



2355 Crenshaw Blvd., #125
Torrance, CA 90501
(310) 371-7222
sbccog@southbaycities.org
www.southbaycities.org

December 7, 2021

Elise Swanson, Chair
South Bay Association of Chambers of Commerce
390 W. 7th Street
San Pedro, CA 90731

Re: Usage of SBCCOG conference room for SBACC Board of Directors Meetings

Dear Chair Swanson:

This letter will confirm that the South Bay Cities Council of Governments (SBCCOG) and the South Bay Association of Chambers of Commerce (SBACC) agree to the following:

1. The SBCCOG will provide a conference room, video conferencing equipment, and setup at the SBCCOG's offices located at 2355 Crenshaw Blvd., Suite 125, Torrance, CA 90501. Services do not include SBCCOG staff support.
2. The time of use shall be the first Tuesday of each month (unless previously arranged otherwise) from the hours of 8:00 a.m. to 10:00 a.m. for the year 2022. The SBCCOG will provide a 30-minute period before and after the reservation free of charge to allow for any setup or cleanup required. SBACC will notify SBCCOG at least 48 hours in advance if a meeting is to be cancelled. The SBCCOG reserves the right to cancel the reservation at any time with notice due to circumstances beyond the organization's control.
3. The SBACC shall pay the SBCCOG's room rental rate of \$50/hour for the use of the large conference room or \$30/hour for use of the small conference room. The SBCCOG shall invoice the SBACC quarterly for periods: January 1 – March 31; April 1 – June 30; July 1 – September 30; and October 1 – December 31. The SBCCOG shall submit invoices electronically via email to SBACC no later than 7 days following the close of the billing period. The SBACC shall remit payment to the SBCCOG no later than 45 days from receipt of the invoice.

Invoices shall be sent to:

South Bay Association of Chambers of Commerce
ADDRESS 390 W. 7th Street
Attention: Henry Rogers San Pedro Ca 90731

Payment shall be made to:

South Bay Cities Council of Governments
2355 Crenshaw Blvd., Suite 125
Torrance, CA 90501
Attention: Brooke Heri

LOCAL GOVERNMENTS IN ACTION

Carson El Segundo Gardena Hawthorne Hermosa Beach Inglewood Lawndale Lomita
Manhattan Beach Palos Verdes Estates Rancho Palos Verdes Redondo Beach Rolling Hills
Rolling Hills Estates Torrance Los Angeles District #15 Los Angeles County

4. The SBACC shall abide by all SBCCOG rules and office policies, including its COVID-19 safety precautions, while its members are occupying SBCCOG offices.
5. This letter is in the nature of a revocable license and may be revoked at any time by the SBCCOG in its sole discretion.
6. The SBACC, on behalf of itself and its representatives, members, agents, employees, guests, and all persons acting on its behalf, hereby waives any and all claims and releases and discharges the SBCCOG, its officers, staff consultants, agents, volunteers, employees, and attorneys; and agrees to indemnify, defend, and hold harmless the SBCCOG, its officers, staff consultants, agents, volunteers, employees, and attorneys from any and all claims for losses, damages, costs, expenses, or liabilities of whatever kind arising out of or attributable to the utilization of the SBCCOG offices and conference rooms as described in this letter agreement, except for injuries that occur due to the SBCCOG's sole negligence or wrongful conduct.
7. The signatories below represent and warrant that they have the legal power, right, and authority to make and execute this agreement, and to bind their respective party.

If you agree to the above, please so indicate by supplying your signature in the space provided below and return it to the SBCCOG at the following address: 2355 Crenshaw Boulevard, #125, Torrance, CA 90501.

South Bay Cities Council of Governments

South Bay Association of Chambers of
Commerce

Drew Boyles, SBCCOG Chair



Elise Swanson, SBACC Chair

Date

December 13, 2021
Date