



East Oakland Youth Development Center

8200 International Blvd
Oakland, California 94621

FACILITY USE REQUEST POLICY

NON-PROFIT / PRIVATE ORGANIZATIONS

Facility use is limited to non-profit agencies and organizations. Private groups (including for-profit business entities) may not use the facility unless adequate evidence can be presented to verify that such usage will benefit youth and/or the community. Final determination, in this regard, is the responsibility of the President & CEO.

POLITICAL / RELIGIOUS ORGANIZATIONS

The 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.

Activities such as political forums, seminars, etc. may be allowed if the content of such activity is not in violation of statement above.

PUBLICITY

All publicity (i.e. brochures, flyers, posters, radio or television announcements, social media, internet, etc.) of the event must be deemed appropriate for youth audiences and have the approval of EOYDC's President & CEO (or the Vice President in the President & CEO's absence) prior to distribution and shall state in writing "THIS EVENT IS NOT SPONSORED BY EOYDC."

All event advertising materials must be submitted for review/approval by EOYDC. The use of EOYDC's logo is prohibited without written permission and compliance with logo usage standards. Any posted materials within a one block radius of the Center shall not exceed 11" x 12" in dimension, per City of Oakland requirements.

ADVANCED NOTICE

All facility use requests must be submitted via the Facility Request Form no later than two (2) weeks in advance of the proposed activity.



ADVANCED PAYMENT/DEPOSIT

A deposit equivalent to two times the cumulative hourly rate of the space(s) to be rented is required in order to reserve the space. The full deposit will be returned within five business days, except in the event of losses/damages. In the event of losses/damages, an invoice summarizing costs of damage will be provided. If the balance of the invoice is less than the deposit amount originally rendered, the remaining portion of the balance will be returned along with the invoice. If the balance of the invoice is equal to or more than the deposit amount originally rendered, balance will not be returned and any additional payment will be due within two weeks (14 days).

In the event of an advanced cancellation (i.e.; more than 48 hours notice), the deposit will be returned less a 15% administrative fee. The full deposit will be retained in the event of a cancellation within the 48 hour period.

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

Cash, check, and credit card payments may be accepted. Please note an additional processing fee will be assessed for credit card payments.

CURRENT FEE SCHEDULE:

EOYDC’s normal operating hours are Monday-Friday from 8:30am-7pm. The fees listed in the table below reflect the rental rates during these hours.

Location	Size	Occupancy Limit	Hourly Rate	Notes
Discover	1,178 sq. ft.	59	\$60	No food permitted
Imagine	634 sq. ft.	32	\$50	No food permitted
Eat N’ Greet	791 sq. ft.	53	\$50	Food may be permitted upon request
Rhythm	904 sq. ft.	46	\$55	No food permitted
Code	762 sq. ft.	39	\$50	No food permitted
Empower	642 sq. ft.	33	\$50	No food permitted
Gymnasium	5949 sq. ft.	397	\$100	Food may be permitted upon request
Dish (Kitchen)	384 sq. ft.	20	\$50	+ \$150 cleaning fee
Move	1460 sq. ft.	98	\$75	Food may be permitted upon request
Create	1270 sq. ft.	64	\$65	Food may be permitted upon request



Time in excess of contracted hours will result in additional charges at two times the listed hourly rate.

ADDITIONAL FEES (OUTSIDE OF HOURS OF OPERATION):

Facility rentals outside of normal hours of operations (e.g.; evenings and weekends) will incur an extra operations fee of \$25/hour plus an additional security fee of \$30 per security guard, per hour (minimum of \$60/hour). Note: A minimum of two security guards are required. Additional security guards may be required depending on the size, time, and nature of the event.

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, or deposits and fees shall be refunded in full.

AGREEMENT

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

EOYDC recently invested facility renovation to improve our service to the community—please help us maintain the quality of the new building by upholding our facility rental agreements.

QUESTIONS/CONCERNS?

Please contact us via the following:

Phone: (510) 569-8088, M-F 9:00am-6:00pm

Fax: (510) 632-6942

Email: infoplease@eoydc.org



FACILITY USE REQUEST FORM (Part 1 of 3)

SUBMISSION DATE: _____

NAME OF ORGANIZATION: _____

ADDRESS: _____ **PHONE:** _____

Email: _____

REPRESENTATIVE: _____

ADDITIONAL CONTACT PERSON: _____

DATE(S) OF EVENT: _____

TIME: _____ **TO** _____

TYPE OF EVENT:

Meeting Workshop Conference Other: _____

APPROXIMATE NUMBER OF ATTENDEES: _____

What is the purpose/objective of the event?:

Will any funds be collected through this event?

If so, please explain:

How will this event benefit youth and/or the community?:

How will this event be promoted/advertised?:



FACILITY USE REQUEST FORM (Part 2 of 3)

EQUIPMENT REQUESTED:

1. Tables: _____ Quantity (Limit 6): _____
2. Chairs: _____ Quantity (Limit 60): _____

SETUP REQUEST DESCRIPTION:

IN ADDITION TO THE DESCRIPTION ABOVE, PLEASE PROVIDE A SETUP DIAGRAM BELOW OR ATTACH SEPARATE SHEET



FACILITY USE REQUEST FORM (Part 3 of 3)

Please review and initial each agreement below.

I, (INSERT YOUR NAME HERE) _____ am an authorized representative/agent of (INSERT YOUR ORGANIZATION'S NAME HERE) _____.

I UNDERSTAND AND AGREE TO THE FOLLOWING:

- ___ Our organization is liable for any damages to the East Oakland Youth Development Centers' equipment or facilities caused by any event attendee/participant, or as a direct result of our event setup, execution, or cleanup.
- ___ All members, guests, and visitors of/with our organization will uphold EOYDC's code of conduct and safety rules when on EOYDC's premises:
- o Respect All EOYDC staff and visitors
 - o Refrain from loitering or making excessive noise around the Administration area
 - o Refrain sitting on the stairwell
 - o Refrain from running in the center outside of the gym
 - o Refrain from fighting and/or "play" fighting
 - o Refrain from name calling or use of inappropriate language (cursing, derogatory language, etc.)
 - o Refrain from gum chewing or sunflower seeds
 - o No gambling, drinking (alcohol) and/or smoking
- ___ As sponsors of this event, we agree not to hold the East Oakland Youth Development Center liable in the event of an accident, loss, personal injury, or damage to property.
- ___ The East Oakland Youth Development Center can provide and setup up to **60 chairs** and **8 (six feet long) tables**, upon written request in this form. It is our organization's responsibility to provide any other necessary equipment.
- ___ We are not permitted to use any materials (e.g.; pencils, clipboards, etc.) not designated for our specific use, even if those materials are located in the space that we are using.
- ___ We are not permitted to eat and/or serve food in any carpeted room; food and drink are limited to the Kitchen (Dish), Eat N' Greet, and the outside deck.
- ___ We are not permitted to access any spaces outside of the facility's parking lot, lobby, restrooms, and spaces rented via this agreement, unless written or verbal permission is obtained.
- ___ We will reinforce EOYDC's security protocol by refraining from propping external doors open and ensuring that each attendee signs in at EOYDC's front desk upon entry of the building.
- ___ We will refrain from affixing anything to EOYDC's walls without prior permission. Exception: Blue painter's tape and post-it note adhesive materials are permitted without prior permission.
- ___ Any spills or damage must be reported to security and/or an available EOYDC staff member immediately.
- ___ We agree to return the space to the condition it was first delivered in, to include furniture arrangements.
- ___ We will not use any cleaning products outside of those that are provided by EOYDC.

PRINT NAME: _____ TITLE: _____

SIGNATURE: _____ DATE: _____



-----DO NOT WRITE BELOW THIS LINE (FOR INTERNAL USE)-----

APPROVED BY PRESIDENT & CEO/VICE PRESIDENT?

Approved _____ Denied _____

Reason for denial? _____

Admin calendar update request sent _____

Pre-event walk-through scheduled _____

Security confirmed/provided with copy of event form _____

Invoice Processed by Finance _____

Post-event walk-through scheduled _____