



**Education • Lending • Coaching
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Financial Impact**

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Agreement for Shared Office Space May 1, 2015 – October 31, 2018

The Wisconsin Women's Business Initiative Corporation (WWBIC) will provide office space for the UW-Extension Financial Education Center (FEC) at its 2300 S. Park Street, Madison location. The following represents the agreement between WWBIC and FEC for the use of the office space for the period May 1, 2015 to October 31, 2018.

1. WWBIC provides two workstations for FEC's use in Suite 101. The shared areas include storage, in-suite meeting space and access to WWBIC's common areas, kitchen area and copy machine. FEC is responsible for keeping their work areas clean and in good condition.
2. WWBIC allows FEC to maintain its own phones and data lines within the space. All maintenance and repairs will be FEC's responsibility.
3. FEC has access to WWBIC's office equipment for occasional use. If significant usage is required, a separate reimbursement structure may be negotiated.
4. FEC will pay WWBIC rent in advance on the first day of the month. The rent is payable to WWBIC at 1533 N. RiverCenter Drive, Milwaukee, WI 53212, Attn: Accounting. The rent is inclusive of all utilities and is per the schedule below:

May 1, 2015 - Oct 31, 2015	\$211.00 per month
Nov 1, 2015 – Oct 31, 2016	\$217.00 per month
Nov 1, 2016 – Oct 31, 2017	\$224.00 per month
Nov 1, 2017 – Oct 31, 2018	\$230.00 per month
5. This space agreement is based upon receipt of landlord approval which was provided to WWBIC on May 1, 2015.
6. FEC agrees to the general tenant guidelines for The Village on Park property as determined by the landlord.
7. FEC will maintain commercial general liability in amount not less than \$1,000,000. Each party shall be responsible for the consequences of its own acts, errors, or omissions and those of its employees, boards, commissions, agencies, officers, and representatives and shall be responsible for any losses, claims, and liabilities which are attributable to such acts, errors, or omissions including providing its own defense. In situations including joint liability, each party shall be responsible for the consequences of its own acts, errors, or omissions and those of its employees, agents,

boards, commissions, agencies, officers and representatives. It is not the intent of the parties to impose liability beyond that imposed by state statutes. The obligations of the parties under this paragraph shall survive the expiration or termination of this Agreement

8. FEC agrees to pay WWBIC an upfront refundable deposit of \$250.00 to cover damages beyond normal wear and tear. This will be returned after the agreement's termination if the space and furniture are returned in the same condition (except for normal wear and tear).
9. This agreement can be extended beyond October 31, 2018 after review by both WWBIC and FEC.
10. Either party can terminate this agreement with 90 days written notice.

Signed:

FOR SUB-LESSEE – UW-Extension Financial Education Center


Joseph T. Parisi, Dane County Executive

Date


Scott McDonell, Dane County Clerk

Date

FOR SUB-LESSOR – WWBIC



Wendy K. Baumann, President



Date