

Lease Agreement

Between _____ United Methodist Church & _____

THIS LEASE AGREEMENT, made this ____ Day of _____, 200X, by and between _____ UNITED METHODIST CHURCH, a _____ religious corporation (hereinafter referred to as "Landlord") and _____ (hereinafter referred to as "Tenant").

WITNESSETH, that in consideration of the rental payment plan set out to herein and the mutual covenants herein contained, the Landlord does hereby lease unto the Tenant and the Tenant hereby lease from the Landlord certain classrooms and shared common space within the improvements of the property owned by Landlord known as _____ United Methodist Church.

This letting is upon the following terms, conditions and covenants, which the Tenant hereto for itself, its successors and assigns, hereby agrees to keep and perform:

Use- Tenant agrees to use the leased premises for _____ and for all uses necessary and attendant thereto. In the event that the Tenant is subject to any regulations for the operation of the _____ in the leased premises, Tenant shall obtain, and maintain during the full term of this lease, all required licenses for the operation of the _____. Landlord shall not be required to make any changes to the Leased Premises to permit the Tenant to comply with licensing or permitting regulations to which the Tenant is subject including, but not limited to, the installation of any sprinkling system within the Leased Premises. Tenant shall be solely responsible for any changes or things required to obtain and maintain its license(s) with _____ (jurisdiction), but shall make no modifications to the Leased Premises without the prior written consent of the Landlord. Tenant will notify Landlord of the annual Fire Marshall inspection and Landlord's designated representative and Tenants designated representative will accompany the Fire Marshall during the inspection. All schedule or spot inspections by _____ authorities will be conducted by the Tenant (*or appropriate officer to be named here*).

Rental Term: Payment of Rent and Additional Rent

(a) The lease term hereunder shall be for a term of five months, beginning on the ____ day of _____ 200X and ending on the _____ day of _____ 200X. Tenant shall pay to the Landlord the rental sum of \$XX, XXX.XX per month from _____, 200X thru _____, 200X. All monthly payments are payable on or before the ____ day of each month and every month of the rental term. Tenant shall pay the monthly rental fees, as set forth above, at the office of the Landlord at _____ (*address*), or such other place or by electronic payment option as the Landlord may designate from time to time, In the event Tenant fails to pay any rent as and when required on or before the tenth day of the month in which such rental payment is due, Tenant shall pay a late charge of five-percent (5%) of the amount then due to the Landlord. (b) Tenant's staff shall be entitled to remain in the

Leased Premises one (1) week after the term of the Lease to remove or store its materials as may be necessary.

Good Faith Fee: Tenant agrees to pay Landlord the sum of \$XXXX (XXXX dollars) at the beginning of the lease period. This payment is non – refundable and is not a part of the security deposit described above.

Facility Improvements for Valid Certificate of Occupancy and other

Licenses/Permits – Tenant agrees to pay full cost of all repairs and refurbishment of the Leased Premises that are necessary for the issuance of valid Certificate of Occupancy, and other licenses and permits required by the _____ Government, D.C. _____ regulations, and _____ authorities, or other regulations and/or authorities relative to the operation of the Tenant

Security Deposit- Tenant will deposit with the Landlord upon occupancy of Leased Premises by Tenant the total sum of XXX Dollars(\$X,000.00) to be applied on final termination of this Lease to the payment of all claims by the Landlord under any the covenants, clauses, terms, and conditions of this Lease. It is the intent hereof that independently of said security deposit, Tenant shall perform all of the covenants, clauses, terms, and conditions of this Lease. It is the intent hereof that independently of said security deposit, Tenant shall perform all of the covenants, clauses, terms, and conditions of the Lease to be performed by Tenant, and Landlord shall have rights in this Lease granted or reserved to it; and after, and only after final termination of this Lease, by expiration or otherwise, Landlord shall be reimbursed from said security deposit to the full extent of any lawful claim by it under any terms or provisions of this Lease. Immediately upon ascertainment of the amount of Landlord’s claim or claims, if any, the balance of said security deposit, if any, shall be refunded to Tenant, and until such event, Tenant shall have no right or power to assign, alienate, transfer, set over or otherwise dispose of or encumber its continent interest in said deposit. If said funds shall be sufficient to pay the claim or claims of Landlord under this lease, then in such event, Tenant upon due notice, shall promptly pay any balance remaining. In the event Landlord does not have any claim or claims and Tenant has otherwise left Leased Premises (both indoor and outdoor) in a condition that is acceptable to Landlord then security deposit will be refunded to Tenant within 30 days after expiration of Lease Term.

Premises – Landlord agrees to lease Tenant **(description of leased space)** for the sole purpose of using as _____. *(Describe parking access as needed)*

Access to Leased Premises – (a) Tenant shall have access to Leased Premises *(describe time leased space is available to tenant – and any exceptions or restrictions or other agreements)*

(b) *describe security measures such as where the Tenant may enter and agreements related to locking and unlocking doors.*

(c) Landlord agrees that whenever Landlord knows for more than forty – eight hours in advance of scheduled funerals or other emergency activities to provide at least 48 hours notice either written or verbal to Tenant when church priority use for funerals or other church activities that would disrupt the Tenant’s use of leased space.

(d) *(This paragraph for example purposes – related to school activities and may not be at all related to the purpose of your Tenant.)* Tenant assumes full responsibility for any costs associated with the presence of the following small animals in the Leased Premises: fishes, birds, turtles, hamsters and/ or gerbils. In addition, Tenant will secure all fishes, birds, turtles, hamsters, and/or gerbils appropriately, and will ensure that such animals are not left in the Leased Premised during weekends or holidays, with weekends beginning on the last week day of regular school hours. For example, if the regular school week ends of Thursday then all animals must be removed from the Leased Premises by the end of the school day on Thursday. Additionally, Tenant agrees that absolutely no snakes or reptiles of any sort or type or size can be brought onto or into the Leased Premises for no period of time and under no circumstances.

Utilities and Maintenance by Tenant- (a) The Landlord shall furnish to the premises the water, sewer, gas, and electric service. The Landlord shall be responsible for paying utility companies for the cost of utilities for its premises to include the cost of heating, air conditioning, electricity, and water and sewer service, and shall be responsible for interior maintenance and all repairs to the non-structural portions of the Leased Premises including glass, maintenance items on air conditioning system, heating and plumbing system and light fixtures (including tubes and ballast therein) necessary to maintain the premises in good order and repair. Landlord shall make all appropriate efforts so that the maintenance of the Leased Premises shall not unreasonably interfere with the Tenants’ operation of _____.

Operating Expenses – (a) In addition to the monthly rental fee, Tenant agrees to pay \$XXX (XXX dollars) per month for water, gas, and electric usage rental period. Tenant further agrees to pay additional monthly costs for utilities when utility company rate increases result in higher utility bills for Landlord. Landlord will determine the utility company increase and bill Tenant accordingly for any increased monthly costs.

Maintenance by Landlord – The Landlord agrees to maintain the exterior of the herein described Leased Premises, including the exterior walls, foundation, parking facilities and roof.

Maintenance by Tenant – *(Adjust paragraph according to the needs of each lease. Following paragraph is for example purposes.)* The Tenant agrees to maintain from Monday thru Friday (and on Saturday) the interior of the Leased Premises including, but not limited to, all floor clearing and cleaning on a daily basis, of all restrooms and hallways. Tenant shall be responsible for obtaining and payment for contracting services to do bi-weekly trash pick-up and seasonal snow removal as necessary to provide access to the Leased Premises on the days on which the Leased Premises are to be accessed by

any and all persons determined by Tenant. Tenant assumes full responsibility for clearing all snow from any and all access points to gain entrance to the parking lot and for clearing all snow from the parking lot for all the days the Leased Premises are to be used, including removing snow that accumulates on Saturdays for teachers/administrative staff to access the building for planning the or administrative purposes, and on Sunday late afternoon/early evenings in time for classes to be held at the public charter school on Monday morning.

Keys- Upon signing of this Lease, Landlord will provide _____ secure keys for the following doors: (*specify*) Tenant agrees not to duplicate keys. All ___#___ keys must be returned to Landlord at the expiration or earlier termination of the Lease Term. Tenant agrees to provide Landlord with the names of all persons receiving secure keys. Tenant further agrees to notify Landlord immediately about lost or stolen keys from any of its staff members who were issued a key, and Tenant agrees to pay the prevailing cost of replacement keys.

Security Code- Landlord agrees to provide _____ representatives – (*name offices*) --with the access code numbers to disarm the security alarm installed on (*specify locations*) Tenant agrees to notify Landlord whenever the designated staff is no longer an employee of Tenant so that changes to the security code numbers can be made as quickly as possible to ensure ongoing security of Landlord's total premises. Tenant shall be responsible for locking all assigned inside and entrance doors and activating the security alarm before leaving the Leased Premises unless authorized parties of Landlord are present before Tenant staff departs the Leased Premises.

Building Security- The Tenant will be responsible for implementing an internal security plan to include the monitoring of the premises during hours of Tenant's operation. Tenant agrees to report incidents and/or wrongdoings to Landlord, designated Tenant officials as well as to the local police department when necessary that in any way jeopardize or compromise the security, safety, and maintenance of Landlord and Tenant staff, property, and facilities.

Prohibition on Use of Kitchen Facilities – (*This paragraph is also for an example – omit if not needed and/or customize as necessary.*) Tenant shall not use the kitchen to cook or store food during the term of the Lease. In the event that Tenant, in violation of the terms hereof, uses the kitchen to cook or store meals for any reason whatsoever, such use shall be a material breach of this Lease and shall give Landlord the absolute right to terminate this Lease immediately and Tenant shall vacate the Leased Premises within 24 hours after written notice from the Landlord. A breach of this provision shall not be subject to any curative rights contained in this lease.

General Provisions- Landlord and Tenant agree that each will provide the other with a general calendar of regular and special operating hours and events for the Leased Premises at lease once each quarter for the ensuing quarter beginning at the commencement of the Lease Term. Each calendar shall provide starting and ending times, as well as the specific locations to be used and the name of a contact person. The calendar

for the first two quarters of the initial Lease Term shall be provided within 30 days of the commencement date of this Lease.

Use Restrictions – Notwithstanding the forgoing, Tenant shall not use the Leased Premises for the purposes of storing, manufacturing, or selling any explosives, flammable, or other inherently dangerous substance, chemical, thing or device.

Repairs *-(This paragraph is also for an example – omit if not needed and/or customize as necessary.)* During the Lease Term, Tenant shall make, at Tenant’s expense, all necessary repairs to Lease Premises. Repairs shall include such items as routine repairs of floors, walls, ceilings, and other parts of the Leased Premises damaged or worn through normal occupancy, except for major mechanical systems or the roof that affect non – Leased Premises, subject to the obligations of the parties otherwise set forth in this Lease. Except for emergency repairs which shall be made immediately, all other repairs must be completed by Tenant in three (3) days after Tenant is made aware of the repair or Landlord reserve the right to have the work done and submit the bill for the cost of the work to Tenant for payment. In addition, Tenant and Landlord agree to joint replacement or completion of repairs when clear responsibility is difficult to determine. All work must be done of a standard and quality acceptable to Landlord. In addition, all contractors hired by Tenant must practice safe and clean work habits as well as leave site in an orderly and safe manner during and after completing work assignments.

Alterations and Improvements *-(This paragraph is also for an example – omit if not needed and/or customize as necessary.)* Tenant, at Tenant’s expense, shall have the right following Landlord’s consent to remodel, redecorate, and make additions, improvements, and replacements of and to all or any part of the Leased Premises from time to time as Tenant may deem desirable, provided the same are made in a workman like manner and utilizing good quality materials. Further, Landlord reserves the right to reject any repairs made to its property that Landlord determines is of an inferior quality. Tenant agrees to have any and all repairs/alterations rejected by Landlord to be redone at an acceptable quality and Tenant assumes full responsibility for all cost and associated expenses related to undoing and redoing the work. Tenant shall have the right to place and install personal property, trade fixtures, equipment, and other temporary installations in and upon the Leased Premises, and fasten the same to the premises. All personal property, equipment, machinery, trade fixtures, and temporary installations, whether acquired by Tenant at the commencement of the Lease term or placed or installed on the Leased Premises by Tenant thereafter, shall remain Tenant’s property free and clear of any claim by Landlord. Tenant shall have the right to remove the same at any time during the term of this Lease provided that all damage to the Leased Premises caused by such removal shall be repaired by Tenant and Tenants expense.

Insurance – Insurance Coverage – (a) Tenant agrees to obtain and maintain insurance policies that meet or exceed the minimum coverage recommended by _____. Tenant agrees to maintain liability insurance on a company reasonably approved by Landlord in an amount not less than _____ *(All amounts in this paragraph should be set in consultation with the Landlord’s insurance company)* and which shall

name Landlord as an “additional insured.” Tenant shall supply to Landlord a Certificate of Insurance prior to the beginning of the term of this Lease and shall thereafter supply to Landlord annual renewals of the Certificate of Insurance. In addition, Tenant shall maintain at the beginning and throughout the Lease Term general liability _____ per occurrence, _____ aggregate; Directors and Officers Liability _____; (*List appropriate professional*) Legal Liability _____), Umbrella Coverage _____; Property/Lease Insurance 100 percent of replacement cost; Boiler and Machinery Insurance _____; Auto Liability Insurance _____; and Workers Compensation as required by the law. In addition, appropriate sexual harassment insurance coverage of at least _____ will be obtained and maintained throughout the term of Lease.

(b) Tenant shall provide Landlord with current Certificates of Insurance evidencing Tenant’s compliance with the Paragraph. Tenant shall obtain the agreement of Tenant’s insurers to notify Landlord that a policy is due to expire at least (10) days prior to such expiration. Landlord shall not be required to maintain insurance against thefts within the Leased Premises or the Building.

Utilities- Tenant acknowledges that the Leased Premises are designed to provide standard office use electrical facilities and standard office lighting. Tenant shall not use any equipment or devices that utilize excessive electrical energy or which may, in Landlord’s reasonable opinion, overload the wiring or interfere with electrical services for Landlord use.

Sign Installation – (*Before including this paragraph, consider the local codes regarding signage and cost of licensing if necessary.*) Tenant shall be entitled to place a sign for the Tenant’s program (*novation*) provided that (I) Tenant shall pay for all required licenses, full cost of installation and full cost of removal of the sign; (II) the design of the sign shall be approved by the Landlord before installation; and (III) the specific location of the sign shall be approved by Landlord before installation. In the event that Landlord requires the removal of Tenant’s sign for any reason, Tenant shall remove the sign within fifteen (15) days of written notice to Tenant.

Contacts for Landlord and Tenant – Prior to the beginning of the Lease term, Tenant shall designate in writing a single person and a single location for which all notices are to be sent and communications made during the use of the Leased Premises. Tenant shall be entitled to change the name of such person at any time by providing written notice to Landlord. Landlord shall provide to Tenant in writing the name of a single person and a single location for which all notices are to be sent and communications made concerning the use of the Leased Premises. Landlord shall be entitled to change the name of such person at any time by providing written notice to Tenant.

Safe Harbor Clause – Safe and Harmless- Tenant agrees to Safe Harbor Clause whereby any and all legal actions against Tenant shall not apply to Landlord. Conversely, Landlord agrees to Safe Harbor Clause whereby any and all legal actions against Landlord shall not apply.

Successors and Assigns – The covenants, conditions and agreements contained in this Lease shall bind and inure to the benefit of Landlord and Tenant, and their respective heirs, personal representatives, distributees, executors, administrators, successors, and permitted assigns.

Severability – If any term, covenant or provision of this lease is found to be illegal or unenforceable, it is the intention of the parties that, if this Lease can be so construed, this Lease shall continue in full force and effect without such legal or unenforceable term covenant or provisions.

Subordination – (a) Tenant shall not assign this lease in whole or in part or sublet the Leased Premises, or any part or portion thereof, or grant any license or concession of any part of the property without the written consent of the Landlord. If such assignment or subletting is permitted, Tenant shall not be relieved from any liability whatsoever under this Lease.

(b) It is agreed that Landlord shall have the right to place a mortgage or mortgages on the demised premises and this Lease shall be subordinate to any such mortgage or mortgages, or superior thereto, as the Mortgagee(s) may elect from time to time. Notice of such election shall be given to Tenant in connection with any mortgage foreclosure

Quiet Enjoyment - The Landlord covenants and warrants that it has full right and power to execute and perform this Lease and to grant the estate demised herein, and covenants that the Tenant, on performing its obligations hereunder, shall peaceably and quietly hold and enjoy the premises throughout the term and any period in which the Tenant lawfully holding over.

Remedies – If any default of either party continues uncorrected for sixty (60) days (thirty (30) days in the case of a default in the payment of rent) after receipt of written notice from the other party, stating with particularity the nature and extent of the default, the party giving such notice may cancel this Lease by written notice of cancellation to the other at the address provided for herein.

Surrender – The Tenant, on the day of the term, or any renewal or extension thereof, will surrender the premises in as good condition as when the Tenant takes possession, except for ordinary wear and tear, repairs and replacements required to be made by the Landlord, loss by fire or casualty, loss by any cause beyond the Tenant's control, and alterations, additions and improvements herein permitted.

Indemnity – Each party to this Lease agrees that it will at all times indemnify and hold the other party harmless against all actions, claims, demands, costs, damages, penalties, or expense of any kind which may be brought or made against the other party, or which either party may pay or incur, by reason of the other party's negligent performance of, or failure to perform, any of the obligations of this Lease; provided, however, that in no event shall the Tenant be liable for any loss or damage to the premises caused by fire, the

elements or any cause covered by the extended coverage insurance required to be carried out by the Landlord.

Notices – Any notice required by this Lease shall be sent to the Landlord at _____, Attention: _____, ____ (office) ____; and to Tenant at _____, Attention: _____, ____ (office), or at such other place as each party may designate from time to time in writing to the other.

Waiver – It is understood and agreed that nothing herein shall be construed to be a waiver of any of the terms, covenants, and conditions herein contained, unless the same be in writing, signed by the party to be charged with such waiver, and no waiver or the breach of any covenant or any subsequent breach thereof.

Consent by Landlord – Where consent of Landlord is required in this Lease, such consent shall not be unreasonably withheld, conditioned or delayed.

Persons Bound – The provisions of this lease shall bind and benefit the parties hereto and their respective heirs, personal representatives, executors, successors, and permitted assigns.

Miscellaneous (*examples follow – you will need to decide what belongs here*)– Landlord has advised Tenant that water filters have been installed on the water fountain on the first and second levels of the Education Wing. In the event that the District of Columbia Health Department determines at any time that the water is not potable, then the Landlord has the absolute right to turn off all water fountains and require that Tenant use bottled water for all drinking purposes, the cost of which is paid solely by Tenant.

Inspections – Landlord shall have the right to enter upon the Leased Premises at reasonable hours to inspect the same, provided Landlord shall not thereby unreasonably interfere with Tenant's business on the Lease Premises.

Default – If the Tenant shall default in fulfilling any of the terms, covenants, agreements provided in this lease, and shall have failed to cure such default within twenty (20) days after receiving written notice thereof from Landlord, the Landlord may terminate this lease by giving written notice of such termination to Tenant, whereupon this Lease shall cease and terminate and Tenant shall immediately be obliged to quit the Leased Premises.

Eviction – In case of the violation of any of the covenants, agreements, rules, regulations by the Tenant, contained in this lease, including but not limited too, failure to pay the rent within ten (10) days after the same is due and payable, the Landlord may re-enter and if need be forthwith dispossess and eject Tenant. No such termination of this lease, however, not recovering possession of the premises, shall deprive the Landlord of any action against the Tenant for rent or damage which may be due or sustained prior to the termination of this lease.

Possession by Landlord – In the event of the Tenant’s abandonment of the premises, or otherwise, the Landlord may take possession of the same, and rent, if possible, to others, paying to the Tenant at the end of the term, any surplus the Landlord may have as a result of the said rent it may receive from others, after paying all proper charges, such as advertising, commission, etc. In the case of a deficiency, the Tenant shall be liable to the Landlord for the amount thereof as it accrues from month to month, or at the end of the term as the Landlord may elect.

Landlords Freedom from Liability – The Tenant will indemnify and save harmless the Landlord for and against any and all liability, arising from injury during said term to person or property, occasioned wholly or in part by an act or omission of the Tenant. Tenant will also pay for the repair of all injury done by the installation or removal of furniture and property, so as to restore the demised premises to its original state as of the time of commencement of this Lease, reasonable wear and tear excepted.

Tenants Accidental Losses – The Landlord shall not be liable for any damage to personal property caused by other tenants or persons in said building, resulting from the escape of steam, gas, electricity, or water, or from rain, snow or dampness or by tempest or other act of God or by the act of rioters or public enemies, and not caused by the acts or omissions of Landlord.

Surrender of Premises and Holder Rent – Upon the expiration or earlier termination of this lease, Tenant shall surrender and yield up the Leased Premises to the Landlord in broom clean condition and otherwise in a condition equal to or better than the condition on the commencement date of this Lease, ordinary wear and tear and damage by casualty excepted. If Tenant or any assignee, subtenant or licensee of Tenant shall not immediately surrender the Premises (or any portion thereof) on the date of expiration or earlier termination of this Lease Term, then Tenant shall automatically become a tenant at sufferance upon all the terms and conditions contained herein, except as to Lease Term,; provided, however, if Tenant holds over and fails to surrender the Leased Premises to Landlord for more than thirty (30) days following written notice from Landlord to surrender the Leased Premises after the expiration or earlier termination of the Lease Term, then thereafter the rent payable by Tenant thereunder shall be increased to one-hundred fifty percent (150%) of the monthly rent. Landlord’s acceptance of such monthly rent from Tenant shall not in any manner impair or adversely affect Landlord’s other rights and remedies hereunder, including, but not limited to, Landlord’s right to evict Tenant from Leased Premises.

Right to Show Premises/Rights of Entry and Inspection – For the period of three (3) months prior to the expiration of the original term of this lease, or any renewal or extension thereof, the Landlord shall have the right to display on the exterior of the premises but not in any window or doorway thereof, the customary sign “For Rent” and that during such period Landlord may show the premises and all parts thereof to prospective tenants between the hours of 9:00 am and 5:00pm on any, including legal holiday) on which Tenant shall conduct business. In addition to the Landlord’s right to show the Leased Premises, Tenant grants to the Landlord and its agents, engineers, and

other representatives, full access to the premises as it may deem necessary and to complete any necessary repairs to the Leased Premises, in its reasonable discretion; provided, however, that any such studies or repairs shall be accomplished so as not to unreasonably disrupt the legitimate commercial activities then being conducted on the premises by the Tenant.

Sexual Misconduct Forms – Tenant shall provide to Landlord a Sexual Misconduct Form, as required by the Baltimore-Washington Conference of the United Methodist Church, for each adult hired by Tenant who will be in the Leased Premises at any time during the term of this Lease. Landlord shall supply the required Sexual Misconduct Form and Tenant agrees that no employee of Tenant shall enter the Leased Premises until such time as Tenant has provided a Sexual Misconduct Form signed by such employee of Tenant. In addition, Tenant must provide Landlord with a certified statement from the Board of Trustees indicating that all employees have successfully completed criminal background checks.

Fire Clause – It is mutually agreed that in case of injury to the premises by fire, the Landlord shall cause the damage to be repaired, the rent suspended only for such a time, and only in the proportion, as the premises shall remain untenable; but if the building be destroyed or so damaged that the Landlord shall, in its sole discretion, decide it is not advisable to repair, this Lease shall cease and terminate and the Tenant shall pay the rent to the time of injury.

- (a) If the Leased Premises or any other part of the Building is damaged by fire or other casualty resulting from any act or negligence of Tenant or any of Tenant's agents, employees, or invitees, rent shall not be diminished or abated while such damages are under repair, and Tenant shall be responsible for the costs of repair not covered by insurance.
- (b) Landlord shall maintain fire and extended coverage insurance on the Building and the Leased Premises in such amounts as Landlord shall deem appropriate. Tenant shall be responsible, at its expense, for fire and extended coverage insurance on all of its personal property, including removable trade fixtures, located in the Leased Premises.

Eminent Domain – If the whole or any part of the Leased Premises shall be required or condemned by Eminent Domain for any public or quasi-public use or purpose, then the term of the Lease shall cease and terminate from the date of title vesting in such proceeding and Tenant shall have no claim against Landlord or against the total award for the value of any unexpired portion of the lease term otherwise, and Tenant shall not be entitled to any part of any award that may be made for such taking, nor to any damages therefore except that the rent shall be adjusted as of the date of such termination of this lease.

Additional Use of Landlord's Facilities (*Again, this paragraph is for example only, to help in your consideration of what may be needed.*) – (a) Tenant shall be entitled to use the existing bulletin boards located in the hallway of the Second Floor, except for the bulletin board directly in front of the main church office. Tenant is required to request

Landlord permission before using the bulletin board directly in front of the main church office.

(b) Tenant agrees not to place or store any items in the halls, stairways, or any of Landlord's space that is not covered in this Lease (e.g. Fellowship Hall, Music Room, Narthex, Sanctuary, Kitchen) (c) Tenant shall install prior to the first three weeks of school a security bell or buzzer at the door from the parking lot into the Educational Building Annex and at the G Street entrance into the Education Wing.

Marginal Notations – Paragraph captions and marginal notations of this Lease are for convenience only and do not in any way limit or amplify the terms and provisions thereof.