

**TCH&C**  
**Jean McPheeters**  
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**2<sup>nd</sup> Draft**      **Schedule F of MOU**

### **New Tenant Selection Process**

All organizations that rent space (or sublet) in The Center are/will be tenants of Tompkins County and will need to sign leases with the County. However, it is desired that tenants will also be partners in The Center and will participate with other partners to support the mission of The Center. Therefore, a condition of leasing will be that the potential new tenant:

- Be a 26 U.S.C Section 501(c)(3) organization, an affiliate of such organization, or a similarly constituted not-for-profit organization. (It is the County's hope that this building will also serve as an incubator for new not-for-profits with a mission that aligns with the Center's mission.)
- Have a mission that refers to its interest in history or culture (arts, sciences, education, etc.) in Tompkins County
- Be willing to participate in the activities of the Center including:
  - The Project Advisory Committee (or its succeeding Governing Council)
  - Exhibitions
  - Retail Space (if practical/useful)
  - Any required Center community work (clean-ups, meetings, etc.)
- Be financially stable and able to pay its rent to the county

If and when a space becomes available in the building the County will inform current Partner/Tenants so that an current tenant who wants additional space or to change spaces can make this known to the Project Advisory Committee/Governing Council. If no current tenant is interested, then the County and the tenants will make this known in the not-for-profit community through list-serves and emails.

Potential tenants will interview with a committee of the Governing Council, and the Governing Council will recommend the preferred organization(s) that meet these requirements to the County Administrator (or to whomever the County assigns this task).

Notwithstanding the foregoing, the County shall retain the right to use available space for County purposes on a temporary or permanent basis.