

East Oakland Youth Development Center

8200 International Blvd
Oakland, California 94621

FACILITY USE REQUEST POLICY

NON-PROFIT AGENCIES / PRIVATE GROUPS

Facility use is limited to non-profit agencies and organizations. Private groups may not use the facilities unless adequate evidence can be presented to verify that profit from such usage shall benefit youth and/or the community. Final determination, in this regard, is the responsibility of the Executive Director.

POLITICAL / RELIGIOUS ORGANIZATIONS

- 1) Program or activity requested must be of an informative, educational, recreational, or social nature which does not seek, overtly or covertly, to convert or solicit membership or participation in the sponsoring organization.
- 2) Activities such as political forums, seminars, etc. may be allowed if the content of such activity is not in violation of ITEM 1 stated above.
- 3) All publicity (i.e. newspapers, brochures, flyers, posters, radio or television announcements, etc.) of the event must be in good taste, and have the approval of the Executive Director prior to distribution and shall state in writing "THIS EVENT IS NOT SPONSORED BY EOYDC."
- 4) All advertising materials of the approved event posted within a one block radius of the Center shall not exceed 11" x 12" in dimension.

ADVANCE NOTICE

All facility use requests must be submitted on the appropriate form no later than two (2) weeks in advance of the proposed activity.

ADVANCE PAYMENT

Full payment for the use of the facilities must be one **(1) week in advance** of the approved event. Failure to remit advance payment as indicated shall render the facility use request void.

CURRENT FEE SCHEDULE:

<u>LOCATION / CAPACITY</u>	<u>COST</u>
Conference Room / 50	\$40 per hour
Gymnasium / 400	\$45 per hour
Kitchen	\$25 per hour + \$150 cleaning fee

MANDATORY Security Fees:

A **\$30** per security officer, per contracted hour. **Time in excess of contracted hours shall be a pro-rated charge in addition to the original costs.**

RIGHT OF REFUSAL

The East Oakland Youth Development Center reserves the right to refuse facility usage without notice or cause. In the event of a refusal, deposits and fees shall be refunded in full.

AGREEMENT

Applying agencies / organizations should thoroughly read and understand this **Facility Use Request Policy** prior to submitting the forms.

QUESTIONS/CONCERNS?

Please contact us via the following:

Phone : (510) 569-8088 M-F 9:00am-5:00pm

Fax : (510) 632-6942

Email: admin@eoydc.org

FACILITY USE REQUEST FORM (Part 1 of 3)

DATE: _____

NAME OF ORGANIZATION: _____

ADDRESS: _____ PHONE: _____

REPRESENTATIVE: _____ DATE OF EVENT: _____

TYPE OF EVENT: _____ TIME: _____ TO _____

APPROXIMATE TOTAL OF PARTICIPANTS: _____

PURPOSE/OBJECTIVE: _____

PLAN/PROCEDURE: _____

COST/BENEFIT: _____

PUBLICITY/
ADVERTISEMENT: _____

FACILITY USE REQUEST FORM (Part 2 of 3)

ADULT

SUPERVISORS: _____

EQUIPMENT

REQUESTED: _____

ROOM REQUESTED:

SETUP

INSTRUCTIONS: _____

PLEASE PROVIDE SETUP DIAGRAM BELOW OR ATTACH SEPARATE SHEET

FACILITY USE REQUEST FORM (Part 3 of 3)

I UNDERSTAND AND AGREE THAT:

*I am an authorized representative/agent of the above named organization.

*Our organization is liable for any damages to the East Oakland Youth Development Centers' equipment or facilities.

*As sponsors of this event, we agree not to hold the East Oakland Youth Development Center liable in the event of an accident, loss or personal injury.

*The East Oakland Youth Development Center can only provide and setup **50** chairs. It is your responsibility to provide any other necessary equipment.

*We have received and agree to the requirements for facility use as stated under the "**Facility Use Policy.**"

PRINT NAME: _____ **TITLE:** _____

SIGNATURE: _____ **DATE:** _____

FOR OFFICE USE ONLY

DATE RECEIVED _____ BY _____

AVAILABILITY APPROVAL:

SECURITY APPROVAL:

FEES APPLICABLE: \$ _____ PER _____ PAYMENT DUE: _____

STAFF ASSIGNMENT: _____

APPROVAL

DISAPPROVAL

NAME: _____, Executive Director

SIGNATURE: _____ DATE: _____