



# City of Broken Arrow

## Request for Action

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**File #: 17-2317, Version: 1**

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**Broken Arrow City Council  
Meeting of: 08-15-2017**

**To: Mayor and City Council**  
**From: Office of Tourism**  
**Title: Approval of and authorization to execute a Use Agreement with the Broken Arrow Genealogical Society for Fiscal Year 2017-2018**

**Background:**

The attached Use Agreement permits the Broken Arrow Genealogical Society to utilize space within the Museum Broken Arrow. The following highlights are features of the proposed Use Agreement:

1. The Genealogical Society utilizes the space referred to as the Genealogical Library located inside the Museum Broken Arrow. This area is specified in Attachment A of the Genealogical Society Use Agreement.
2. The City agrees to pay for the electrical and natural gas costs of the premises during the full term of this agreement, not to exceed \$3,600.00.
3. The City shall maintain, replace or repair any major maintenance item that is not considered routine in nature of the premises.
4. The Broken Arrow Genealogical Society is to perform all custodial duties of the premises, as needed.
5. The Broken Arrow Genealogical Society is to maintain, replace or repair any minor maintenance item that is considered routine in nature of the premises. This includes unstopping of sinks and lavatories, replacing light bulbs, setting thermostats and pest control.
6. The expiration of this Use Agreement is June 30, 2018.
7. The Broken Arrow Genealogical Society acknowledges that access to mechanical rooms and the equipment herein is restricted to qualified City personnel and approved contractors. These areas are to remain locked and free from obstruction.
8. The City shall provide a commercial dumpster.

This Use Agreement will commence upon execution and end on June 30, 2018.

**Cost: Not to exceed \$3,600.00**  
**Prepared By: Lori Hill, Tourism Director**

**Reviewed By:**       **Parks and Recreation Department**  
                          **General Services Department**  
                          **Finance Department**  
                          **Legal Department**  
                          **Assistant City Manager**

**Approved By:**       **Michael L. Spurgeon, City Manager**

**Attachments:**       **Signed Broken Arrow Genealogical Society Use Agreement 2017-2018**

**Recommendation:**

Approve the Use Agreement with the Broken Arrow Genealogical Society and authorize its execution.