

BUILDING USE AGREEMENT

BERKELEY FRIENDS MEETING

Space requested

_____ *Meeting Room* _____ *Community Room*

Date requested

Time requested

Group Name

Address

Contact person's name and phone number

How did you hear about this space?

References

Guidelines for Use of the Building

Directions: Please read and initial each guideline below.

<i>Initials</i>	<i>Guidelines</i>
	1. Building use must be consistent with the principles of the Religious Society of Friends.
	2. Smoking, alcohol, and incense are not allowed in any of the buildings. Food and beverages are not allowed in the Meeting Room or Library. Candles or any open flame must be attended at all times.
	3. Building is available from 7:00a.m. until 10:00pm
	4. No parking is provided. Please use the driveway for loading and unloading only.
	5. Bulletin boards in the building are for the use of the Friends Meeting only. Please talk to the Resident Friend about displaying your literature. We can make the table in the entryway available upon request. Please remove your items when you are done.
	6. Please move benches only if necessary, as they are old. If they have to be moved, they must be returned to their prior location. Please use care in any moving.
	7. Please, do not use the name "Friends Meeting" in group advertising without prior authorization. Permission to use the building space does not imply endorsement of the group or its focus by the Berkeley Society of Friends.
	8. Groups using building are responsible for tidying up: <ul style="list-style-type: none"> a. Trash, recycling, and bathroom compost should be taken out (trash/recycling/compost bins are located behind the Meeting House and new bin bags (black for trash, green for compost) are located in the bottom of each bin b. Folding chairs should be returned to the closet in Community Room c. Community Room floor should be swept using the dust mop (dust mop is in the utility closet) d. Your food needs to be removed from the refrigerator e. Lights and stove should be turned off f. Doors to outdoors should be locked

(over)

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| 9. | Safety: Our buildings are equipped with AED and First Aid supplies. At least one person in the renting group should have current First Aid and CPR training. Report any accidents or injuries to the Resident Friend. |
| 10. | Children must be accompanied by two adults at all times. |

Insurance

For non-profit renters, we request that you provide us with a copy of your liability insurance listing *Berkeley Society of Friends* as the additional insured. Please attach a copy of your insurance to this form.

Deposit

We require a one-time deposit prior to the start of the rental period. The deposit (check only, please) covers lost key, site damage, and any egregious need for cleaning of the space. The deposit will be returned if/when the renter chooses to stop renting. Deposit amounts are as follows:

- \$50 for short rental (several hours)
- \$250 for day-long
- \$500 for week-long rental

Pricing

Space-use contributions help defray taxes, utilities, and custodial care of the building. Contributions are expected in advance of building use. Checks should be made payable to *Berkeley Society of Friends*.

Pricing for Rental Period

[This Box is for Office Use Only]

The undersigned has read and agrees to follow all guidelines. Undersigned also agrees to be responsible for any and all damages to property of *Berkeley Friends Meeting of the Religious Society of Friends* resulting from this use, and to assume full public liability while using the facilities. Undersigned will not state or imply in any publicity that Berkeley Friends Meeting is a sponsor.

Signature _____

Organization _____

Date _____

Please return a copy of completed agreement, with insurance copy and deposit attached, to Kylin Navarro prior to your rental start date. Copies can be mailed to or deposited in the mail slot of:

2153 Vine Street
Berkeley, CA 94709
(510) 843-9725