



# City of Broken Arrow

## Request for Action

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**File #: 17-2318, Version: 1**

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**Broken Arrow City Council  
Meeting of: 07-03-2017**

**To: Mayor and City Council  
From: Office of Tourism  
Title:**

**Approval of and authorization to execute a Use Agreement with the  
Broken Arrow Historical Society for fiscal year 2017-2018**

### **Background:**

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

1. The Broken Arrow Historical Society utilizes the space referred to as the Museum Broken Arrow.
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 \$20,400.00.
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 Historical Society is to perform all custodial duties of the premises, as needed.
5. The Broken Arrow Historical 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 Historical 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 \$20,400.00**

**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 Historical Society Use Agreement 2017-2018**

**Recommendation:**

Authorize and execute the Broken Arrow Historical Society Use Agreement and authorize its execution.