

Agreement of Room Usage between Newark Center for Meditative Culture (Center, NCMC)

and _____ (Guest Host)

Guest Host Organization (if applicable) _____

Program Manager Full Name _____

Program Manager email address _____

Program Manager phone number _____

Full Address of Organization or Program Manager

Program Title _____

Attendee Type ___Adult ___Senior ___ Children ___Teen ___ Other

Type of Program (ie lecture, meditation, yoga, poetry reading, study group, certification classes, etc.)

Purpose/Intention of Program

(Examples: 1. To teach beginner's yoga to senior citizens to help them with physical balance and flexibility. 2. To study books on diversity & equity and apply knowledge gained to daily living and activism.)

Description of Program

(Examples: 1. A gentle hatha chair yoga program introducing students to the breath, body, and mind practices. 2 We will start off each study session of the book [Title] with a short meditation session followed by a book discussion.)

Day(s) of Week of Program _____

Date(s) of Program ____/____/____

Time of Program Start _____ End _____

Room(s) to be Used ___ The Medicine Room ___ The Lenape Room

Estimated Amount of Participants _____ to a maximum of _____

NCMC Supplies to be used _____

Space Usage from ____ (am/pm) to ____ (am/pm) including set-up and break-down.

Total Cost \$ _____ to be paid by PayPal or Credit Card upon completion of this Agreement.

1. ACKNOWLEDGEMENT OF SERVICES PROVIDED

- a) This agreement is for the booking of space for a usage fee. NCMC does not rent or lease rooms or the Center. NCMC is the leasing tenant of the landlord of the building at 2 Park Place and does not sublet (rent) the rooms that comprise our Center.
- b) This agreement confirms the presence of an NCMC Room Manager to assist with the basic needs of the Guest Host during the agreed set-up time, program time, and break-down time, but they are not present to staff your program. (A Room Manager Assistance Document will be provided.).

2. TIME RESTRAINTS

- a) Guest Host agrees to start and end at the specified and published times.
- b) If your event runs over agreed upon break-down/clean-up time an additional fee of \$10 per 15 minutes will be charged.

3. GENERAL RIGHTS OF NCMC

- a) NCMC retains all rights to turn down a requested usage if we don't feel that the event(s) fits within our mission. Therefore, this agreement can be terminated at any time if it does not align with the agreed upon purpose.
- b) NCMC limits the amount of room usage that is redundant to NCMC's programs or other guest host programs already established.
- c) NCMC does not permit usage for professional services such as psychotherapy, massage sessions, etc. However, requests for programs such as lectures about psychotherapy and training courses such as chair massage for couples, reiki certification, etc. to name a few can be requested.
- d) NCMC reserves the right to rearrange this program to another time-frame to accommodate NCMC's needs, but not until this specific usage agreement is up with Guest Host. NCMC will honor the agreed upon schedule with Guest Hosts until the date that a specific agreement expires.
- e) NCMC may adjust our rates bi-yearly if required, but will honor any agreements that extend through the next period.

4. LIABILITY

- a) Guest hosted programs are not covered by NCMC insurance or the Landlord's insurance:
 - 1) If you have insurance, NCMC requests that you provide us with an Additional Insured Certificate that can be provided by your insurer usually at no cost.
 - 2) If you don't have insurance, we can suggest a few online event insurance services to you.
 - 3) If event insurance is prohibitive in cost, NCMC can provide on-site liability waivers for each of your attendees to sign as they check in. It is the Guest Host responsibility to manage the liability waivers.
- b) Guest Host will be required to sign NCMC's Liability Waiver.

5. SMOKING

No smoking of any sort in the building or Center.

6. ALCOHOL

No alcohol is to be brought into or drunk in the Center.

7. FIRE HAZARDS

No lit candles or incense are to be used in the Center.

8. SHOES

- a) No shoes are to be worn at the Center in either room.
- b) Shoes are to be left outside the doors to each room.
- c) Exceptions can be made for people with conditions that require their shoes to be left on. Please recommend that they bring slippers.

9. TEMPERATURE

- a) Do not adjust temperature controls of air-conditioners or radiators, ask the Room Manager to do so for you.
- b) Do not open or close windows, ask the Room Manager to do so for you.

10. FOOD

- a) No cooking is to be done on premises. You are welcome to use the hotplates at the center which will keep four half trays of food warm.
- b) No hotplates, burners, or appliances are to be brought into the Center.
- c) No food is to be brought in or eaten by participants other than food planned for your guest host program, for medical reasons, or for infant and toddler needs.
- d) Only vegetarian food is to be served in the Center (including both lacto-ovo vegetarian and vegan).
- e) Left-over food supplies, utensils, etc., are not to be left at the Center.

11. KITCHENETTE

- a) All posted rules listed in the kitchenette are to be followed.
- b) No participants should enter the kitchenette, only up to two designated Guest Host staff and Room Manager are permitted to enter.

12. BATHROOM

- a) This is a unisex restroom to be used by all.
- b) No children are permitted to enter the bathroom unattended.
- c) All posted rules listed in the Restroom are to be followed.

13. ENTRANCE

All participants of guest hosted programs must enter through the front door at 2 Park Place. Only Guest Hosts, their staff, volunteers, and presenters will have access to use the back door from the parking lot.

14. PARTICIPANT NCMC SIGN-IN & PROGRAM CHECK-IN

- a) All participants will be required to sign-in to the Center by the Room Manager.
- b) Any Guest Host program check-in required can be done simultaneously by the Guest Host, including signing of liability waivers if used.

15. PARKING

- a) A few spaces for Guest Host staff can be reserved in the gated Church Parking Lot behind the building (with access to fire escape stairs to the first floor for unloading and loading).
- b) Participants of guest-hosted programs can park in any of the many nearby pay parking lots or use street parking when applicable. (NCCMC can provide information on parking lots and street parking schedule.)

16. ROOM OCCUPANCY

- a) Guest Host understands that the Meditation Room is limited to 35 people and the Lenape Room is limited to 20 people and so will limit registration to accommodate maximum occupancy or activity restraints as applied to program.
- c) Guest Host must register people for limited seating programs. In the event that the room has reached it's maximum capacity for an event, the Guest Host will need to turn attendees away.

17. DEPARTING

- a) Guest Host is to take everything that they brought into the Center out with them when they leave.
- b) Guest Host is to leave all NCCMC supplies and in the condition that they were found, leaving no trace.
- c) Guest Host is to put back all supplies used where they were found upon arriving. The Room Manager will assist you.
- d) Guest Host will not leave until all of their participants and staff have departed.

18. PROGRAM CLARITY

- a) NCCMC should only be listed on your promos as a venue and not a partner to your guest hosted program.
- b) When indicating the location of your event in your promotions, all promotions can read that the venue is: either NCCMC (or) Newark Center for Meditative Culture, 2 Park Place, 2nd Floor, Newark NJ 07102.
- c) We recommend that it also be noted on your promos that there is no elevator on premises.

19. PAYMENTS

Full payment is due upon this signed agreement for one event up to a four-time recurring event. For recurring programs of a series of more than four and up to 10 sessions, a payment of half down upon signed agreement and a final payment halfway before the series ends is required.

20. CANCELLATIONS

Full refund up to two weeks before the event. 50% up to one week before the event. 25% refund 48 hours before. No refund after that.

I, the responsible representative of this Guest Hosted program, have read and understood the above Agreement and accept its terms and guidelines.

E-Signature of Guest Host _____ Date _____

E-Signature of NCCMC Agent _____ Date _____