Center for Spiritual Living Delaware, Inc.

Facility Rental Agreement

5201 West Woodmill Drive, Suite 31/32, Wilmington, DE 19808 \* 302-635-7316

***Mail checks to****:* ***401 Hawthorne Court East, Hockessin, DE 19707***

This agreement is entered into on \_\_\_\_\_\_\_\_\_\_\_ by and between the Center for Spiritual Living DE and \_\_\_\_\_\_\_\_\_\_\_\_\_\_, the “Renter.” The CSL facility is provided to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in consideration of the agreed upon rental fee. This fee is for space only. (Use of audio-visual equipment is an additional $50 for instruction or payment of an audio team member).

Day/Date of rental: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Times: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Agreed upon rental fee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

PLUS: 1. Refundable cleaning deposit (see below for details): \_\_\_\_\_\_\_\_\_\_ (separate check)

2.Refundable key deposit (see below for details): \_\_\_\_\_\_\_\_\_\_\_ (separate check)

**OR** $25 fee payable to CSL member to unlock/lock-up for you

TOTAL non-refundable owed: \_\_\_\_\_\_\_\_\_\_\_\_\_ TOTAL refundable owed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount paid: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date paid: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Balance amount due: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date balance due: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Rental Payments:**

To hold space, a 50% deposit is required, with the final payments due 30 days prior to the rental date. If the rental date is fewer than 30 days out, the **full rental payment** will be required to hold the space. CSL accepts payment by cash or check made out to Center for Spiritual Living DE and mailed to 401 Hawthorne Court East, Hockessin, DE 19707.

**Cancellation Policy**:

Any cancellation made after the initial payment is received will incur a mandatory $100 cancellation fee for weddings and other celebrations and a mandatory $25 cancellation fee for other events. Any monies paid above and beyond the cancellation fee shall be returned in the following manner:

At least 90 days prior: Full refund At least 60 days prior: 75% refund

At least 30 days prior: 50% refund. Under 30 days prior: No refund

**Deposits:**

Cleaning: A $50 cleaning deposit for rental of the facility is required and is not included in the rental rate. This deposit is due at the time of initial payment. Center for Spiritual Living DE reserves the right to make all cleaning deposit refund decisions.

Key for non-members: If a CSL member is not available to lock or unlock the facility, a $50 refundable key deposit may be required, which is not included in the rental rate. If a facility key is issued, the key will be available 24 hours prior to the rental date unless this is not a business day. If this is the case, the key will be available on the last business day prior to facility rental date. The deposit must be paid when the key is picked up. The key must be returned within 3 business days after the use of the facility. **If the facility key is not returned within 3 business days after the use of the facility, the key deposit will be forfeited. The simplest return method is to leave the key on the kitchen counter upon leaving and make sure bottom lock of each door is locked on your way out**.

Note: Both deposits must be in the form of cash or separate check from the rental payment.

My signature verifies that I have read and agreed to all above rental, cancellation, and deposit policies and procedures.

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Renter signature Date CSL DE representative signature Date

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Renter name printed CSL DE representative name printed

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