



Facility Rental Application

Section 1

Applicant Name: Oakland Center Member? Y__ N__	Applicant Phone:
Applicant Mailing Address:	Applicant Email:
Rental Purpose/Event Name:	
Date(s) Requested:	
Time(s) Request (arrival time and departure time):	
Proposed Rental Space: <input type="checkbox"/> Sanctuary <input type="checkbox"/> Social Hall <input type="checkbox"/> Kitchen <input type="checkbox"/> Labyrinth <input type="checkbox"/> Prayer Room <input type="checkbox"/> Nursery <input type="checkbox"/> Teen Rm <input type="checkbox"/> Library <input type="checkbox"/> Jr. Church	
Total Time/Hours: <i>(Include time for setup and clean up):</i>	No. of people anticipated:
Room set up Instructions (please indicate if you require a specific set up):	
Sr. Minister Use Only	Office Use Only
Approval Signature: _____ Approval Date: _____ / _____ /20_____	Rental Cost: Additional fees (cleaning, A/V, staff): \$100 Cleaning/Security Deposit: <u>Total Payment Due:</u> Payments Received/Date Deposit: _____ date/initial Balance Paid in Full / date / received by:

Section 2 - Facility Rental Fees and Policies

Payment: Your reservation is binding with a completed & signed contract. Payment is due in full 14 business days prior to your rental date or by the agreed upon time in the Rental Fees/Agreement section. Please read our cancellation policy below.

Onsite Facility Supervisor Fee (\$18/Hour): Required for all facility rentals.

Audio and Visual Technician Fee (\$125/3 Hours): Required if the rental will be using the Video and Audio Equipment in the Sanctuary.

Cancellation Policy: Cancellation of rented space must be done at least **21 business days** before an event date to avoid cancellation fees. If cancellation occurs between **14-21 business days** prior, a 50% fee will be retained. If a cancellation occurs **20 business days or less before event**, the full space rental fee will be assessed. Notice of cancellation must be received in writing to Oakland Center for Spiritual Living (OCSL).

Alcohol: Alcohol is permitted in a lawful and responsible manner at rental events. The sale of alcoholic beverages is prohibited on the property of Oakland Center for Spiritual Living.

Event Promotion: You are responsible for any and all promotion of your event. Please do **NOT** give our phone number as a contact for your rental/event.

Decorating Policy: Absolutely no wire, tape, glue, staples, nails or tacks may be used to fasten any decorations to furniture, floor, wall, or candelabras.

Sanctuary Use: Food and drinks are not permitted inside the sanctuary area.

Supplies: Facility rental DOES NOT INCLUDE use of any Oakland Center supplies, including but not limited to: coffee/tea, kitchen, or office supplies. Any use of Oakland Center supplies will result in additional fee assessment and/or forfeiture of deposit.

Legal: Applicant agrees to defend, indemnify and hold the Oakland Center for Spiritual Living harmless from any and all liability for injury to persons or property occurring as a result of any and all activities related to facility rental and agrees to pay for any and all damage to the facility, building, equipment or furniture owned or controlled by the Center, which results from any scheduled activities or is caused by any participant in any scheduled activities.

Check Out & Cleaning Guidelines:

You are responsible for your own set up and clean up with the exception of basic table and chair setups. If additional cleaning or facility repair is required directly after your usage, the \$100. cleaning/security deposit will be forfeit and additional fees may be assessed .

Please read carefully and follow this list as it applies to your event:

- **Zero Waste:** Reduce and recycle your garbage whenever possible. Bins are provided in the kitchen for recyclables and a compost bin is located under the sink for fruit & vegetable waste and coffee grounds (no dairy or meat).
- **Schedule:** Clean up and check out within your scheduled time so others can use the facility.
- **Final Cleanup:** Please be sure to leave the space as you received it, making sure to break down tables & stack chairs against the wall.
- **HVAC:** Thermostat must be set to 60 degrees in winter or turn off any system completely in summer.
- **Energy:** Turn off all lights (including restrooms). Make sure all appliances are turned OFF.
- **Kitchen:** If you use the kitchen to prepare food and/or beverages: wipe down counters and sink; wash, dry and put away dishes you use; clean appliances as necessary; and sweep the floor.
- **Garbage:** Dispose of trash bags in trash bin behind the Education/Social Hall building. Do not leave garbage cans full of waste.
- **Security:** Close and lock all doors and windows. This is critical to keep our building secure.

General Information:

Office Hours: Monday through Thursday from 10:00am to 5:00pm.

Contact Person: Sam Diaz, Administrative Coordinator at (510) 547-1979 Ext. 100

Zero Waste Events: Oakland Center for Spiritual Living (OCSL) is committed to the practice of Zero Waste for all events that occur at our facility. We strongly encourage all renters to make a conscious effort to leave a minimal impact. Please see the above guidelines to plan an earth-friendly event at our facility.

Parking: Parking is available onsite in the OCSL parking lot. There is additional parking on Clarewood Drive on the shoulder of the road. Please do not block any driveways and be respectful of our neighbors.

ADA Access: The Center has disabled parking spaces toward the front of the parking lot and ADA accessible entrances. Please note that 2nd floor access in the Education building is via stairs only. Please contact the Center if you have additional questions about accessibility of our building.

Facility Maintenance: Please report any broken/malfunctioning features of our building to (510) 547-1979 ext. 100.

Emergencies: In case of an after-hours non-life threatening emergency, call Administrative Coordinator Sam Diaz at (510) 253-5754.

In case of life-threatening emergency, immediately call 911.

By signing this application, I, _____ have read, understand and agree to comply with the rules set forth regarding facility usage including the conditions and guidelines listed in this. I further agree that I am of legal age and will be personally responsible for the repair of damage to property or facilities and for replacement of stolen property.

Applicant's Signature: _____

Date: _____

Applicant's Full Name (please print): _____