

A letter of understanding between the Muskegon  
Downtown Development Authority and the Muskegon  
Lakeshore Chamber of Commerce

The two parties – the Muskegon Downtown Development Authority (DDA) and the Muskegon Lakeshore Chamber of Commerce (chamber) – agree to the lease of office space from **July 1, 2019 to June 30, 2020**. The chamber will lease approximately 105 square feet of office space to the DDA in its offices in the Hines Building, 380 W. Western Ave. Suite 202, Muskegon, MI

The monthly lease payment will be **\$500**. The lease will include the use of the office space, existing office furnishings, telephone service, information technology with existing computers, network connections, Internet service, reception desk services and copy machine access with a standard per copy cost.

Either party may cancel the lease with 60 days' notice.

Signed by the chamber:

Cindy Larsen

Muskegon Lakeshore Chamber of Commerce president

Date:

Signed by the DDA:

Dave Alexander

Muskegon Downtown Development Authority, business development manager

Date: