



## LEASE AGREEMENT

For use of 106 E First Avenue  
By the  
La Habra Woman's Club

THIS LEASE AGREEMENT ("Lease") is made and executed into this 6<sup>th</sup> day of April, 2026 ("Effective Date"), by and between the CITY OF LA HABRA, a municipal corporation ("Lessor") and LA HABRA WOMAN'S CLUB, a California non-profit organization ("Lessee").

### WITNESSETH:

WHEREAS, Lessor is the owner of that real property located at 106 E First Ave, in the City of La Habra ("Property"), and hereby agrees to lease to Lessee under the terms and conditions set forth herein the Property, and Lessee hereby agrees under the terms and conditions set forth herein to lease the Property from Lessor;

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions contained herein, the parties hereby agree as follows:

#### **SECTION 1. TERM**

Lessor leases to Lessee the Property for a period of two (2) years commencing on April 6, 2026 and ending on April 6, 2028 ("Initial Term"). At least 30 days prior to the expiration of the Initial Term, Lessee may request in writing from the City the renewal of the lease for two additional five (5) year terms (each a "Renewal Term"). Lessee must be in compliance with all terms of the lease in order to qualify for a Renewal Term.

In the event that the City should require the use the Property on a full-time basis for other City functions prior to the expiration date of this lease, the City shall, in a timely manner, offer the terms of this lease to be applied for a replacement lease at the City-owned property at 106 E 1st Ave, La Habra, CA 90631. If this clause is executed, the terms of the lease shall remain the same as written in this agreement, commencing at the original Effective Date and ending on April 6, 2028.

#### **SECTION 2. RENT**

The rent amount for the Premises shall be the sum of One Dollar (\$1.00) per year, due and payable to Lessor commencing September 1 of each year during the term of this Agreement. If there are unforeseen City financial circumstances, the Lessor reserves the right to renegotiate the terms of the rent.

The rent shall remain constant, except for unforeseen financial circumstances as discussed above, as long as the lessee maintains an active nonprofit status and remains

in good standing with the City.

All expenses for assessments, insurance, repair, maintenance and operation of and any authorized improvements, and all other obligations of every kind and nature whatsoever relating to the use and operation of the Property shall be borne by Lessee in addition to the rent. Lessee shall be required to provide and pay for any maintenance, possessory interest tax, and other costs that are associated with the use and operation of the Property. The storage availability and costs shall be determined by the City. Notwithstanding Lessee's obligations under this paragraph, the City will provide weekly custodial services and maintain the heating and air conditioning system, floors, walls, and windows. Lessee will be financially responsible for any weekend callouts for repairs outside of the regular service contract.

### **SECTION 3. WARRANTIES OF TITLE AND QUIET ENJOYMENT**

Lessor covenants that Lessor is the owner of said Real Property and has full right to make this lease, and that Lessee shall have quiet and peaceable possession of said premises during the term hereof. Lessee shall provide an updated calendar of events of a quarterly basis and include all activities taking place on premises to ensure Lessor maintains proper custodial service. It is understood and agreed that Lessor shall have the right to periodically use the premises with the permission and consent of the Lessee. Lessor's use shall be coordinated with Lessee so that each party hereto may enjoy the use of said premises with the least inconvenience to each party. However, Lessee's use of said premises is paramount and superior to Lessor's use of said premises.

### **SECTION 4. USE OF PREMISES**

Lessee shall use said premises for the sole purpose of providing services for the benefit of the La Habra community. Additionally, Lessee shall submit annually a report to Lessor, which sets forth the activities and operations of Lessee from the prior year. Lessee shall not use, or permit the use of said premises, or any part thereof, to be used for any purpose other than the purpose of which the said premises are leased. The City reserves the right to withhold or delegate usage of city-owned equipment at their sole discretion. Lessee shall comply with all applicable federal, state, and local laws in its use of the Property. Lessee shall remain solely and exclusively responsible and liable for any and all damage caused to the Property or equipment by Lessee's use of said items except for the driveways, parking areas and landscape areas during the term of this lease.

The following information is required to be submitted to the City on July 1 of each year during the lease and each renewal term:

- Mission statement, organizational values, goals, strategic plans, or other similar documents as applicable
- Board of Directors, including contact information for Board Chair and Executive Director

- Basic financial information such as a “Consolidated Budget” current 990 Form, Profit and Loss Statement, and Balance Sheet
- Any construction or improvements made to the Premises and any information related to funding source(s), date(s), description, etc. Any construction or improvements to the Premises must have the prior written approval of Lessor.
- Identification of programs and services provided to 1) La Habra community specifically; and 2) greater area, including number of participants in each
- Any other information that Lessee would like to share that might provide a better understanding regarding the contributions of Lessee to the community

## **SECTION 5. KEYS AND ACCESS CONTROL**

The Lessee shall provide the Lessor with a written list of all authorized individuals who are permitted to access the Premises. Only those individuals identified in writing and approved by the Lessor shall be issued keys or otherwise granted access. The Lessee shall promptly notify the Lessor in writing of any changes to the list of authorized individuals.

- **Key Issuance**  
All keys shall be issued by and checked out through the Lessor at the La Habra Community Center. Keys will be released only to authorized individuals as identified by the Lessee and approved by the Lessor. The Lessee is responsible for ensuring that each authorized individual complies with the terms of this Section.
- **Use and Safeguarding of Keys**  
Keys are the property of the Lessor and shall not be duplicated, copied, altered, lent, transferred, or shared with any unauthorized person. The Lessee shall ensure that all keys are safeguarded and used solely for purposes consistent with this Lease Agreement.
- **Return of Keys**  
Upon expiration or termination of the Lease term, all keys shall be returned to the La Habra Community Center immediately. Failure to return keys may result in charges to the Lessee for rekeying, lock replacement, or other security measures deemed necessary by the Lessor.
- **Lost or Stolen Keys**  
The Lessee shall notify the Lessor immediately upon discovering that any key has been lost, stolen, or misplaced. The Lessee may be responsible for any costs associated with rekeying, lock replacement, or other security measures required as a result of the lost or stolen key.

## **SECTION 6. MAINTENANCE**

Lessee shall be responsible for the general maintenance and repair of the Property to maintain the building and Property in good condition. Lessee shall report any damage to the building or Property to the City of La Habra Community Services Department.

Lessee shall comply with and abide by all federal, state, county, municipal and other governmental statutes, ordinances, laws, or any activity or conditions on or in such premises. Lessor shall not be obligated to make any repairs or improvements to the Property except for driveways, parking areas, and streets and as set forth in Section 2. Lessor will provide regular maintenance of all exterior landscaping areas of the property. Lessee shall exercise ordinary care for the preservation of the Property and surrounding premises and all equipment used by the Lessee and repair all damage that is caused by its employees, agents, volunteers, and affiliates. It shall be a cause of termination of this lease if all repairs, maintenance and long-term maintenance have not been reasonably completed by Lessee.

## **SECTION 7. UTILITIES**

All metered water, gas, electricity, telephone, and other utility services used on or furnished to the Premises during the term of this Lease Agreement shall be paid for by the Lessor, provided that such utilities are used in a reasonable and responsible manner by the Lessee.

### **1. Responsible Use Requirement**

The Lessee agrees to use all utilities efficiently and responsibly and to avoid waste. The Lessee shall ensure that lights, water, appliances, and equipment are turned off when not in use, including at the close of business each day and during any period when the Premises are unoccupied.

### **2. Failure to Use Utilities Responsibly**

In the event the Lessor determines, in its reasonable discretion, that utilities are not being used responsibly or that excessive or unnecessary consumption has occurred, the Lessor reserves the right to modify the terms of this Utilities provision upon written notice to the Lessee. Such modification may include requiring the Lessee to reimburse the Lessor for excessive utility usage or to assume responsibility for payment of some or all utility services for the remainder of the lease term.

### **3. Cooperation**

The Lessee agrees to cooperate with the Lessor in implementing reasonable conservation measures and any corrective actions necessary to ensure responsible utility usage.

## **SECTION 8. Additional Benefit**

This section describes an additional benefit made available to the Lessee, in connection with the Lease Agreement for premises located at a separate property. This section governs the Lessee's limited use of the La Habra Community Center or City Hall Atrium as a supplemental benefit and does not modify the primary leased premises or its

terms.

**1. Community Center Use as Lease Benefit**

As an added benefit of the Lease Agreement, the Lessee shall be permitted to host up to three (3) events at the La Habra Community Center or City Hall Atrium during each lease term. Nonprofit rental rates and direct staff costs may be applicable. This benefit is non-transferable and is exclusively available to the Lessee in its capacity as a nonprofit organization.

**2. Scheduling and Compliance**

All events must be scheduled in advance and are subject to Facility availability and written approval. The Lessee shall comply with all Facility policies, insurance requirements, permit requirements, capacity limitations, and applicable laws. The Lessee is responsible for the conduct of its attendees, staff, volunteers, and vendors.

This Community Center usage benefit is supplemental to the Lease Agreement and does not grant the Lessee any tenancy or ongoing possessory rights in the Facility beyond the limited event use described herein.

**SECTION 9. LESSEE'S SIGNS**

Any sign, notice, or other advertisement displayed at the Property must comply with the requirements of the La Habra Municipal code and be approved by the Community Development Department.

**SECTION 10. LIENS**

Lessee shall keep the fee estate of the Property free and clear from all mechanics and material men liens and other liens for work or labor done, services performed, materials, appliances used, or furnished or to be used in or about the premises for or in connection with any operation of Lessee, for any repairs or improvements which Lessee may make or permit to cause to be made, or any work or construction by, for or permitted by Lessee on or about said premises.

**SECTION 11. INDEMNIFICATION**

Lessee agrees to defend, indemnify, hold free and harmless Lessor, its elected officials, officers, agents, volunteers and employees, at Lessee's sole expense, from and against any and all damages to property or injuries to or death of any person or persons, including attorney fees, and shall defend, indemnify, save and hold harmless Lessor, its elected officials, officers, agents, volunteers and employees from any and all claims, demands, suits, actions or proceedings of any kind or nature, including, but not by way of

limitation, all civil claims, workers' compensation claims, and all other claims resulting from or arising out of the acts, errors or omissions of either party to this Agreement and their elected officials, officers, agents, volunteers, employees, occupants, visitors or other users and/or authorized subcontractors, whether intentional or negligent, during the term of this lease.

Likewise, Lessor agrees to defend, indemnify, hold free and harmless Lessee, its elected officials, officers, agents, volunteers and employees, at Lessor's sole expense, from and against any and all damages to property or injuries to or death of any person or persons, including attorney fees, and shall defend, indemnify, save and hold harmless Lessee, its elected officials, officers, agents, volunteers and employees from any and all claims, demands, suits, actions or proceedings of any kind or nature, including, but not by way of limitation, all civil claims, workers' compensation claims, and all other claims resulting from or arising out of the willful misconduct of Lessor, its elected officials, officers, agents, volunteers, employees, occupants, visitors or other users and/or authorized subcontractors during the term of this lease.

**SECTION 12. ASSIGNMENT AND SUBLETTING**

Without the prior written consent of Lessor, Lessee shall not assign this Lease or sublet the Property or any part thereof. Any subletting, assignment, transfer, or encumbrance of the Property, agreement, or tenant, by voluntary act of Lessee shall be null and void and at the option of the city, terminate this lease.

**SECTION 13. ENCUMBRANCE OF LEASEHOLD INTEREST**

Lessee may not encumber or mortgage or by deed of trust or other instrument its leasehold interest and estate in the Property.

**SECTION 14. DEFAULT**

If Lessee shall fail or neglect to observe, keep or perform any of the covenants, terms or conditions herein contained on its part to be observed, kept or performed, and if such default shall continue for a period of thirty (30) calendar days after written notice from Lessor setting forth the nature of the Lessee's default, then and in such event, Lessor shall have the right at its option to terminate this Lease and all rights of Lessee hereunder shall thereupon cease.

**SECTION 15. NOTICES**

Wherever in this Lease it shall be required or permitted that notice be given by either party, such notice must be in writing, and must be given personally or forwarded by certified mail addressed as follows:

IF TO LESSEE:

IF TO LESSOR:

La Habra Woman's Club  
106 E First Avenue  
La Habra CA 90631  
Attention: President

City of La Habra  
110 E. La Habra Boulevard  
La Habra, CA 90631  
Attention: City Manager

The effective date of any notice or written communications sent by one party to the other shall be the date received if by personal service, or forty-eight (48) hours after deposit in the US Mail as reflected by official US postmark. Either party may change its address by giving notice in writing to the other party.

**SECTION 16. FORFEITURE FOR INSOLVENCY**

If Lessee shall at any time during the term hereof become insolvent, or have proceedings in bankruptcy instituted by or against it, or have a receiver appointed over its property, it shall be lawful for Lessor to enter and repossess the Property. All rights of Lessee shall be thereon terminated.

**SECTION 17. ABANDONMENT BY LESSEE**

If Lessee shall fail to use the Property, which is fit for occupancy, for a period of thirty (30) consecutive days, the Property shall be considered abandoned and the lease term forfeited.

**SECTION 18. WAIVER**

The delay or failure of either party at any time to require performance or compliance by the other of any of its obligations or agreements shall in no way be deemed a waiver of those rights to require such performance or compliance. No waiver of any provision of this Agreement shall be effective unless in writing and signed by a duly authorized representative of the party against whom enforcement of a waiver is sought. The waiver of any right or remedy in respect to any occurrence or event shall not be deemed a waiver of any right or remedy in respect to any other occurrence or event, nor shall any waiver constitute a continuing waiver.

**SECTION 19. INSURANCE**

The City reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances. If the existing policies do not meet the Insurance Requirements set forth herein, Lessee agrees to amend, supplement or endorse the policies to do so.

Without limiting the indemnity provisions of the lease agreement, the Lessee shall procure and maintain in full force and effect during the term of the agreement, the following policies of insurance.

**MINIMUM SCOPE OF INSURANCE.**

- (a) **Commercial General Liability (CGL)** which affords coverage at least as broad as Insurance Services Office “occurrence” form CG 00 01, including products and completed operations, property damage, bodily injury, and personal & advertising injury with limits no less than \$1,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
  
- (b) **Automobile Liability Insurance** with coverage at least as broad as Insurance Services Office Form CA 0001 covering “Any Auto” (Symbol 1) with limit no less than \$1,000,000 each accident for bodily injury and property damage. Such insurance shall include coverage for owned, hired and non-owned automobiles.
  
- (c) **Workers’ Compensation** as required by the State of California with statutory limits, and Employer’s Liability Insurance with a limit of not less than \$1,000,000 per accident for bodily injury or disease.

If the Lessee maintains broader coverage and/or higher limits than the minimums shown above, the City requires and shall be entitled to the broader coverage and/or higher limits maintained by the lessee.

Lessor reserves the right to review industry standards and a comparison of similar buildings in the area and impose a reasonable increase of the insurance limits every three (3) years from the Effective Date of this lease.

**ENDORSEMENTS**

Insurance policies shall not be in compliance if they include any limiting provision or endorsement that has not been submitted to the City for approval. The insurance policies shall contain or be endorsed to contain, the following provisions:

- (a) Commercial General Liability
  - (1) **Additional Insured:** The City, its elected officials, officers, employees, volunteers, boards, agents and representatives shall be additional insureds with regard to liability and defense of suits or claims arising out of the work or operations performed by or on behalf of the Lessee including materials,

parts or equipment furnished in connection with such work or operations.

Additional Insured Endorsements shall not:

1. Be limited to "Ongoing Operations"
2. Exclude "Contractual Liability"
3. Restrict coverage to the "Sole" liability of contractor
4. Exclude "Third-Party-Over Actions"
5. Contain any other exclusion contrary to the Contract

Additional Insured Endorsements shall be at least as broad as ISO Form(s) CG 20 10 11 85; or CG 20 10 and CG 2037.

- (2) **Primary Insurance:** This insurance shall be primary and any other insurance whether primary, excess, umbrella or contingent insurance, including deductible, or self-insurance available to the insureds added by endorsement shall be in excess of and shall not contribute with this insurance. Coverage shall be at least as broad as ISO CG 20 01 04 13.

(b) Auto Liability

- (1) **Additional Insured:** The City, its elected officials, officers, employees, volunteers, boards, agents and representatives shall be additional insureds with regard to liability and defense of suits or claims arising out of the work or operations performed by or on behalf of the Lessee.
- (2) **Primary Insurance:** This insurance shall be primary and any other insurance whether primary, excess, umbrella or contingent insurance, including deductible, or self-insurance available to the insureds added by endorsement shall be in excess of and shall not contribute with this insurance.

(c) Workers' Compensation

- (1) **Waiver of Subrogation:** A waiver of subrogation stating that the insurer waives all rights of subrogation against the indemnified parties.

## **INSURANCE OBLIGATIONS OF LESSEE**

The Insurance obligations under this lease agreement shall be: (1) all the Insurance coverage and/or limits carried by or available to the Lessee; or (2) the minimum Insurance coverage requirements and/or limits shown in this agreement; whichever is greater. Any insurance proceeds in excess of or broader than the minimum required coverage and/or minimum required limits, which are applicable to a given loss, shall be available to the

Lessor. No representation is made that the minimum Insurance requirements of this agreement are sufficient to cover the obligations of the Lessee under this lease agreement.

### **NOTICE OF CANCELLATION**

Required insurance policies shall not be cancelled or the coverage reduced until a thirty (30) day written notice of cancellation has been served upon the Lessor except ten (10) days shall be allowed for non-payment of premium.

### **WAIVER OF SUBROGATION**

Required insurance coverages shall not prohibit Lessee from waiving the right of subrogation prior to a loss. Lessee shall waive all rights of subrogation against the indemnified parties and Policies shall contain or be endorsed to contain such a provision. This provision applies regardless of whether the Lessor has received a waiver of subrogation endorsement from the insurer.

### **EVIDENCE OF INSURANCE**

(1) All policies, endorsements, certificates, and/or binders shall be subject to approval by the Lessor as to form and content. These requirements are subject to amendment or waiver only if so approved in writing by the Lessor. The Lessor reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

(2) The certificates and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf. At least fifteen (15 days) prior to the expiration of any such policy, evidence of insurance showing that such insurance coverage has been renewed or extended shall be filed with the Lessor. If such coverage is cancelled or reduced, Lessee shall, within ten (10) days after receipt of written notice of such cancellation or reduction of coverage, file with the Lessor evidence of insurance showing that the required insurance has been reinstated or has been provided through another insurance company or companies.

### **DEDUCTIBLE OR SELF-INSURED RETENTION**

Any deductible or self-insured retention must be approved in writing by the Lessor and shall protect the indemnified parties in the same manner and to the same extent as they would have been protected had the policy or policies not contained a deductible or self-insured retention. The Lessor may require the Lessee to purchase coverage with a lower

retention or provide proof of ability to pay losses and related investigations, claim administration and defense expenses within the retention.

### **CONTRACTUAL LIABILITY**

The coverage provided shall apply to the obligations assumed by the Lessee under the indemnity provisions of this contract.

### **FAILURE TO MAINTAIN COVERAGE**

Lessee agrees to suspend and cease all operations hereunder during such period of time as the required insurance coverage is not in effect and evidence of insurance has not been furnished to the Lessor.

### **ACCEPTABILITY OF INSURERS**

Each such policy shall be from a company or companies with a current A.M. Best's rating of no less than A:VII and authorized to do business in the State of California, or otherwise allowed to place insurance through surplus line brokers under applicable provisions of the California Insurance Code or any federal law. Any other rating must be approved in writing by the City.

### **CLAIMS MADE POLICIES**

If coverage is written on a claims-made basis, the retroactive date on such insurance and all subsequent insurance shall coincide or precede the effective date of the initial Lessee's lease agreement with the Lessor and continuous coverage shall be maintained or an extended reporting period shall be exercised for a period of at least five (5) years from termination or expiration of this lease agreement.

### **INSURANCE FOR SUBCONTRACTORS**

Lessee shall be responsible for causing Subcontractors to purchase the same types and limits of insurance in compliance with the terms of this lease agreement, including adding the Lessor as an Additional Insured, providing Primary and Non-Contributory coverage and Waiver of Subrogation to the Subcontractor's policies. The Commercial General Liability Additional Insured Endorsement shall be on a form at least as broad as CG 20 38 04 13.

## **SECTION 20. TERMINATION**

- A. At all times during this lease Lessee shall operate its organization consistent with the uses in section four (4).

- B. if at any time during this lease Lessor believes Lessee is in default of the lease it shall provide written notice to Lessee allowing thirty (30) calendar days to cure the default. If after receiving written notice of the default, Lessee fails to cure the default, Lessor may terminate this Agreement immediately.
- C. If Lessor declares a fiscal emergency and determines that they are to liquidate assets of the city, including the underlying premises of this lease, Lessor may terminate the lease upon thirty (30) days written notice.
- D. Under exigent circumstances, for a legitimate governmental purpose, and in order to ensure the continuity of essential city programs and services, Lessor may terminate the lease. City Council is required to approve the termination and a thirty (30) day notice to Lessee is required. At such time that use of the facility to ensure the continuity of essential City programs and services is no longer required, and under which the City Council exercised its right of termination, the terms and conditions of the lease shall be reinstated for the balance of the term of the lease.

## **SECTION 21. ATTORNEY'S FEES**

In the event that litigation is brought by any party in connection with this Lease, the prevailing party shall be entitled to recover from the opposing party all costs and expenses, including reasonable attorneys' fees, incurred by the prevailing party in the exercise of any of its rights or remedies hereunder or the enforcement of any of the terms, conditions, or provisions hereof.

**Mediation-Arbitration Clause.** Lessor and Lessee hereto agree to mediate any dispute or claim arising between them out of this Agreement, or any resulting transaction, before resorting to arbitration. Mediation fees shall be divided equally among the parties involved. If any party commences an action based on a dispute or claim to which this paragraph applies, without first attempting to resolve the matter through mediation, then that party shall not be entitled to recover attorney fees, even if fees would otherwise be available to the party in any such action.

## **SECTION 22. REPRESENTATIVES**

The City Manager or his/her designee shall be the representative of Lessor for purposes of this lease and may issue all consents, approvals, directives and agreements on behalf of Lessor, called for by this lease, except as otherwise expressly provided in this lease.

The Director shall be the representative of Lessee for purposes of this lease and may issue all consents, approvals, directives and agreements on behalf of Lessor, called for by this lease, except as otherwise expressly provided in this lease.


IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the date and year first above written.

CITY OF LA HABRA,  
A municipal corporation

\_\_\_\_\_  
Jim Sadro, City Manager  
City of La Habra

Date: \_\_\_\_\_

**NON-PROFIT ORGANIZATION**

\_\_\_\_\_  
Signature  
  
\_\_\_\_\_  
Gina Whinery, President

Date: 3/19/2026

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Keith F. Collins, City Attorney  
City of La Habra

Date: \_\_\_\_\_

**ATTEST:**

\_\_\_\_\_  
Rhonda J. Barone, CMC  
City Clerk  
City of La Habra

Date: \_\_\_\_\_