Agreement Clarification: Office Agreement Updates and December 2027 Reservations External Inbox



Quixote Atkins <qatkins@villagegive.com> Oct 7, 2026, 5:37 PM (5 days ago)
to Kalynn, Jada

Hi Kalynn,

Thank you for preparing the agreement. Before signing, could we please make the following updates or address them in a written addendum?

- Identify the tenant throughout as **VillageGIVE - Bottles for Life, Inc., dba VillageGIVE**.
- Confirm Office #409 is correct; I may have noted it incorrectly.
- Specify the prorated October rent and first payment deadline for the October 16 start date.
- Approve signage showing VillageGIVE's name and operating hours outside the office door and in the building directory. I will provide details and can prepare the door sign to your specifications.
- Confirm permitted activities include nonprofit education, community health worker education and navigation, resource coordination, participant meetings, and scheduled small-group activities in approved shared rooms.
- Align rent-increase notice with the 90-day termination notice, or allow termination before an increase takes effect.
- Clarify how rent would be handled if the office becomes unusable, and allow written notice and reasonable time to correct minor lease violations.

Please also share the current redevelopment timeline and applicable building rules. I will complete VillageGIVE's tenant information and arrange the required insurance as discusse

Separately, what agreements, deposits, fees, and insurance are needed to secure the sanctuary all day on **Sunday, December 12, or, more likely, Sunday, December 19, 2027**, with setup beginning the preceding Saturday? Please include overnight setup permission, supporting spaces, access hours, and cancellation or building-closure terms.

Thank you for helping us get these details settled. We look forward to joining the OPC community.

Best,
Quixote Atkins
VillageGIVE

On Wed, Oct 7, 2026 at 3:59 PM Kalynn Blakely <kalynn@oaklandpeacecenter.org> wrote:

> Hi Quixote,
>
> Thanks for sending over the address info. You should have just received the lease agreement via an email from DocuSign. Please let me know if you have any questions or concerns.
>
> Thanks + be well,
>
> Kalynn
>
> On Wed, Oct 7, 2026 at 11:51 AM Quixote Atkins <qatkins@villagegive.com> wrote:
>
> > Hello Kalynn,
> >
> > I trust all is well!
> >
> > Can you please send the updated agreement with the contact address:
> > **VillageGIVE**
> > **c/o Quixote Atkins**
> > **484 Lake Park Avenue #44**
> > **Oakland, CA 94610**
> >
> > Thank you much,
> > Quixote Atkins
> > c: 678-778-1955
> >
> > On Thu, Oct 1, 2026 at 1:32 PM Kalynn Blakely <kalynn@oaklandpeacecenter.org> wrote:
> >
> > > Hi Quixote,
> > >
> > > OPC does not currently have a zoning-clearance number that we can provide for VillageGIVE's business-license application. OPC's property has a long-standing institutional/community use, but Oakland requires businesses operating at an Oakland location to obtain zoning clearance for their own business activity. VillageGIVE should apply for its own zoning clearance for its office at 111 Fairmount Avenue. Let me know if Oakland Planning asks for documentation regarding the property's existing approved use.
> > >
> > > Thanks + be well,
> > >
> > > Kalynn

On Thu, Oct 1, 2026 at 8:28 AM Quixote Atkins <qatkins@villagegive.com> wrote:

> Hello Kalynn,
>
> I trust all is well!
>
> I am getting an Oakland Business License for VillageGIVE and need to confirm the zoning clearance for our office at the Oakland Peace Center.
>
> Does the Oakland Peace Center already have zoning clearance that covers our office and nonprofit use? If so, is there a zoning clearance or permit number that I should use or reference for our business license application?
>
> Thank you much,
> Quixote Atkins
> VillageGIVE
> c: 678-778-1955

On Mon, Sep 28, 2026 at 3:47 PM Kalynn Blakely <kalynn@oaklandpeacecenter.org> wrote:

> Sure thing, Quixote. I'll look out for your message on 10/2.
>
> Thanks + be well,
>
> Kalynn
>
> On Mon, Sep 28, 2026 at 12:34 PM Quixote Atkins <qatkins@villagegive.com> wrote:
>
> > Greetings,
> >
> > Thank you for the lease. I will review.
> >
> > I am finalizing our mailing address for correspondence and will have to you by Friday, October 2, 2026.
> >
> > Please confirm if that works.
> >
> > Thank you much,
> > Quixote Atkins
> > c: 678-778-1955
> >
> > On Mon, Sep 28, 2026 at 3:18 PM Kalynn Blakely <kalynn@oaklandpeacecenter.org> wrote:
> >
> > > Hi Quixote,
> > >
> > > I hope you're doing well. I'm working on the lease now and want to verify what mailing address I should use for any physical official notices we may need to send ou
> > > Please let me know.
> > >
> > > You can preview the lease here. I'm referring to section 20 Notices.
> > >
> > > Thanks + be well,
> > >
> > > Kalynn
> > >
> > > On Thu, Sep 24, 2026 at 3:35 PM Quixote Atkins <qatkins@villagegive.com> wrote:
> > >
> > > > Greetings,
> > > >
> > > > Thank you very much Kalynn!
> > > >
> > > > Can you please provide details on the following:
> > > > Is the office furnished and if so what is included?
> > > > What limits and type of coverage are required?
> > > > How many keys can I have to the office?
> > > > What about keys for mail and how is it accessed?
> > > > What is the maximum occupancy of guests I can have in the office at one time?
> > > > What is the rate for the event spaces if needed?
> > > > Is once a month (for example) access to a larger group area included with any of your plan options?
> > > > Can I access the building and office anytime a day 24/7?
> > > > Are you available for viewing the property on Sunday mornings?
> > > >
> > > > Please advise and thank you much,
> > > > Quixote Atkins
> > > > c: 678-778-1955
> > > >
> > > > On Thu, Sep 24, 2026 at 6:05 PM Kalynn Blakely <kalynn@oaklandpeacecenter.org> wrote:

Good afternoon,

Thanks for reaching out regarding office space at Oakland Peace Center. We'd be happy to have you join us.

We rent all of our offices on a month-to-month basis. Our smallest office is approximately 102 square feet. The asking price is $308/month. That said, we are willing to work with folks who have reduced budgets. The price includes all utilities except for wifi. However if our wifi does reach that office, which I believe it does, you're welcome to use it. Each office has a mailbox in our shared hallway. Parking in our lot is free of charge.

To move forward, I'd ask that you arrange a time to come view the space. Once we've confirmed the commencement date and rental rate, I'd send you a month to-month space usage agreement via DocuSign email. We do not require a deposit or credit check. We do need proof of insurance and your nonprofit tax status

Let me know if you have any questions or if you'd like to check out the space.

Thanks + be well,

Kalynn

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Kalynn Blakely (they/them)
Executive Director | Oakland Peace Center
(510)-698-2939
Peace begins with You. Violence, hate, and injustice end with Us.

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Kalynn Blakely Oct 7, 2026, 6:10 PM (5 days ago)
to Quixote, Jada

Hi Quixote,

To confirm what we just spoke about,

- I've updated the agreement and resent it with your correct legal name.
- The office number is #409
- The rent will be prorated for the start date of 10/16/26.
- Y'all are approved to update signage showing VillageGIVE's name and hours outside of the office door and building directory.
- Nonprofit education, community health worker education and navigation, resource coordination, participant meetings, and scheduled small-group activities in approved shared rooms are all permitted activities at OPC.
- As a new tenant, we are not planning on rent increases in the near future and will be sure to give ample notice in the event that that changes.
- If the space were to become unusable, you should notify OPC in writing as soon as possible, and allow for reasonable time for repairs to be made. Rent can be abated for the duration of the loss of use.

We're expecting construction to start in October 2028 and will share more info as it becomes available.

I've put both dates on our calendar for now. From what I've heard so far, I don't believe we'll need additional rental agreements, deposits, or insurance. Since you'll already have access to the building, we can be very flexible regarding access hours for setup. You'd be able to set up the Saturday before.

Thanks + be well,

Kalynn



Quixote Atkins <qatkins@villagegive.com> Oct 7, 2026, 6:32 PM (5 days ago)
to Kalynn, Quixote, Jada

Great!

I will sign later this afternoon.

Thanks much,
Quixote