

U.S. House of Representatives
Washington, D.C. 20515

Addendum to Lease

Early Entry

Following the execution of the Lease and prior to the commencement of the lease term, Lessor/Landlord shall allow the Office of the Chief Administrative Officer for the U.S. House of Representatives ("CAO") and/or the Office of the House Sergeant at Arms ("SAA") to have reasonable access to and to enter the leased space and surrounding public and common areas on behalf of the Lessee/Tenant for the purpose of assessing, constructing, and installing all cabling, wiring, equipment, apparatus, facilities and other networking, telecommunications, security materials, security devices, and security systems to be used at the leased space ("Early Entry"). Such Early Entry shall be permitted beginning _____, 20___, and shall continue through the commencement date of the Lease, and shall include access and entry by contractors and subcontractors performing work on behalf of the CAO or the SAA. Early Entry by the CAO or the SAA shall be subject to the provisions of the Lease, with the exception that Lessee/Tenant's obligation to pay rent as set forth in the Lease and any other charges required in the Lease shall not commence until the beginning of the lease term established in the Lease. At all times during the Early Entry period, neither the CAO nor the SAA shall unreasonably interfere with any activities of Lessor/Landlord in or around the leased space or the surrounding public and common areas. In the event Early Entry by the CAO or SAA interferes with Lessor/Landlord's activities or otherwise disrupts Lessor/Landlord's operations or the operations of other tenants, Lessor/Landlord may terminate any or all Early Entry rights of the CAO or the SAA immediately upon written notice. The CAO and/or the SAA shall be liable for any damage(s) resulting from Early Entry consistent with the Federal Tort Claims Act, 28 U.S.C. §§ 2671-2680.

Lessor Signature

*Chief Administrative Officer,
United States House of Representatives*

Print Name of Lessor

Print Name of CAO

Title: _____

Date

Date

U.S. House of Representatives

Washington, D.C. 20515

Memorialization of No-Cost District Office Space

(Page 1 of 2 – 118th Congress)

Member Name: _____

Member State and District: _____

District Office Address (Street Address, City, State, Zip):

Entity Providing District Office Space: _____

Pursuant to the Committee on Ethics, acceptance of no-cost office space provided by a federal, state, or local government agency does not violate House Rule 24 (Limitations on use of official and unofficial accounts) and is permissible under House Rule 25, cl. 5(a)(3)(O).

Beginning Date of District Office Occupancy: _____

Square Footage: _____

Features:

Number of House Staff in Office: _____

Office Operation Schedule.

- Full-time
- Part-time (set schedule); Schedule: _____
- Sporadic or By-Appointment

* High-Speed Internet Available Within Space.

List any internet providers known to provide service to the property:

* Interior Wiring CAT 5e or Better within Leased Space.

Lockable Space for Networking Equipment.

Space Shared with non-House Personnel.

House Assets in Space (furniture, technology and telecommunications equipment, etc.)

List of House assets: _____

Non-House Furnishings/Equipment in Space.

List of Non-House furnishings/equipment: _____

Parking. _____ Assigned Parking Spaces

_____ Unassigned Parking Spaces

General Off-Street Parking on an As-Available Basis

After Hours Building Access.

[Signature page follows]

* Required except in offices: (i) with only 1 staff member, (ii) staffed only part-time or intermittently, and/or (iii) located in shared space where installation of a permanent network is costly/impractical.

U.S. House of Representatives

Washington, D.C. 20515

Memorialization of No-Cost District Office Space

(Page 2 of 2 – 118th Congress)

The undersigned acknowledges the provision of no-cost district office space as detailed herein, and further represents that the provision of no-cost district office space conforms to the principles established by the Committee on Ethics.

Member Signature: _____

Date: _____

From the Member's Office, who is the point of contact for questions?

Name _____ Phone _____ E-mail _____@mail.house.gov

This Memorialization of No-Cost District Office Space has been reviewed and is approved, pursuant to Regulations of the Committee on House Administration.

Signed _____ Date _____
(Administrative Counsel)

Send completed form to Administrative Counsel via email to leases@mail.house.gov. Completed forms may also be mailed to:

*Office of Administrative Counsel
217 Ford House Office Building
Washington, D.C. 20515*

Please contact the Committee on Ethics with any questions regarding acceptance of no-cost district office space: 202-225-7103.

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Lessor Signature

*Chief Administrative Officer,
United States House of Representatives*

Tony Vannello

Print Name of Lessor

Title: Director of Public Service

Print Name of CAO

12-13-22

Date

Date

U.S. House of Representatives

Washington, D.C. 20515

Memorialization of No-Cost District Office Space

(Page 1 of 2 – 118th Congress)

Member Name: _____

Member State and District: _____

District Office Address (Street Address, City, State, Zip):

Entity Providing District Office Space: City of Parma

Pursuant to the Committee on Ethics, acceptance of no-cost office space provided by a federal, state, or local government agency does not violate House Rule 24 (Limitations on use of official and unofficial accounts) and is permissible under House Rule 25, cl. 5(a)(3)(O).

Beginning Date of District Office Occupancy: _____

Square Footage: 300

Features:

Number of House Staff in Office: _____

Office Operation Schedule.

Full-time

Part-time (set schedule); Schedule: 8:30AM-4:30PM Mon thru Friday

Sporadic or By-Appointment

* **High-Speed Internet Available Within Space.**

List any internet providers known to provide service to the property:

Cox Communications will be contacted by Member group

* **Interior Wiring CAT 5e or Better within Leased Space.**

Lockable Space for Networking Equipment.

Space Shared with non-House Personnel.

House Assets in Space (furniture, technology and telecommunications equipment, etc.)

List of House assets: _____

Non-House Furnishings/Equipment in Space.

List of Non-House furnishings/equipment: _____

Parking. _____ Assigned Parking Spaces

4+ Unassigned Parking Spaces

General Off-Street Parking on an As-Available Basis

After Hours Building Access.

[Signature page follows]

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