**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*

 specialist@5aspace.com or lindap@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 paperwork.

Should you ever have any questions regarding the application process,

please call us at (510) 727-1800 extension 318 or 317

**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