

**Columbia College
SUB-LEASE AGREEMENT**

NOTE:	Clarification of Terms
Must; Shall; Will:	These words or phrases indicate actions or activities that are <i>essential</i> or <i>mandatory</i> .
Should:	This word implies that it is highly desirable to perform certain actions or activities, but not essential or mandatory.
May or Could; Can:	These words imply freedom or liberty to follow an alternative to the action or activity being presented

Lessee Operating Name: _____

Lessee Legal Name: _____

Address: _____ Postal Code: _____

Telephone: Business: _____ Home: _____ GST Registration No.: _____

Corporate Registration No.: _____

Lessor Name: Columbia College

Address: 802 Manning Road NE Postal Code: T2E 7N8

Telephone: Business: (403) 235-9300 Contact name: _____

Room: _____ Building: _____

Date Sub-Lease Started: _____ to _____

Sub-Lease Fee:

\$_____ per day x _____ days	\$
Administration Fee (15%)	\$
GST	\$
 Total	 \$

INTRODUCTION

The following items relate specifically to the two parties noted above. If issues arise that are not clearly identified in the following agreement then the two parties listed above will refer to the master agreement between Willowglen Business Park and Columbia College Corp. as statements within that agreement supersede all statements listed below.

REQUIREMENTS:

1. Business References – 3 business references are required to accompany the request for Rental space to unknown parties
2. Payment for classroom and computer lab rentals must be made two weeks in advance
3. Clear evidence of activities that the room will be used for is required (example: Lesson plans and materials)
4. Copy of marketing materials and advertisements for the event or program may be requested when it is not clear what the purpose of the rental is.

TERMS OF AGREEMENT

This Agreement confirms the terms of your Sub-Lease Agreement with Columbia College Corp.

ACCESS TO COMMON AREAS INCLUDES:

- Entrance and hallways
- Coffee/lunch room
- Washrooms

ACCESS TO COMMON AREAS DOES NOT INCLUDE:

- Resource room
- Storage room
- IT office or server rooms

SERVICES PROVIDED

- The Lessee will provide their own supplies and staffing
 - Photocopy machines: \$.10 cents per page Black and White, \$.30 cents per page Color
 - Lights, heating, maintenance, cleaning
 - Paid parking is available in the west parking lot (close to Deerfoot Trail) in Willowglen Business Park
 - White boards as mounted
1. The Lessee will provide Columbia College with evidence prior to the sub-lease start date that its legal entity has 2 million dollars liability insurance to cover any personal injuries or damage that occurs during the term of this lease. The Lessee's failure to provide this evidence will result in cancellation of this sub-lease agreement and forfeiture of all fees.
 2. Columbia College shall not be liable to the Lessee for any expenses incurred by the Lessee nor will the Lessee have authority to bind Columbia College by any promise or representation, unless specifically authorized in advance and in writing by an officer of Columbia College.
 3. Columbia College shall not be liable nor responsible for any bodily or personal injury or property damage of any kind or nature whatsoever, that may be suffered or sustained by the Lessee, its employees, agents, guests, or students in the performance of this Agreement, except to the extent that such injury or damage is due to the negligence of Columbia College, its employees or agents.
 4. The Lessee listed above will, at their own expense, insure property and equipment that belongs to Lessee that resides on the premise of Columbia College.

5. The Lessee shall indemnify and hold harmless Columbia College, its employees, agents, Board of Directors against any and all losses, costs, damages, claims, actions or causes of action, interest and all liabilities of whatsoever kind or nature, including fees and disbursements of legal counsel which Columbia College may sustain or incur by reason of any acts or omissions by you in the performance of this Agreement and any steps that are taken in regard to the enforcement of this Agreement.
6. The Lessee agrees to return all of Columbia's property including: keys, materials, supplies and resources at the end date noted above, or date of early termination.

Please sign below, signifying your understanding and acceptance of this Agreement.

Signed this _____ day of _____ (month) 20 _____.

LESSEE (Print)

LESSOR (Print)

LESSEE (signature)

LESSOR (signature)