

5A RENT-A-SPACE

Outreach to Non-Profit Organizations

5A looks forward to assisting many non-profit organizations in the communities where our facilities are located. To ensure that more qualifying non-profit organizations have an opportunity to be assisted, each organization receives the benefit of discounted storage on a rotating basis.

Discounted Storage for Non-Profits Procedures

In order to quickly and efficiently process your request for discounted storage, please follow these procedures:

1. Fill Out and Send in the “Non-Profit Guidelines” form

In order to be considered for a discount, you must fill out the “Non-Profit Guidelines” form and send it, as well as all other items requested on the form, to 5A’s corporate office. You may send the materials via mail, e-mail or fax.

Mailing Address

P.O. Box 20385
Castro Valley, CA 94546

Fax

(510) 889-8827

E-mail

marketing@5aspace.com

Please allow at least 10 business days to process your request. We will notify you with the final decision for your request.

2. Visit your local 5A Facility

After notification that you have been approved, please go to the 5A location where you are requesting to store. There our managers will help you select the unit that will work best for your organization’s needs and handle all the paper work with you.

Should you ever have any questions regarding the application process, please do not hesitate to give us a call at (510) 727-1800 ext. 5

Program Guidelines/Agreement

Prior to your organization being reviewed please read our guidelines carefully and provide the materials from the checked list below.

- ✓ Provide your organization's "Mission Statement" in writing on letterhead. (What do you do, and for whom do you do it.) You must provide the actual physical address for the organization. A PO Box will not be accepted.
- ✓ State your non-profit status and Federal tax ID number. Should your non-profit not be found on a National Non-Profit database, you will be asked to provide additional documentation verifying non-profit status.
- ✓ An informational packet (newsletter, flyer or brochure, etc.) stating your organization's purpose and who you were organized to serve.

- The responsible occupant and co-occupant(s) to the account must provide proper identification, and other criteria needed to complete our rental contract. Addendums must be filled out for each additional person needing access.

- We ask that 5A be: [*Check all that apply.*]
 - Mentioned in your newsletter and correspondence.
 - Allowed to place brochures on your counter, and/or place inserts in your newsletters.
 - Allowed to be a link on your organization's web page.

- The use of the storage space is for the organization only and not for its officers', or workers' personal property.

- The "Discounted-Space" provided is for up to one year from the signing of the rental contract. Discounted units are 9'x10' or smaller and usually upstairs. We do have elevators and rolling platforms to assist in loading units.

- Pending your approval, your non-profit would receive 1 Year at 50% off the Regular Rate. (*It is no longer our policy to give storage at no charge.*) Should you decide to occupy your unit after one year, you must re-apply in order to receive another discounted rate. 30 days prior to your one year expiration, an invoice will be mailed to your organization as a reminder that your rent will be due. If we do not hear from your organization before the final expiration date, the computer system will automatically return your unit to the regular rate for that unit/size and your organization will be responsible for making sure your rent is paid.

By signing the Program Guidelines/Agreement you are agreeing to the terms and conditions above that apply and all rules and contractual obligations apply.

Organization: _____ Date: _____

Print Name

Signature

Title