

## Facilities License Term Sheet

Date prepared or revised:	<i>[Please remember to update this. For example: "Prepared 3/10/08; Revised 4/10/08"]</i>
Prepared by:	
Parish:	
Property administered by:	
Name and address of building to be used:	
Description of area to be used (number of rooms, floor, and some form of identification of classrooms, closets, parking, bathrooms, auditorium, hall, offices):	
Legal name of Tenant. In addition, any "a/k/a" or "d/b/a" names of Tenant:	
Use:	<i>[Include names of programs, specific type of services, age and key characteristics of target audience, whether people will be coming and going during the day.]</i>
Days and hours of Use:	
Commencement date:	
Monthly fee:	
Fee payable to and delivered to:	_____ _____ _____ Attention: _____
Personal property which Tenant may use:	<i>[Delete n/a; add further descriptors to relevant areas]</i> <ul style="list-style-type: none"> <li>• Tables and chairs</li> <li>• Student desks</li> <li>• Kitchen equipment</li> <li>• Gym equipment</li> </ul>

	<ul style="list-style-type: none"><li>• Cleaning equipment and materials</li><li>• Furniture</li><li>• Other:</li></ul>
Tenant notice address/title/fax:	

This term sheet is not contractually binding on the parties and is only an expression of the basic terms and conditions to be incorporated in a formal written agreement. This term sheet does not obligate either party to negotiate in good faith or to proceed to the completion of a formal written agreement. The parties shall not be contractually bound unless and until a formal written agreement is executed by the parties, which must be in form and content satisfactory to each party and its counsel in their sole discretion. Neither party may rely on this letter as creating any legal obligation of any kind.