

## Dondrub Ling Rental Agreement

**Welcome!**

This rental agreement includes all the specifics for short term rentals of Dondrub Ling.

**Parties:**

The parties to this agreement include Dzogchen Community Berkeley (LESSOR) and \_\_\_\_\_ (LESSEE).  
Name \_\_\_\_\_ Organization \_\_\_\_\_

**Description of Rental Space:**

The Dzogchen Community Berkeley maintains Dondrub Ling (Tibetan, meaning “Place of Accomplishment”), as a Dharma center devoted to the teachings of Chögyal Namkhai Norbu. We also welcome local groups to rent the space for Dharma events and related practice.

The space is approximately 950 sq. ft. It has a kitchen, which includes a small counter, a rectangular shaped folding table, microwave, large urn for hot water, a sink and a small refrigerator.

The legal capacity of Dondrub Ling is 50 people. However, the practice area can seat 20-25 comfortably on the floor in circle formation. A rug covers (and protects) a painted *mandala* in the main practice area, please keep the *mandala* protected. There are plentiful cushions available as well as a handful of chairs.

Bathroom is shared with downstairs bakery and is easily accessible with a provided key. The office area will be locked and is not an available part of the rental space.

**Rental Rates:**

Weekday hourly: \$40.00  
Weekday full day (8 hours): \$250  
Weekend hourly: \$50  
Weekend full day (8 hours): \$300  
Whole weekend (two 8 hour days): \$550

**Term of this Rental:**

\_\_\_\_\_  
Hour(s)  
\_\_\_\_\_  
Date(s)  
\_\_\_\_\_  
Amount of Rental

Please note that set up and breakdown for an event counts as rental time, and will be charged according to the hourly rate.

**Payment:**

The security deposit is 50% of the full rental fee, and is due at time of booking to ensure that your rental is confirmed. Lessor cannot confirm a rental, nor schedule on the calendar, without the deposit. The balance is due two weeks before a scheduled event.

**Cancellation/Refunds**

If it is necessary to cancel the rental due to unforeseen causes by the Lessor, the Lessee shall

be entitled to a full refund of all monies paid. If it becomes necessary for Lessee to cancel a scheduled event, with notification, the deposits will be refunded as follows:

30 days prior to scheduled event, 100% of deposit returned

29 – 15 days prior, 90% of deposit returned

14 – 7 days prior, 50% of deposit returned

There will be no refund for events cancelled, with notification, 6 days or less before the event.

### **Liability Insurance**

Lessee is responsible for any damages to persons or property during the term of rental. Lessee is requested to provide evidence of liability insurance to cover persons and property for their event. If a Lessee does not have liability insurance or is unable to obtain single-event insurance, the Lessee agrees to defend, indemnify, and hold harmless Lessor for any damages that occur during Lessee's use of the rental space. Additionally, Lessee agrees to request that each participant at the event sign an individual release and waiver of liability. A sample document is provided in electronic version. It is the responsibility of the Lessee to make necessary adjustments (date, etc) and copies for all attending. Lessee's signature on the rental contract signifies agreement to this requirement.

### **Event Advertising**

Renters are advised not to provide the website link [www.dzogchencommunitywest.org](http://www.dzogchencommunitywest.org) or the ling's message phone number or to use the name "Dzogchen Community" or "Dzogchen Community Berkeley" or "Dzogchen Community West Coast" in advertising and event announcements. For location information, please use only the ling's name, "Dondrubling," and the street address, 2748 Adeline, Suite D, Berkeley 94703. Renters are responsible for their own promotion. Dondrubling reserves its mailing list for Dzogchen Community events only.

### **Care of the Ling:**

- Please do not allow participants to wear shoes in the space. Shelves are provided for shoe storage, along the side of the stairs.
- Please respect the entire space and take good care of it.
- Do not put nails, push pins or tape on the walls.
- Do not leave any food out on the counter or on the floor in the kitchen or practice area.
- Place all trash and recycling outside, in the bins located to the right of the downstairs door.
- Please stack pillows and cushions in corner area. Chairs should be folded and placed against the wall behind the screen.
- Turn off sound system and lights. Make sure all candles are fully extinguished.
- Close windows and skylights.
- If your event is in the evening, please lock the front gate and building side door (entryway to 2748 offices) at the beginning of your event. This is a security issue for all of the building's tenants. If you expect latecomers please post someone at the door to monitor the entryway.
- Lock all doors, including outside gate after business hours.

### **Tashi Deleg!**

The Dzogchen Community Berkeley- Dondrub Ling reserves the right to cancel this contract or refuse use of the space at any time, if the above conditions have not been met.

This agreement comprises the entirety of the agreement between Lessor and Lessee.

**FOR LESSOR:**

\_\_\_\_\_  
*Name/Position*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

**Dondrub Ling**

Dzogchen Community Berkeley  
2748 Adeline Street, Suite D  
Berkeley, CA 94703  
(510) 644-2260  
[www.dzogchencommunitywest.org](http://www.dzogchencommunitywest.org)

\_\_\_\_\_  
*Deposit received*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Balance received*

\_\_\_\_\_  
*Date*

**FOR LESSEE:**

\_\_\_\_\_  
*Name/Position*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Organization*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*City, State, Zip*

\_\_\_\_\_  
*Phone*

\_\_\_\_\_  
*Email/website*