

Bay Center for Spiritual Development Facility Use Agreement Form

THE BAY CENTER FOR SPIRITUAL DEVELOPMENT

Our mission is to provide opportunities for all to learn and develop spiritually.

- Hospitality, workshops, quiet days, meditation and ecumenical worship are offered.
- We have space for individual spiritual direction, counseling and small group gatherings.
- We believe this is possible by creating partnerships in the community.

Any organization or individual agrees to the following policies set forth by the Bay Center Board of Directors:

1. All organizations and individuals and their intended use of the space must conform to the mission of the Bay Center. Usage is provided at the discretion/convenience of the Bay Center Board.
2. Reservation of room/s must be accompanied by signed Facility Use Agreement.
3. Room reserved on a standing basis (i.e. weekly, monthly) incur a long-term reservation fee (\$50/month) as well as hourly rates. This ensures that standing reservations receive priority and that rooms are not double booked. In addition, all reservations must be clearly written on the community calendar which hangs on the door of the “small group” room.
4. Rooms available **by the hour** include the small group room, library and large group room on the middle floor; the dining/art room on the lower level. The back sunroom is held *open* at all times so individuals from the community can enjoy a quiet space to read or contemplate. Reservation times include the necessary time for set up, individual or administration usage and clean up time.
 - a. Small Group (back) room, middle level: \$10
 - b. Large group (front) room, middle level \$15
 - c. Library/Hall: \$15
 - d. Whole middle level: \$30
 - e. Dining/Art (back) room, lower level: \$10
 - f. Whole middle and lower level: \$40
5. Activities must be maintained in rooms reserved.
6. Coffee maker and hot water heater/carafe are available for use.
7. Upon leaving premises, the following must be completed:
 - a. In winter, heat put at 60 degrees; in summer, air conditioners turned off.
 - b. Clean any area/s used, coffee/tea, mugs, bathrooms and deposit trash in receptacle next to downstairs porch.
 - c. Return room/s to original set up if any chairs or furniture are moved.
 - d. Close doors tightly.

Liability and Indemnification – The Bay Center rents this property and is responsible for its maintenance and all activities that occur on the property. Each person or group using the property is responsible for themselves, their guests and invitees and will reimburse the Bay Center for any damage that may be done during the time that they are on the property. Additionally, by execution of this agreement, the individual signer agrees to indemnify and hold harmless the Bay Center from any and all liability from any claims that may be brought by the signer, or by members, guests, or invitees of their group.

(Name of group or individual) _____ agree/s to the above policies for use of the Bay Center for Spiritual Development.

Signature (Individual or group representative) Date _____