



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):			
Senior Minister Use Only		Office Use Only	
Approval Signature: _____		Rental Cost:	
Approval Date: _____ / _____ /20_____		Additional fees (Audio, PP, staff):	
		\$100 Cleaning/Security Deposit:	
		<u>Total Payment Due:</u>	
		50% Deposit rec'd.: \$ _____ date/staff initial	
		Balance Paid in Full / date/received by:	
		Copy to bookkeeping (date/initial) _____	

Section 2 - Facility Rental Fees and Policies – PLEASE READ

Payment: Your reservation is binding with a completed, signed rental agreement and 50% deposit received. 50% deposit required at signing to secure date/facility. Payment is due in full no less than 14 business days prior to rental date. Failure may result in event cancellation. See cancellation policy below.

Onsite Facility Supervisor Fee (\$18/Hour): Required for all facility rentals – first in, last out - no exceptions.

Audio Technician Fee (\$125/3 Hours): Required if the rental will be using Audio Equipment in the Sanctuary – no exceptions.

PowerPoint Technician Fee (\$18./hour): Required if PowerPoint is to be used – no exceptions.

Cancellation Policy: Cancellation of rented space must be done at least **21 business days** before an event date to avoid forfeiture of deposit. If cancellation occurs less than **21 business days** prior to event, 50% deposit is non-refundable. Notice of cancellation must be received in writing to Oakland Center.

Alcohol: Alcohol is permitted in a lawful and responsible manner at rental events (if alcohol is served must comply with Oakland Center alcohol policy). 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. 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, etc.

Sanctuary Use: Food and drinks **are strictly prohibited** inside the sanctuary area.

Supplies: Facility rental DOES NOT INCLUDE use of any Oakland Center supplies, including but not limited to: paper products, 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 in 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.
ALL EVENTS MUST END NO LATER THAN 10 PM – NO EXCEPTIONS
- **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 turned off when leaving the building.
- **Energy:** Turn off all lights (including restrooms). Make sure all appliances are turned OFF.
- **Kitchen:** If you rent 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. Leave it as you found it.
- **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: Constance Chapman, Administrative/Operations Coordinator at (510) 547-1979 ex: 100 or Susan Brecker at (510) 681-7164.

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.

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 onsite staff person.

Emergencies: In case of an after-hours non-life threatening emergency, call Administrative Coordinator Constance Chapman at (510) 363-7536.

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): _____