



CELEBRATION CENTER USE GUIDELINES

Rental Rates

- Non-Members: \$30/hr, Members: \$15/hr
- **Note:** Includes 30 minutes at the start and end of your event for set-up and clean-up. (If you need additional time, please contact the rentals coordinator)

Payment Policy

Payment can be made in one of three ways:

- PayPal: Use the PayPal link on our website – celebratelivesf.org -- to send your payment using PayPal (Please write date of event). *Please do this in advance of your rental.*
- Personal Check: Checks should be made out to *Celebrate Life Spiritualist Community* and deposited in the Sunflower payment box on the wall to the left of the altar. *Please do this at the end of your event before you leave.*
- Credit Card: Please write or call with your credit card information. (Contact 415-613-7962)

Key code Access and Wi-Fi

- The front door is opened using a key code provided by James Bae.
- Once your reservation has been confirmed, please contact James for your key code, at 415-613-7962.
- Wi-Fi is: CLSF. Please contact James for the password.

Arrival & Use

- Be aware of how the room is organized so that you can *return all contents to their original locations.*
- Turn lights on, using the dimmer dial (it is stiff) located between the bulletin board and window on left. Do not touch any switches next to the door.
- Use of stationary candles, fire, and incense is only allowed with prior permission, and only on a hard surface.
- Please supervise food and beverages carefully to prevent spills and stains on the carpet. You are responsible for cleaning any related spills or soiled spots.
- Noise: There is a 10pm noise curfew. The unit upstairs is a residence, so please be thoughtful so that we can continue to foster a positive relationship with this neighbor. *This means you must vacuum before 10 pm; earlier if possible.*



Departure

- Lock the bathroom window.
- Remove any smelly trash or food items from trash.
- Return all contents to original locations and drapes to open positions.
- Stack all the chairs in one spot by back door—not along any other walls.
- Remove any of your signs or posters that are expired from walls and windows.
- Please wash and dry any used cups and dishes, leaving sink clean.
- Unplug everything – coffee maker, hot water maker, space heaters, etc.
- Please vacuum carpet; vacuum is located in the closet. *Remember this should be done before 10pm.*
- Check room for any forgotten items.
- Turn off lights by bulletin board. Don't touch switches next to front door.
- Deposit your check in the Sunflower payment box on the wall (if you have not pre-paid via PayPal).
- Make sure the door locks behind you when you leave.
- PLEASE MAKE SURE ALL THE CANDLES ARE OUT.

Emergency Contacts

- James Bae, Board Secretary & Treasurer: 415-613-7962
- Truth Irwin, Board President: 415-377-5156
- Bob Buckter, Landlord: 415-922-7444 (Emergency ONLY)

**Thank You for Leaving the Space As Clean
or Cleaner Than You Found It!**