

Ojai Valley Green Coalition Resource Center Rental Policy and Agreement

Pricing per hour

\$25.00 for community organizations, less a 20% discount, if the organization or a core member is a Coalition supporting member.

\$50.00 for businesses, less a 20% discount, if the business or an owner/core staff person is a Coalition supporting member.

Availability

The Center is not available Monday – Friday 8 a.m. to 5 p.m. All other day and time options are dependent on Center availability and event logistics.

Logistics

An approved OVGC member must be present to open the Center. An approved Coalition member is not required for closing. The door will lock itself.

If an approved Coalition member is not available to open the center for the event, then the event is limited to a Wednesday, Thursday or Friday evening, and an event representative must arrive by 4:45 p.m. when the staff member on duty can provide access. At closing, the door locks itself.

We request a maximum of 25 people; therefore, we ask for invitational or RSVP events only.

Provisions

Available on site:

- 18 chairs (mixed variety), more are available upon request
- A small fridge
- Hot and cold water dispenser
- TV and DVD player
- Screen for projected images (must provide own projector and sound system)

Please Note: there are no large trash receptacles in the Resource Center, but there is a trash and recycling dumpster in the office complex.

Requirements:

- Room to be returned to original setup, per provided photographs
- For safety purposes, DO NOT PLACE ANY FURNISHINGS OUTSIDE THE DOOR
- Sweep floor and clean room as needed to return it to original condition
- Before departure, please review the checklist above the light switch at the front door and insure completion
- Provide insurance certificate naming the Ojai Valley Green Coalition as an additionally insured*

On behalf of _____, I agree to the above Ojai Valley Green Coalition Resource Center Fee and Requirements.

*If not providing an insurance certificate naming the Ojai Valley Green Coalition as an additionally insured, our organization or business agrees to be a 'hosted' event/program of the Coalition.

Date: _____

Print Name of Representative: _____

Representative's Signature: _____

Contact Phone: _____

Contact Email: _____