

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

Facilities Rental Use Agreement

Name of the Event or Group: _____

Public ____ Private ____ # expected ____

Contact Person: _____

Phone: _____ Cell: _____ Email: _____

Address: _____ City _____, State ____

Secondary Contact: _____

Phone: _____ Cell: _____ Email: _____

Event Date(s): _____ Day(s): _____ (Sun-Sat) Start Time: _____ End Time: _____

Rooms to be reserved & Fees:

Note: 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.

Check selection(s):

___ Sanctuary	Rental Fee \$100/per hour	½ day (4 hours) \$300	Full day \$ 600
___ Cottage	Rental Fee \$ 75/per hour	½ day (4 hours) \$250	Full day \$ 500
___ Sanctuary & Cottage	Rental Fee \$150/per hour	½ day (4 hours) \$500	Full day \$1000
___ Ohana Room	Rental Fee \$ 25/per hour	½ day (4 hours) \$ 75	Full day \$ 150
___ Rix Room	Rental Fee \$ 25/per hour	½ day (4 hours) \$ 75	Full day \$ 150
___ Courtyard	Rental Fee \$ 25/per hour	½ day (4 hours) \$ 75	Full day \$ 150
___ Bookstore	Rental Fee \$ 15/per hour	½ day (4 hours) \$ 50	Full day \$ 100

Total hours ____ **Total Fee @ hourly rate \$** ____ **OR ½ or Full day Fee Total \$** _____

Maximum Capacity: Sanctuary – 80; Cottage – 60; Ohana Room – 12; Rix Room – 10; Bookstore - 8

Security Deposits: Sanctuary – \$150; Cottage; – \$100. Courtyard, Rix & Ohana Rooms - \$25, Bookstore \$15
 Some or all of your deposit may be retained for cleaning, time overage, or administrative costs.

Reservations: *A signed agreement and deposit are required to reserve the date.*

If your event is booked in advance, full payment is due 2 weeks before the event date. If the time is less than 2 weeks, full payment is due with the agreement in addition to the deposit fee.

Cancellation required 72 hours prior to the event or a 20% cancellation fee will be assessed.

Any change to a confirmed reservation will be assessed a 10% change fee.

Cancellation and change fees are based on total rental fee.

(Office use only)

Rental fee paid \$ _____, plus refundable deposit fee \$ _____ = Total \$ _____

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:

Organization: _____

Print Name: _____

Signature: _____ Date: _____

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Facility Use Rules

Please check each paragraph to indicate that you understand.

1. Use of the facility is limited to the room date and time noted in the agreement. _____
2. **Flame candles are limited to no more than 6 and must be in a candle holder that will prevent wax drips/spills.** You may use an unlimited number of flameless candles (i.e. battery operated). _____
3. Do not move the Piano. Failure to comply may result in injury/damage and you will be held responsible. _____
4. Make no holes (nails, push pins) in walls or any part of the property. Hang decorations or signs with blue painter's tape only. **Glitter, confetti (and similar) are not allowed.** Remove all decorations or signs when you leave. Cleaning or repairs will be charged against your security deposit. _____
5. In the courtyard, stay only on the patio areas and do not disturb the garden areas. Also, *do not remove items from the garden area for any reason.* You accept financial responsibility for any damage caused to plants or gardens. _____
6. 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. _____
7. Do not block any exits or stairs at any time and do not allow children to play on the stairs. _____
8. If you need to secure the doors in an open position, you must use the bungee cords (provided) secured to the railing and door handle to hold them open. _____
9. Food or drink are not allowed in the Sanctuary building. _____
10. Call **510.725.8105** immediately if prior to your use the room was left in an unacceptable condition. _____
11. 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. _____
12. All events must end and guests must leave by 10:30 PM. Clean up can continue quietly until 11:00 p.m. _____
13. Leave the room(s) furniture set according to this standard: Cottage: chairs stacked 3-4 high, along the side wall, metal chairs and tables folded and stored in the storage room. Sanctuary: return chairs, furniture & electronics to the same arrangement as they were prior to your use. _____
14. Upon leaving, turn off lights, wall heater, fireplace insert, equipment, appliances, etc. and sound equipment. Close and lock all exterior doors, windows and both gates. _____
15. Complete cleanup according to the 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. _____
16. Renters are responsible for holding their own business licenses, insurance, and must otherwise be in compliance with any and all appropriate agencies. _____
17. Renters of the Sanctuary or upstairs rooms are required to **lock the front entrance door 15 minutes after the start of their event.** Renters must make their own arrangements regarding late arrivals. _____

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 510.725.8105

Home of Truth Facility Rental Exit Checklist

Name _____ Date of Rental _____

Thanks for renting with us!

The checklist below is the last thing for you to complete before leaving the property. We try to keep our rates affordable by relying on our renters to clean up themselves as we do not have staff on call after events. Many of our customers are repeat or referrals and we'd love to have you with us again. Please complete this form and put it in the mailbox on the front porch of the main building as you leave. You may want to keep a copy for your own records. We will deduct fees from your deposit (if any) and refund the balance within 5 business days.

Item	Yes	No	Fee
Key returned to lock box			\$25
Checklist turned in			\$ 5
Tables and chairs put away, per instructions			\$25
All decorations and tape removed			\$15
All dishes, silverware & utensils washed, dried, and put away in their original location.			\$25
Clean counter tops			\$10
Stove/oven, refrigerator & microwave cleaned (if used)			\$25
Replace any furniture to its original position prior to your arrival; do not push items tight against the walls.			\$15
Garbage, compost, and recyclables separated and put in appropriate bins outside by the backdoor of the cottage. (Note, overflow must be taken with you)			\$25
Floor swept - spills mopped up, vacuum carpets/mats			\$15
Candle wax spills cleaned up			\$25
Heater, gas fireplace insert, any appliances (i.e. range, coffee pot, etc.) used and all lights turned off, all doors, windows and gates closed and locked.			\$50
Total fees to be charged against deposit			