



**THE WEST OAKLAND YOUTH CENTER  
RENTAL APPLICATION AND POLICY AND PROCEDURE MANUAL  
2016-2017**



The West Oakland Youth Center  
3233 Market Street, Oakland, CA 94608  
Office: 510-595-3223; Facsimile: 510-595-3236  
[woyc@mentor.org](mailto:woyc@mentor.org), [www.westoaklandyouthcenter.org](http://www.westoaklandyouthcenter.org)

## TABLE OF CONTENTS

<b>WELCOME</b>	<b>3</b>
<b>POLICY AND PROCEDURE MANUAL</b>	
Applicant Requirements	4
Rental Hours	4
Rental Fees	4
Making Changes to Existing Reservations	5
Security	5
Security Deposit/Damage Liability	5
Setup/Cleanup Responsibilities	6
Decorations	6
Kitchen and Catering Policy	6
Youth Events	6
Prohibitions	7
Miscellaneous	7
Misrepresentation of Event	7
<b>RENTAL APPLICATION</b>	<b>8</b>
<b>RENTAL FEES</b>	<b>10</b>
<b>RENTAL PAYMENTS</b>	<b>12</b>



The West Oakland Youth Center  
3233 Market Street, Oakland, CA 94608  
Office: 510-595-3223; Facsimile: 510-595-3236  
[woyc@mentor.org](mailto:woyc@mentor.org), [www.westoaklandyouthcenter.org](http://www.westoaklandyouthcenter.org)

## **WELCOME TO THE WEST OAKLAND YOUTH CENTER (WOYC)**

*Please review this manual before submission.*

*You will be asked to sign this manual at time of first payment. Thank you!*

### ***Who We Are***

Through our events, programs, and services the West Oakland Youth Center aims to provide a safe space for youth and young adults ages 16-24 to transform themselves and their community. If there are any questions about WOYC rentals, please contact [woycevents@mentor.org](mailto:woycevents@mentor.org) or (510) 595-3223.

### ***Our Vision***

We envision West Oakland as a thriving community with a proud history where people are informed, connected, engaged, and empowered to shape their future. The West Oakland Youth Center is a fun and safe place where youth and young adults learn together and become change agents for the community.

### ***Our Mission***

The West Oakland Youth Center's mission is to provide a safe environment where young people are engaged and supported to explore and develop their talents and skills.

### ***Our Agreements***

- Respect everyone's opinion
- No cursing
- Respect the speaker (one mic)
- Keep hands and feet to self
- No name calling
- No holding grudges/Communicate using words
- Always listen first, and ask questions if you need to
- Keep strict confidentiality
- Remember to show empathy
- Look for ways to be supportive/Teamwork



The West Oakland Youth Center  
3233 Market Street, Oakland, CA 94608  
Office: 510-595-3223; Facsimile: 510-595-3236  
[woyc@mentor.org](mailto:woyc@mentor.org), [www.westoaklandyouthcenter.org](http://www.westoaklandyouthcenter.org)

## WOYC RENTAL POLICY AND PROCEDURES

***Welcome to the West Oakland Youth Center! Please review these policies and procedures before completing a rental application. You will be asked to sign this procedure manual at time of first payment. Thank you!***

### **APPLICANT REQUIREMENTS**

Reservations must be made by an adult, 21 years of age or older. Reservation must be made at least two (2) weeks in advance of the event. Applications are approved at the discretion of the WOYC, based on, but not limited to availability (we practice a first-come, first-serve policy) and staff capacity. Applicants will be notified within 48 hours on the status of their application.

### **RENTAL HOURS**

The WOYC is open from 10:00am-6:00pm, Monday-Friday, although some events and programming may be scheduled after these hours and on the weekend. In this case, ending time for events is 11:00pm, including teardown and cleanup. Any rental that exceeds 11:00pm will be subject to an additional \$ 100.00 charge per hour, or \$ 50.00 per thirty minutes (any minute after 11:00pm will be rounded up thirty minutes).

### **RENTAL FEES**

1. The minimum rental fee plus the deposit must be paid at the time the reservation is approved. **All fees must be paid in full seven (7) days in advance of your event.**
2. Applications are accepted via fax, mail or walk-in. Applicant must submit completed application and provide ID with authorization to charge credit card number by mail, fax or walk-in. Your reservation will be confirmed upon receipt of a completed application and copy of your Driver's License or State Identification card with the events coordinator. **Residency is determined according to the address indicated on Driver's License or State Identification card.**
3. Authorized credit phone charges by applicant, constitute an oral agreement and confirms the reservation.
4. All rental fees, service charges, and deposit will be processed at the time of receipt. All returned checks will result in cancellation of reservation and customer will be responsible for all bank charges and cancellation fees.
5. Application must pay rental fees for the full duration of the reservation including caterer/DJ setup, decorations, etc.
6. Fees may be paid fourteen (14) days or more in advance by personal or company checks, cash, money order or credit card. Fees paid seven (7) days or less, must be paid by cash, money order or credit card. Security fee must be paid by cash. Checks are not accepted less than seven (7) days in advance.



The West Oakland Youth Center  
3233 Market Street, Oakland, CA 94608  
Office: 510-595-3223; Facsimile: 510-595-3236  
[woyc@mentor.org](mailto:woyc@mentor.org), [www.westoaklandyouthcenter.org](http://www.westoaklandyouthcenter.org)

7. Charging admission, selling tickets or merchandise, or solicitation of money in any manner must be approved by the WOYC two (2) weeks in advance.

### **MAKING CHANGES TO EXISTING RESERVATIONS**

1. The person who made the original reservation must submit all changes in writing to the events coordinator at least seven (7) days in advance.
2. A reservation may be changed to another date one (1) time only without being charged a fee if the request is submitted in writing to the events coordinator at least seven (7) days in advance of the reservation date.
3. Renters may not add hours or use options and pay for them on site.

### **SECURITY**

Any event over 100 people during daytime hours, 9:00-am-5:00pm must provide their own security of at least two (2) guards, or make arrangements with WOYC security. In this case, a nonrefundable \$ 100.00 total security fee will be added to the application. A non-refundable \$100.00 total security fee will be added to any application with more than 75 people starting at 5:00pm and extending till close, starting at 5:00pm for a minimum of two (2) hours, or starting before 5:00pm and extending till close. WOYC will provide a minimum of two (2) security guards during these times, even if you provide your own security during these hours.

### **SECURITY DEPOSIT/DAMAGE LIABILITY**

1. A security deposit in the amount of 50% of the total rental fee is required two (2) weeks in advance of the event.
2. Deposit refund may be withheld to compensate the WOYC for service charges; excessive building cleanup or equipment damage; any other unusual cleaning or facility expenses; or failure to leave the WOYC in acceptable condition.
3. Renter shall be responsible and liable for any and all damages that occur to or about the WOYC during the hours of use.
4. Renter shall promptly notify the events coordinator of any equipment or utility problem.
5. Conditions for return of deposit:
  - Decorations, including but not limited to signs, balloons and string must be removed from the walls and ceilings.
  - Trash must be placed in garbage receptacles, and taken outside to the exterior dumpster in the patio.
  - Any spilled food or beverages must be washed off all tables, chairs, floors, and the kitchen and patio area must be cleaned (if used).
  - Chairs, tables, and other furniture must be placed back in the same location and condition as it was found.



The West Oakland Youth Center  
3233 Market Street, Oakland, CA 94608  
Office: 510-595-3223; Facsimile: 510-595-3236  
[woyc@mentor.org](mailto:woyc@mentor.org), [www.westoaklandyouthcenter.org](http://www.westoaklandyouthcenter.org)

6. **Security deposit, less any claims, will be credited to payee's credit card or, if paid by cash or check, a check will be mailed within one (1) week following event.** Claims exceeding amount of security deposit paid are due as payable upon receipt of notification.

### **SETUP/CLEANUP RESPONSIBILITIES**

1. All renters are responsible for their own set up and clean up. Chairs, tables, all kitchen supplies and garbage cans must be in the same location as renter found them.
2. Applicant must indicate the number of tables and chairs that will be required. The WOYC will do our best to accommodate, but if more chairs, tables or other equipment is needed, renter is required to provide them at their own cost. Consult the events coordinator about the number of chairs and tables available.
3. Attendants are permitted to set up only in those areas specifically approved for normal use in the contract.
4. Renters are to provide their own cleaning equipment and products.
5. Renters must cleanup, remove and dispose of all items prior to leaving the facility.

### **DECORATIONS**

1. NO WOYC ART OR PHOTOGRAPHS MAY BE REMOVED FROM THE WALLS, FOR ANY REASON FOR ANY PERIOD OF TIME.
2. All decorating is the responsibility of the renter. Only approved blue tape or flipchart sheets are permitted on painted walls.
3. No pushpins, nails, or other sharp objects to fasten objects to the walls are permitted.
4. Renters must remove all decorations, hangers, etc. from walls before leaving the facility.

### **KITCHEN AND CATERING POLICY**

1. Kitchen access and use is limited to food storage and food service. Storage can begin one day prior to your event, and all food items and service tools must be removed from the WOYC immediately after your event. Your party is responsible for all set up and clean up. Breaking this commitment may mean you are not allowed to rent the WOYC in the future. We will not allow for use of kitchen equipment required to prepare or heat up foods at this time, such as the stove, oven or fryer.
2. Applicant is responsible for payment of any additional time a caterer may need at the facility.
3. Applicant is responsible for any damage to facility equipment or theft and clogged sinks or dishwasher, damage to grill or oven, greasy stoves, dirty floors and counter tops.
4. Cleaning/damage deposit may be withheld for maintenance repairs to kitchen and other areas used by the caterer.



The West Oakland Youth Center  
3233 Market Street, Oakland, CA 94608  
Office: 510-595-3223; Facsimile: 510-595-3236  
[woyc@mentor.org](mailto:woyc@mentor.org), [www.westoaklandyouthcenter.org](http://www.westoaklandyouthcenter.org)

5. All rental items and/or catering equipment must be removed from the building at the end of the event.

### **YOUTH EVENTS**

Youth events include any event involving groups under 21 years of age. A minimum of one (1) adult per fifteen (15) youths is required. **Alcoholic beverages are not allowed at youth events.**

### **PROHIBITIONS**

1. Fundraising, charging admission, selling tickets or merchandise, vendor sales, donations, registration/entrance fees or solicitation of money in any manner is prohibited unless pre-approval is granted by the WOYC. All requests must be submitted in writing not less than fourteen (14) days prior to the proposed event date. The organization must submit a proposal or letter of intent/description of event in writing that lists possible vendors, items to be sold, and reason for the fundraiser. The event sponsor/organization may be charged a fundraising surcharge based on the number of expected attendees.
2. Illegal use of drugs, profanity, drunkenness, fighting and gambling are prohibited.
3. No food or drink is permitted in the computer lab or the Akil Truso Counsel Room.

### **MISCELLANEOUS**

1. The WOYC requires and will provide a sign in sheet for your event or activity. It must be returned completed to the events coordinator or staff member at the end of your event. The information is used for documentation and informational purposes for the West Oakland Youth Center. Personal information of participants/attendees will never be bought or sold, or misused.
2. The WOYC reserves the right to cancel the rental of any facility at any time and without stated cause therefore. In such cases, all fees, deposits, and service charges previously paid by renter will be returned to person originally receipted.
3. The WOYC reserves the right to require appropriate liability insurance coverage for any event scheduled in a City rented facility. An Insurance Requirement Notice will be forwarded to renters/users when required.
4. Groups, organizations, or individuals using the WOYC are expected to use the facilities in an orderly and safe manner at all times. Disorderly conduct on the part of those using the building may result in the immediate cancellation of the event and/or the forfeiture of the right to use the WOYC in the future.
5. The WOYC is rented "As Is". Renter must familiarize him/herself with the equipment and furniture provided. Renter may secure additional equipment by renter's arrangement and at renter's expense.



The West Oakland Youth Center  
3233 Market Street, Oakland, CA 94608  
Office: 510-595-3223; Facsimile: 510-595-3236  
[woyc@mentor.org](mailto:woyc@mentor.org), [www.westoaklandyouthcenter.org](http://www.westoaklandyouthcenter.org)

**MISREPRESENTATION OF EVENT**

Any misrepresentation as to the nature of the event, the number of attendees expected, contact or payment information or any other falsification of permit documents will result in the immediate cancellation of the event and forfeiture of fees paid. Misrepresentation may also result in depriving the individual/group of further use of the WOYC, denial of future permit requests and/or legal action.

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

*Signature implies you have read, understand and will fully comply with all policies and procedures.  
For more information, please contact [woycevents@mentor.org](mailto:woycevents@mentor.org) or (510) 595-3223.*





The West Oakland Youth Center  
3233 Market Street, Oakland, CA 94608  
Office: 510-595-3223; Facsimile: 510-595-3236  
[woyc@mentor.org](mailto:woyc@mentor.org), [www.westoaklandyouthcenter.org](http://www.westoaklandyouthcenter.org)

**RENTAL APPLICATION**

***Welcome to the West Oakland Youth Center! Please review these policies and procedures before completing a rental application. Thank you!***

**Date of Application (Must be Two (2) Weeks in Advance of Event):** \_\_\_\_\_

**CONTACT INFORMATION**

Name of Business/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**EVENT INFORMATION**

Date(s) of Event: \_\_\_\_\_

Set up (Time In): \_\_\_\_\_

Event Time: \_\_\_\_\_

Cleanup (Time Out): \_\_\_\_\_

Type of Event/Purpose (***please specify goals and be specific, i.e., Meeting, Party, Banquet, Conference, etc.***):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

General Public Allowed (Please circle): Yes No

Sound Amplification Needed: Yes No

Non-Amplified Sound: Yes No

Type of Equipment to be Used (i.e., musical instruments, live band, CD player, amplifiers, microphones, etc.): \_\_\_\_\_

Number of Participants (Total): \_\_\_\_\_

Approximate # of Adults: \_\_\_\_\_ # Under 21 \_\_\_\_\_ # of Children/Infants: \_\_\_\_\_



The West Oakland Youth Center  
 3233 Market Street, Oakland, CA 94608  
 Office: 510-595-3223; Facsimile: 510-595-3236  
[woyc@mentor.org](mailto:woyc@mentor.org), [www.westoaklandyouthcenter.org](http://www.westoaklandyouthcenter.org)

Please provide below special accommodations/requests for your event. We will do our best to accommodate, although no requests are guaranteed. If no special accommodations required, please write NONE:

---



---

Will you require a caterer for your event (Please Circle)?\*: Yes No

Please provide the name and phone number of your caterer: \_\_\_\_\_

**DEPOSIT AND FEES**

The minimum rental requirement of 50% and a deposit in the amount of \$ 150.00 are required when the application is approved and reserved. \$ 150.00 deposits are refunded within one week AFTER your event, provided the WOYC is left in acceptable condition and the event goes as planned. A non-refundable \$100.00 after hours fee will be added to any application with more than 75 people starting at 5:00pm and extending till close (up to 11:00pm); starting at 5:00pm for a minimum of two (2) hours; or starting before 5:00pm and extending till close (up to 11:00pm). Any rental that exceeds 11:00pm will be subject to an additional \$ 100.00 charge per hour, or \$ 50.00 per thirty minutes (any minute after 11:00pm will be rounded up thirty minutes).

**CANCELLATION FEE**

The WOYC will retain full deposit and rental fee if your event is cancelled less than 48 hours from the scheduled date of your event, or with no advance notice.

**RENTAL FEES (Please see next page for all rental rates)**

**Payments can be made by cash, money order or check written to, "The Mentoring Center c/o WOYC". They must be delivered to the WOYC.**

\_\_\_\_ (HOURLY RATE) x \_\_\_\_ (NUMBER OF HOURS): \_\_\_\_\_

DEPOSIT (50% OF TOTAL RENTAL): \_\_\_\_\_

KITCHEN USE (SEE ABOVE): \_\_\_\_\_

AFTER HOURS FEE (SEE ABOVE): \_\_\_\_\_

TOTAL: \$ \_\_\_\_\_

BALANCE DUE ONE (1) WEEK BEFORE EVENT: \$ \_\_\_\_\_

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

*Please note we will contact you within two (2) days of the status of your application. No application is guaranteed at time of submission. For information, please contact [woycevents@mentor.org](mailto:woycevents@mentor.org) or (510) 595-3223.*



The West Oakland Youth Center  
 3233 Market Street, Oakland, CA 94608  
 Office: 510-595-3223; Facsimile: 510-595-3236  
[woyc@mentor.org](mailto:woyc@mentor.org), [www.westoaklandyouthcenter.org](http://www.westoaklandyouthcenter.org)

**WOYC RENTAL FEES**

*\*Please note residency is **ONLY** for private, not public events, such as a birthday party or baby shower. Residency is determined according to address indicated on driver's license or state identification card. Photo ID is required. Non-profit status is determined according to proof of 501c3. If you are a resident of West Oakland, and hosting a public event with your non-profit, you will be pay the Non Profit rate.*

Room	Days	Rate	Minimum Rental Hours
<b>Lobby [Capacity 84]</b>			
Resident*	Monday-Thursday	\$ 15.00	2
Resident	Friday-Saturday	\$ 20.00	2
Non Resident and Non-Profit	Monday-Thursday	\$ 25.00	2
Non Resident and Non-Profit	Friday-Saturday	\$ 30.00	2
Corporate	Monday-Thursday	\$ 50.00	2
Corporate	Friday-Saturday	\$ 55.00	2
<b>Kitchen (with room or lobby rental, includes use of patio) [Capacity 20]</b>			
Resident*	Monday-Thursday	\$ 45.00	2
Resident	Friday-Saturday	\$ 50.00	2
Non Resident and Non-Profit	Monday-Thursday	\$ 70.00	2
Non Resident and Non-Profit	Friday-Saturday	\$ 75.00	2
Corporate	Monday-Thursday	\$ 90.00	2
Corporate	Friday-Saturday	\$ 95.00	2
<b>Multipurpose Room/Pastor Humphrey Room [Capacity 214]</b>			
Resident*	Monday-Thursday	\$ 50.00	2
Resident	Friday-Saturday	\$ 60.00	2
Non Resident and Non-Profit	Monday-Thursday	\$ 80.00	2
Non Resident and Non-Profit	Friday-Saturday	\$ 85.00	2
Corporate	Monday-Thursday	\$ 90.00	2
Corporate	Friday-Saturday	\$ 100.00	2
<b>Computer Lab [Capacity 26]</b>			
Resident*	Monday-Thursday	\$ 45.00	2



The West Oakland Youth Center  
 3233 Market Street, Oakland, CA 94608  
 Office: 510-595-3223; Facsimile: 510-595-3236  
[woyc@mentor.org](mailto:woyc@mentor.org), [www.westoaklandyouthcenter.org](http://www.westoaklandyouthcenter.org)

Resident	Friday-Saturday	\$ 50.00	2
Non Resident and Non-Profit	Monday-Thursday	\$ 70.00	2
Non Resident and Non-Profit	Friday-Saturday	\$ 75.00	2
Corporate	Monday-Thursday	\$ 90.00	2
Corporate	Friday-Saturday	\$ 95.00	2
<b>Training Room (2<sup>nd</sup> Floor) [Capacity 25]</b>			
Resident*	Monday-Thursday	\$ 45.00	2
Resident	Friday-Saturday	\$ 50.00	2
Non Resident and Non-Profit	Monday-Thursday	\$ 70.00	2
Non Resident and Non-Profit	Friday-Saturday	\$ 75.00	2
Corporate	Monday-Thursday	\$ 90.00	2
Corporate	Friday-Saturday	\$ 95.00	2
<b>Counsel Room/Akil Truso Room (2<sup>nd</sup> Floor) [Capacity 4]</b>			
Resident*	Monday-Thursday	\$ 15.00	2
Resident	Friday-Saturday	\$ 20.00	2
Non Resident and Non-Profit	Monday-Thursday	\$ 25.00	2
Non Resident and Non-Profit	Friday-Saturday	\$ 30.00	2
Corporate	Monday-Thursday	\$ 50.00	2
Corporate	Friday-Saturday	\$ 55.00	2
<b>Open Space (2<sup>nd</sup> Floor) [Capacity 75]</b>			
Resident*	Monday-Thursday	\$ 45.00	2
Resident	Friday-Saturday	\$ 50.00	2
Non Resident and Non-Profit	Monday-Thursday	\$ 70.00	2
Non Resident and Non-Profit	Friday-Saturday	\$ 75.00	2
Corporate	Monday-Thursday	\$ 90.00	2
Corporate	Friday-Saturday	\$ 95.00	2
<b>Student Project Room (2<sup>nd</sup> Floor) [Capacity 25]</b>			
Resident*	Monday-Thursday	\$ 45.00	2
Resident	Friday-Saturday	\$ 50.00	2
Non Resident and Non-Profit	Monday-Thursday	\$ 70.00	2



The West Oakland Youth Center  
3233 Market Street, Oakland, CA 94608  
Office: 510-595-3223; Facsimile: 510-595-3236  
[woyc@mentor.org](mailto:woyc@mentor.org), [www.westoaklandyouthcenter.org](http://www.westoaklandyouthcenter.org)

Non Resident and Non-Profit	Friday-Saturday	\$ 75.00	2
Corporate	Monday-Thursday	\$ 90.00	2
Corporate	Friday-Saturday	\$ 95.00	2