Foundation of Light

391 Turkey Hill Rd.

Ithaca, NY 14850

Event/Rental email: info@thefoundationoflight.org

Contact information for building use:

Coordinate keycode, set-up details with Mary Jo (607)351-7835 (text is fine) Any issues, please call or text.

Conditions of Agreement

- For one time events: The 50% reservation deposit is non refundable and due to confirm booking. An additional $75 refundable cleaning deposit is due at time of booking. See rental rate sheet for rates here: FOL Rates 2022
- For recurring events: Please email for details as this will depend on frequency and room rented
- Please confirm with Mary Jo before sending your deposit or to ask any questions about rates via text or email at info@thefoundationoflight.org
- Rates equal the total setup time, event time, and breakdown time. For example: 1 hour for setup + 2 hours for event + 1 hour for breakdown = 4 hours total rental time.
- Balance due must be paid in full by date of rental. **No payment, no rental.**
- For One Time Events: Cleaning to be arranged through us no later than one week prior if you choose not to clean up after your event. Otherwise, the refundable cleaning deposit fee is $75. **Cleaning fee will be cashed if additional cleaning needs to be done. Please refer to the requirements below to ensure cleaning is complete.**
- For Recurring Events: Leave the space clean after each visit: use broom, vacuum, and mop if needed and take out all trash and recycling as well.
- Renter agrees to set up for the event unless prior arrangements are made.
- Damage/cleaning deposit to be returned only after satisfactory inspection of the building.
- All Renters are responsible for any damage to the building or property that occurs during the rental period, and for costs of repairing this damage.
- All **amplified music**/excessive noise (especially outside the building) must end by **11pm** unless previously arranged. If you can hear it in the middle of the street after 11pm it's too loud.
- **NO smoking** in or around the building at any time. Smoking at the far end of the parking lot, past the dumpsters, is acceptable. All cigarette butts must be picked up outside and properly disposed of, making sure butts are completely out, no fires.
- **NO alcohol** may be served without prior approval of the Foundation of Light Board.

Requirements for satisfactory inspection and return of Damage/Cleaning deposit:

- All rooms used are clean and all furniture is returned to its original location.
- Floors are swept. Please mop if shoes worn in building (broom and mop are in the utility room adjacent to the kitchen and or in closet in men's room)
- Dishes are washed, dried **and put away.**
- Check bathrooms: Trash emptied, toilets/urinals flushed, sink wiped down.
- If Kitchen used: All counters are wiped off. Stove oven and microwave are wiped down.
- No food is left out, all food is taken with you unless other arrangements are made.
- Garbage and recycling are put in dumpsters and recycling located in the parking lot.
- Heaters/AC in Large gathering room are turned off completely, and the thermostat in the hall is turned back to 62 degrees.
- All lights are turned off and all building doors and windows are left locked.

Dates and Times desired for Rental:_____(Include set-up and breakdown time–If you desire to just come and go without cleaning at the end, please indicate this here and no extra breakdown time is needed, though an extra cleaning fee will be added, depending on size of group and rooms rented) :_____

Recurring Event:_____(Daily, Weekly or Monthly)

If recurring, are you willing to do a 3, 6 or 12 month up-front payment for a reduced fee? Indicate which one: _____

Room(s) desired for Rental: _____

Number of Guests (generally if not certain):_____

Public or private event:_____

If a public event, please make sure to forward any promotional materials for social media to info@foundationoflight.org so that it will be added to our weekly newsletter, fb, website, etc.

Total Amount Due: Plus

$75 cleaning deposit(refundable upon inspection) = Grand Total:

50% Deposit Due:

Signature: Name Printed Date:

To reserve your rental please sign + return copy of this agreement with 50% deposit via check to Foundation of Light or paypal: registrar@thefoundationoflight.org or if you need support figuring out the rate, please reach out to info@thefoundationoflight.org or via text/phone at (607)351-7835. Thank you!