

CSU OFFICE RENTAL AGREEMENT & APPLICATION FORM

BERKELEY FLEA MARKET

1937 Ashby Blvd., Berkeley, CA 94703

Phone: 1-800-650-8321 | Emergency Contact: 1-800-650-8231

In Case of Emergency Contact: Security Director Shon Stowe 1-800-650-8321 | Text: 707-704-3390

Non-Urgent: Leave a message in Slack under 'Office Rental' to contact a CSU Director.

TENANT INFORMATION

Full Name:	_____	Address:	_____
Phone:	_____	Business Name:	_____
EIN: Yes ☐ No ☐ EIN #:	_____	Seller's Permit: Yes ☐ No ☐ Permit #:	_____
Valid ID Required (Driver's License / State ID / Passport) – will be copied prior to rental.			

PURPOSE OF RENTAL (CHECK ALL THAT APPLY)

☐ Podcast	☐ Art Gallery Showcase	☐ Workshop
☐ Business Meeting	☐ Orientation	☐ Spoken Word
☐ Reading / Book Club	☐ Tutoring	☐ Pop-Up Shop
☐ Other: _____	_____	_____

RENTAL TERMS

Options: Day \$150 ☐ Week \$250 ☐ Month \$1,250 (Promo \$1,050) ☐

Check-In: 7:00 AM | Close by: 10:00 PM (No overnight stays)

Chair Rentals: \$50.00 per 10 chairs OR \$5.00 per chair

Deposits & Payments: \$150 refundable deposit; \$100 non-refundable booking fee; must be paid by credit card.

Fees: Lost key \$75; Cleaning \$150 if office not cleaned at checkout.

Conducting business hours should be between 7:00 AM and 9:00 PM (No Exceptions).

Directors may inspect the office during your time of rental with a 24-hour notice (applies to long-term rental weekly and monthly).

No overnight stays (No Exceptions).

No loud noise – soft music only. No hanging outside in front of the office.

Extension of your rental contract can be renewed only if there are no scheduled customers.

RULES & RESPONSIBILITIES

- Tenants must have a valid business license to rent the office.
- If selling goods or products, a Seller's Permit is required at the time of application.

- Food vending is prohibited.
- Maximum occupancy is limited to 20 people.
- Prohibited: Marijuana, alcohol, smoking, loud music, wrestling, horseplay, cooking, or overnight use.
- Tenant must clean the office before checkout.
- Tenant must sign an Inventory Sheet with the CSU Director on the first day of rental.
- Tenant is responsible for all CSU inventory, furniture, and equipment.
- Paper towels and toilet paper are supplied once on the first day only. Additional supplies must be purchased.
- Coffee is complimentary. Water, drinks, and snacks are available for purchase.
- **If not on their rental dates:** tenants are not permitted to occupy, access, or use the office space during non-scheduled times unless pre-approved by a CSU Director.

Tenant Signature: _____

Date: _____

CSU Director Signature: _____

Date: _____

FOR OFFICE USE ONLY – DIRECTOR’S NOTES

Initial Inspection By: _____ Deposit: Yes ☐ No ☐ Amount: \$_____

Key Issued: Yes ☐ No ☐ Key Returned: Yes ☐ No ☐

Final Inspection By: _____ Date: _____