**Non-Profits Instructions for Discounted Storage**

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 non-profit discount, you must fill out the accompanying “Non-Profit Guidelines” application and forms requested below, to the following address:

*Mailing Address*

P.O. Box 20385

Castro Valley, CA 94546

*Fax*

(510) 727-0582

*E-mail*

[*Foster\_city@5aspace.com*](mailto:Foster_city@5aspace.com)

[*Specialist@5aspace.com*](mailto:Specialist@5aspace.com)

Please allow at least **5** 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 at which you are requesting a storage space. The managers there will help you select a unit that will work best for what you need and handle all the paper work.

Should you ever have any questions regarding the application process,

please call us at (510) 727-1800 extension 317 Donna

**5A RENT-A-SPACE**

**Non-Profit Guidelines**

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.

**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, and provide a current e-mail address for one contact, preferably one of the directors, officers or leaders of the organization.
* 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 co-occupant 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 require that 5A be: [Check all that apply.] given at least one of the following as a gesture of good faith for providing your organization’s storage discount.

* 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.
* Allowed to have 5A information added to your electronic newsletter or e-mail blasts

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

■ Donated units are 9’x10’ or smaller and upstairs.

■ Pending approval, your non-profit storage unit would receive your first year at 50% off the regular rack rate. Should you decide to occupy your unit after one year, subsequent discounts will automatically revert to 35% off regular rack rate for your second and third years, 20% off your fourth and fifth years and 10% off your sixth year, and until your no longer need your non-profit storage unit.

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

Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Print Name Signature Title

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Telephone E-mail