, & vision in our community.

I am particularly excited about this project and the facility it proposes for the Young Urban Builders program. As the elected representative for this area, I will attest that one of the most dire needs in this neighborhood is for affordable home repair assistance from skilled & trustworthy tradespeople. The YUF program meets that need while providing at-risk youth with invaluable job skills training, a creative outlet, community engagement opportunity, & a bit of income. Many of these YUF will undoubtedly become the community leaders of tomorrow to build the brighter future we all envision for our home, Athens.

The long-standing reputation of the Athens Land Trust as an organization of integrity, capacity, & success offers a guarantee of success while the three-way partnership that the project proposes will hopefully pave the way for further ACC & CCSD interaction to better serve youth & neighborhoods throughout Athens. Please open your minds, examine the criteria & capabilities, & embrace the future of West Broad Rising.

Sincerely,

Melissa Link

MELISSA LINK
DISTRICT 3 COMMISSIONER
UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY, GEORGIA

148 Hiawasse Avenue • Athens, Georgia 30601 • (706) 372-3382
melissa.link@athensclarkecounty.com



May 16, 2018

Athens Land Trust
685 North Pope Street
Athens, GA 30601

Dear Ms. Benham,

I am pleased to submit this letter which indicates my support for the West Broad Rising initiative and specifically the renovation of the West Broad School Campus. I respectfully request that Clarke County School District approve and allow the project to move forward as proposed by Athens Land Trust.

I see the vision and intent of the project - to rehabilitate the West Broad school campus as a cultural heritage site and community resource center - aligning with our organizational objectives and work with the neighborhood and the greater Athens community. I believe that this initiative articulates a strong vision to increase access to much-needed entrepreneurial resources, job readiness training and social opportunities for the local community, especially for youth. Moreover, this project will help restore and celebrate local heritage and history which cultivates community resilience and pride. In addition, this proposal is a critical step to further the West Broad community work that has been ongoing over the last five years.

I appreciate your time in creating this proposal and hope to see it become a reality. I look forward to working with Athens Land Trust as a supporter and future partner of the West Broad Rising initiative.

Sincerely,



Kelly Girtz

KELLY GIRTZ
DISTRICT 9 COMMISSIONER
UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY, GEORGIA

562 Pulaski Street • Athens, Georgia 30601 • (H) (706) 369-9457





ATHENS AREA BLACK HISTORY BOWL

**P.O. Box 5118
Athens, GA 30604-5118
706-247-6777
aabhbowl@gmail.com**

May 15, 2018

Heather Benham
Executive Director
Athens Land Trust
685 North Pope Street
Athens, GA 30601

Dear Ms. Benham,

The Athens Area Black History Committee endorses the Athens Land Trust's West Broad Rising initiative, which calls for renovation of the site's buildings and continuance of the Community Garden. We support the proposal's entrepreneurial emphasis and its strong vision for cultural and educational opportunities for youth and adults in the community. We also support the renovated facilities being readily available for community meetings and activities, and affordable to deserving grassroots partners who might wish to be housed at the location.

Dating back to the early 1890s, the West Broad campus represents an especially important part of the local African American community rich educational legacy. Our Committee, along with the Athens High Industrial School/Burney-Harris High School Heritage Committee, looks forward to assuming the lead role in developing a proper representation and display of that legacy at the site. We look forward to working with the Clarke County School District and the Athens Land Trust as this project moves forward.

Sincerely,

Fred O. Smith, Sr.
Committee Co-Chair

May 15, 2018

Athens Land Trust
685 North Pope Street
Athens, GA 30601

Dear Mrs. Benham,

I am pleased to submit this letter of support for the West Broad Rising initiative and specifically the renovation of the West Broad School Campus. As a native Athenian growing up on the west side and attending Clarke Central High School, I recall when this area of West Broad was busy with activity. I know there is great-potential for this project to be a catalyst that could help revitalize the community. I respectfully request that Clarke County School District approve and allow the project to move forward as proposed by the Athens Land Trust.

I see the vision and intent of the project to rehabilitate the West Broad school campus as a cultural heritage site and community resource center; aligning with both of our organization's objectives and work within the neighborhood and the greater Athens community. I believe that this initiative articulates a strong vision to increase access to much-needed entrepreneurial resources, job readiness training and social opportunities for the local community, especially for our youth. This project will also help restore and celebrate local heritage and history which cultivates community resilience and pride and is a critical step to further the West Broad community work that has been going for the past five years.

I appreciate your time in creating this proposal and hope to see it become a reality. I look forward to working with the Athens Land Trust as a supporter and future partner of the West Broad Rising initiative.

My best,

Sharyn

Sharyn E. Dickerson
District 1 Commissioner
Unified Government of Athens-Clarke County, Georgia
317 Blue Heron Drive
Athens, GA 30605
[706.613.2416](tel:706.613.2416)
sharyn.dickerson@accgov.com
www.accgov.com/commission

Co-Chair, Envision Athens
www.envisionathens.com

THE
KRESGE
FOUNDATION

May 16, 2018

Athens Land Trust
685 North Pope Street
Athens, GA 30601

Dear Ms. Benham,

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We appreciate your time in creating this proposal and hope to see it become a reality. We look forward to working with Athens Land Trust as a supporter and partner of the West Broad Rising initiative.

Sincerely,

Tatiana Hernandez
Senior Program Officer, Arts & Culture
The Kresge Foundation

I support the preservation of West Broad School

I support the preservation of the West Broad campus as a cultural heritage site with programming to support community needs.

NAME

SIGNATURE

Shenema Life

Sarah Ehlers

Pearl Howe

Bert Steele

Gage Howe

Shyra Singh

Shane Singh

Shelice Spade

GLORIA MORSE

Audrey Lee

B.A. Sims

Pat Fowler

Heedrick Hill

GNORNA CHW

Alice Barnett

Kathleen Falke

David Falke

Tyrend Witherspoon

Deronshay Gay

Hope Emerose



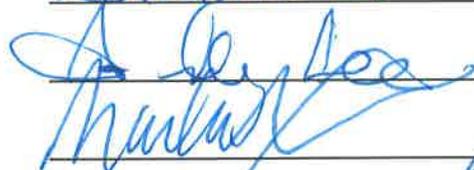
Pearl Howe

Bert Steele

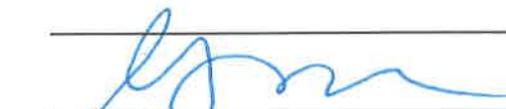
Gage Howe



Shane Singh



GLORIA MORSE



B.A. Sims



Heedrick Hill

GNORNA CHW



Kathleen Falke

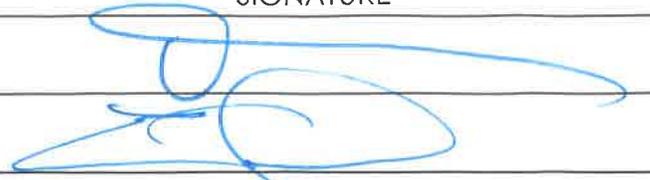
I support the preservation of West Broad School

I support the preservation of the West Broad campus as a cultural heritage site with programming to support community needs.

NAME

SIGNATURE

Donald Nelson



Eric DeRoche

CHRISTOPHER SIEGEM

Andre Gallet

Ashley Garrett

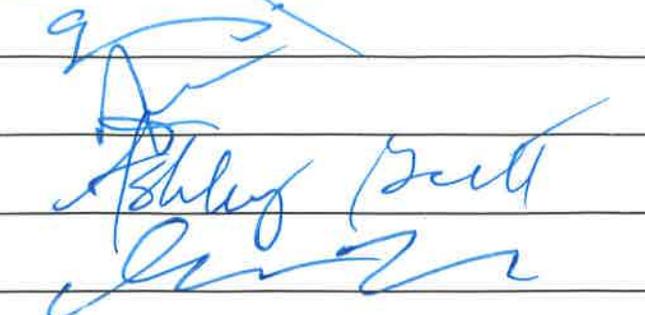
Brad Turner

Andi Pittenbergs

Cherene Williams

Kirrena Gallagher

Dan LORENTZ



Cherene Williams
Kirrena Gallagher
D. Lorentz

Regina Oglesby

Jessica Braks

Jeanette Volny

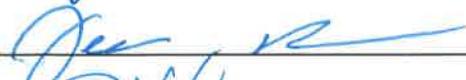
ROBERT Volny

Edgar Williamson

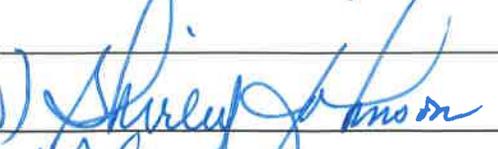
Shirley Johnson (Shirley Johnson)

Gloria Morse

M. Oglesby



R. Volny



Gloria Morse

I support the preservation of West Broad School

I support the preservation of the West Broad campus as a cultural heritage site with programming to support community needs.

1. Margutte Harton
2. Julia J. Jones
3. Raynetta Tetteh (Elder)
4. Chouch Shuffert
5. Harriet Eva Mae Bradford
6. Shirley Grant (Lillman)
7. Joe Sh_____
8. Homer Sh_____
9. Willy Thuman
or Ed Coleman
10. Angelina Brookins Blackwell
11. Gray Cal_____

Attachment B

Letters of Interest in Leasing



Letter of Interest in Space

We understand that this is a non-binding letter that does not guarantee space if the projects moves forward. The information below only serves to indicate our interest and ability to rent space at the West Broad school campus, if the circumstances allow.

Group or Organization Name: Cultivating a Lifetime of Legacy, Inc.

E-mail: Cultivatingalifetimeoflegacy@gmail.com

Phone: 706 386-1475

Type of Space needed (circle all that apply):

- Programming Space
- Office Space - shared or individual
- Meeting space

How often will you need the space (circle all that apply):

- Monthly
- Occasionally
- Seasonally

Desired square footage of space to be leased: 140 sq ft - 225 sq ft

Desired monthly rental price: \$ 200 or less

How would you engage with the West Broad Community: we would engage the west broad community by offer career/college pathways, training and exposure. we provide support service through mentoring and advisement.

Population Served: youth middle + high school, young adults 18-24



Letter of Interest in Space

We understand that this is a non-binding letter that does not guarantee space if the projects moves forward. The information below only serves to indicate our interest and ability to rent space at the West Broad school campus, if the circumstances allow.

Group or Organization Name: College Factory
E-mail: lawrenceharris@collegefactory.org
Phone: (678) 814-2230

Type of Space needed (circle all that apply):

- Programming Space
Office Space - shared or individual
Meeting space

How often will you need the space (circle all that apply):

- Monthly - multiple days/week
Occasionally
Seasonally

Desired square footage of space to be leased: 750 office / large space for programming 25-30 families

Desired monthly rental price: \$100

How would you engage with the West Broad Community: Our programs are conducted twice/month and provide college and career-planning resources, coaches, and information to youth and families

Population Served: first generation, low-income, minority students + families



Letter of Interest in Space

We understand that this is a non-binding letter that does not guarantee space if the projects moves forward. The information below only serves to indicate our interest and ability to rent space at the West Broad school campus, if the circumstances allow.

Group or Organization Name: Girls Rock Athens

E-mail: girlsrockcampathens@gmail.com

Phone: 706-510-7095

Type of Space needed (circle all that apply):

- Programming Space
- Office Space - shared or individual
- Meeting space

How often will you need the space (circle all that apply):

- Monthly
- Occasionally
- Seasonally

Desired square footage of space to be leased: 20 x 20 or larger

Desired monthly rental price: \$150/mo*

How would you engage with the West Broad Community: We would love for the community to have close access to our programs by running a lot of our programming in the community. Our organization facilitates self empowerment via music education, creation, and performance.

Population Served: girls, trans folks, nonbinary folks, of all backgrounds and abilities. generally ages 8-17, we have occasional programs for adults that generally function as fundraisers programs to fund our youth programs. Our focus for this space would be on youth programming.

*This is for the small 20 x 20 or larger area that we would like to have as an office and small program area. We would also be interested in occasionally (once or twice a year) renting out more areas to run our full camps right within the West Broad Community. We normally rent out other community spaces (~6 small rooms, one large room, and a kitchen for around \$500 for 5 days, while granting about 10 financial aid spots specific to the community we are renting from for kids who need financial aid (on top of our normal financial aid offerings). We're open to ideas other than the ones I have proposed here as well!



Letter of Interest in Space

We understand that this is a non-binding letter that does not guarantee space if the projects moves forward. The information below only serves to indicate our interest and ability to rent space at the West Broad school campus, if the circumstances allow.

Group or Organization Name: Clarke County Mentor Program
E-mail: cpruitt@clarkementors.com, Colleen Pruitt
Phone: 706.510.0738

Type of Space needed (circle all that apply):

- Programming Space for community mentor/mentee get together
- Office Space - shared or individual
- Meeting space for mentor Training sessions

How often will you need the space (circle all that apply):

- Monthly office space
- Occasionally events + trainings
- Seasonally

flexible - 300 - 350 sq. ft.

Desired square footage of space to be leased: Office Space for 2-3 people + some storage
(some part-time)

Desired monthly rental price: To be determined - very interested in this project +
(working on budget needs to meet this potential)

How would you engage with the West Broad Community: We currently have mentors working

with students who attend schools serving the West Broad Community,
and we would like to recruit more mentors to engage as mentors. We

Population Served: children + youth in CCSD schools would be very
interested in

partnering with other community groups to provide programming events to benefit the community. We are very excited about the possibilities that this project presents.



Letter of Interest in Space

We understand that this is a non-binding letter that does not guarantee space if the projects moves forward. The information below only serves to indicate our interest and ability to rent space at the West Broad school campus, if the circumstances allow.

Group or Organization Name: The Ark United Ministry outreach center

E-mail: arkumoc@msn.com

Phone: 706.353.3530

Type of Space needed (circle all that apply):

- Programming Space
- Office Space - shared or individual
- Meeting space - can be shared space

How often will you need the space (circle all that apply):

- Monthly
- Occasionally
- Seasonally

Desired square footage of space to be leased: 1,000 - 1,500

Desired monthly rental price: \$500 - \$700

How would you engage with the West Broad Community: Provide asset buiding programs, emergency financial assistance, financial education, micro lending programs, banking options and overall financial capability skills, savings programs

Population Served: Low income working, disabled, elderly

Attachment C

Athens Land Trust Development History

Athens Land Trust has 25 years of successful community development history in Athens. The following list contains all of ALT's housing development projects and total development costs.

- **Development and management of a 120-unit mixed-income residential property.**
Total: \$11,200,000
 - **54 single family residential developments, rehabilitations and new construction.**
Total: \$5,724,550
 - **Development of an in-town active farm with surrounding single family homes.**
Total: \$655,000
 - **Management and rehabilitation of a 6-unit multi-family residential complex.**
Total: \$247,011
- TOTAL: \$17,826,561.00**

Attachment D

Commercial Kitchen Business Plan

Athens Land Trust:

Business Plan for West Broad Community Kitchen and Marketplace

Executive Summary

The West Broad neighborhood of Athens, GA is a long-standing African American community located adjacent to Downtown Athens. With an ever-increasing student population, development pressures are at an all-time high throughout the city, but have recently started moving to the West Broad area. A long-time focus area for Athens Land Trust's affordable housing program, this neighborhood has in recent years become a hub for urban agriculture, small business incubation, and community involvement, thanks in part to the West Broad Farmers Market. Through years of work in the community, Athens Land Trust has had the privilege of listening to lifelong residents to gain insight on their hopes and needs, and their vision for their community. One repeated theme, present since the beginning, is the desire for a commercial kitchen space that would allow community members to produce value-added products for sale. Because of this, the idea of the West Broad Community Kitchen emerged.

Nestled within the concept of a larger plan for revitalization of the West Broad community, the community kitchen would be positioned at the heart of the West Broad community, and accessible to residents and community members at large. This concept – in development by ALT's team of staff, board members and vendors – is a natural extension of the Athens Land Trust mission and vision. Our organizational commitment to furthering community power, sustainability and economic mobility incorporate a strong focus on education and access to affordable food, as evidenced by the West Broad Farmers Market (WBFM). The West Broad Community Kitchen will anchor a campus of community power and opportunity for the West Broad neighborhood. With this project, and all the work we are doing in the community, our primary goal is to honor and preserve the community's rich and active African American culture and heritage.

The Community Kitchen fills an unmet need within the West Broad neighborhood. Few commercial kitchens exist in Athens – almost none are open to the public, particularly at an affordable rate. By focusing on WBFM vendors as its primary customers, the Community Kitchen can ensure that it's meeting the needs of the community. The West Broad community is also considered a food desert, so the kitchen would allow for more local food products to be produced and sold back into the community. Local food-based proprietors would serve as a secondary customer to meet a larger community need for such a space. Access by these proprietors would offset costs, enable a fee structure that will be affordable to start-ups and low-margin businesses, and make the kitchen project financially feasible. As a unique offering, the West Broad Community Kitchen will also serve as a venue for ALT's business development classes and provide direct coaching from the Kitchen Manager. Our marketing efforts will focus on WBFM vendors and the West Broad community first – initially, relying on word-of-mouth referrals and followed later by more traditional advertising techniques.

It is important to understand the development of the kitchen falls within a larger project to redevelop the West Broad Community in general, and the West Broad School site in particular. While this allows for alignment with larger key partners, such as the school district and local government, it also creates an air of uncertainty in the external environment. Because of this, much of the plan for the kitchen is dependent upon the approval of the larger redevelopment plan.

We project \$140,000 in first-year operating costs for the West Broad Community Kitchen: in addition to salary for the kitchen manager, we anticipate substantial start-up costs. Because of this, we anticipate a subsidy will be necessary for the first year, and possibly for the first few years, until we have developed a reliable and consistent customer base. We anticipate heavy seasonal use by the food-based proprietors, which will help to offset costs in the slower seasons. We also anticipate our customer base will grow significantly after year one, as our increased marketing and involvement within the community build awareness of the kitchen opportunity. Several funding sources have expressed strong interest in the project, giving us confidence in our ability to secure the necessary subsidy. We have at least 3-4 West Broad Farmers Vendors that are ready to use the space, as well as two food based proprietors that have expressed interest. In addition, through surveys, we have 24 respondents that said they would be ready to start use of a commercial kitchen, and an additional 20 that said they would be ready within one to two months.

Due to high poverty rates and historic lack of accessibility to resources, the market in Athens is skewed. For this reason, we've chosen to primarily focus on community members and current vendors as our target market. Because this necessitates creating an affordable fee structure, we've also taken note of the need for larger food-based businesses (functionally, "anchor tenants") to utilize the space. Athens is quickly becoming a popular regional food hub, which we hope to capitalize on with our kitchen. Our timeline for implementation is influenced heavily by many of the factors mentioned above, especially the project's dependence upon approval of our larger West Broad site plans and funding to start the site redevelopment. However, we do anticipate a final decision within the calendar year. In the meantime, we will be developing and polishing our site plans and kitchen plans. As with any project, risk is always involved, and we are working hard within the community to ensure we are doing what they want, so we have their continued support. This is a key strategy in counterbalancing some of the risk involved in the project – bolstered community support in favor of the school site redevelopment raises the likelihood of our plans being approved.

Overall, the West Broad Community Kitchen will serve a vital role within the West Broad community to increase economic opportunity and provide needed training on business development, nutrition education and community resources. It is a natural complement to the work that Athens Land Trust is already doing in the area, and fills a vital gap in the community infrastructure of West Broad.

Business Plan

Section 1: The Team

Our team comprises several individuals working within a larger effort to revitalize the West Broad community.

Heather Benham, Executive Director of Athens Land Trust, is the project lead. Ms. Benham holds a Masters in Historic Preservation and Juris Doctor from UGA, and is a member of the Georgia Bar Association. Her academic background is in affordable housing, preservation and community land trust models. She has worked in the private sector doing design, construction oversight and project management. Ms. Benham has been with ALT since 2003, after having first served as Housing Director from 2004 – 2011. During this time, ALT's affordable housing portfolio grew from one house to 40 homes and 120 rental units. As Executive Director, Ms. Benham oversees ALT's day-to-day operations. She is involved in all facets of development, including resource development, board development and housing development, and is responsible for the fiscal management of the organization. Ms. Benham has worked in the West Broad community for many years, and has done most of the crucial relationship-building work that will guide the success of the West Broad Community Kitchen.

Stephanie Simmons, ALT's Community Agriculture Director, has 11 years of experience in program management and development, including staff supervision, program implementation, program evaluation and grant management. As Program Director with Athens Land Trust, she is responsible for managing the five grants that help fund the Community Agriculture department. Ms. Simmons has completed courses of study in agriculture-based community organizing, farm business planning and health-equity focused program development through HABESHA, Inc., University of Massachusetts Amherst, Massachusetts Department of Agricultural Resources (MDAR), and Harvard University T.H. Chan School of Public Health.

Willa Fambrough, ALT Board Member, is a West Broad Farmers Market vendor and involved Athens resident. Ms. Fambrough serves a critical role on our team: she provides insight based on her role as a vendor, and has the necessary community connections to earn the trust and get the feedback we need. A long-time employee for the USPS, Ms. Fambrough retired with the goal of starting her own business and becoming more involved in the Athens community. She began as a vendor at the West Broad Farmers Market, selling her popular baked goods. Through business development classes, she has created a full-blown small business, *i_cookie_for_you*. Ms. Fambrough has asserted herself as an anchor tenant at the farmer's market and a resource for new and beginning vendors. Her many roles with Athens Land Trust makes her an important team member and a great asset.

Jared Bybee, ALT Board Member, Clarke County School Board Member and skilled entrepreneur and academic, is an attorney, social entrepreneur and professor. As the director of Thinc., Mr. Bybee oversees its numerous programs linking town and campus innovation

communities and the development and expansion of the Thinc. student and faculty network. He has worked at the University of Georgia in a variety of capacities over the past four years, teaching in the UGA School of Law and Terry College of Business, as well as serving as faculty at the university's leadership institute. Mr. Bybee was director of operations for Paygo Ghana, a social enterprise focused on the distribution of solar-powered lamps in West Africa.

While several additional individuals are involved in the larger West Broad efforts, these four constitute our core team for the business planning of the kitchen. While Heather Benham will be spearheading the majority of the on-the-ground work, the team decision making process is largely horizontal. Issues are discussed as a group, and decisions are made through consensus. Stephanie Simmons is also doing a lot of the behind the scenes work, mainly connecting the kitchen to already existing ALT programs and making vital community and business connections. Ms. Fambrough serves a key role, as she is a current vendor at the West Broad Farmers Market and has the connections with current and prospective vendors. In addition, she is familiar with the various food licensing and safety certifications. Jared Bybee can make connections within UGA, as well as bring his entrepreneurial training to the table. In addition, his role as a Clarke County School Board Member is likely to be crucial during the decision-making process. This team regularly meets, and is constantly working to make connections and build consensus and community support around the West Broad Community Kitchen.

Section 2: Business Model

Vision, Mission, and Values

Vision

The West Broad School served as an anchor for the African-American community in Athens for many years before being converted to a school for special needs children and then closed. In recent years, the site has reopened to the community as a place to realize economic gain while building community. As we've worked with the community, we've heard neighbors' desires to see the site improved and heard several ideas for uses that would address community needs.

Beginning with the master planning process of 2013 and continuing through daily conversations with residents, we recognize the neighborhood is very much in need of economic opportunities. We see the potential for the campus of the West Broad School to be a catalyst for neighborhood-based innovation. The first phase of a community marketplace and business incubator centered at West Broad School will entail the design, development, and opening of the *West Broad Community Kitchen*.

The Community Kitchen is the first step toward an integral hub of opportunity, innovation and creativity for the entire community to use. Through the West Broad Community Kitchen and Marketplace, the West Broad School could become an important economic and cultural building block of the neighborhood, drawing a culturally and ethnically diverse array of vendors from both the surrounding neighborhood and the larger Athens community.

Interested vendors would pay an affordable hourly rental fee to produce a variety of homemade goods – including their own food products, produce from local farmers, and other locally made consumer staples. Kitchen staff would offer technical assistance and capacity-building services to our food-based entrepreneurs, such as certification, training, administrative assistance and other support as designated by our potential vendors. Besides the many commercial possibilities, the kitchen would offer ongoing educational classes on how to start, finance and grow a small business.

Looking farther into the future, we see the potential for the West Broad Community Kitchen and Marketplace to be a destination for residents across Athens and surrounding region. By featuring, cultivating and celebrating local African-American food, entrepreneurial spirit and culture, the kitchen promises to anchor a distinct and compelling campus experience for all who visit and a melting pot for not just our vendors, but all of Athens.

Mission

To create a campus of community power, innovation, inspiration and opportunity for the West Broad Neighborhood in Athens, Georgia

The mission for the West Broad Community Kitchen aligns with and expands upon the mission of the Athens Land Trust, as it furthers engagement of the community in which we work and complements the work we are currently doing at the West Broad Farmers Market.

Values: the following principles guide our work

- Everyone should have readily accessible, affordable food and healthy food options
- There should be economic opportunity for all West Broad residents
- The cultural fabric of the West Broad community is important and should be preserved for generations to come.

At the core of the values that guide our plan for the West Broad Community Kitchen (as well as our larger work within the West Broad community) is the importance of preserving the rich African-American culture and history that are part of the DNA of this neighborhood. Development pressures have been rising in this area for many years, and the risk of losing the spaces, people and history that make up the community is at an all-time high. Athens Land Trust has been instrumental in revitalizing the historic West Broad School site through the West Broad Farmers Market, as well as renovating and constructing new affordable housing in the neighborhood. We believe the creation of the community kitchen will add to the work that is being done, and expand economic opportunities for West Broad residents. With all our current and future work revolving around the West Broad community, we want to emphasize our priority of creating spaces that honor and preserve the African-American history and culture of

the neighborhood.

How it Works

CONTEXT: The historically African American West Broad neighborhood has high poverty and unemployment, and a lack of economic investment. It has been targeted for revitalization by the Athens-Clarke County government. The vacant West Broad School is an important neighborhood landmark that currently hosts an urban garden, weekly farmers market, and community cultural events and festivals.

NEEDS/OPPORTUNITIES: Local institutional partners are currently engaged in a neighborhood revitalization feasibility study. Athens Land Trust has an established relationship with historically excluded stakeholders who need to be included in the process. Residents and other community members have identified certain needs, including food-based economic development and the meaningful reuse of the West Broad school site.

GOALS	ACTIVITIES	RESOURCES	SHORT TERM RESULTS	LONG TERM CHANGE	EVALUATION TOOLS
<p>Increase community members' access to decision-making</p> <p>Ensure that decisions made reflect the needs of the West Broad community</p> <p>Create a campus of community power and opportunity that meets the community's needs for health and wellness resources, economic development opportunities, and preservation and expression of cultural identity</p> <p>Increase awareness and pride in the cultural identity of the West Broad neighborhood</p>	<p>Present proposal for comprehensive use of the West Broad site to CCSD</p> <p>Solicit public and private funding</p> <p>Community and stakeholder input sessions, field trips and meetings with consultants</p> <p>Begin construction of West Broad site, including commercial kitchen</p>	<p>HAVE: Existing stakeholder groups/ partnerships</p> <p>West Broad funding submitted for SPLOST ballot</p> <p>West Broad Garden and Farmers Market</p> <p>Kitchen market study and business plan</p> <p>NEED: Site control</p> <p>Capital funding</p>	<p>Increased community input/participation</p> <p>Creation/approval of a finalized site plan for West Broad Campus and Community Kitchen</p> <p>Approval from Clarke County School District to move forward by end of 2017</p> <p>Start of construction by January 2019</p>	<p>An increase in pride and awareness of the cultural identity and history of the West Broad Neighborhood</p> <p>Increased job opportunities for community members</p> <p>Increased access to and consumption of healthy, affordable local food</p> <p>An increase in the number of small business ventures launched</p>	<p>Tools/Instruments for Evaluation:</p> <ul style="list-style-type: none"> - Community surveys on general satisfaction, behavior and employment - Evaluation of community meeting notes - Interviews with key participants

Value Proposition

The West Broad Community Kitchen meets a need in the neighborhood – specifically for current or prospective food-based vendors at the West Broad market and beyond whose business options are limited by lack of a certified commercial kitchen for food preparation. Along with job training and personal development opportunities, the kitchen would meet the community's desire to have a space to address their needs. A certified commercial kitchen

would allow individuals to prepare food that can be sold commercially. It would also give small farmers a place to create value-added products to enhance or expand their market.

The two primary customers of the community kitchen would be *West Broad Farmers Market vendors* and *established food-based proprietors*. An ancillary customer segment – benefiting from serving the needs of the two primary customers – is the West Broad and Athens community at large.

Vendors. The community kitchen responds to the needs of market vendors by providing adequate equipment, physical space, and technical support. Currently, no other resource in the community provides the tools to help small food-based businesses become commercially viable. These vendors also face barriers to securing business support, accessing financial capital, and building their knowledge or experience in micro-economic development. Resources to help overcome these barriers may exist in silos in the Athens community through the University, but there is no affordable access for these vendors. Affordable usage fees are a huge barrier for small and start-up food-based businesses, and the West Broad Community Kitchen would be able to provide the pricing flexibility needed to allow these businesses to thrive and grow.

Food-based proprietors. The community kitchen responds to the needs of established food-based proprietors by providing opportunities to increase existing profit margins through additional commercial production resources. Successful food-based entrepreneurs have expressed a need for this opportunity and an interest in paying for the necessary resources to create that opportunity for their businesses. More specifically, there are several notable restaurants in Athens, such as *The National* that are interested in producing products such as sauces and spreads to be sold both in restaurants and stores, but need a dedicated place to do so. The community kitchen could fill this need and could also provide hired staff that have the capacity to “co-package” the products, so that the proprietor would not have to hire additional staff.

West Broad and Athens community. With the new infrastructure of a commercial-grade kitchen creating new opportunities and increased production capacity for vendors and food-based proprietors, community residents will now have an expanded offering of fresh and local food options at affordable prices. Residents of the West Broad Neighborhood are in a food desert, causing significant challenges in acquiring fresh, affordable food products. The West Broad Community Kitchen would resolve these problems for residents of the neighborhood and the community at-large.

Target Markets

Years of work within the community, as well as continued surveying and conversations, has revealed our target markets. It is important we have a selective mix of customers to ensure the community needs and the organization’s financial needs are met.

The primary ideal customers for the West Broad Community Kitchen (WBCK) are multi-ethnic, multi-cultural, food-based vendors that produce a variety of homemade goods. The diverse entrepreneurs represent all stages of the business creation process and may be interested in using the community kitchen as an event venue for business ideation and incubation.

The secondary customers for WBCK are the thriving food-based proprietors in the Athens area who are available for mutually beneficial partnerships with the WBCK and its entrepreneurs. We will also be looking to continue a strong relationship with the current vendors of the West Broad Farmers Market.

Research has revealed a third market, slightly less visible, that we may be able to capitalize on through the Athens Clarke County Finance Department and Department of Public Health. Appendix A shows that from 2015 to April 2017, Athens Clarke County issued 54 new business licenses and the Department of Health issued 151 new permits. This speaks to a market that is growing in Athens and that possibly can benefit from the use of a commercial kitchen.

To expand upon this, in our conversations with current and developing food-based small businesses, we've learned many individuals embark upon a food-based business and find they need a certified kitchen, which sometimes redirects them to operating under a Cottage Food License (which limits them to operating out of the home and only for specific goods). While these individuals may have hopes to create products that require a certified kitchen, they settle for the easier and more accessible option of creating products out of their home with a Cottage Food License. We have talked to many community members who have been in this situation, and have begun to capture some of this data through surveys. Appendix B shows the survey data collected to date. Most respondents were interested in accessing a commercial kitchen in the West Broad community and were not aware of another similar space in Athens. We have at least 3-4 West Broad Farmers Vendors that are ready to use the space, as well as two food based proprietors that have expressed interest. In addition, through surveys, we have 24 respondents that said they would be ready to start use of a commercial kitchen, and an additional 20 that said they would be ready within one to two months.

This further speaks to the demand and the target market we hope to serve.

Marketing Plan

For the West Broad Community Kitchen, we will first and foremost utilize existing channels and networks Athens Land Trust has built with both the food-based business and minority communities in Athens. Through our Affordable Housing Program, Community Agriculture Program and the West Broad Farmers Market, a relatively inexpensive portion of our marketing strategy can go to tapping into those networks through word of mouth and other traditional forms of communication that build on long-standing customer relationships. ALT borrows this technique from the Affordable Housing department, where word of mouth marketing has been very successful. We have found that the most consistent pipeline of potential homeowners

comes directly from current homeowners who can speak to their personal experiences and already have gained the trust of the potential client.

To construct networks with new customers and build additional relationships, Athens Land Trust will utilize a grassroots approach coordinated by our three part-time Market Ambassadors. Starting with the 2017 Farmers Market season, ALT hired three part-time Market Ambassadors that all live and work in the West Broad neighborhood to help conduct community outreach and marketing. These community residents are plugged into the neighborhood where the Community Kitchen will be located and can engage potential customers at all levels: primary, secondary and tertiary.

These traditional forms of marketing and communication will be supplemented with more targeted media-based strategies such as flyers, posters, radio and newspaper ads, as well as social media marketing. ALT believes this combination of marketing strategies that utilize various channels will ultimately attract the broadest swath of targeted customers for the initial phase of the West Broad Community Kitchen.

Key Resources and Key Activities

In the commercial kitchen, we anticipate the following activities:

- on-site business technical assistance and support
- licensing and certification help
- entrepreneurship and business development classes

Technical assistance. The technical assistance and support will come in the form of a knowledgeable and active kitchen manager. The kitchen manager will have previous kitchen management experience, and preferably have business management experience as well, such as restaurant development. The manager will be at the space during all business hours as well as provide around-the-clock support for all our food-based businesses. They will ensure the space is cleaned regularly and stocked with necessary supplies, and will oversee the upkeep and maintenance of all equipment. Additionally, the manager will be able to answer any daily questions of our patrons and be a perennial problem solver working in partnership with all community kitchen customers.

Licensing. The kitchen manager will work with the Athens Land Trust's Community Agriculture staff to assist with licensing and certification. ALT will continue to offer the ServSafe certification, as it already does through the West Broad Farmers Market. The commercial kitchen will also host information sessions and support services on how to navigate the various other certifications involved with starting your own food-based business. Examples of certifications and licensures include: local public health licensing, local and state business licenses, and applicable or desirable certifications as necessary.

Business development classes. Our market research and analysis revealed a strong community

desire for business development / entrepreneurship classes hosted at least monthly, if not more frequently. These classes would engage residents who are at all stages of the business ideation process. ALT already offers a variety of this class in our West Broad Farmers Market Vendor Development class. The potential classes offered at the community kitchen would focus more on the logistics and details of starting a viable small business in a local economic setting.

Our list of resources and activities would remain flexible to meet the evolving demands of our clientele. The aforementioned list reflects our market research and community conversations to provide a cornerstone of programmatic functionality for the West Broad Community Kitchen.

Key Partners

Aside from the team, described in Section 1, a larger group of key partners influences the success and direction of this project. Main partners in the larger West Broad redevelopment process are the Clarke County School District, Athens Housing Authority and Athens Clarke County Government. Collectively with Athens Land Trust, these entities have been working with a consulting group to assess the feasibility of larger redevelopment efforts in the West Broad neighborhood, with the West Broad School site included in this analysis. Working with these larger entities brings its own benefits and challenges (*see section 4, External Environment, below*).

Section 3: Financial Analysis

Our financial analysis is based upon projected income statements, sales forecast and cash flow analysis that can be found in Appendices C-E. In total, we project the kitchen to cost around \$140,000 to operate in its first year. This includes the cost of a full-time kitchen manager, start-up equipment costs, and normal operating costs. Projected income in year one is just under \$110,000, based on modest customer estimates and a preliminary fee scale. While there is a deficit in year one, we are confident we will be able to find sustainable funding to subsidize the deficit. Several foundations have expressed an interest in providing support for the community kitchen; several local elected officials have also expressed interest in assisting with setting up funding through an allocation of public funds.

We are currently exploring the possibility that an anchor tenant (likely a food-based proprietor) that works more seasonally will be able to produce enough revenue to help offset costs in the off-season. We anticipate this will be feasible based on conversations we've had locally. We also feel hopeful that after the opening of West Broad Community Kitchen, we'll see an increase in customers we had not previously accounted for in our analysis. This could come from new small businesses starting because they now have access to a commercial kitchen. This, in addition to new customers generated from word-of-mouth advertising, would help to generate additional income and improve the cash flow. In year 2, we project income to increase to \$117,706 based on a 15% increase in sales. In year 3, we project income to increase again to \$125,715 with a 15% increase in sales. This results in a deficit reduction to \$38,000, down from almost \$54,000 in year one. While there is still a deficit, the trend is towards the positive, and

with increased sales, will continue in this direction.

As with other pieces of this project, the financial analysis is also largely determined by the larger redevelopment project. It is likely there will be local public funding to rehabilitate the West Broad School site; that would reduce the overall start-up costs in the current financial analysis and help to break even. It is also possible the community kitchen would be located at a different site, in which the financials could change again, resulting in increased start-up costs. Overall, we feel confident that while there may be some subsidy required in the first few years of the kitchen, after this point, the financials will break-even. It is Athens Land Trust's priority to be able to provide the space for use and provide the additional training and coaching resources, without being overly concerned with generating a large profit.

Section 4: External Environment

The external market has a significant impact on the implementation and success of the West Broad Community Kitchen. The Athens economy is unique, impacted significantly by the University of Georgia; this can be both beneficial and detrimental. With one of the highest poverty rates for counties its size in the nation, Athens has a population segment that has historically had less access to resources and economic opportunities. This segment is our main customer: current and future vendors of the West Broad Farmers Market and other West Broad community members interested in starting food-based businesses. The creation of a community kitchen would allow for new and expanding businesses to utilize a space at an affordable rate and give them more economic opportunities by expanding their ability to produce food-based products and gain access to a growing local market for sales.

While we are firm on our primary customer, affordable rates are not always compatible with a profitable business model. For this reason, we also are targeting current food-based proprietors who are looking for a space and are willing to pay competitive rates. They would subsidize the affordable rates for our primary customers. Athens has a quickly growing food scene and an influx of culinary-minded individuals who need a space such as the West Broad Community Kitchen. This is a large market for us, and one we will need to ensure our success.

A huge contributing factor to our success is the lack of other similar commercial kitchen spaces in Athens. As is seen in Appendix B., there is a clear need for such a space, and many survey respondents are ready to start immediately or within the next 12 months. Within an uncertain national economy, there is an increased interest in small-business ventures, and within Athens, this often translates into food-based business. We can take this opportunity to capitalize on this interest, while also meeting a community need that has been talked about for years. The additional services that will be provided by the kitchen manager and ALT staff, such as business planning and financial coaching, also help us to differentiate our kitchen from any competition, as we are providing a more holistic approach.

We cannot ignore the larger economic external factors, as well as the external environment

created by our partnership with other key stakeholders, described in Section 2. A degree of dependence on the cooperation of large entities such as the Clarke County School District, Athens Housing Authority, and Athens Clarke County Government adds an air of uncertainty to the project, but the community has spoken out loudly against plans to redevelop the space into administrative offices, which spurred the need for a larger conversation about redevelopment in the West Broad neighborhood. We will continue to facilitate conversations around this topic to help ensure that the community voice is heard.

Section 5: Implementation Roadmap

The timeline for implementation of the West Broad Community Kitchen is largely determined by the timeline for the larger West Broad redevelopment efforts. With the feasibility study in its final phase, we are now positioned to begin drafting formal proposals for site plans and seeking funding. The kitchen is certainly an important part of this proposal, but realistically its development hinges on many external factors, described above. With this in mind, our more general timeline is as follows.

Current:

- Submitting implementation plan to the Kresge Foundation

Next 6 months:

- Working on finalized proposal/site plans to submit to Clarke County School District

End of 2017:

- Final decision to be made concerning the West Broad site

Beginning of 2018:

- Decision regarding SPLOST funding

End of 2018:

- Possible beginning of construction

We are currently in the process of submitting a request for implementation money through the Kresge Foundation, which will be finished by the end of May. Receiving this money would allow us to continue to work with the community and key partners to form a more holistic and finalized plan for redevelopment of the West Broad site. In general, our goal is to begin working on a more finalized proposal to present to the school district and Athens Clark County government. With this, we are aiming for a final decision to be made concerning the West Broad site by the end of this year. With a decision to allow Athens Land Trust to move forward with redevelopment, we can begin working on securing additional funding, as well as a more detailed and formal site plan. There are possible county SPLOST funds, in the amount of \$2 million that will also be decided on as a decision is being made on the site redevelopment; these

funds would help us leverage additional foundation and private funding. With this in mind, we expect that if our timeline goes as expected, construction could begin on the kitchen, and the West Broad site as a whole, by the end of 2018 or beginning of 2019. While many factors influence this timeline, and it is relatively vague, it is the reality for this project and will be updated as progress is made.

Section 6: Risk Analysis

As with any venture, risks are an ever-present reality in this process. In this scenario, the largest risk is that decisions will be made by some of the larger entities (Clarke County School District, Athens Clarke County government) that do not work in our favor. This could include not being able to move forward with the redevelopment of the West Broad School site and having to rethink the overall plan. Athens Land Trust has been very cognizant of this large risk throughout the process, and has worked to counteract some of the external forces. Mainly, we have involved the community throughout the feasibility study process to get feedback and ensure that community voices are heard. This gives us confidence we are headed in the right direction, and that our project is one the community supports and wants to see in the space. This is crucial for the success of our project, as the community's support will likely have an impact on the decision-making process from the larger entities.

The financial analysis presents risks that are present in many business ventures. The availability of funding and projected income and expenses are important to the success of the project, but can also pose as risks if not executed as expected. While we have identified funding opportunities that will help to subsidize the community kitchen, these are not all guaranteed, and could put the success of the project at risk. It will be very important to identify the correct customer base for the kitchen to generate sufficient income to offset the expenses. This may take several years and would require some sort of subsidy from ALT during those years to keep the business going. We feel as though providing this subsidy, if necessary, would not be difficult, as there are funders and foundations that are accessible for such needs, but this still adds some risk to the project.

Appendix A. New Permits and Licensing in ACC (2015-2017)

ACC Finance Dept. New Business Licenses (as of Spring 2017)

2015: 36 licenses created, 2 of these closed during 2015

2016: 16 licenses created 1 of these closed during 2016

2017: 2 licenses issued

ACC Dept. of Public Health Permits Issues (as of Spring 2017)

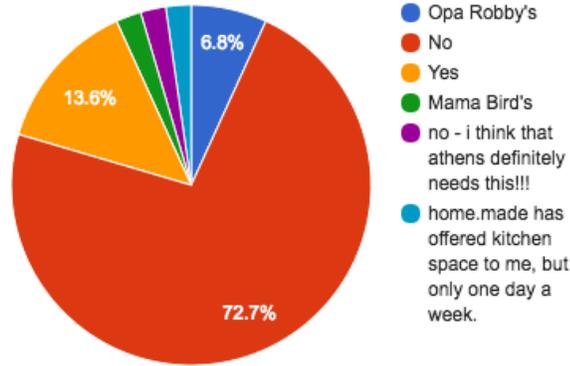
2015: 68 Permits

2016: 66 Permits

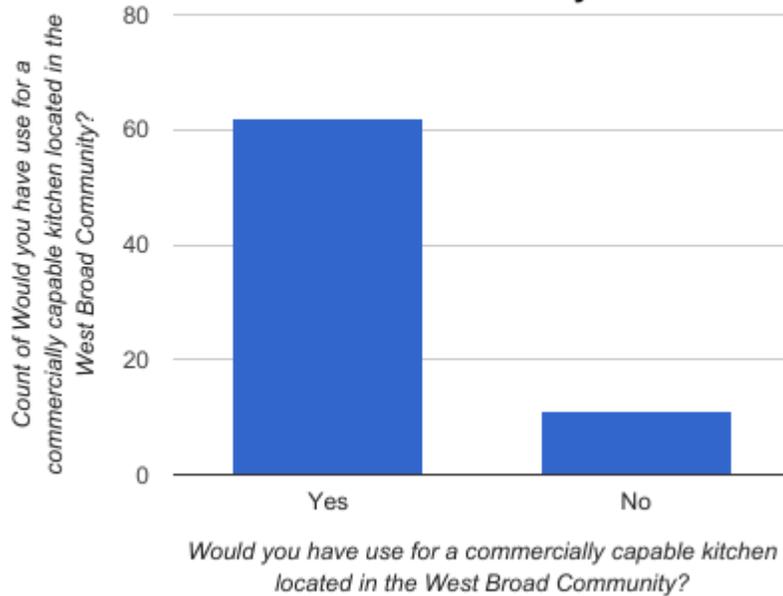
2017: 17 Permits

Appendix B. Commercial Kitchen Survey Results

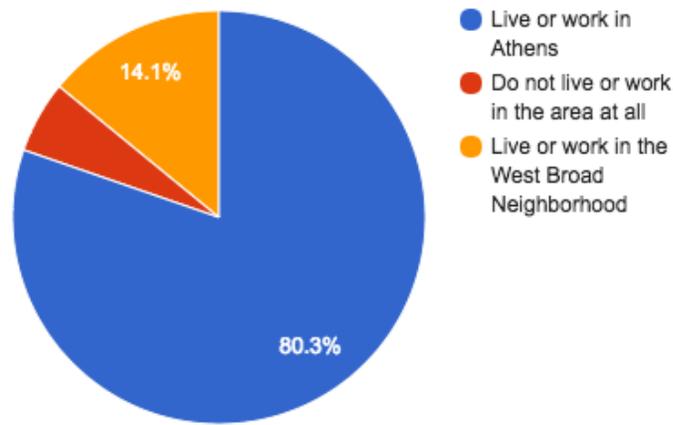
Count of Do you know of any current commercial kitchens in the Athens area that are open to growing food based businesses? If so...



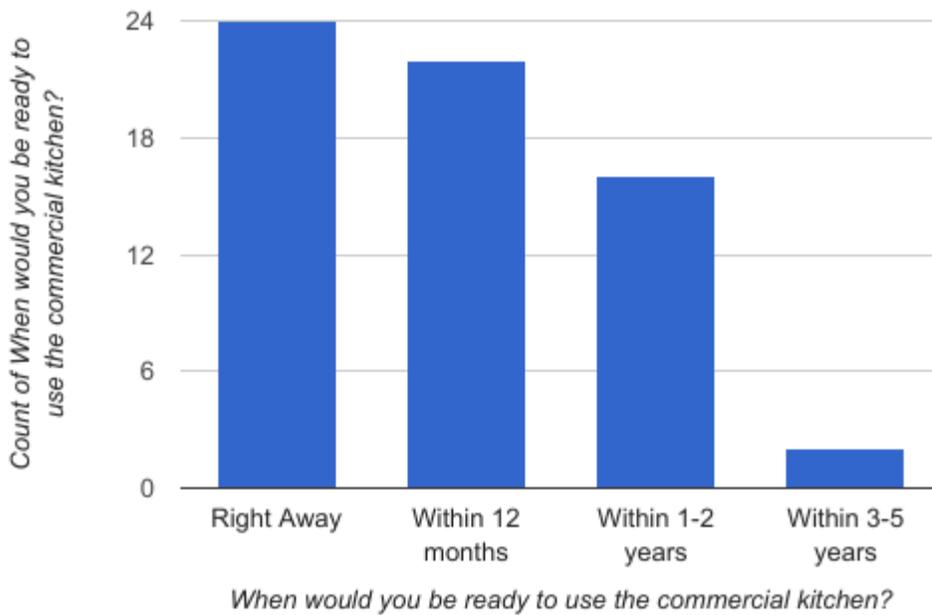
Count of Would you have use for a commercially capable kitchen located in the West Broad Community?



Count of Which of the following best describes you



Count of When would you be ready to use the commercial kitchen?



Athens Land Trust:

Business Plan for West Broad Community Kitchen and Marketplace

Appendix C. Income Statement

INCOME STATEMENT	MONTH 1	MONTH 2	MONTH 3	MONTH 4	MONTH 5	MONTH 6	MONTH 7	MONTH 8	MONTH 9	MONTH 10	MONTH 11	MONTH 12	YEAR 1	YEAR 2	YEAR 3
Ordinary Income/Expense															
Income															
Sales Revenue (from Sales Forecast)	1,979	2,754	5,162	13,177	14,277	14,277	14,277	14,277	10,947	6,501	6,061	6,061	109,750		
Cost of Goods Sold															
Materials															
Direct labor (not employees)													0		
Gross Margin	1,979	2,754	5,162	13,177	14,277	14,277	14,277	14,277	10,947	6,501	6,061	6,061	109,750	0	0
Expenses															
Depreciation													0		
Employees:															
Salaries	5,400	5,400	5,400	5,400	5,400	5,400	5,400	5,400	5,400	5,400	5,400	5,400	64,800		
Health Insurance													0		
Employment Taxes													0		
Financing:															
Bank Fees													0		
Interest Payments													0		
Loan Principal Payments													0		
Insurance	1,500						1,500						1,500		
Licenses/Permits	1,200												1,200		
Maintenance/Repair	500	500	500	500	500	500	500	500	500	500	500	500	6,000		
Kitchen Supplies	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	10,000		
Marketing:															
Advertising	500	500	500	500	500	500	100	100	100	100	100	100	3,600		
Website													0		
Office Supplies	75	75	75	75	75	75	75	75	75	75	75	75	900		
Professional Services:															
Accounting	250	250	250	250	250	250	250	250	250	250	250	250	3,000		
Legal	100	100	100	100	100	100	100	100	100	100	100	100	1,200		
Mortgage/Rent													0		
Transportation													0		
Utilities:															
Phone/Internet	175	125	125	125	125	125	125	125	125	125	125	125	1,500		
Gas/Electric	600	3,250	3,250	3,250	3,250	3,250	3,250	3,250	3,250	3,250	3,250	3,250	39,000		
Water/Sewer	300	300	300	300	300	300	300	300	300	300	300	300	3,600		
Garbage	200	200	200	200	200	200	200	200	200	200	200	200	2,400		
Security / Pest Control	150	150	150	150	150	150	150	150	150	150	150	150	1,800		
Total Expenses	11,950	11,850	11,850	11,850	11,850	11,850	12,950	11,450	11,450	11,450	11,450	11,450	140,500	0	0
Net Ordinary Income	(9,971)	(9,096)	(6,688)	1,327	2,427	2,427	1,327	2,827	(503)	(4,949)	(5,389)	(5,389)	(30,750)	0	0
Grant/Donation Income													0		
Net Income Before Taxes	(9,971)	(9,096)	(6,688)	1,327	2,427	2,427	1,327	2,827	(503)	(4,949)	(5,389)	(5,389)	(30,750)	0	0
Taxes, if applicable															
Federal Taxes													0		
State Taxes													0		
Other Taxes													0		
Total Taxes	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
NET INCOME	(9,971)	(9,096)	(6,688)	1,327	2,427	2,427	1,327	2,827	(503)	(4,949)	(5,389)	(5,389)	(30,750)	0	0

Instructions: only fill in the blue cells.
 This is your projection about the income and expenses associated with your business.

INCOME STATEMENT		MONTH 1	MONTH 2	MONTH 3	MONTH 4	MONTH 5	MONTH 6	MONTH 7	MONTH 8	MONTH 9	MONTH 10	MONTH 11	MONTH 12	YEAR 2
Ordinary Income/Expense														
Income														
	Sales Revenue (from Sales Forecast tab)	5,287	4,427	5,507	13,397	14,707	14,707	14,832	14,832	10,947	6,721	6,281	6,061	117,706
Cost of Goods Sold														
	Materials													
	Direct labor (not employees)													
Gross Margin		5,287	4,427	5,507	13,397	14,707	14,707	14,832	14,832	10,947	6,721	6,281	6,061	117,706
Expenses														
	Depreciation													0
	Employees:													
	Salaries	5,400	5,400	5,400	5,400	5,400	5,400	5,400	5,400	5,400	5,400	5,400	5,400	64,800
	Health Insurance													0
	Employment Taxes													0
	Financing:													
	Bank Fees													0
	Interest Payments													0
	Loan Principal Payments													0
	Insurance	1,500						1,500						1,500
	Licenses/Permits	1,200												1,200
	Maintenance/Repair	500	500	500	500	500	500	500	500	500	500	500	500	6,000
	Kitchen Supplies	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	10,000
	Marketing:													
	Advertising	500	500	500	500	500	500	100	100	100	100	100	100	3,600
	Website													0
	Office Supplies	75	75	75	75	75	75	75	75	75	75	75	75	900
	Professional Services:													
	Accounting	250	250	250	250	250	250	250	250	250	250	250	250	3,000
	Legal	100	100	100	100	100	100	100	100	100	100	100	100	1,200
	Mortgage/Rent													0
	Transportation													0
	Utilities:													
	Phone/Internet	175	125	125	125	125	125	125	125	125	125	125	125	1,500
	Gas/Electric	600	3,250	3,250	3,250	3,250	3,250	3,250	3,250	3,250	3,250	3,250	3,250	39,000
	Water/Sewer	300	300	300	300	300	300	300	300	300	300	300	300	3,600
	Garbage	200	200	200	200	200	200	200	200	200	200	200	200	2,400
	Security / Pest Control	150	150	150	150	150	150	150	150	150	150	150	150	1,800
Total Expenses		11,950	11,850	11,850	11,850	11,850	11,850	12,950	11,450	11,450	11,450	11,450	11,450	140,500
Net Ordinary Income		(6,663)	(7,423)	(6,343)	1,547	2,857	2,857	1,882	3,382	(903)	(4,729)	(5,169)	(5,389)	(22,794)
Grant/Donation Income														0
Net Income Before Taxes		(6,663)	(7,423)	(6,343)	1,547	2,857	2,857	1,882	3,382	(903)	(4,729)	(5,169)	(5,389)	(22,794)
Taxes, if applicable														
	Federal Taxes													0
	State Taxes													0
	Other Taxes													0
Total Taxes		0	0	0	0	0	0	0	0	0	0	0	0	0
NET INCOME		(6,663)	(7,423)	(6,343)	1,547	2,857	2,857	1,882	3,382	(903)	(4,729)	(5,169)	(5,389)	(22,794)

INCOME STATEMENT		MONTH 1	MONTH 2	MONTH 3	MONTH 4	MONTH 5	MONTH 6	MONTH 7	MONTH 8	MONTH 9	MONTH 10	MONTH 11	MONTH 12	YEAR 3
Ordinary Income/Expense														
Income														
	Sales Revenue (from Sales Forecast tab)	6,061	6,061	5,507	13,827	14,707	16,036	16,036	16,256	11,941	6,721	6,281	6,281	125,715
	Cost of Goods Sold													
	Materials													
	Direct labor (not employees)													0
Gross Margin		6,061	6,061	5,507	13,827	14,707	16,036	16,036	16,256	11,941	6,721	6,281	6,281	125,715
Expenses														
	Depreciation													0
	Employees:													
	Salaries	5,400	5,400	5,400	5,400	5,400	5,400	5,400	5,400	5,400	5,400	5,400	5,400	64,800
	Health Insurance													0
	Employment Taxes													0
	Financing:													
	Bank Fees													0
	Interest Payments													0
	Loan Principal Payments													0
	Insurance	1,500					1,500							1,500
	Licenses/Permits	1,200												1,200
	Maintenance/Repair	500	500	500	500	500	500	500	500	500	500	500	500	6,000
	Kitchen Supplies	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	10,000
	Marketing:													
	Advertising	500	500	500	500	500	500	100	100	100	100	100	100	3,600
	Website													0
	Office Supplies	75	75	75	75	75	75	75	75	75	75	75	75	900
	Professional Services:													
	Accounting	250	250	250	250	250	250	250	250	250	250	250	250	3,000
	Legal	100	100	100	100	100	100	100	100	100	100	100	100	1,200
	Mortgage/Rent													0
	Transportation													0
	Utilities:													
	Phone/Internet	175	125	125	125	125	125	125	125	125	125	125	125	1,500
	Gas/Electric	800	3,250	3,250	3,250	3,250	3,250	3,250	3,250	3,250	3,250	3,250	3,250	39,000
	Water/Sewer	300	300	300	300	300	300	300	300	300	300	300	300	3,600
	Garbage	200	200	200	200	200	200	200	200	200	200	200	200	2,400
	Security / Pest Control	150	150	150	150	150	150	150	150	150	150	150	150	1,800
Total Expenses		11,950	11,850	11,850	11,850	11,850	11,850	12,950	11,450	11,450	11,450	11,450	11,450	140,500
Net Ordinary Income		(5,889)	(5,789)	(6,343)	1,977	2,857	4,186	3,086	4,806	491	(4,729)	(5,169)	(5,169)	(14,785)
Grant/Donation Income														0
Net Income Before Taxes		(5,889)	(5,789)	(6,343)	1,977	2,857	4,186	3,086	4,806	491	(4,729)	(5,169)	(5,169)	(14,785)
Taxes, if applicable														
	Federal Taxes													0
	State Taxes													0
	Other Taxes													0
Total Taxes		0	0	0	0	0	0	0	0	0	0	0	0	0
NET INCOME		(5,889)	(5,789)	(6,343)	1,977	2,857	4,186	3,086	4,806	491	(4,729)	(5,169)	(5,169)	(14,785)

Appendix D. Sales Forecast

	%	total response	projected cus	hourly fee	monthly fee for this level	
Level A: 5 hours / week	16%	74	12	\$ 20	\$ 430.00	NOTE: 23% (14 customers) said seasonal
Level B: 10 hours / week	11%	74	8	\$ 18	\$ 774.0	
Level C: 5 hours / month	15%	74	11	\$ 25	\$ 125	
Level D: 10 hours / month	13%	74	10	\$ 22	\$ 220	

SALES FORECAST	MONTH 1	MONTH 2	MONTH 3	MONTH 4	MONTH 5	MONTH 6	MONTH 7	MONTH 8	MONTH 9	MONTH 10	MONTH 11	MONTH 12	
Projected Number of Level A sales	2	3	5	11	11	11	11	11	5	5	5	5	
Revenue per Level A	\$ 430.00	\$ 430.00	\$ 430.00	\$ 430.00	\$ 430.00	\$ 430.00	\$ 430.00	\$ 430.00	\$ 430.00	\$ 430.00	\$ 430.00	\$ 430.00	
Total Revenue, <i>Level A</i>	\$860	\$1,290	\$2,150	\$4,730	\$4,730	\$4,730	\$4,730	\$4,730	\$2,150	\$2,150	\$2,150	\$2,150	
Projected Number of Level B Sales	1	1	3	8	8	8	8	8	8	4	4	4	
Revenue per Level B	\$ 774.0	\$ 774.0	\$ 774.0	\$ 774.0	\$ 774.0	\$ 774.0	\$ 774.0	\$ 774.0	\$ 774.0	\$ 774.0	\$ 774.0	\$ 774.0	
Total Revenue, <i>Level B</i>	\$774	\$774	\$2,322	\$6,192	\$6,192	\$6,192	\$6,192	\$6,192	\$6,192	\$3,096	\$3,096	\$3,096	
Projected Number of Level C Sales	1	2	2	11	11	11	11	11	5	3	3	3	
Revenue per Level C	\$ 125	\$ 125	\$ 125	\$ 125	\$ 125	\$ 125	\$ 125	\$ 125	\$ 125	\$ 125	\$ 125	\$ 125	
Total Revenue, <i>Level C</i>	\$125	\$250	\$250	\$1,375	\$1,375	\$1,375	\$1,375	\$1,375	\$625	\$375	\$375	\$375	
Projected Number of Level D Sales	1	2	2	4	9	9	9	9	9	4	2	2	
Revenue per Level D	\$ 220	\$ 220	\$ 220	\$ 220	\$ 220	\$ 220	\$ 220	\$ 220	\$ 220	\$ 220	\$ 220	\$ 220	
Total Revenue, <i>Level D</i>	\$220	\$440	\$440	\$880	\$1,980	\$1,980	\$1,980	\$1,980	\$1,980	\$880	\$440	\$440	
TOTALS	\$1,979	\$2,754	\$5,162	\$13,177	\$14,277	\$14,277	\$14,277	\$14,277	\$10,947	\$6,501	\$6,061	\$6,061	\$109,750

Appendix E. Cash Flow Projections

CASH FLOW PROJECTIONS	MONTH 1	MONTH 2	MONTH 3	MONTH 4	MONTH 5	MONTH 6	MONTH 7	MONTH 8	MONTH 9	MONTH 10	MONTH 11	MONTH 12	Year 1 Total
Cash flows from (used in) OPERATING activities													
Cash received from customers (from Sales Forecast)	1,979	2,754	5,162	13,177	14,277	14,277	14,277	14,277	10,947	6,501	6,061	6,061	109,750
Cash paid to suppliers	0	0	0	0	0	0	0	0	0	0	0	0	0
Cash paid to employees (from Income Statement worksheet)	5,400	5,400	5,400	5,400	5,400	5,400	5,400	5,400	5,400	5,400	5,400	5,400	64,800
Cash paid for other operating expenses (From Income Statement)	6,550	6,450	6,450	6,450	6,450	6,450	7,550	6,050	6,050	6,050	6,050	6,050	75,700
Total cash generated from operations	(9,971)	(9,096)	(6,688)	1,327	2,427	2,427	1,327	2,827	(503)	(4,949)	(5,389)	(5,389)	
Interest paid for financing of sales activities	0	0	0	0	0	0	0	0	0	0	0	0	0
Income taxes paid	100	100	100										
Net cash flows from operating activities	(10,071)	(9,196)	(6,788)	1,327	2,427	2,427	1,327	2,827	(503)	(4,949)	(5,389)	(5,389)	
Cash flows from (used in) PURCHASE EQUIPMENT													
Purchase of capital equipment (e.g., vent fan and hood)	20,000	0	0	0	0	0	0	0	0	0	0	0	0
Purchase of personal property (i.e., computer)	2,000	0	0	0	0	0	0	0	0	0	0	0	0
Net cash used in equipment purchase	22,000	0											
Net change in cash and equivalents	(32,071)	(41,267)	(48,055)	(46,728)	(44,301)	(41,874)	(40,547)	(37,720)	(38,223)	(43,172)	(48,561)	(53,950)	(53,950)

CASH FLOW PROJECTIONS	MONTH 1	MONTH 2	MONTH 3	MONTH 4	MONTH 5	MONTH 6	MONTH 7	MONTH 8	MONTH 9	MONTH 10	MONTH 11	MONTH 12	Year 2 Total
Cash flows from (used in) OPERATING activities													
Cash received from customers (from Sales Forecast)	5,287	4,427	5,507	13,397	14,707	14,707	14,832	14,832	10,947	6,721	6,281	6,061	117,706
Cash paid to suppliers	0	0	0	0	0	0	0	0	0	0	0	0	0
Cash paid to employees (from Income Statement worksheet)	5,400	5,400	5,400	5,400	5,400	5,400	5,400	5,400	5,400	5,400	5,400	5,400	64,800
Cash paid for other operating expenses (From Income Statement)	6,550	6,450	6,450	6,450	6,450	6,450	7,550	6,050	6,050	6,050	6,050	6,050	75,700
Total cash generated from operations	(6,663)	(7,423)	(6,343)	1,547	2,857	2,857	1,882	3,382	(503)	(4,729)	(5,169)	(5,389)	
sales activities	0	0	0	0	0	0	0	0	0	0	0	0	0
Income taxes paid	100	100	100										
Net cash flows from operating activities	(6,763)	(7,523)	(6,443)	1,547	2,857	2,857	1,882	3,382	(503)	(4,729)	(5,169)	(5,389)	
Cash flows from (used in) PURCHASE EQUIPMENT													
Purchase of capital equipment (e.g., vent fan and hood)	20,000	0	0	0	0	0	0	0	0	0	0	0	0
Purchase of personal property (i.e., computer)	2,000	0	0	0	0	0	0	0	0	0	0	0	0
Net cash used in equipment purchase	22,000	0											
Net change in cash and equivalents	(28,763)	(36,286)	(42,729)	(41,182)	(38,325)	(35,468)	(33,586)	(30,204)	(30,707)	(35,436)	(40,605)	(45,994)	(45,994)

CASH FLOW PROJECTIONS	MONTH 1	MONTH 2	MONTH 3	MONTH 4	MONTH 5	MONTH 6	MONTH 7	MONTH 8	MONTH 9	MONTH 10	MONTH 11	MONTH 12	Year 3 Total
Cash flows from (used in) OPERATING activities													
Cash received from customers (from Sales Forecast)	6,061	6,061	5,507	13,827	14,707	16,036	16,036	16,256	11,941	6,721	6,281	6,281	125,715
Cash paid to suppliers	0	0	0	0	0	0	0	0	0	0	0	0	0
Cash paid to employees (from Income Statement worksheet)	5,400	5,400	5,400	5,400	5,400	5,400	5,400	5,400	5,400	5,400	5,400	5,400	64,800
Cash paid for other operating expenses (From Income Statement)	6,550	6,450	6,450	6,450	6,450	6,450	7,550	6,050	6,050	6,050	6,050	6,050	75,700
Total cash generated from operations	(5,889)	(5,789)	(6,343)	1,977	2,857	4,186	3,086	4,806	491	(4,729)	(5,169)	(5,169)	
sales activities	0	0	0	0	0	0	0	0	0	0	0	0	0
Income taxes paid	100	100	100										
Net cash flows from operating activities	(5,989)	(5,889)	(6,443)	1,977	2,857	4,186	3,086	4,806	491	(4,729)	(5,169)	(5,169)	
Cash flows from (used in) PURCHASE EQUIPMENT													
Purchase of capital equipment (e.g., vent fan and hood)	20,000	0	0	0	0	0	0	0	0	0	0	0	0
Purchase of personal property (i.e., computer)	2,000	0	0	0	0	0	0	0	0	0	0	0	0
Net cash used in equipment purchase	22,000	0											
Net change in cash and equivalents	(27,989)	(33,878)	(40,321)	(38,344)	(35,487)	(31,301)	(28,215)	(23,409)	(22,918)	(27,647)	(32,816)	(37,985)	(37,985)

Attachment E

Examples of how government entities can lease property to non-profit agencies.

**THE UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY
COMMISSION AGENDA ITEM**

SUBJECT: Lease Agreement with Athens-Clarke Heritage Foundation, Inc. for Fire Hall #2

DATE: April 25, 2018

BUDGET INFORMATION:

REVENUES: \$1.00 per year

EXPENSES:

ANNUAL: N/A

CAPITAL:

OTHER:

FUNDING SOURCE: N/A

COMMISSION ACTION REQUESTED ON: June 5, 2018

PURPOSE:

To request that the Mayor and Commission:

- a. Approve the lease agreement with Athens-Clarke Heritage Foundation, Inc. (**Attachment #1**) for the property located at 489 Prince Avenue known as Fire Hall #2; and
- b. Authorize the Mayor and appropriate staff to execute all necessary documents.

HISTORY:

1. Since 1979, the Athens-Clarke County Heritage Foundation (ACHF) has been under a lease agreement with the Unified Government of Athens-Clarke County (ACCGOV) for the property located at 489 Prince Avenue, also known as Fire Station #2.
2. On June 4, 2013, the Mayor and Commission approved the current lease agreement which became effective July 1, 2013. The term of the lease was for two years with options for up to three additional one-year periods. The third and final one-year period expires June 30, 2018.
3. On March 20, 2018, ACHF requested to continue the lease agreement under the same terms and conditions (**Attachment #2**).

FACTS & ISSUES:

1. The ACHF uses Fire Hall #2 to provide exhibit space for art, archeological, and historical exhibits to promote and raise awareness of preservation and arts within the community. The building is also used for receptions and as a meeting place for civic and community groups.
2. Other than the dates, the proposed lease agreement is the same as the current lease agreement.
3. The proposed lease agreement includes standard terms and conditions used by ACCGOV in other similar lease agreements, including:
 - a. Lessee provides \$1,000,000 comprehensive liability insurance.
 - b. Lessee is responsible for payment of all utilities, maintenance, operational costs, and the general upkeep of the premises. ACCGOV is responsible for major structural repairs (roofs, walls, and foundation).
 - c. The term of the proposed lease allows for up to three administrative one-year renewals beyond the initial two-year period. This ensures that the lease is presented to the Mayor and Commission for review and approval at least every five years.

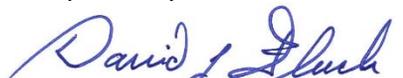
OPTIONS:

1. Mayor and Commission:
 - a. Approve the lease agreement with Athens-Clarke Heritage Foundation, Inc. (**Attachment #1**) for the property located at 489 Prince Avenue known as Fire Hall #2, and
 - b. Authorize the Mayor and appropriate staff to execute all necessary documents.
2. Mayor and Commission do not approve the lease agreement for Fire Hall #2.
3. Mayor and Commission defined option.

DEPARTMENT RECOMMENDED ACTION: Option #1 a & b

DEPARTMENT: Central Services

Prepared by: David Fluck


David Fluck, DirectorApril 25, 2018

Date

ADMINISTRATIVE COMMENTS:

ADMINISTRATIVE RECOMMENDATION: Option #1 a & b

TH



Manager

May 8, 2018

Date

ATTACHMENTS:

Attachment #1 - Lease Agreement

Attachment #2 - Request Letter from Athens-Clarke Heritage Foundation

**STATE OF GEORGIA
COUNTY OF ATHENS-CLARKE**

LEASE AGREEMENT

This lease agreement, made and entered into this _____ of _____, 2018, between THE UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY, GEORGIA, a political subdivision of the State of Georgia and a body corporate and politic, hereafter referred to as "Lessor" and ATHENS-CLARKE HERITAGE FOUNDATION, INC., hereafter referred to as "Lessee".

WITNESSETH:

That for and in consideration of the covenants, conditions and agreements hereafter set forth, The Lessor and Lessee do hereby agree as follows:

LOCATION, PURPOSE, TERMS

1.

The Lessor does hereby lease to the Lessee all that certain realty located at 489 Prince Avenue, in Athens-Clarke County, Georgia and also known as "Fire Hall #2".

2.

The Lessor and Lessee agree that said premises shall be used by the Lessee for the purpose of housing the Athens-Clarke Heritage Foundation headquarters and for providing space for art, archeological, and historical exhibits for the purpose of promoting and raising awareness of preservation of arts within this community.

3.

Operating hours for the Lessee shall be 9:00 a.m. – 5:00 p.m., Monday – Friday. These hours may be subject to change depending on use, demand, and staffing of the facility. The Lessee agrees to notify the Lessor of any permanent changes in regular operating hours.

4.

The term of this lease shall be from the date of execution through June 30, 2020. The parties hereto do hereby agree that said terms may be renewed for up to three (3) additional one (1) year periods under the same terms and conditions set out in this lease. Not less than sixty (60) days prior to the termination date, the parties will confer to determine if this lease is to be renewed, and make any supplemental agreement or modification for that purpose, and if the lease is not renewed, in writing by mutual agreement, said lease shall expire at the end of each term. At the termination of this lease, ATHENS-CLARKE HERITAGE FOUNDATION, INC. shall surrender the facilities in as good a state as they were at the time the facilities were turned over to ATHENS-CLARKE HERITAGE FOUNDATION, INC. for use, normal wear and tear excepted. This lease may be terminated by either party with no cause, by providing one hundred eighty (180) days written notice to the other party.

5.

The Lessee and Lessor herein covenant and agree that the rent for the leased premises shall consist of one dollar (\$1.00) per year.

6.

LESSEE'S RESPONSIBILITIES

Lessee agrees to prohibit the conduct of illegal activity on the premises of the facility during the period of this agreement. Lessee agrees to maintain orderly conduct and promote use of the facility in good manner. Failure on behalf of the Lessee to abide by the laws of the State of Georgia and ordinances of the Lessor shall result in this agreement being voided immediately requiring Lessee to leave the premises upon notice by Lessor.

7.

Lessee agrees to furnish to Lessor, and to pay premiums on, \$1,000,000 in liability insurance coverage showing Lessor as an insured. Lessee shall not permit any act to be carried on in said premises which will void the insurance on the said premises.

At all times during the term of this lease agreement, Lessee shall maintain the following insurance coverage, underwritten by a company acceptable to Lessor:

(a) Comprehensive single limit liability insurance in the amount of \$1,000,000 to defend and indemnify Lessor against all claims of injury arising out of Lessee's use of the leased premises.

The policy or policies of insurance shall indicate that Lessor is an additional insured and the policy or policies shall not be cancelled as to Lessor, for any reason, without thirty (30) days written notice to Lessor. Lessee shall provide written proof of the policy or policies in insurance within ten (10) days of the execution of this agreement.

8.

The Lessee shall be responsible for all areas of compliance with the American with Disabilities Act (ADA) inside the facility including making all their programs and/or services accessible to the hearing and sight impaired.

9.

Lessee agrees that all maintenance, operational costs, and upkeep of the premises, both building and grounds, shall be the responsibility of the Lessee. Lessee shall be responsible for and pay all utility bills, including water, sewer, gas electrical, telephone, storm water and solid waste. Lessee shall also be responsible for the connection and repair of the water and sewer lines that service the leased building.

10.

Lessee releases Lessor from liability for and agrees to indemnify Lessor against all losses and damages to tenant's property and any damage or injury happening in or about the property of premises to Lessee's invitees or licensees or such person's property, for any reason whatsoever.

LESSOR'S RESPONSIBILITIES

11.

Lessor agrees that if the premises should be destroyed by fire or other casualty or so damaged as to become untenable, Lessee's duties under this lease shall cease unless or until the premises are restored to tenantable conditions, Lessor having no duty to rebuild the said premises, or make other facilities available to Lessee nor to make any division or distribution of any portion of the insurance proceeds available to Lessor.

12.

Lessor shall be responsible for compliance with the Americans with Disabilities Act (ADA) by providing for exterior access to the building or structure.

13.

Lessor shall be responsible for major structural repairs (roofs, walls, and foundation) and damage caused by acts of God not covered by insurance.

MUTUAL AGREEMENTS

14.

Should the Lessee fail to perform properly the covenants as herein agreed, or should Lessee sublet said premises without written consent of the Lessor, or assign this lease in violation of this agreement, or otherwise violate any of the terms of this lease, then Lessor may, at its option, terminate this lease, cancel the same, and take immediate possession of leased premises, without waiving any rights that may have accrued at the time of the cancellations, or any claim for damages for breach of this lease on the part of the Lessee.

15.

The Lessor retains the right to inspect the building at any time to determine that all covenants of this lease are being complied with, and further shall receive prior notice of any structural changes, improvements or modifications planned by Lessee, and shall have the right of approval and disapproval of any such changes. Lessor shall review any and all plans for structural changes, modifications, or improvements, and have the right to perform periodic inspections to ensure compliance with all applicable building codes. To assist Lessor in determining Lessee's compliance with the terms of this lease, Lessee agrees to submit such reasonable report to Lessor of renovations and repairs made, structural changes made, and other data as reasonably requested by the Lessor. Lessee agrees that the premises will be kept and will remain in well maintained first-class condition throughout this lease period and upon the surrender of the premises to the Lessor upon the expiration or termination of this lease.

16.

Notwithstanding anything to the contrary herein, this lease shall not create or vest any estate or title in the Lessee to the leased premises, and the relationship created hereby is that of landlord and tenant. The rights and remedies of the parties, except as otherwise stated, shall be governed by the laws of the State of Georgia.

17.

This written lease agreement constitutes the entire and exclusive agreement of the parties hereto and any and all negotiations, representations, promises, covenants, and warranties made by any party prior to or contemporaneously with the signing hereof is merged and is unenforceable unless expressly set forth here in above. Any modification or amendment hereof, to be effective must be reduced to writing and executed by all parties with the same degree of formality as this writing.

IN WITNESS WHEREOF, the parties have executed this lease agreement on the day and year first above written.

(signature page follows)

LESSOR

THE UNIFIED GOVERNMENT OF
ATHENS-CLARKE COUNTY, GEORGIA

By: _____
Mayor

Attest: _____
Clerk of Commission (SEAL)

Approved as to Form:

Attorney for Athens-Clarke County, Georgia

LESSEE

ATHENS-CLARKE HERITAGE
FOUNDATION, INC.

By: _____
Signature

Printed Name

Title: _____

Signed, sealed and delivered
the presence of:

Witness

Notary Public



Tuesday, March 20, 2018

TRUSTEES

Victoria Prevatt
President

Kim Klonowski
President-elect

Kevin Bates
Treasurer

Tim Kelly
Treasurer-elect

Maria Rachal
Recording Secretary

Shannon Hinson
Parliamentarian

Turner Douglas
Revolving Fund

Travis Burch

Kimberly Davis

Daniel Epting

Tommie Farmer

Rosemarie Goodrum

Adam Hebbard

Laura Kviklys

Kristen Morales

Marvin Nunnally

Paul Trudeau

Carol Williams

Ms. Angel Helmly, Operations Analyst
Central Services Department
Unified Government of Athens-Clarke County

Dear Angel,

This letter is to request that the Unified Government of Athens-Clarke County enter into a new lease agreement with the Athens-Clarke Heritage Foundation for the continued lease of Old Fire Hall No. 2. We do not request any changes in the lease as it is currently written.

Sincerely,

A handwritten signature in black ink that reads "Victoria Prevatt". The signature is written in a cursive, flowing style.

Victoria Prevatt, *President, Board of Trustees*

**THE UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY
COMMISSION AGENDA ITEM**

SUBJECT: Lease Agreement with The Junior League of Athens, Inc. for the Taylor-Grady House

DATE: April 25, 2018

BUDGET INFORMATION:

REVENUES: \$1.00 per year

EXPENSES:

ANNUAL: \$8,000 per year for utilities

CAPITAL:

OTHER:

FUNDING SOURCE: General Fund

COMMISSION ACTION REQUESTED ON: June 5, 2018

PURPOSE:

To request that the Mayor and Commission:

- a. Approve the lease agreement with The Junior League of Athens, Inc. (**Attachment #1**) for the property located at 634 Prince Avenue known as the Taylor-Grady House, and
- b. Authorize the Mayor and appropriate staff to execute all necessary documents.

HISTORY:

1. Since 1968, The Junior League of Athens, Inc. (Junior League) has been leasing the Taylor-Grady House from the Unified Government of Athens-Clarke County (ACCGOV).
2. In 2003, the Junior League requested a lease provision in which ACCGOV pays the first \$8,000 (approximately 40%) of the property's utilities costs annually with the Junior League paying any utility costs after the first \$8,000 annually. The Mayor and Commission approved this lease provision in 2003 and subsequent years.
3. Since the completion of the SPLOST renovation project in 2005, the Central Services Department Landscape Management Division has performed all grounds maintenance in a manner commensurate with the nature and use of the property.
4. On June 4, 2013, the Mayor and Commission approved the current lease agreement which became effective July 1, 2013. The term of the lease was for two years with options for up

to three additional one-year periods. The third and final one-year period expires June 30, 2018.

5. On March 15, 2018, the Junior League requested to continue the lease agreement under the same terms and conditions (**Attachment #2**).

FACTS & ISSUES:

1. The Junior League leases the Taylor-Grady House for the following purposes:
 - a. To preserve the house because of its architectural and historical importance,
 - b. To stimulate and encourage general public support for preservation,
 - c. To provide an attractive assembly hall for small-medium community gatherings, both public and private,
 - d. To open the house as a tourist attraction, and
 - e. Other purposes as stated in paragraph 2 of the proposed lease agreement.
2. The proposed lease agreement adds a clause addressing the keeping of animals (pets) by the resident manager that lives in the apartment, corrects the hours of operation, and revises the lease agreement term dates. Otherwise, the proposed lease agreement is the same as the current lease agreement, including the provision that ACCGOV pays the first \$8,000 of utilities costs annually.
3. Other than utilities costs as described in History #2 and grounds maintenance as described in History #3, the proposed lease agreement includes standard terms and conditions used by ACCGOV in other similar lease agreements, including:
 - a. Lessee provides \$1,000,000 comprehensive liability insurance.
 - b. Lessee is responsible for payment of all utilities in excess of \$8,000 annually, maintenance, operational costs, and the general upkeep of the premises, except grounds maintenance. ACCGOV is responsible for major structural repairs (roofs, walls, and foundation).
 - c. The term of the proposed lease allows for up to three administrative one-year renewals beyond the initial two-year period. This ensures that the lease is presented to the Mayor and Commission for review and approval at least every five years.

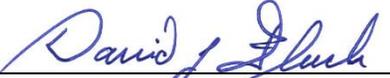
OPTIONS:

1. Mayor and Commission:
 - a. Approve the lease agreement with The Junior League of Athens, Inc. (**Attachment #1**) for the property located at 634 Prince Avenue known as the Taylor-Grady House, and
 - b. Authorize the Mayor and appropriate staff to execute all necessary documents.
2. Mayor and Commission do not approve the lease agreement for the Taylor-Grady House.
3. Mayor and Commission defined option.

DEPARTMENT RECOMMENDED ACTION: Option #1 a & b

DEPARTMENT:

Prepared by: David Fluck



David Fluck, Director

April 25, 2018
Date:

ADMINISTRATIVE COMMENTS:

ADMINISTRATIVE RECOMMENDATION: Option #1 a & b

RH



Manager

May 7, 2018
Date:

ATTACHMENTS:

Attachment #1 - Lease Agreement

Attachment #2 - Request Letter from the Junior League of Athens

**STATE OF GEORGIA
COUNTY OF ATHENS-CLARKE**

LEASE AGREEMENT

This lease agreement, made and entered into this _____ day of _____, 2018, between THE UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY, GEORGIA, a political subdivision of the State of Georgia and a body corporate and politic, hereafter referred to as, "Lessor" and THE JUNIOR LEAGUE OF ATHENS, INC., hereafter referred to as "Lessee".

WITNESSETH:

That for and in consideration of the covenants, conditions and agreements hereafter set forth, the Lessor and the Lessee do hereby agree as follows:

LOCATION, PURPOSE, TERMS

1.

The Lessor does hereby lease to the Lessee all that certain realty located at 634 Prince Avenue, in Athens-Clarke County, Georgia and also known as "The Taylor-Grady House".

2.

The Lessor and Lessee agree that said premises shall be used by the Lessee for the purpose:

- (1) To preserve the house because of its architectural and historical importance;
- (2) To stimulate and encourage general public support for preservation;
- (3) To provide an attractive assembly hall for small-medium community gatherings; both public and private:
 - receptions and teas (public and private)
 - organizational meetings
 - art exhibits
 - classes
 - tea room
- (4) To open the House as a tourist attraction, with a talk giving a short history by Members of The Historical Society or other qualified persons;
- (5) To provide a repository for items of historical interest, such as furniture, books, and Atheniana;
- (6) To maintain a small area as an assembly office;
- (7) To utilize as many of the resources of the community as possible to operate the House for the benefit of the greatest number of our citizens, namely: Historical Societies, Garden Clubs, Preservation Societies, Scout Troops, and other civic and community groups;
- (8) To guarantee the House will be opened to all citizens of Athens-Clarke County for functions in keeping with the character of the House, subject to prior reservations and commitments, and subject to reasonable fees charged for such use, and subject to such reasonable rules and regulations as Lessee may promulgate.

3.

Operating hours for the Lessee shall be 9:00 a.m. – 3:00 p.m. Monday, Wednesday, Friday and 12:00 p.m. – 4:00 p.m. Tuesday, Thursday. These hours may be subject to change depending on use, demand, and staffing of the facility. The Lessee agrees to notify the Lessor of any permanent changes in regular operating hours.

4.

The term of this lease shall be from the date of execution through June 30, 2020. The parties hereto do hereby agree that said terms may be renewed for up to three (3) additional one (1) year periods under the same terms and conditions set out in this lease. Not less than sixty (60) days prior to the termination date, the parties will confer to determine if this lease is to be renewed, and make supplemental agreement or modification for that purpose, and if the lease is not renewed, in writing, by mutual agreement, said lease shall expire at the end of each term. At the termination of this lease, THE JUNIOR LEAGUE OF ATHENS, GEORGIA, INC., shall surrender the facilities in as good a state as they were in at the time of execution of this lease with THE JUNIOR LEAGUE OF ATHENS, GEORGIA INC., normal wear and tear excepted. This lease may be terminated by either party with no cause, by providing one hundred eighty (180) days written notice to either party.

5.

The lessees herein covenant and agree that the rent for the lease premises shall consist of one dollar (\$1.00) per year.

6.

In the event that during the term of this lease, the Lessee abandons the leased premises, the Lessor may take possession of the premises. The Lessee further agrees to turn over the premises at the expiration of said lease free of all claims of lien of every nature whatsoever. The Lessee shall not have the right to assign this lease or sublet the premises, except for the use of the House for temporary purposes within the purview of this lease, such purposes to include functions such as weddings, receptions, and other such similar social functions as well as a meeting place for civic and community groups.

LESSEE'S RESPONSIBILITIES

7.

The Lessee shall not permit to be carried on said premises any trade or occupation which shall be unlawful or which may constitute a nuisance and the Lessee shall not permit the performance of any act which will make void or voidable or increase the rate of insurance on said premises or which would invalidate the contract for acquisition and development of land for open space purposes under Title VII of the Housing Act of 1961, as Amended, under which said property was acquired. Failure on behalf of the Lessee to abide by the laws of the State of Georgia and ordinances of the Lessor shall result in this agreement being voided immediately requiring the Lessee to leave the premises upon notice by the Lessor.

8.

Lessee agrees to furnish to Lessor, and to pay premiums on, \$1,000,000 in liability insurance coverage showing Lessor as an insured. The Lessee shall not permit any act to be carried on in said premises that will void the insurance on the said premises.

At all times during the term of this lease agreement, Lessee shall maintain the following insurance Coverage, underwritten by a company acceptable to Lessor:

- (a) Comprehensive single limit liability insurance in the amount of \$1,000,000 to defend and Indemnify Lessor against all claims of injury arising out of Lessee's use of the leased premises.

The policy or policies of insurance required shall indicate that the Lessor is an additional insured and the policy or policies shall not be cancelled as to Lessor, for any reason, without thirty (30) days prior notice to Lessor.

Lessee shall provide written proof of the policy or policies in insurance within ten (10) days of the execution of this agreement.

9.

The lessee shall be responsible for all areas of compliance with the Americans with Disabilities Act (ADA) **inside** the facility including making all their programs and/ or services accessible to the hearing and sight impaired.

10.

Lessee agrees that all maintenance, operational costs and upkeep of the premises, except grounds maintenance, shall be the responsibility of the Lessee. Lessee shall be responsible for and pay all utility bills, including water, sewer, gas, storm water, and electrical, for anything in excess of Eight Thousand Dollars (\$8,000.00) per year.

11.

Lessee releases Lessor from liability for and agrees to indemnify Lessor against all losses and damages to Lessor's property and any damage or injury happening in or about the property of premises to Lessee's invitee's or licensees or such person's property, for any reason whatsoever.

LESSOR'S RESPONSIBILITIES

12.

Lessor shall be responsible and pay all utility bills, including water, sewer, gas, storm water, and electrical up to Eight Thousand Dollars (\$8,000.00) per year. Lessor shall also be responsible for the connection and repair of the water and sewer lines that service the leased building. Lessor shall be responsible for grounds maintenance.

13.

Lessor agrees that if the premises should be destroyed by fire or other casualty or other casualty or so damaged so as to become untenable, lessee's duties under this lease shall cease unless or until the premises are restored to tenantable conditions, the Lessor having no duty to rebuild the said premises, or to make other facilities available to Lessee nor to make any division or distribution of any portion of the insurance proceeds available to Lessor.

14.

Lessor shall be responsible for compliance with the Americans with Disabilities Act (ADA) by providing for **exterior** access to the building or structure.

15.

Lessor shall be responsible for major structural repairs (roofs, walls, and foundation) and damages caused by acts of God not covered by insurance.

MUTUAL AGREEMENTS

16.

Should the Lessee fail to perform properly the covenants as herein agreed, or should Lessee sublet said premises without written consent of the Lessor, or assign this lease in violation of this agreement, or otherwise violate any of the terms of this lease, then the Lessor may, at its option, terminate this lease, cancel the same, and take immediate possession of leased premises, without waiving any rights that may have accrued at the time of the cancellations, or any claim for damages for breach of this lease on the part of the Lessee.

17.

The Lessor retains the right to inspect the building and grounds at any time to determine that all the covenants of this lease are being complied with, and further shall receive prior notice of any structural changes, improvements or modifications planned by Lessee, and shall have the right of approval and disapproval of any such changes. Lessor shall review any and all plans for any structural changes, modifications or improvements, and have the right to perform periodic inspections to ensure compliance with all applicable building codes. To assist Lessor in determining Lessee's compliance with the terms of this lease, Lessee agrees to submit such reasonable report to the Lessor of renovations and repairs made, structural changes made, and other data reasonably requested by Lessor. The Lessee agrees that premises will be kept and will remain in well-maintained first-class condition throughout this lease period and upon the surrender of the premises to the Lessor upon the expiration or termination of this lease.

18.

Lessor prefers that no animals be allowed in the apartment. If animals are allowed in the apartment by the Lessee, the Lessee becomes responsible for damages, including carpet replacement, caused by such animals. Lessee agrees that the apartment will be kept clean and well-maintained and that the apartment is subject to inspection by Lessor at any time.

19.

Notwithstanding anything to the contrary herein, this lease shall not create or vest any estate or title in the lease to the leased premises, and the relationship created hereby is that of landlord and tenant. The rights and remedies of the parties, except otherwise stated, shall be governed by the laws of the State of Georgia.

20.

This written lease agreement constitutes the entire and exclusive agreement of the parties hereto and any and all negotiations, representations, promises, covenants, and warranties made by any party prior to or contemporaneous with the signing hereof is merged and is unenforceable unless expressly set forth here in above. Any modification or amendment hereof, to be effective must be reduced to writing and executed by all parties with the same degree of formality as this writing.

IN WITNESS WHEREOF, the parties have executed this lease agreement on the day and year first above written.

(signature page follows)

LESSOR

THE UNIFIED GOVERNMENT OF
ATHENS-CLARKE COUNTY, GEORGIA

By: _____
Mayor

Attest: _____
Clerk of Commission (SEAL)

Approved as to form:

Attorney for
Athens-Clarke County, Georgia

LESSEE

THE JUNIOR LEAGUE OF ATHENS, INC.

By: _____
Signature

Title: _____

Printed Name: _____

Signed, sealed and delivered in the presence of:

Witness

Printed Name: _____

Notary Public



634 Prince Ave. Athens Georgia 30601 | athensjl@gmail.com | 706-549-8688

March 15, 2018

Athens Clarke County Central Services Department
Angle Helmly
P.O. Box 1868
Athens, GA 30603

RE: Lease Agreement by and between The Unified Government of Athens Clarke County Georgia ("Lessor") and The Junior League of Athens Georgia, Inc. ("Lessee"), relative to The Taylor Grady House.

Dear Angel,

Please accept this letter on behalf of the Junior League of Athens as a request to enter a lease agreement with Athens Clarke County for the premises located at 634 Prince Avenue, Athens Clarke County, Georgia, know as "The Taylor Grady House" containing the same terms and conditions as existing in the current lease agreement, except for the following amendments.

(1) "Lessor prefers that no animals be allowed in the apartment. If animals are allowed in the apartment by the Lessee, the Lessee becomes responsible for damages, including carpet replacement, caused by such animals. Lessee agrees that the apartment will be kept clean and well maintained and that the apartment is subject to inspection by Lessor at any time."

Per conversation between Angel Helmley and Deanne Rosso on March 15, 2018, the JLA is amendable to carpet replacement in the resident mangers' apartment section of TGH, and the JLA will be liable for damages caused by pets that occur after the beginning date of the amended lease. Please let us know when an inspection can be scheduled to take not of any current damages observed, so that we all have a documented baseline with which to compare future damages.

(2) In section 3, please amend operation hours to "Operating hours shall be Monday, Wednesday, Friday 9:00 AM to 3:00 PM, and Tuesday, Thursday 12:00 PM to 4:00 PM.

I hope this letter is sufficient to serve as our request to continue the Junior League of Athens' role as Lessee at The Taylor Grady House. Pursuant to your request, I am also attaching a copy of the Certificate of Insurance that is currently in place.

Should you have any questions or need any additional information please do not hesitate to contact me or Deanne Rosso, the current League President.

Sincerely,

Holly King

Holly King
Administrative Director and Events Coordinator

FACILITIES USE REQUEST FORM - CLARKE COUNTY SCHOOL DISTRICT

To be completed by the president or designated spokesperson of the organization requesting use of school facilities.

Name of Organization: Athens Land Trust

Event Title: Young Urban Farmer Cooking Matters Classes

Event Description (be specific):

We will be facilitating a six-session Cooking Matters for Teens course. This course will cover four main topics: cooking techniques, nutrition, food safety and food budgeting.

Name, address and phone numbers of contact person:

Seth Nivens (Athens Land Trust)
685 North Pope Street
Athens, GA 30601

Name of facility to be rented: Athens Community Career Academy

Specific area(s) of the facility to be used:

Kitchen

Date(s) to be used (if multiple days – please list all and be specific):

1-28-16, 2-4-16, 2-11-16, 2-18-16, 2-25-16,
3-3-16

Start time: 4:00 PM End time: ~~6:00~~ 6:30 PM

If applicable:

Non-Sponsored Student Club

Other: Not-profit

The Organization\Person (“User”) agrees to use the facilities of the Clarke County School District (“School District”) subject to the following terms and conditions, and those contained in Clarke County School District Policy KG and Regulation KG-R(1):

1. Supervision of those individuals attending User’s event will be provided at all times. User will take all necessary steps to insure that inappropriate behavior, including behavior which may cause injury or damage to property, does not occur.
2. A schedule of events will be provided to the school principal or other designated school official.
3. Use of concession stands and related equipment or facilities must be approved in writing by the school principal or designated school official.
4. Use of decorations or equipment in connection with the event must be approved in writing by the school principal or other designated school official.
5. No alcohol or illegal drugs may be possessed or consumed on School District property. No one may be on School District property who is under the influence of alcohol or illegal drugs. User agrees to bar and/or remove from School District property any person who appears to be impaired from use of alcohol or drugs.
6. Neither smoking nor other use of tobacco products will be permitted on School District property. User will bar and/or remove from School District property any person who is using tobacco products.
7. If the School District requires that security be provided for the event, User will be responsible for obtaining and scheduling a P.O.S.T. certified police officer and paying the cost directly to the officer the day of the event.
8. After the event, User will be responsible for cleaning the facility. User will place furniture back in its original location following the event. If cleaning must be performed by the School District’s custodial staff, User will be responsible for the cost.
9. User agrees to indemnify, defend, save and hold harmless the School District, and its employees, and Members of the Clarke County Board of Education from liability for all claims of damages arising out of (a) the use of occupancy of School District property by User or those individuals attending the event, and/or (b) the acts or omissions of individuals who attend the event.
10. User is required to have liability insurance with limits of \$1,000,000.00. User must provide the School District with a certificate of insurance reflecting such limits prior to the event. A Certificate of Insurance naming Clarke County School District as an additional insured must be submitted to the District Services office at least two days prior to the event.
11. The Clarke County School District reserves the right to revoke an approved Facility Use Request Form at any time.
12. All agreements for use of school district facilities shall be governed by Georgia Code Section 51-1-53.

___ Certificate of Insurance provided

BUILDING AND SPACE(S) LISTED ABOVE IS/ARE AVAILABLE ON THE DATE(S) REQUESTED:

Facility Principal: _____ Date: _____

TO BE COMPLETED BY DISTRICT SERVICES:

Rental Fee: _____

Utility & Maintenance Fee: _____

Custodial Fee: _____

Equipment Fee: _____

Kitchen Fee: _____

(If kitchen is used a school nutrition employee must be present and the costs are included above).

TOTAL DUE TO CCSD

FOR FACILITY USE: _____ **DUE DATE:** _____

Security required for this event: _____ YES _____ NO

If security is required for this event, the non-school group is responsible for obtaining and hiring a P.O.S.T. certified police officer to be present during the event. The group will pay the officer directly for services the day of the event.

I have read and understand the security requirement above for my event.

User: _____ Date: _____

Comments / Special arrangements:

Requested and Assured by User:  _____ Date: 1-8-16

Approval by District Services: _____ Date: _____

Approval by Superintendent: _____ Date: _____