

CITY OF OAKLAND

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To Whom It May Concern:

The City of Oakland has adopted the following rental fee schedule, effective February 12, 2018. The City Clerk will have the discretion to assign rooms based on group size and event type.

Rental-free: regular business meetings and fundraisers for local government, civic, church, and club organizations whose main membership falls within the city limits of Oakland. Includes:

Government - City Council, Elections (City, School, Bond, County, State and Federal), State and County Caucuses, City Boards, City Commissions, and City-related Memberships and Boards.

Local Civic, Church, and Clubs - 4-H Youth Clubs, Girl Scouts, Boy Scouts, Conservation Club, Riverside Youth Sports, Riverside Booster Club, Oakland Chamber/Community Betterment, Riverside Optimists, Riverside Links, Oakland Senior Center, Oakland V.F.W., Circa 72, TCM Mother's Club, Oakland/Carson Federated Club, Oakland Lion's Club, P.E.O. Chapter EQ, Riverside After Prom, STEM Festival, Pre-School Screening, Riverside Community School sponsored events, Red Cross Blood Mobile, Oakland Congregational Church, Oakland United Methodist Church, St. Paul Lutheran Church, and Oakland Christian Church.

Any group not listed above is welcome to be placed on a regularly scheduled City Council Agenda for consideration.

The above groups shall be able to meet and fundraise provided the area(s) they use are left clean per the terms of the Rental Contract and there is no disruption to the regular business of City Hall. Failing either one shall result in forfeiture of usage.

Any gathering other than a business meeting or fundraiser (i.e. banquet, recognition, awards ceremony) shall be charged at the non-profit rate.

A **damage deposit** of \$100.00 will apply to any gathering with more than 25 people in attendance.

Non-Profit (501C3) Rental Rates

Proof of Non-Profit (501C3) status may be required. Non-Profit (501C3) groups may rent with the following discounted charge:

\$25.00 rental fee for events that include less than 25 people.

\$50.00 rental fee for events that include 26-50 people.

\$100.00 rental fee for events with +51 attendees.

Kitchen usage and/or meal service, with any size group, is an additional \$25.00 charge.

A **damage deposit** of \$100.00 will be required for any non-profit rental with more than 25 people in attendance.

All groups will be required to fill out a Rental Agreement and will be expected to follow the City of Oakland's Rules and Regulations set forth in the Rental Contract, regardless of fee schedule.

By Order of City Council