

The Home of Truth Spiritual Center
1300 Grand Street, Alameda, CA 94501 510-522-3366

Facilities-Use Agreement

Name of the Event or Group			<input type="checkbox"/> Public <input type="checkbox"/> Private	# expected?
Contact Person				
Phone	Cell	Email		
Address		City, State		
Secondary Contact				
Phone	Cell	Email		

	Event Date(s)	Day (Sun-Sat)	Event Start Time	Event End Time
1				
2				

ROOMS TO BE RESERVED & FEES

Facility Access Times: For all events, the time the space is rented must include sufficient set up and clean up time. For the Sanctuary and the Cottage a minimum of 30 minutes setup and 30 minutes clean up time must be included in the time you rent the space.

	Rental start time	Rental end time	Total hours	Fee \$ (hours X rate)
<input type="checkbox"/> Sanctuary:\$50/hr				
<input type="checkbox"/> Cottage:\$50/hr				
<input type="checkbox"/> Sanctuary & Cottage :\$90/hr				
<input type="checkbox"/> Ohana: \$20/hr				
<input type="checkbox"/> Purpose: \$20/hr				
(Office use only)				
Fee Total				

Maximum Capacity: Sanctuary – 90; Cottage – 60; Ohana Room – 15; Purpose Room – 10
Security Deposits: Sanctuary – \$150; other rooms – \$100. Some or all of your deposit may be retained for cleaning, time overage, or administrative costs.
Reservation: A signed agreement and deposit are required to reserve the date. If your event is booked in advance, full payment is due 4 weeks before the event date. If the time is less than 4 weeks, full payment is due with the agreement. There is a 15% cancellation fee, and a 10% change fee.

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Facility Use Rules. Please initial each item as understood.

1. Use of the facility is limited to the room date and time noted in the agreement. _____
2. Do not move the Piano. Failure to comply may result in injury/damage and you will be held responsible. _____
3. Make no holes (nails, pushpins) in walls or any part of the property. Hang decorations or signs with blue painter's tape only. Remove all decorations or signs when you leave. Put candles in holders that prevent wax drips. Cleaning or repairs will be charged against your security deposit. _____
4. Supervise children at all times, both inside and outside. You accept financial responsibility for any damage caused by children, including damage to plants or gardens. _____
5. Do not block any exits or stairs at any time. _____
6. Food or drinks are not allowed in the Sanctuary. _____
7. Call 510-522-3366 immediately if prior to your use the room was left in an unacceptable condition. _____
8. Keep live drumming or amplified music to a reasonable level. End music by 10:00 PM on Fri-Sat, 9:00 pm Sun-Thur. Excess noise of any type must cease upon request of neighbors or staff. _____
9. All events must end and guests must leave by 10:00 PM. Clean up can continue quietly until 10:30 p.m. _____
10. Leave the room(s) furniture set according to this standard: Cottage: chairs stacked, tables folded and stored. Sanctuary: 50 chairs in rows of 10 with a center aisle. _____
11. Upon leaving, turn off lights, heat, and sound equipment. Close and lock all exterior doors and windows. _____
12. Complete cleanup according to checkout list provided. We will deduct cleaning service fees from your security deposit if you leave the room in unsatisfactory condition. All garbage, compost, and recycling from your event must be separated per posted instructions. We will deduct disposal service fees from your security deposit if waste is not separated and disposed of properly. We highly recommend using paper plates and cups that can be composted without having to rinse or separate items. _____
13. Renters are responsible for holding their own business licenses, insurance, and conform otherwise in compliance with any and all appropriate agencies. _____
14. NO SMOKING is allowed anywhere on the Home of Truth premises or within 20 feet of this or neighboring buildings. _____

In case of a building emergency, call 510-522-3366.

Hold Harmless: The undersigned, on behalf of themselves and their organization, if any, agree to indemnify and hold harmless The Home of Truth Spiritual Center, its employees and directors from any and all claims, expenses, attorney fees, or judgments arising out of the Facility-Use Agreement with The Home of Truth.

Duty: The undersigned shall be liable for any damage caused to The Home of Truth Spiritual Center during the use thereof by the undersigned, their guests or invitees.

Facility access instructions for your event will be given after receipt of your signed contract and fees.

I have read and agree to the terms of this Agreement:

Name: _____ Title (optional): _____

Signature: _____ Date: _____