

Yu-Ai Kai



Yu-Ai Kai Facility Rental Policy, Rates, and Guide

www.yuaikai.org

Thank you for considering our facilities for your upcoming event! The Yu-Ai Kai Senior Center and Akiyama Wellness Center are both facilities that are operated by Yu-Ai Kai. These buildings were built and renovated by a significant investment from the community, and are a legacy built with the gifts of both generations, past and present. Renters are expected to treat the building and grounds with respect and responsibility. Please read all of the following information carefully, as there are legal requirements and fees that must be met to rent our facilities.

Yu-Ai Kai retains the right to determine which activities are consistent with our mission and are appropriate for our facilities. Yu-Ai Kai reserves the right to restrict the availability of its buildings, grounds, and facilities to any individual or group(s) at its own discretion and specifically reserves the right to cancel reservations or to make other arrangements upon reasonable notice if facilities are needed by Yu-Ai Kai or a Yu-Ai Kai affiliated organization. All rental applications are subject to Yu-Ai Kai approval.

Eligibility

Community members may rent rooms at either facility provided the following are furnished:

1. Completed facility rental application AND \$25 non-refundable application fee.
2. 50% of payment and applicable deposits upon rental approval. Balance due at least 2 weeks prior to the date of scheduled event; no exceptions.
3. Required Certificate of Liability and Additional Insured must be submitted at least 2 weeks prior to the date of scheduled event; no exceptions. Special event endorsements are not valid.

Refundable Deposits

Deposits are required for all rentals. The following deposits apply:

- Service deposit: \$150
- Kitchen deposit: \$150
- Alcohol and Security Deposit: \$300 (Alcohol only permitted at Akiyama Wellness Center)

Deposits are refundable and will be returned within a 4-week period, pending a satisfactory inspection of room rental following your event.

Fees

- A non-refundable application fee of \$25 must accompany the Request for Rental for submission.
- A non-refundable \$75 Cleaning Fee applies for parties of 50+ people or 5+ hours. For parties of less than 50 people or less than 5 hours, the renter agrees to the clean-up procedure or they may opt to pay the cleaning fee. Should the renter opt for cleaning services, the renter must still return furniture to its original place and configuration.
The following is the closing clean-up procedure:
 - o Make sure tables and counter top surfaces are clean
 - o Return furniture back to its original place and configuration
 - o Make sure floors are swept and mopped and free from debris
 - o Check restrooms for cleanliness – toilet, sink and floors clean of debris
 - o Kitchen equipment, floors and walls been left in a clean condition, if applicable

- Garbage bins emptied and put in dumpster. Replace bins with new garbage bags

Insurance

All applicants shall provide a **Certificate of Liability insurance AND certificate naming Yu-Ai Kai as “additional insured” with coverage limits of \$1,000,000 minimum for each occurrence.** This is a non-negotiable requirement and must be received at least 2-weeks prior to the approved event. Note: A “Special Event Endorsement Certificate” will NOT be accepted. Serving of alcoholic beverages on Yu-Ai Kai’s Akiyama Wellness Center property requires an additional “one-day event” policy (liquor liability insurance) for \$1,000,000. **NOTE: The certificate must match the person on the rental application.**

We recommend checking with your homeowner’s insurance company to obtain a Certificate of Liability Insurance and Additional Insured. Should this not apply, we suggest using an online option, i.e. **The Event Helper** (www.theeventhelper.com), **Nationwide** (www.nationwide.com), **EventInsurances.com**. Online options provide documentation less than a 24-hour period.

Cancellations

Prorated cancellation refunds may be given:

- 1 week prior notice or less, renter will forfeit the rental fee
- 2 week prior notice = 25% of rental fee will be returned
- 4 week prior notice = 50% of rental fee will be returned

Conditions

1. Yu-Ai Kai accepts applications on a first-come, first-serve basis.
2. The applicant shall be notified of the confirmation or rejection of his/her application within 7-working days.
3. Yu-Ai Kai will not accept applications submitted earlier than (1) one year in advance to the day, nor later than 2-week in advance of the day.
4. Yu-Ai Kai facilities rentals are not available on the following holidays: New Year’s Eve, New Year’s Day, Martin Luther King Day, President’s Day, Veteran’s Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, day after Thanksgiving, Christmas Eve, and Christmas.
5. Non-profit rates apply to those providing proof of their current 501(c)3 status or current Yu-Ai Kai Senior Club Membership status is verified.
6. The name on the rental application **MUST** be consistent with name on the certificate of liability and the code of conduct.
7. The name on the rental application **MUST** be the first person on-site for rental, and on the premises for the entire event.
8. Building and facilities reservations are from 8:00AM until 10:00PM, no exceptions.

9. All rentals require a 3 hour minimum.
10. Absolutely no smoking allowed inside the buildings, or within 30 feet of the buildings. No exceptions.
11. Use of Yu-Ai Kai telephones are for business purposes only.
12. Keep noise and music to a minimum. No amplified noise/music outside past 7:00PM. Any outside activity must cease by 9:00PM.
13. Rental applications for a youth group must be signed by a person over the age of 25 years old, with that person present on the premises for the entire time of rental.
14. Children must be supervised by an ADULT at ALL TIMES. No exceptions.
15. Room temperature is preset. Please request temperature adjustments to the facility attendant.
16. Maximum occupancy per room is mandated by the San Jose Fire Department. Renters anticipating large numbers of participants may be asked to submit a Fire Safety Special Events Permit and may incur an additional fee.
17. There is no designated parking for both Yu-Ai Kai facilities. Please use local streets or metered parking. Metered parking is on Monday to Saturday from 9:00AM-6:00PM. No metered parking on Sundays.
18. **ALL rental amenities/supplies are the renter's responsibility**, unless previous arranged in the rental agreement, i.e. coffee maker, easel, projector, television monitor, hot pots, stove, oven, refrigerator, and microwave, etc.
19. Yu-Ai Kai kitchen plates, pots/pans, utensils or supplies are not to be used by renters without prior approval. Use of these items may result in loss of all or some of the deposit.
20. Kitchen rental is required to be indicated on the application if you plan on using the stove, oven, refrigerator, and/or freezer.
21. Internet access is available at both facilities. Please see the facility attendant for the password to grant access.
22. Food and beverages are allowed. Alcohol is permitted only at the Akiyama Wellness Center. Serving and consumption of alcohol (Beer, Wine and Champagne only – **no hard liquor**) requires pre-approval, liquor liability insurance, and an additional security deposit. Should your party attendance exceed 50 people and alcohol will be served, an additional facility attendant will be required at the minimum rate of \$15/hr. (rate subject to change). A police officer is required on the premises at all times during events for parties over 100 people, at the expense of the renter.

23. Set-up and clean-up MUST be completed within the time reserved for the event. If the event lasts longer than the time designated on the approved application, applicant risks forfeiting deposit(s). Renters have the option to request for janitorial service, however renters must return furniture to their original place/configuration.
24. Rooms used must be cleaned before leaving the facility. Please review clean-up requirements. If the facility is not cleaned after your rental, some or all of the service deposit will be used towards janitorial services. The facility attendant can provide the following cleaning equipment: push broom, dustpan, and mop. Renters may opt to hire our janitorial service for a fee of \$75 (rate subject to change without notice).
 - a. For groups larger than 50 people and or groups staying 5 hours or more, a separate, non-refundable janitorial service fee of \$75 will be required.
 - b. Furniture should be returned to its original location and in its original configuration.
 - c. Furniture may not be taken outside.
 - d. Anything taped to the wall, must be removed prior to departure. ONLY painter's tape can be used to keep walls from being damaged.
25. Should a renter use a third party vendor (on-site caterer, entertainment, etc.), the renter MUST indicate this on the rental application. The third-party may be asked to provide proof of liability insurance and a signed liability waiver.
26. Yu-Ai Kai's Code of Conduct must be followed by all guests. See attached, Code of Conduct.
27. No flammable products or items, i.e. barbecues, fire pits, bon fires, fireworks of any kind, etc.
28. No inflatable/mechanical entertainment and/or rides, i.e. bounce houses, slides, dunk tanks, rides/mechanical amusement devices, etc.
29. No high-risk activities, i.e. rock climbing wall, skateboarding, bungee operations, rock climbing wall, petting zoos or animals etc.

Failure to follow the conditions set above, applicant forfeits both, the use fees and deposits; and reservations will be refused for future use of Yu-Ai Kai facilities.

Rates

All rates are subject to change without notice. A 5% discount applies for payments by cash/check. Returned checks carry a fee of \$25.

| Room Rentals | | Weekday | | Weekend | |
|------------------|---------------------|------------------|-------------|----------------------|-------------|
| | | Mon-Fri 9am-10pm | | Sat and Sun 8am-10pm | |
| 3 hour minimum | | Basic | Non-profit* | Basic | Non-profit* |
| Bldg | Room | Hourly Rate | Hourly Rate | Hourly Rate | Hourly Rate |
| Yu-Ai Kai | | | | | |
| | 100 | \$28 | \$18 | \$32 | \$22 |
| | 200 | \$54 | \$36 | \$58 | \$40 |
| | 202 | \$28 | \$18 | \$32 | \$22 |
| | 300 | \$54 | \$36 | \$58 | \$40 |
| | 301 | \$24 | \$16 | \$28 | \$20 |
| Akiyama | | | | | |
| | Ginkgo | \$45 | \$20 | \$49 | \$24 |
| | Maple | \$24 | \$17 | \$28 | \$21 |
| | Pine | \$45 | \$20 | \$49 | \$24 |
| | Sakura | \$78 | \$36 | \$82 | \$40 |
| | Kaki | \$41 | \$27 | \$45 | \$31 |
| | Kitchen ** | \$45 | \$40 | \$49 | \$44 |
| | Back Lot *** | \$70 | \$35 | \$74 | \$39 |

* Valid proof of non-profit status is required for all discounted rates.

** Kitchen must be rented with the Kaki Room

***No parking in back lot.

Cleaning & Damage Deposit (per application)

| | |
|----------------------------|-------|
| Service Deposit | \$150 |
| Alcohol & Security Deposit | \$300 |

Fees

| | |
|--|----------|
| Application Fee | \$25 |
| Janitorial Fee (attendance of 50+ ppl. or 5+ hrs.) | \$75 |
| Additional Attendant (Alcohol served w/ attendance of 50+) | \$15/hr. |
| Police Officer (Alcohol served w/ attendance of 100+) | \$91/hr. |

All rates are subject to change without notice.

Rooms Available to Rent

Yu-Ai Kai

This building provides a room for every event – 3 floors, with an elevator with a set of restrooms on each floor.

Room 100

The main room is a large carpeted area, with sink, refrigerator, (3) 8-ft. tables and (1) 6-ft. table, TV, DVD, stereo system, baby grand piano with access to back patio. Break room: (1) 8-ft. table and microwave.



Room 200

A large room with linoleum flooring, (14) round tables (seats 8), 8 chairs per table, with a check-in desk and a sound system. Sink is available.



Room 202

Classroom set-up. Features sink, whiteboard, (6) 8 ft. tables, and (41) chairs.



Room 300

A large carpeted room. Set-up can be customized: open room, classroom or Theater.



Room 301

This is a private conference room with balcony. This room features a sink, microwave, TV, DVD, (2) 6-ft. tables and 20 chairs.



Akiyama Wellness Center

This building has something for every event. Special note, there is only one set of restrooms for the building, located in the Sakura room. Renters, please be aware of potential interruptions.

Ginko Room

Classroom set-up for 26 people.



Kaki Room

Kaki Room

This room is great for luncheons, meetings and breakout groups. Room holds 40 people.



Maple Room

This room is cozy, quiet, and private. Great for small meetings and groups. Holds 15 people.



Pine Room

A multi-purpose room. Holds 24 people.



Sakura Room

This is a large activity room that can be used as an open space, theater seating, or stations. Room includes a pull down large screen and with one mirrored wall. Please note that bathrooms are located in this room and are accessed by other groups.

Holds 71 people.



Rental Process

1. Please fill out the rental request form and submit it to the front desk accompanied with \$25 application fee. We will not accept applications submitted earlier than (1) one year in advance to the day, nor later than 2 week in advance of the day.
2. The activities manager of the corresponding location will contact you to discuss/approve your rental within 7 business days.
3. If approved, you will be provided a contract of our rental terms and conditions and our code of conduct that will require authorization.
4. You will return the signed documents along with payment for 50% of the total.
5. Yu-Ai Kai recommends working on the certificate of liability and additional insured documents once your application has been approved. This document is required no less than a week prior to your event.
 - a. If renting at the Akiyama Wellness Center location, please make sure that Yu-Ai Kai is named as the certificate holder on both documents. Akiyama Wellness Center is the location of the agency, and not the company name.
 - b. A Special Event Endorsement document is not valid.
6. Yu-Ai Kai will require the balance owed no later than 2-weeks prior to the event date. We accept cash, check (make payable to: Yu-Ai Kai), or credit card (Visa, MasterCard), or PayPal. Please note that cash and check payments receive a 5% discount.
7. Once your event has taken place and the rooms used have been inspected, providing everything is in order, you may expect your deposit back within a 4 week period.

For questions, please contact the location you are interested in renting:

Yu-Ai Kai
Derek Ives
(408) 294-2505 ext. 512
dives@yuaikai.org

Akiyama Wellness Center
Cheryl Butsuda
(408) 753-9283
cbutsuda@yuaikai.org

Yu-Ai Kai Room Rental Request Form

Submission of this application does not guarantee a reservation. Please fill out the following requested information below and cash/check in the amount of \$25.00, made payable to **Yu-Ai Kai**. Submit to the Front Desk, attention: activities manager. You will be contacted within 2 weeks of application submission.

Applicant Name: _____
Applicant's name MUST be on the insurance documents, be first on-site and stay on the premises for the duration of the event.

Organization Name (If applicable): _____

Organization Phone number: _____ Website: _____

Organization description/purpose: _____

If your organization a Non-Profit entity? (circle one) Yes No

If yes, what is your non-profit tax ID#: _____, attach copy of 501(c)3 status

Primary Phone: _____ Secondary Phone: _____

Address: _____

City: _____ Zip: _____

e-mail: _____

Preferred method of contact: email telephone either

Are you a current Yu-Ai Kai Senior Member? (circle one) Yes No

FACILITY INFORMATION

Requested Facility: Yu-Ai Kai (YAK) Akiyama Wellness Center (AWC)

Requested Room(s): YAK: 100 200 202 300 301

AWC: Sakura Kaki Ginkgo Maple Pine Kitchen Back Lot

Requested Furniture:

Requested Equipment:

Approximate Attendance: # of Children _____ # of Adults _____ Total: _____

Requested Event Date: _____ 2nd Choice: _____

Set-up Time __:___

Event Start Time __:___

Clean-up Time: __:___

Exit Time __:___(not to exceed 10:00pm) TOTAL Hours: _____

Event Information:
Type/Purpose of the event: _____

Is this event private or public? _____

Will a fee be charged? Yes No

Will refreshments be served? Yes No

Will alcohol be served? Yes No
(Beer, Wine, Champagne – no hard liquor)

Will a caterer be used? Yes No

Will you be using a 3rd party? Yes No

If yes, what type: _____

Today's Date: _____

Office Use:

\$25 Fee: Cash or Check# _____

Date: _____

Received By: _____