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

Facilities-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 $  125

___ Rix Room  
Rental Fee  $ 25/per hour  ½ day (4 hours) $ 75  Full day $  125

___ Courtyard  
Rental Fee  $ 25/per hour  ½ day (4 hours) $ 75  Full day $  125

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

Security Deposits: Sanctuary – $150; Cottage; – $100. Courtyard, Rix & Ohana Rooms - $25.
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.
There is a 25% cancellation fee, and a 10% change fee.

(Office use only)

Amount paid $________ rental fee, plus $________ refundable deposit fee = $_________ Total
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. Do not move the Piano. Failure to comply may result in injury/damage and you will be held responsible.
3. Make no holes (nails, push pins) 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 any 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 or 510.725.8105 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 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.
13. Renters are responsible for holding their own business licenses, insurance, and must otherwise be in compliance with any and all appropriate agencies.
14. 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 510-522-3366 or 510.725.8105
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: __________________

UNTIL FURTHER NOTICE, COVID SAFETY PRECAUTIONS ESTABLISHED BY LOCAL, COUNTY, STATE AGENCIES AND/OR THE CDC MUST BE FOLLOWED:

Masks must be worn at all times indoors
Social distancing is advised
Use of hand sanitizer is advised
Note: Each group is responsible for keeping attendee records as reference for “contact tracing” purposes and large gatherings are not advisable.
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 10 business days.

<table>
<thead>
<tr>
<th>Item</th>
<th>Yes</th>
<th>No</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Key returned to lock box</td>
<td></td>
<td></td>
<td>$25</td>
</tr>
<tr>
<td>Checklist turned in</td>
<td></td>
<td></td>
<td>$5</td>
</tr>
<tr>
<td>Tables and chairs put up</td>
<td></td>
<td></td>
<td>$25</td>
</tr>
<tr>
<td>All decorations and tape removed</td>
<td></td>
<td></td>
<td>$10</td>
</tr>
<tr>
<td>All dishes washed, dried, and put away</td>
<td></td>
<td></td>
<td>$20</td>
</tr>
<tr>
<td>Garbage, compost, and recyclables separated and put in appropriate bins. (Note, overflow must be taken with you.)</td>
<td></td>
<td></td>
<td>$25</td>
</tr>
<tr>
<td>Floor swept - spills mopped up</td>
<td></td>
<td></td>
<td>$15</td>
</tr>
<tr>
<td>Heater, gas fireplace insert, all lights turned off</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total fees to be charged against deposit</td>
<td></td>
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