BAY RISING / BAY RESISTANCE MOVEMENT HUB

RENTAL INSTRUCTIONS

Welcome to Bay Rising's Movement Hub! We're so excited to offer this community resource. Please read through this guide entirely prior to requesting to use the space.

If you have any questions, reach out to your point of contact or email kaizo@bayrising.org.

HOW TO RESERVE

Once you've finished reading this guide, you can request to use the space by filling out this Reservation Request Form. **Reservation requests must be received at least 3 weeks prior to your event date to ensure time for necessary paperwork.**

If you need to cancel your reservation, please email kaizo@bayrising.org as soon as possible so it may be made available to others.

SPECS

See this folder for photos of the spaces (coming soon).

- Meeting Space: size, occupancy 75
- Art Lab: size, occupancy 30
- Conference Room: size, occupancy 10

Staff are typically present between 9AM-5PM. We do not work beyond these office hours unless previously agreed upon, though with enough advance notice events outside of these hours are possible . A designated staff member must be present on the premises at all times during the event.

ACCESSIBILITY

- The space is on the 2nd floor of the building; there is an elevator
- Bathrooms are accessible
- Cleaning supplies are fragrance-free, though there is no policy for employees or building at large to be scent-free
- Got questions? Please contact Kaizo for more information

EVENT INSURANCE

Unless Bay Rising is co-hosting the event, you will need event insurance in order to use our space. This can be acquired prior to the event or day-of from a service like TheEventHelper.com, where a 40 person event costs about $100 to insure. Here is the information you will typically need to add us as additionally insured to your general liability insurance policy:

- **Name:**
  - **For c3 compliant events:** Bay Rising a fiscally sponsored project of Center for Empowered Politics Education Fund and Resilient Strategies LLC
  - **For c4 compliant events:** Bay Rising Action, a fiscally sponsored project of Center for Empowered Politics and Resilient Strategies LLC
  - **If you're unsure**, please ask Kaizo or your point of contact to determine compliance
- **Address of Center for Empowered Politics:** 1212 Broadway, Suite 700, Oakland CA 94612.
- **Rental address:** 570 14th St, Suite 5, Oakland, CA, 94612
- **Contact email:** kaizo@bayrising.org

Please note that we need a certificate of insurance (COI) that shows Bay Rising or Bay Rising Action listed as additionally insured at least 72 hours in advance of your event; email it to kaizo@bayrising.org as well as to requests@resilientstrategiesllc.com when you have it.

ENTRY & ORIENTATION

Our space can only be accessed with a buzzer. The key is for internal staff/board/network members and subtenants only, and will not be shared with guests. It is the responsibility of the organizer to let people in your party into the building. Please plan to arrive before the participants, or designate someone in your group to be present to welcome the participants when they begin arriving.

1. **Coordinate your entry:** Coordinate with your point of contact to coordinate how you will enter the building. Keys are given out in extremely rare circumstances; however, if you do receive a key and key card, do not pass these on to anyone that isn't approved by a Bay Rising staff member.
2. **Parking:** Parking around the building is metered with a 2hr limit, but if you cross the highway on 14th there is typically unmetered parking with no time limits. There is also a paid parking lot across from the Federal Building at the corner of 12th and Jefferson–City Center Garage West.
3. **Entering the building:** Use the key card to buzz into the building and then take the elevator or stairs up to the second floor.
4. **Entering the room:** The room will be behind you when you ascend the stairs. There are two doors to the room–one near the window (on the right when facing the window) and one near the next set of stairs (on the left when facing the stairs). Use the key to unlock the top and bottom locks.
5. **Letting others in:** People can buzz in by calling for Suite 5. The call box is located near the door by the front window; press the key button to unlock the door. ***Please do not let people you do not recognize into the building; instead, ask them to call whoever they are visiting***. You can make a sign with your event to stick on the window/door to remind people to ring Suite 5.
6. **Bathrooms:** Bathrooms are down the hall past the second set of stairs. There is also a bathroom in the suite itself, all the way down the hallway to the right as you enter. All bathrooms are gender neutral.

WIFI

Network: Movement Hub
Password: justice4ALL!

SETTING UP

1. **Temperature control:** Two Google Nest thermostats can be found in the room with the big glass window facing the staircase, on the wall near the swinging waist-height door. Press the device, select Mode (upper left symbol), then select Heat, and set to your desired temperature. Please be sure to turn it off before you leave.

2. **Lights:** The switch for the fluorescent overhead lights is by the door near the window. There is also dim tracklighting, which can be good if you're using a projector; that switch is on one of the columns in the middle of the room.

CLOSING DOWN

1. **Throw away trash, compost and recycling** into the bins provided. New bags are in the cabinet by the door near the big window.
2. **Return furniture to the original location.** If you moved anything around, do your best to reset the room to its original state.
3. **Wipe down tables** using the paper towels and cleaning spray in the cabinet by the door near the big window.
4. **Sweep any crumbs off the floor** using the broom by the trashcans (you don't need to clean the whole floor, just obvious messes).
5. **Turn off lights and heat and unplug any devices.**
6. **Lock valuables** (projector, hybrid meeting supplies, etc) in the white cabinet by the front of the room.
7. **Take all materials with you.** Please don't leave anything you brought in, including food (unless arrangements have been made with your staff contact).
8. **Lock all doors, both top and bottom locks**. Please double check this—we have experienced several break-ins recently.
9. **Text your contact** to let them know you've completed these steps.
10. **Return the keys** within a week of using the space.

AMENITIES

We're happy to provide you with the following amenities; if something breaks during your use of the space, we kindly ask that you repair or replace it. We expect you to provide anything you need beyond what's listed here.

- Available at all times in the room:
    - ~50 chairs
    - Tables
    - Whiteboard + markers
    - Power strips

    - Hot/cold water dispenser
    - Paper towels
    - Markers and tape
    - Butcher paper
    - Fidget toys (in the white cabinet along the window)
    - Some toys for childcare (also in the white cabinet)

- Provided upon request–please inquire at least one week before your event if you'd like to use anything:
    - Projector + screen
    - Speaker + wireless microphone
    - Hybrid meeting set up
    - Translation equipment

FOOD & DRINK

You are welcome to bring food into the space. Please clean up after yourself when done, including disposing of or removing any uneaten food. You are expected to provide your own plates and utensils, though we have reusable serving utensils available upon request. The kitchen in the back has a small sink you can use to wash anything you borrow.

Note: Alcoholic beverages are not permitted in the space.

SHARE FEEDBACK

We acquired this space recently and are still setting it up. We'd love to hear about your experience–let us know if there are supplies you needed or other ways to improve in the space by emailing kaizo@bayrising.org or filling out this form.

CONTRIBUTIONS

We're happy to offer this space free of charge, but if you'd like to make a contribution to our c4, Bay Rising Action, we'd appreciate it! If you are a c3 and cannot donate to our c4, you can make a contribution to our c3, Bay Rising. If you'd like a suggestion on how much to contribute, see the table below.

Your organization's budget	Rental rate
No budget	Free
$100K-500K	$50/hr or $300/day
$500K - 1M	$75/hr or $450/day
Over $1M	$100/hr or $600/day