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March 25, 2015

Bill McClure
City Attorney's Office
701 Laurel Street
Menlo Park, CA 94025

RE: Request for lease extension for 555 Ravenswood Avenue

Dear Mr. McClure,

This letter is in reference to the lease agreement between the City of Menlo Park and the Junior League of Palo Alto•Mid Peninsula, Inc. for the building located at 555 Ravenswood Avenue, Menlo Park.

The terms of this lease are for a period of 20 years, beginning February 1, 1996 and ending January 31, 2016, and include two (2) options to renew the term of the lease for five (5) years, with the same terms and provisions of the original lease. The options to renew are to be exercised by written notice to the lessor six (6) months prior to the expiration of the original lease.

On behalf of the Junior League of Palo Alto•Mid Peninsula, Inc. I would like to officially exercise the first of the two (2) five (5) year extensions of this lease.

The Gatehouse has been an amazing home for the JLPA•MP. Our staff and membership love having our office in this wonderful building. We have worked hard to maintain the internal and external integrity of this historic building, and hope to continue to do so for years to come.

Best Regards,

Jan Hickman
2014-2016 President

The Junior League of Palo Alto•Mid Peninsula is a nonprofit organization, with 501(c)(3) status.