



*Quiet Room Rental Rates effective October 1<sup>st</sup>, 2008*

*Fee Description:*

	<i><u>Weekdays:</u></i> <u>Monday-Thursday 1 pm -7 pm</u> <u>Friday 1 pm - 3 pm</u>	<i><u>Weekends:</u></i> <u>Sunday 1 pm - 7 pm</u>
Hourly rate per event:	\$ 30.00	\$ 40.00
Maximum rental time per event 2 hrs.: (due to on-site guests)	\$ 60.00	\$ 80.00

- The lessee is responsible for set-up, removal and re-arrangement of furniture and clean-up.
- No charge for 1/2 hour prep before event and 1/2 hour take down after event.
- If The Ojai Retreat staff is needed for set up and clean up: \$20 per staff member per hour.

*Additional Information:*

- Departure time for use of Quiet Room: The room needs to be put back in order and cleaned within 30 minutes after the end of each use. Participants and organizers need to leave the facilities quietly.
- The Quiet Room has the capacity to hold 10-25 people.
- The **Quiet Room is only rented for quiet activities** because of two adjacent guest bedrooms.
- Please: no beverages are allowed in the Quiet Room.
- Restroom on same (second) floor cannot be used. Enquire with the office which restroom to use.
- Square footage of Quiet Room: 30' x 10' (300 square feet).

*Rental Agreement:* Please review and sign and return to The Ojai Retreat office along with the \$50 deposit (**reservation becomes final only after receipt of the signed Rental Agreement and payment**).

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*A non-profit public corporation*

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