

Classroom Rental Agreement

The following constitutes an agreement between the Golden Gate Center for Spiritual Living (Church) and _____ (Presenter) regarding use of the classroom (Suite E) identified in Paragraph 1 below.

1. Use is limited to Suite E, 101 Casa Buena Drive, Corte Madera, CA. Access to other space occupied by the Church in the same building is not available.
2. Use of Suite E is available only to individuals and groups for educational and meeting purposes whose nature cannot be construed as antithetical to Science of Mind philosophy. Meeting purpose: _____

Use is limited to days and times when there is little possibility that the space will be needed for Church activities. The Church reserves the right to cancel any rental agreement with 30 days' advance notice. Long-term use agreements will be reviewed and adjusted, if necessary, during January of each year.

Use is limited to activities (including sound) that will not interfere with other tenants of the building or residents in adjacent buildings.

3. Suite is offered clean and in good repair. Presenter assumes full liability for any and all damage or loss that results from Presenter's use of the room and/or the equipment provided with it.

Presenter will pay a \$100 cleaning and damage deposit. Deposit will be returned within one week of use provided Suite E and equipment are left clean and undamaged.
(Not applicable. Initials of Church representative: _____)

4. Group size is limited to 30.
5. Use of Suite E includes:
 - One unisex bathroom
 - 30 chairs; Instructor stool
 - One easel stand (without pads)
 - Coffee urn (for heating water only)
 - Sound system including tape deck and CD player

Instant coffee and tea selection can be included for \$1 per person per day.

6. Presenter agrees to designate a responsible person to pick up and return the key to Suite E during regular Church office hours.

Name of responsible person: _____

Phone: _____

Date/time when key will be returned: _____

7. Suite E is offered for rental at the following rates:

Time Period	GGCSL Member	Non-Member
Full day (9:00 a.m.-5:00 p.m.)	\$100	\$150
Half day (am/pm/evening)	\$50	\$80
Hourly	\$15	\$25

The Operations Manager may negotiate long-term rates as appropriate.

8. The agreed-upon rental date(s), time(s) and fee(s) are as follows. **Payment is due on or before the date(s) specified below.**

Rental Date(s)	Rental Time(s)	Rental Fee(s)	Coffee/Tea (calculated below)	Payment Due Date
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
TOTALS:		\$	\$	

Coffee and Tea (N/A)

# of Days	x # of People	x Cost.Person per Day	Total Charge
		\$1.00	\$

Signed:

Presenter	Group or Event Name
Church	Date