



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 8/25/2026

REQUESTER: Jason Olsen, Parks and Recreation Director

PRESENTER: Jason Olsen, Parks and Recreation Director

ITEM TITLE: CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2627-32: BY AND BETWEEN THE CITY OF NORMAN AND THE PERFORMING ARTS STUDIO, INC. D/B/A THE DEPOT FOR THE USE OF THE SANTA FE TRAIN STATION, LOCATED AT 200 SOUTH JONES AVE., FOR AN INITIAL ONE (1) YEAR TERM WITH AN OPTION OF FIVE (5) FIVE (5) YEAR RENEWAL TERMS FOR A MAXIMUM TERM OF TWENTY-FIVE (25) YEARS FROM THE INITIAL TERM.

BACKGROUND:

The City owns the historic Santa Fe Train Station ("The Depot") located at 200 South Jones Avenue. The Performing Arts Studio, Inc. d/b/a The Depot ("Lessee") has leased and operated the facility under Contract K-0304-98 executed on December 9, 2003. The proposed agreement will replace the current lease and updates terms and responsibilities to support ongoing cultural programming and facility preservation.

DISCUSSION:

The proposed lease agreement updates and replaces the current lease agreement, Contract K-0304-98, and defines the continued partnership between the City of Norman and the Performing Arts Studio, Inc. d/b/a The Depot. The Lessee operates inside the historic Santa Fe Train Station at 200 South Jones Avenue and provides performing arts programming, cultural activities, and public instruction for the Norman community.

Key provisions include:

- **Term:** The lease commences upon approval and continues until June 30, 2027, with automatic five-year renewals for up to 25 years unless terminated as outlined in the agreement.
- **Rent:** Lessee will pay \$1.00 per year, along with other valuable consideration. This is consistent with other cultural facility agreements and reflects the City's commitment to supporting arts and cultural programming.

- **Operations:** The Lessee will continue offering performing arts and cultural instruction while remaining open during Amtrak operational hours. The Lessee maintains custodial duties and program management. The City may provide funding assistance through separate annual funding agreements, subject to Council approval.
- **Supportive Funding:** Annual operational funding may be allocated by the Board of Park Commissioners based on a written funding proposal submitted each August, with distributions made by October 31.
- **Maintenance Responsibilities:** The City maintains structural, mechanical, electrical, plumbing, HVAC, alarm systems, landscaping, and pest control. The Lessee manages routine repairs, custodial care, and emergency repairs under \$500.
- **Reporting & Transparency:** The Lessee must provide annual reports and financial records and comply with the Oklahoma Open Records Act.
- **Termination:** The agreement includes provisions for termination for cause, convenience, or non-renewal, with appropriate notice and return of property.
- **Other Provisions:** The lease outlines insurance requirements, indemnification, compliance with applicable laws, nondiscrimination, and City oversight (including ex officio membership on the Lessee's Board).

Approval of the agreement supports the continued preservation of a significant historic facility while ensuring the Depot remains an active cultural venue for performance, education, and community engagement.

RECOMMENDATION:

It is recommended that the City Council approve Contract K-2627-32 with the Performing Arts Studio, Inc. d/b/a The Depot for the use of the Santa Fe Train Station for the Parks and Recreation Department.