

APPLICATION FOR USE OF CITY PROPERTY

Today's Date: _____ Location: (check one) Alex L. Pitcher, Jr. Community Room, 1800 Oakdale Ave.
 SECF Trailer Conference Room
 Lobby (Reception Area)

Date Requested: _____ Description of Event/Activities: _____
(Please check if event is for under 21 years old:)

Setup Time: _____ Start Time: _____ Ending Time: _____

Applicant's Name (responsible individual): _____
Please Print (Last) (First)

Address: _____
(Street) (City) (State) (Zip Code)

Phone: () _____ Cellular: () _____ E-mail: _____

When signing on behalf of an organization or sponsoring a non-San Francisco resident, please provide the following information:

Please check:

Name of Organization Name of Person sponsoring a non-San Francisco resident

Address: _____
(Street) (City) (State) (Zip Code)

Phone: () _____ Cellular: () _____ Fax: () _____

Type of Organization: Non-profit Government Political Community School/College

Religious Tenant Other _____

Event Open to the Public/Community: Yes No Attendance Expected: _____ Admission/Fee Charged Yes No
Items For Sale: No Yes (If so, what?) _____

Alcoholic Beverage (beer, wine, champagne, hard liquor) Served: Yes No Sold: Yes No

One Night Dance Permit (may be required for some special events, e.g., fundraising dance): Yes No

Items Requested: No. of Chairs _____ No. of Tables _____ Podium: Yes No PA System: Yes No
Projector: Yes No Screen: Yes No

Note: PA System & Projector are unavailable for Social Events

Any individual, group/organization or government agency using City property/facility under the Civic Center Act provisions, or for any other purposes, shall hold the City and County of San Francisco, the Southeast Community Facility Commission and its employees free and harmless from any loss, damage, liability cost or expense that may arise during or be caused in any way by use of occupancy of the above city facility. At the direction of the SECF Executive Director, applicants serving or selling alcoholic beverages are required, at their own expense to provide personal injury/property damage liability insurance as follows: \$100,000 public and \$400,000 property—for a total of \$500,000. A Certificate of Insurance (indicating the "City & County of San Francisco and the SECF Commission and its officers, agents and employees" as additional insured) shall be delivered to the SECF Executive Director at least ten (10) days prior to the use of the facility. **NO EXCEPTIONS!**

All arrangements for use of the community room or auditorium must be made to the satisfaction of the SECF Commission/Executive Director; and subject to the Rules & Regulations of the SECF Commission that accompanies this application form

THE REQUEST FOR RESERVATION/USE IS NOT FIRM UNTIL THE SECF COMMISSION/EXECUTIVE DIRECTOR AFFIRMS AND A CONFIRMATION LETTER IS RECEIVED FROM HIM.

I understand that the "Rules & Regulations" constitute a part of this application, and govern the use of the SECF-Alex L. Pitcher, Jr. Community Room or the EPMC-Community Auditorium.

Applicant/Representative Signature

Title (if applicable)

Space Rentals & Usage

SOUTHEAST COMMUNITY FACILITY
1800 Oakdale Avenue, S.F., CA 94124
PHONE: (415) 821-1534 FAX NO.: at (415) 821-1627

RULES & REGULATIONS

“These policies are made to ensure the greatest availability of the facilities for the entire community. It is expected that individuals and organizations will respect the spirit in which these policies are made; and that staff has the discretion to determine if the policies are being abused. Privileges for using the facility may be withheld on that basis.”

- 1) Reservations shall be made for San Francisco residents only on a first-come, first-serve basis. However, non-San Francisco residents may be sponsored by a San Francisco resident who would be “jointly and severally liable” to the city with the non-resident for any damages to the facility or other loss to the city. **Social Events** - An individual/ organization may schedule a maximum of four (4) events per calendar year at each facility. **Business Meetings** - Organizations serving the community (community-based organizations “CBO’s”) and government departments/agencies may reserve dates for business meetings without limitation.
- 2) **All repast reservations for the Alex Pitcher Room must be after 5PM on Fridays and between 10 A.M – 11P.M. on weekends only.**
- 3) Applicant assumes full responsibility for any and all damages to facility, property, grounds and equipment.
- 4) Although **no deposit is due prior to confirming** use of either facility, the **Service Fee** shall be paid when applicant takes access to the facility (before the event). The **Service Fee** is payable to the Contractual Event Monitor; and **Security Guard Fee** is made payable to the Security Service by company/organization check, money order, cashier’s check, or cash, as identified in applicant’s confirmation letter (a receipt will be provided). **“PERSONAL CHECKS ARE NOT ACCEPTED.” Do not make payments to the SECF Commission.**
- 5) All social events serving/selling alcohol (beer, wine, champagne, hard liquor, etc.) require at least one San Francisco Police Department (SFPD) “10B” Officer. SFPD Security Fee shall be made payable to the SFPD by company/organization check, money order, or cashiers check, as identified in applicant’s confirmation letter. **“PERSONAL CHECKS ARE NOT ACCEPTED.” Do not make payments to the SECF Commission. No exceptions!**
- 6) All social events are required to have at least one Contractual Event Monitor and one or more bona fide security guard or SFPD. **One cannot be an event monitor nor provide their own arrangement for SFPD security for their own event.**
- 7) Applicant will acquire a 24-hour alcohol beverage sale permit from Alcohol Beverage Control (185 Berry Street, San Francisco) if alcoholic beverages are to be sold. Copy of permit must be submitted to the SECF Commission Office at least one week before the event. Permit must be presented to Event Monitor on day of event. **State Law prohibits the sale of alcohol beverages without license and to minors.**
- 8) A responsible adult attending the event must be in control of serving of alcoholic beverages during event. **State Law prohibits the serving of alcoholic beverages to intoxicated persons and minors, and it is the legal, liable responsibility of the applicant/sponsor of the event for their actions, and shall provide transportation home for inebriated person(s). The consumption of alcoholic beverages is limited to the Community Room only. Drinking alcoholic beverages in the parking lot are not allowed.**
- 9) All social events/meetings (birthdays, graduations, dances, parties, etc.) given by or for minors (under 21 years of age) require a SFPD “10B” Officer as security as deemed necessary by the SECF Commission/Executive Director. A responsible adult must submit application for use of city property and be present during event.
- 10) Some social events (e.g., fundraising dance) may require completion of “One Night Dance” permit application which must be filed with the San Francisco Entertainment Commission Room 453 City Hall at 1 Dr. Carlton B. Goodlett Place San Francisco, CA 94102. Applicant must submit an approved “One Night Dance” permit prior to date of event. Copy of the approved permit must be submitted to SECF office.
- 11) **Narcotics, Gambling, Bingo, Raffle are prohibited in or about the premises. Smoking is prohibited in the building.**
- 12) All items used during event, i.e. serving utensils, plates, etc. must be provided by user and removed upon departure.
- 13) Use of nails, screws, staples, duct tape or similar material to fasten items or materials to walls, cabinets, windows or doors are forbidden. Scotch tape and thumbtacks may be used. Decorations must not be hung from light fixtures or high ceiling beams. **Balloons of any type and jumpers are prohibited.** All decorations must be removed prior to departure.
- 14) Any reservation may be canceled by the SECF Commission/Executive Director at his/her discretion.

- 15) Neither the SECF Commission, its employees or representative nor the City will be responsible for any lost article in the buildings or on the grounds and/or parking lot area. Nor will the SECF Commission or City be responsible for automobile vandalism or theft.
- 16) Premises are used at applicant's own risk. Neither the City, SECF Commission nor SECF Staff assumes any responsibility for accidents to any person or groups of persons. No cost or obligation of any kind shall accrue to the City, SECF Commission or its Staff by reason of approval of facility use.
- 17) At the direction of the SECF Commission/Executive Director, applicants are required, at their own cost/expense to provide a personal injury/property damage liability insurance policy (issued by an insurance company prior to any scheduled event in which alcoholic beverages will be served/sold) in a sufficient amount as determined by the SECF Commission/Executive Director. Said policy shall cover contractual liability assumed under this agreement. For purposes of this permit, the term personal injury shall be deemed to include bodily injury, false arrest, detention or imprisonment, malicious prosecution, libel, slander, defamation of character, invasion of privacy, wrongful eviction, and wrongful entry.

Certificate of insurance (under the provisions of the City Civic Center Act) in the amount of not less than \$500,000--personal injury, \$100,000 and property damage, \$400,000 shall be delivered to the Executive Director of the SECF Commission at least ten (10) days prior to the use of the facility. The coverage shall include contractual liability. Said policy or policies shall cover all activities contemplated under this permit. Insurance is definitely required when alcoholic beverages are sold and/or served--NO EXCEPTIONS!

- 18) No admission fee/donation of any kind shall be charged/asked unless event is sponsored by a verifiable non-profit (501c3) organization. Proof of non-profit designation status is required.
- 19) Applicant agrees to abide by, conform to and comply with all laws of the United States and the State of California; all the ordinances of the City and County of San Francisco; all rules and requirements of the Police and Fire Department of the City and County of San Francisco; and will not do or suffer to be done, anything on said premises under this permit in violation of such rules, law or ordinance.

All above Rules and Regulations stated will be unilaterally enforced

NOTE: ANY VIOLATION OF THE AFOREMENTIONED WILL FORFEIT INDIVIDUAL'S AND/OR GROUP'S OPPORTUNITY FOR FUTURE USE OF THE FACILITY OR GROUNDS; & WILL SUBJECT YOU TO CIVIL AND/ OR CRIMINAL PROSECUTION.

In signing, I certify that I have read and understand the "Rules & Regulations" governing use of the SECF-Alex L. Pitcher, Jr. Community Room or the EPMCC-Auditorium, agree to abide thereby, and will be responsible, individually or on behalf of my organization, for any damage resulting from the use of the facility on the specified date(s).

Applicant's Name (please print)

Applicant's Signature

Date

< For Office Use Only >

Check all that apply (None apply unless minors and/or alcohol are involved):

CK	REQUIREMENTS	DATE PROOF REQ'D	DATE REC'D
	Special Security Required (Events/meetings involving alcohol and minors - Rule #3 & #4)		
	ABC (24-hr.) Permit Required (Events/meetings in which alcoholic beverages are sold - Rule #6)		
	One Night Dance Permit (may be required - Rule #9)		
	SFPD "10B" Officer Required (alcoholic and/or fundraising events, events/meetings by or for minors under 21 years of age - Rules #4 & #8)		
	Liability Insurance Required (e.g., events selling and/or serving alcoholic beverages; fundraising dance - Rules #4 & #16)		

SERVICE FEE SCHEDULE

Social Events

SERVICE DESCRIPTION	FEE
Setup and Takedown (please provide monitors with floor plan for tables & chairs prior to event)	\$100
Cleanup (floors and bathrooms only; applicant is responsible for cleaning kitchen & appliances, if used)	\$100
Monitor (required for weekend, evening events and after 2:30 on weekdays)	\$14 per hour
Security Guard (required to direct event traffic and patrol front and back of facility for all social, non-alcohol events, beginning from event start time to ending time, 4-hour minimum)	\$19 per hour
One Night Dance Permit (may be required for some social events, see note 5)	\$59.00
San Francisco Police Department (SFPD) Service Fee: For alcohol-related events; minor events as deemed necessary by the Southeast Community Facility Commission Executive Director. (In lieu of unarmed security, or as additional security at above-mentioned type of events.)	\$106.15 per hour/per officer (Day Rate 6am-6pm) \$110.57 per hour/per officer (Night Rate 6pm-6am)

- 1 The use of the Alex L. Pitcher, Jr. Community Room for events scheduled weekdays (Mon. thru Fri.) during regular business hours (8 a.m.-2:30 p.m.) is free of service fees. After 2:30 p.m., an SECF-authorized Independent On-Call Event Monitor is required.
- 2 When event is sponsored by and/or for minors (between 12 and 21 years of age) **and/or** alcohol is being served/sold, a SFPD 10B Officer is required. (Estimated SFPD fees and contact information will be on your confirmation letter.) **Please note rates are subject to change at the discretion of SFPD.**
- 3 All service fees are payable by company/organization check, cash or money order to the service provider(s) (i.e. **Event Monitor, Security or SFPD**). Names of the contractual event monitor and security company will be provided by this office on your confirmation letter. **No personal checks will be accepted by Event Monitors. A receipt will be provided.**
- 4 The SECF Commission/Executive Director has the power to **accept, reject or waive** all or any portion of the fees for any of the following reasons: a) The user is financially unable to pay; b) The Commissioner feels that it would be in the best interest of the community and Commission.
- 5 **The SECF Commission Executive Director may require applicant to obtain a One Night Dance Permit for some social events.**

PROHIBITED ACTIVITIES

- 1 Activities which are **illegal**, pose a threat to life or property, bring discredit or ill repute to the facility users, the SECF Commission, as well as the City & County of San Francisco are **prohibited**.
- 2 As a City-owned facility, the Community Room may **not** be used for a campaign rally to raise money for a particular candidate. However, non-partisan political candidate forums for the purpose of educating the public is permitted.
- 3 The determination of what events may or may not be held at the facility rests solely with the Executive Director, acting on behalf of the SECF Commission.

CANCELLATION

The office of the SECF Commission must be notified 7 days prior to the event, or at least by end of business of previous business day prior to event, whichever day is nearer to date of confirmation letter; **otherwise, a penalty of \$50 will be applied and payable to the assigned event monitor.**

For further information, please contact the Office of the SECF Commission at (415) 821-1534