



CHILDREN'S INNOVATION CENTER

39155 Cedar Blvd, Newark CA – 94560

Phone: 510-894-1497

FACILITY RENTAL CONTRACT

1. I, _____ representing _____
(Name of Individual) (Organization)

hereby request permission to use: Class Room 1 Class Room 2 Class Room 3

2. Date(s) of Use: _____, 20____ Day of Week: _____
_____, 20____ Day of Week: _____
_____, 20____ Day of Week: _____
_____, 20____ Day of Week: _____
_____, 20____ Day of Week: _____
_____, 20____ Day of Week: _____
_____, 20____ Day of Week: _____

3. From _____ AM/PM to _____ AM/PM

4. Purpose of the Facility Use: _____
(Ex: meeting, teaching, etc.)

5. Anticipated Number in Attendance: _____ Students _____ Staff

Must comply with room capacity:

- 20 students maximum per class room with tables and chairs – staff can be additional
- 60 students maximum for entire facility with tables and chairs – staff can be additional

6. Ages of the group: 18 or younger _____ 18+ _____

7. Equipment requested: _____ TV for presentation
_____ Wi-fi connection (guest access maximum 30 can be accommodated)

8. Will there be props or displays? Yes No (We do not allow pinning to the walls)

(Continued on next page)



CHILDREN'S INNOVATION CENTER

39155 Cedar Blvd, Newark CA – 94560

Phone: 510-894-1497

Fees and Charges:

Class Room 1: \$75/hr x _____ hours (minimum 2 hours) = \$ _____

Class Room 2: \$75/hr x _____ hours (minimum 2 hours) = \$ _____

Class Room 3: \$75/hr x _____ hours (minimum 2 hours) = \$ _____

Mandatory Janitor Fees: \$25/day for 2 hours occupancy x _____ day(s) = \$ _____

Mandatory Janitor Fees: \$40/day for 3 to 4 hours occupancy x _____ day(s) = \$ _____

Mandatory Janitor Fees: \$80/day for more than 4 hours occupancy x _____ day(s) = \$ _____

TOTAL FEES: \$ _____

SECURITY DEPOSIT: \$275.00 can be deducted from final balance due or refunded at the end

It is distinctly understood and agreed that the applicant (the individual and organization listed in section 1) assumes all risks for loss, damages, liability, injury, cost or expense that may arise during or incurred in any way by the applicant's use or occupancy of the facility. The applicant further agrees that in consideration of being permitted to use the facility, the applicant will indemnify, defend and hold harmless the Children's Innovation Center and its officers, and employees from any loss, claim, litigation, liability, or damage and/or injuries to person and property resulting or arising in any way from applicant's use or occupancy of the facility.

I, the undersigned, hereby certify that I am authorized to sign on behalf of the organization listed in section 1, and that I will be personally responsible on behalf of the applicant for any damage/loss sustained to the grounds, building, furnishing or equipment or unusual clean-up occurring through the occupancy of the facility by the applicant.

Signature: _____ Date: _____

Print Name: _____

Phone Numbers: _____ (Home/Work Phone) & _____ (Cell Phone)

Email Id: _____

(Address: number and street)

(City & State)

(Zip)

Below section to be filed by Children's Innovation Center authorized personnel only:

DEPOSIT PAID: ____/____/____ PAID BY: _____

CHECK # _____ (OR) CASH: _____ (OR) PAYPAL _____

Validated by: _____