

**DIVISION OF LOCAL GOVERNMENT SERVICES**  
**SHARED SERVICES AGREEMENT**  
**COVER SHEET**

PROVIDER: Pennsville Township School District COUNTY: Salem

RECIPIENT: Township of Pennsville COUNTY: Salem

BRIEF DESCRIPTION OF SERVICE:

Use of Facility to Store Township Records

EFFECTIVE DATE: 7/1/2014

EXPIRATION DATE: 6/30/2015

Please submit this cover sheet with shared service agreement either via email to [EGG@dca.state.nj.us](mailto:EGG@dca.state.nj.us) or hard copies may be mailed to the Division of Local Government Services at PO Box 803, Trenton, NJ 08625-0803. Mailed correspondence should be sent to the attention of Shared Services.

## CONTRACT

BETWEEN the **PENNSVILLE TOWNSHIP SCHOOL DISTRICT**, hereinafter known as "**Landlord**", located at 30 Church Street, Pennsville, New Jersey 08070, and the **TOWNSHIP OF PENNSVILLE**, a municipal corporation of the State of New Jersey, hereinafter known as "**Tenant**", located at 90 North Broadway, Pennsville, New Jersey 08070.

WHEREAS, the Landlord and the Tenant have discussed and reviewed this contract; and

WHEREAS, both Landlord and Tenant wish to enter into same; and

WHEREAS, Tenant wishes to utilize one room on the third floor of the Charles S. Raleigh, Jr. Administrative Building; and

WHEREAS, Landlord wishes to provide that space to them;

NOW, THEREFORE, the Landlord and Tenant have agreed as follows:

1. The Pennsville School District will permit the Township of Pennsville to store records on the third floor of the aforementioned building.
2. The Landlord is not responsible for any damage resulting from storage of those records and makes no representations as to the condition of the third floor and any safety as to the preservation of records there.
3. The Tenant hereby holds harmless and indemnifies the Landlord from and against any and all liability, claims, damages, losses, costs or expenses whatsoever which are caused by Tenant's use and/or occupancy of the third floor at 30 Church Street, Pennsville, New Jersey.
4. Landlord does not assume any responsibility for any liability, claims, damages, losses, costs or expenses caused by the Tenant or related to the school property, which is and shall remain the property and responsibility of the Landlord.
5. The Tenant will provide the Landlord a certificate of insurance showing liability coverage in an amount to be agreed upon between Landlord and Tenant.
6. The Landlord shall have no responsibility regarding the employees of the Tenant and all employee/employer relationships exist between the Tenant and their employees and not between Landlord's employees and the Board of Education.

TENANT agrees as follows:

1. It shall respect the property of the Landlord.
2. It shall respect and follow the operational policies and procedures regarding access and use of the building, including parking facilities.

LANDLORD agrees as follows:

1. It will provide one room on the third floor for the storage of files and adequate parking spaces.
2. It will provide access to the storage of those files.

THIS CONTRACT shall be in effect for a term for one (1) year beginning on **July 1, 2014**, and ending on **June 30, 2015**; however, either the Landlord or Tenant may cancel this lease by providing written notice to the other party within thirty (30) days, reviewable at the discretion of the Landlord for continuation of this contract. Continuation of this contract shall not be unreasonably withheld by Landlord and may be renewed for longer periods of time if in writing agreed to by both parties.

THIS CONTRACT is made solely between the parties for storage and it is understood and agreed that the space will not be occupied or used in any other manner.

ANY NOTICES, demands and communications hereunder shall be sent by certified mail, hand-delivered or faxed to:

Superintendent  
Pennsville School District  
30 Church Street  
Pennsville, New Jersey 08070

or to such other address as may be requested by the Landlord in writing and, if intended for Tenant, shall be addressed to:

Township of Pennsville  
90 North Broadway  
Pennsville, New Jersey 08070

Upon the termination of this agreement, the Tenant shall quit and surrender to the Landlord, the premises in good condition, with reasonable wear and tear accepted.

THIS AGREEMENT may be modified or amended by mutual agreement of both parties. Any such modification or amendment shall be signed by each party and attached to and become a part of this agreement.

IN WITNESS WHEREOF, the parties have executed this agreement.

APPROVED by the parties:

PENNSVILLE PUBLIC SCHOOL DISTRICT,  
Landlord

TOWNSHIP OF PENNSVILLE,  
Tenant

By: Katherine Abdhe  
Board President

By: [Signature]

6/16/14  
Date

          
Date

By: [Signature]  
Board Secretary

By: [Signature]

6/16/14  
Date

          
Date