

To: Members  
Dunwoody Facility Authority

From: Rachel Waldron  
Interim Parks and Recreation Director

Date: January 9, 2024

Re: Contract revision for expansion of dedicated room usage for the Chattahoochee Handweavers Guild at the Dunwoody Cultural Arts Center

### **Action**

To authorize all officers of the city to execute all documents necessary and proper to revise the current contract with the Chattahoochee Handweavers Guild expanding its dedicated usage at the Dunwoody Cultural Arts Center.

### **Summary**

The Facility Usage Agreement adopted October 2012 between the Dunwoody Facility Authority and the Chattahoochee Handweavers Guild (the Guild) states:

CITY does hereby grant usage to WEAVERS GUILD seven hundred sixty (764) square feet of space delineated on the Floor Plan Layout attached hereto as Attachment B and by reference made a part hereof (hereinafter referred to as "Space") at a Service Charge Cost of Two Hundred Twenty Three and No/100ths Dollars (\$223 .00) per month to be paid to the CITY on the first day of each month of occupancy, with payment for partial months of occupancy to be prorated accordingly

Since 2012, the Guild has used the space in Community Room 2 and the Spruill Center for the Arts (the Center) as shown in the contract language above. This space is currently shared with the Center.

The recent expansion of classroom space at the Center will allow the Guild to have access to Community Rooms 1 and 2 which is equal to 1,528 square feet, above their current 764 square feet. This expansion would require revising the contract as currently written. The rate is a legacy rate, determined prior to the city's incorporation. The monthly rent would increase from \$223.00 per month to \$446.00 per month. The new rate shall be effective February 1, 2024.

### **Request**

To authorize all officers of the city to execute all documents necessary and proper to revise the current contract with the Chattahoochee Handweavers Guild expanding its dedicated usage at the Dunwoody Cultural Arts Center.

STATE OF GEORGIA  
CITY OF DUNWOODY

FACILITY USAGE AGREEMENT

THIS AGREEMENT by and between the **City of Dunwoody, Georgia**, a municipal body politic and corporate, hereinafter designated “CITY” and **Chattahoochee Handweavers Guild, Inc.**, P.O. Box 889244, Dunwoody, Georgia 30356, a private nonprofit organized under the laws of the State of Georgia, hereinafter designated “WEAVERS GUILD” .

WITNESSETH:

WHEREAS, CITY owns and operates the Dunwoody Cultural Arts Center located at 5339 Chamblee Dunwoody Road, Atlanta, Georgia, (hereinafter designated as “Center”), for the purpose of serving the residents of the City of Dunwoody by locating and housing therein various public and private companies, corporations, and organizations capable of and willing to provide their services with the residents of the City of Dunwoody; and

WHEREAS, the undersigned WEAVERS GUILD desires to operate a cultural arts program for the benefit of residents of the City of Dunwoody and agrees to utilize space in the Center in accordance with the terms and conditions hereinafter set forth.

NOW, THEREFORE, the parties hereto agree as follows:

1. (a) CITY does hereby grant usage to WEAVERS GUILD one thousand five hundred twenty eight (1,528 ) square feet of space delineated on the Floor Plan Layout attached hereto as Attachment B and by reference made a part hereof (hereinafter referred to as “Space”) at a Service Charge Cost of Four Hundred Forty Six and No/100ths Dollars (\$446 .00) per month to be paid to the CITY on the first day of each month of occupancy, with payment for partial months of occupancy to be prorated accordingly.
  - (b) Payments are to be made to “City of Dunwoody, Georgia” 4800 Ashford Dunwoody Rd., Dunwoody, GA 30338, beginning February 1, 2024.
  - (c) WEAVERS GUILD shall pay an additional charge of five percent (5%) of the Service Charge Cost as a late payment charge if the regular monthly Service Charge Cost is not received when due and payable. A late payment charge will be incurred by the WEAVERS GUILD if the monthly Service Charge Cost has not been received by the CITY by the fifth day of each month.
2. This Agreement, beginning on \_\_\_\_\_ is for an initial term expiring on December 31, 2024. This Agreement shall terminate absolutely and without further obligation on the part of the City on December 31, 2024 and on December 31<sup>st</sup> of each succeeding and renewed year, as required by O.C.G.A. § 36-60-13, as amended, unless terminated by either Party no later than ninety (90) days prior to the conclusion of the initial or any renewal term. This Agreement may be automatically renewed on an annual basis for an additional twelve-month term upon

the same terms and conditions, as provided for in this Agreement, unless previously terminated. This Agreement shall govern, supersede and replace any and all prior agreements, contracts, or understandings between the parties hereto, whether oral or in writing, relating to the matters addressed herein and the contractual relationship of the parties. Any and all of any such prior agreements, contracts or understandings, whether oral or in writing, are superseded and replaced by this Agreement. This agreement may be changed, modified or amended only in writing.

3. The City's governing authority may unilaterally terminate this Agreement on or before October 1<sup>st</sup> of each year in which the Agreement is in force. If this Agreement is terminated pursuant to this paragraph, WEAVERS GUILD shall pay to the CITY the Service Charge Cost through the date WEAVERS GUILD vacates the Space.
4. This Agreement may be automatically renewed for an additional twelve-month term, subject to the following conditions:
  - (a) WEAVERS GUILD shall provide written notice to CITY at least sixty (60) days prior to the expiration date of this lease (i) exercising the option to extend or renew, and (ii) stating its agreement to pay its pro rata share of the Service Charges as set by the CITY for the extended or renewed period.
  - (b) WEAVERS GUILD shall continue to perform its services and to coordinate its performance with that of other users and CITY.
  - (c) WEAVERS GUILD shall comply with the conditions of this Agreement.
5. Either party shall have the right to terminate this Agreement for any reason at any time during the original term of this lease or any extension or renewal thereof by giving written notice to the other party of its intention to terminate at least ninety (90) days prior to the effective date of termination. Should this lease be terminated by the CITY prior to the expiration date set forth hereinabove or prior to the expiration date of any extension or renewal of this lease, WEAVERS GUILD shall pay to the CITY Service Charge Cost through the date WEAVERS GUILD vacates the Space. CITY reserves the right to terminate and cancel this Agreement or any extension or renewal thereof at any time WEAVERS GUILD fails or refuses to fulfill the terms and conditions set forth herein. WEAVERS GUILD, upon termination of this Agreement or any renewal thereof, or cancellation thereof by CITY, shall vacate and deliver up the Space peaceably, quietly, and in good order and condition.
6. For the purpose of this Agreement, all notices to be given hereunder shall be in writing and shall be deemed given when deposited in the United States Mail, postage prepaid, certified, and addressed as follows:
  - (a) CITY: City of Dunwoody  
4800 Ashford Dunwoody Rd.  
Suite 200  
Dunwoody, Georgia 30338

Attention: Parks & Recreation

(b) Chattahoochee Handweavers Guild, Inc.:

P.O. Box 889244, Dunwoody, Georgia 30356

7. CITY does hereby designate the Parks & Recreation Department as its representative in all matters pertaining to this lease. All requests and issues arising from use of the Space described herein should be addressed to the Parks & Recreation Department through its Parks Director assigned to the Center. The Parks Director is authorized to establish such administrative procedures he or she deems appropriate to carry out and enforce the terms of this Agreement.
8. The CITY and WEAVERS GUILD shall provide services in accordance with Attachment A, which is attached hereto and by reference made a part hereof, during the term of the lease. WEAVERS GUILD agrees to provide CITY with appropriate information about its program activities, including program operating hours, in order to facilitate operation of the Center and coordination by the CITY.
9. WEAVERS GUILD shall at all times exonerate, indemnify, and save harmless the CITY from and against all claims or actions, and all expenses incidental to the defense of any such claims, litigation, and actions, based upon or arising out of damage or injury (including death) to persons or property (i) caused by, or (ii) sustained on the Space in connection with the performance of this Agreement or any extension or renewal thereof or conditions created thereby and shall assume and pay for, without cost to the CITY, the defense of any and all claims, litigation and actions, suffered through any act or omission of the WEAVERS GUILD, or anyone directly or indirectly employed by or under the supervision of any of them, or in any way arising out of the use and occupancy of the space.
10. Except as otherwise consented to in writing by CITY, WEAVERS GUILD shall maintain in force during the life of this Agreement or any extension or renewal thereof comprehensive general public liability and property damage insurance, in the minimum amount of \$100,000.00 with respect to each person, and in the sum of \$300,000.00 with respect to each accident or occurrence, and in the sum of \$100,000.00 for injury or damage to property, and CITY shall be named as an additional insured under such policy or policies of insurance.
11. Except as otherwise consented to in writing by CITY, WEAVERS GUILD shall furnish to the CITY within thirty (30) days after execution of this lease, a certificate or certificates evidencing such insurance coverage in companies doing business in Georgia and acceptable to CITY covering:
  - (a) The location and the operations to which the insurance applies
  - (b) The expiration date of policies
  - (c) An agreement that the policies certified will not be changed or canceled without thirty (30) days prior notices to CITY, as evidenced by return receipts of registered or certified letters. Prior to ten (10) days before the expiration of any such certificate, WEAVERS GUILD shall deliver to the CITY a certificate renewing or extending the terms for a period of at

least one (1) year, or a certificate acceptable to CITY evidencing the required insurance coverage.

- 12 WEAVERS GUILD shall comply with the provisions of the Code of the City of Dunwoody, Georgia and Official Code of Georgia annotated and all appropriate statues and regulations governing the services it furnishes and, when applicable, with the standards of its profession. WEAVERS GUILD acknowledges their responsibility to report child abuse under O.C.G.A 19-7-5 as may be amended in the future and they accept responsibility to adhere to it, including all paid employees, and volunteers and that failure to do so shall constitute a material breach of this Agreement.
- 13 The occupancy and use by WEAVERS GUILD of the Space and rights herein conferred upon WEAVERS GUILD shall be subject to rules and regulations as are now or may hereinafter be prescribed by CITY.
- 14 Both parties agree that the provisions of this Agreement or any extension or renewal thereof, are not intended to be nor should they be construed as in any way creating or establishing a relationship between the parties hereto other than that of Owner and User, and at all times during the term of this Agreement or any extension or renewal thereof, WEAVERS GUILD is to be and shall remain as an independent contractor.
- 15 This Agreement shall be governed by and construed and enforced in accordance with the laws of the State of Georgia.
- 16 This Agreement shall be deemed to have been made and performed in the City of Dunwoody, Georgia. For the purpose of the venue, all suits or causes of actions arising out of this Agreement shall be brought in the appropriate courts within DeKalb County, Georgia.
- 17 Any amendment or modification of this Agreement shall be set forth in writing as an Amendment to this Agreement, duly executed by the parties, but shall not become effective until thirty (30) days after the execution and delivery of such writing.
- 18 WEAVERS GUILD shall at the termination of this Agreement or any extension or renewal thereof surrender up the Space in good order and condition, reasonable use and ordinary wear and thereof excepted. CITY shall be entitled to all rights and remedies provided by law including, without limitation, the dispossessory rights and remedies provided in O.C.G.A. § 44-7-49, *et seq.* as may be amended in the future.
- 19 Should any provision or term of this Agreement be determined by a court of competent jurisdiction to be unenforceable, all other provisions and terms shall remain in full force and effect.
- 20 This Agreement constitutes the sole agreement between the parties. No representations oral or written not incorporated herein shall be binding on the parties. No amendment or modification of this Agreement shall be enforceable unless approved in writing by the City of Dunwoody.

- 21 In the event of a conflict between this agreement and any exhibit contained herein or any previous agreements, the provisions of this agreement shall govern.
- 22 Without regard to any designation made by the person or entity entering this Agreement, the City of Dunwoody considers all information submitted in relation to the Agreement to be a public record that will be disclosed upon request pursuant to the Georgia Open Records Act O.C.G.A. § 50-18-70 *et seq.* as may be amended in the future, unless a court order is obtained to the contrary.
- 23 The headings of sections and paragraphs, if any, to the extent used herein are for convenience and reference only, and in no way define, limit or describe the scope or intent of any provision hereof, and therefore will not be used in construing or interpreting the provisions hereof.
- 24 Contractor (WEAVERS GUILD) and Subcontractor Evidence of Compliance

Pursuant to O.C.G.A. § 50-36-1(e), City contracts within the state of Georgia shall include the following provisions on the attached Affidavit Verifying Status:

1. Provide at least one secure and verifiable document, as defined in Code Section 50-36-2;
2. Execute a signed and sworn affidavit verifying the applicant's lawful presence in the United States, which affidavit shall state:
  - i. The applicant is a United States citizen or legal permanent resident 18 years of age or older; or
  - ii. The applicant is a qualified alien or nonimmigrant under the federal Immigration and Nationality Act, Title 8 U.S.C., 18 years of age or older lawfully present in the United States and provide the applicant's alien number issued by the Department of Homeland Security or other federal immigration agency.

**[SIGNATURES CONTINUE ON NEXT PAGE]**

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in three counterparts, each to be considered as an original by their authorized representative, on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**WEAVERS GUILD: Chattahoochee Handweavers Guild, Inc.**

**CITY: City of Dunwoody, Georgia**

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
City Manager  
City of Dunwoody, Georgia

\_\_\_\_\_  
Name (Typed or Printed)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Federal Tax I.D. Number

**ATTEST:**

**ATTEST:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Name (Typed or Printed)

\_\_\_\_\_  
Title

**APPROVED AS TO FORM:**

\_\_\_\_\_  
City Attorney Signature

**Affidavit Verifying Status  
for City Public Benefit Application**

By executing this affidavit under oath, as an applicant for a City of Dunwoody, Georgia Business License or Occupation Tax Certificate, Alcohol License, Taxi Permit or other public benefit as referenced in O.C.G.A. Section 50-36-1, I am stating the following with respect to my application for a City of Dunwoody license/permit for:

1) \_\_\_\_\_ I am a United States citizen **(Must include copy of either Georgia Driver’s License, Passport, or Military ID)**

**OR**

2) \_\_\_\_\_ I am a legal permanent resident 18 years of age or older or I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States.\* **(Must include either a copy of your Permanent Resident Card or Employment Authorization Card as well as another form of government issued identification such as Georgia Driver’s License, Military ID, or Passport)**

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**\*Alien Registration number for non-citizens:** \_\_\_\_\_

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_,  
20\_\_\_\_

Notary Public: \_\_\_\_\_ My Commission Expires: \_\_\_\_\_

\*Note: O.C.G.A. § 50-36-1(e)(2) requires that aliens under the federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their alien registration number. Because legal permanent residents are included in the federal definition of “alien”, legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below:

\_\_\_\_\_



Attachment A

- 1 WEAVERS GUILD agrees to provide CITY with appropriate information about its program activities, including program operating hours, in order to facilitate operation of the Center and coordination by the CITY.
- 2 WEAVERS GUILD agrees to provide for its own telephone service.
- 3 WEAVERS GUILD shall not make any structural improvements or changes to the Space. All changing and re-keying of locks or additional locking mechanisms will be accomplished by the CITY.
- 4 WEAVERS GUILD shall repair at its own expense any damage caused by neglect on its part.
- 5 WEAVERS GUILD shall pay for all labor and materials ordered by WEAVERS GUILD and shall keep the Space and WEAVERS GUILD's possessory interest therein free and clear of liens and encumbrances of any kind whatsoever.
- 6 WEAVERS GUILD shall be accountable to the CITY for all equipment and furniture purchased by the CITY for the Center. All such equipment and furniture shall remain the property of the CITY, and the WEAVERS GUILD shall maintain same in good condition.
- 7 WEAVERS GUILD shall reimburse the CITY for repair and replacement of equipment, furnishings, and damages to the Center caused by the WEAVERS GUILD's use and occupancy.
- 8 WEAVERS GUILD shall not place or operate any coin-operated vending machines in the Space or elsewhere. All such coin-operated vending machines shall be placed and operated in the Center by the CITY, who in its sole discretion may determine locations and necessity.
- 9 WEAVERS GUILD shall not park any motor vehicles at the Center except as provided in rules and regulations promulgated by CITY.
- 10 WEAVERS GUILD shall not keep or store in the Space or the Center any goods, merchandise, or materials which are explosive or hazardous and will not engage in any illegal activity, any offensive or dangerous trade, business or occupation and will not do anything which will increase the property insurance rate or cause suspension or cancellation of property insurance.
- 11 CITY or its duly authorized representative may enter the Space at any and all reasonable times during WEAVERS GUILD's occupancy thereof for the purpose of (i) maintenance and repair, or (ii) determining whether WEAVERS GUILD is complying with the terms

and conditions of this Agreement or any extension or renewal thereof, or for any other purposes incidental to the rights of the CITY.

- 12 WEAVERS GUILD shall not assign this Agreement nor sublet the Space or any part thereof, without the written consent of CITY.
- 13 WEAVERS GUILD shall not leave the Space unoccupied. If WEAVERS GUILD shall abandon, vacate, or surrender the Space or be dispossessed by operation of law or otherwise, any personal property belonging to WEAVERS GUILD and left upon the Space and any and all of WEAVERS GUILD's improvements and facilities thereon shall, at the option of the CITY, be deemed to be abandoned by WEAVERS GUILD and shall, at the option of the CITY, become the property of CITY.
- 14 WEAVERS GUILD agrees that its services will be provided in a way, which is accessible to community residents, respectful of their individual dignity, and related to the particular needs of the community being served during hours, which are appropriate.
- 15 WEAVERS GUILD acknowledges that its services will be coordinated with those of other tenants in the Center and that it will cooperate with them and with the administrative staff of the Center. WEAVERS GUILD further agrees that it will appoint one of its staff as the liaison for its participation in the coordination of activities at the Center and to be its representative at any meetings or planning sessions relative to policies, procedures, and the coordination of activities to the Center.
- 16 WEAVERS GUILD agrees to fully cooperate and participate in regular evaluation of the Center's operations.
- 17 WEAVERS GUILD agrees that in its operation and use of the Space, it will not discriminate against any person or group of persons on the basis of their disability, race, color, sex, religion, national origin, or any other class protected by law.
- 18 WEAVERS GUILD agrees that it shall not change or expand the services it provides in the Space, described elsewhere in this agreement, without the prior written consent of CITY.
- 19 WEAVERS GUILD shall maintain a schedule of all functions at the Center and shall submit a report of all recorded functions of the previous year to the City each January to include date, use and number of people present.
- 20 CITY and WEAVERS GUILD acknowledge and confirm that the Service Charge Cost stated in paragraph 1(a) of this Agreement has been determined by allocating to WEAVERS GUILD its pro rata share of the cost for the following items to be provided by CITY:
  - (a) Center Management
  - (b) Utilities – natural gas, electricity, water and sewer

- (c) Maintenance and minor repairs
- (d) Sanitation Service
- (e) Insurance on building and CITY-purchased furniture and equipment
- (f) Provision of janitorial services during non-program operating hours to include offices, hallways and restrooms.
- (g) Security Service

If this agreement or any extension or any renewal thereof is terminated by the CITY hereto prior to the expiration date set for therein, WEAVERS GUILD shall be billed for these costs for the period of time it actually occupied the Center. CITY shall be obligated to provide on the specific services stated in this Lease Agreement as being the obligation of CITY, and all other services need or desired by WEAVERS GUILD shall be the sole responsibility of WEAVERS GUILD at its own expense.

Attachment B

The space currently occupied under the lease with City of Dunwoody is "Comm. Room 1" as shown below. The new occupied space shall include both "Comm. Room 1" and "Comm. Room 2," highlighted in yellow below

