

NARRATIVE QUESTIONS:

The San Francisco Arts Commission's Cultural Center Program is prioritizing the following four goals based on our Charter Mandate and the 2014-2019 Strategic Plan. **Please use up to four pages** to describe how your organization will achieve these goals this year noting SMART (specific, measurable, attainable, realistic, and time-sensitive) goals, objectives and outputs.

- **Support cultural equity and access to high quality arts experiences for all**
 - What are your programmatic and curatorial goals? What is your organization's creative decision making process? How is your constituency engaged in developing programs?
 - How does your organization serve a diverse audience? Who is your current audience and how will you assess this?
- **Support artists and arts organizations**
 - How does your organization provide employment or earned income opportunities for artists?
 - How does your organization provide technical assistance and professional development opportunities for artists and arts administrators?
 - What is your organization's strategy for integrating these opportunities into programming?
 - What are the needs around artist work, rehearsal, and presentation space in your community? How is your organization addressing those needs?
- **Play a critical role in strengthening neighborhoods and communities**
 - How does your organization gather information about community needs? How does your organization decide to create and implement programming that responds to those needs?
 - What kinds of artistic collaborations (creative decision making between the Center and one or more external partners with a written agreement outlining goals, roles, and responsibility) will your organization foster with artists, arts organizations, service organizations, non-arts entities, and other community stakeholders?
- **Invest in a vibrant arts community**
 - How does your organization develop staff and artistic leadership that can contribute to the arts ecosystem? What systems are in place to encourage and allow them to do this work?
 - In what way does your organization strive to provide livable wages and benefits to your staff?

- **Support cultural equity and access to high quality arts experiences for all**

SOMArts engages individuals and organizations across a broad range of programs that include support services and artistic projects. Support services include rentals, technical/logistical/marketing assistance, professional development and fiscal sponsorship. Artistic projects include: classes, exhibitions, performances and interpretive/education activities.

Our priorities & goals include:

-Accessibility. SOMArts seeks to maintain the number of organizations who receive support services at 80 or more art and culture nonprofits, including ~75% with budgets under \$1.5million. Other metrics we assess include geographic distribution of Neighborhood Arts services, and the feedback we receive from participants about their experiences working with us.

-Dimensionality. To serve its mission of promoting art on the community level and fostering appreciation of and respect for all cultures, SOMArts strives to serve a community that reflects the racial, social and economic diversity of San Francisco and includes artists at all levels of practice. A part of our planning process is ongoing program development meetings where the executive director, curator and director of community engagement evaluate the specific cultural communities engaged in creating each show, the ways they are aligned and connected with support services, and opportunities to deepen relationships. This conversation often continues in bi-monthly staff meetings to include more SOMArts workers, and program directors present to the board approximately once a year.

-Need. SOMArts' investment is often determined by perceived need. For example, an ongoing partner who rents space for a youth program might need additional subsidy due to their financial circumstance. Or, a performance group might approach us because they lost access to a venue due to increased rent, renovation or closure. Need often falls outside of the "formal" structure of our programs but is in keeping with the spirit of flexibility and "first response" that has made SOMArts a consistent resource for under resourced communities and organizations. A goal this year is to continue to align and refine direct-participant surveys (artists, audiences, curators and students) to look at quality of experience as well as different types of diversity including: race/ethnicity, age, gender, household income, political affiliation, marital status and educational attainment. SOMArts will send at least 3 post event surveys to audiences of 500 or more, and will survey all artists who exhibit in SOMArts-produced exhibitions, with a goal of a 25% response rate. SOMArts will send an annual survey to organizations that participate in the Affordable Space and Technical Services programs.

SOMArts serves a broad range of artists as well as art and culture organizations, and the respective audiences connected to those artists and organizations. Communities of practice, cultural communities and communities that align themselves with the social justice

based missions of nonprofits who participate in the Affordable Space Program all converge at SOMArts.

- **Support artists and arts organizations**

All artistic projects of SOMArts include paid work for artists. In many cases an exhibition or performance may involve over 30 artists, several of whom are anchor artists who are commissioned. In FY14 SOMArts paid 35 artists commissions and 28 individuals artist fees. Of SOMArts' 20 workers who are scheduled weekly, 11 exhibited, curated or performed professionally in San Francisco last year. Most of SOMArts' paid contractors who provide installation and project assistance are working artists who are connected to SOMArts through their creative practice. Exhibiting artists are also offered earned income opportunities through gallery sales, commissions based on project or exhibition specific grants, and box office revenue sharing.

SOMArts provides no bar to entry opportunities for performing and visual artists to exhibit their work onstage at *The News: Fresh Queer Performance* & in The Ramp Gallery. Recurring low bar to entry opportunities include open calls for the annual Day of the Dead exhibition and performance evening Gathering the Embers as well as other exhibitions on a case-by-case basis.

The Commons Curatorial Residency provides three projects annually a \$3,000 curator honorarium, 40+ hours of project-specific technical assistance and 40 hours in one on one mentorship and planning support from SOMArts' senior staff.

SOMArts partners with ArtSpan to annually offer 9 low-cost (\$10, NOTAFLOF) professional development workshops that are free for SOMArts exhibiting artists and address topics ranging from marketing using new technology to tax preparation for artists.

SOMArts also provides space to enhance artistic skills through weekly volunteer run life drawing workshops, free ceramics classes for youth, free darkroom photography classes for low-income and homeless populations, affordable printmaking classes and more in partnership with SFAI City Studio, Sixth Street Photography Workshop, and Chrysalis Print Studio. Additionally, the annual one-day-only event Makers, Music & Mimosas provides up to 80 people with 8 free arts workshops taught by MFA students.

Additionally, in 2014-15 SOMArts will produce The News: Curatorial Best Practices Roundtable, a discussion engaging more than 25 curatorial voices from local arts organizations as well as independent curators and cultural producers to discuss aspects of the curatorial process in order to share their challenges, innovative ideas and resources with one another. This event will generate an evolving, publicly accessible shared document of best practices that will nurture a community of queer performing artists & performance curators.

In addition to providing 24 young artists with an exhibition opportunity that reaches an audience of over 500 at the opening event alone, SOMArts also provides critical networking opportunities for artists exhibiting in The San Francisco Foundation and SOMArts Murphy and Cadogan Contemporary Art Awards exhibition by inviting gallerists, residency and grant makers, and other cultural thought leaders to an invitation-only networking reception. Rather than a date, artists are encouraged to bring as their guest a mentor or advocate of their work who may help them forge new connections.

In 2013-14 SOMArts was open with public events, exhibitions or workshops 328 days to address the need for studio, rehearsal and presentation space. This does not include additional days when the building was active for installation and rehearsal.

- **Play a critical role in strengthening neighborhoods and communities**

The Affordable Space Program provides more than 40 nonprofits annually with critical space to fundraise and present their own creative programming at deeply discounted rates, and SOMArts Technical Services program subsidizes the cost of staging, bleachers, revue stands, projection screens and PA systems for community events.

SOMArts has a history of flexible response to the needs of the community, providing deeper discounts than those offered through the SOMArts Affordable Space Program and collaborating on a case-by-case basis with artists and communities whose projects are challenged to find space and support. Past examples include THIS IS WHAT I WANT performance festival and People of Color Zine Project's #RACERIOT Tour. The News: Fresh Queer Performance was created specifically to fill an artist-identified need for no bar to entry performing opportunities for new work and developing work.

SOMArts monitors racial, social and economic shifts in San Francisco to responds to the needs of under resourced communities. For example, the decision to focus the curriculum of Flag Stories: Citizenship Unbound on Muslim and non-Muslim youth was determined in response to research about the growing Bay Area Muslim community. The program engaged complex issues of cultural integration and collaboration across ethnic, religious, cultural and generational lines.

Specific goals for obtaining applications that reflect under-resourced communities are reassessed with each season of Commons Curatorial Residency recruitment.

Collaborations planned for 2014–15 include participation in the Neighborhood News Network (an ongoing partnership with BAVC). SOMArts is participating in numerous group discussions about advocacy which could lead to deeper collaboration within the year. We are collaborating with ArtSpan and Quiet Lightning for a literary event in October to connect more visitors with the Dia de los Muertos and ArtSpan exhibitions. Programming and



promotional partnerships related to the SOMArts Commons Curatorial Residencies include Lava Mae (mobile showers) and the Longmore Institute on Disability. Bayview Opera House is a creative collaborator for the December exhibition Place/Displaced along with the 3.9 Collective.

- **Invest in a vibrant arts community**

Full-time and part-time staff members can receive paid time to attend training and are encouraged to attend professional development and networking opportunities and professional development opportunities are shared through all-staff emails. Three staff members regularly attend Emerging Arts Professionals events, including the annual EAP Symposium. Three will participate in a committee focused on public programming for Fall 2014 exhibitions at the de Young museum. Additional planned activities include: diversity training "Communicating Across Differences" by CompassPoint (6 staff members), EMS training (2 staff members), forklift certification (3 staff members) and BAVC media training (2 staff members). SOMArts Executive Director, Lex Leifheit, will participate in National Arts Strategies' Chief Executive Program for Community & Culture. SOMArts Curator Melorra Green serves on the board of Arts Providers Alliance and the Graffiti Advisory Board.

Two staff members will gain management experience by overseeing the work of part and full-time fellows, interns and associates, and four will act in a supervisory role for volunteer crews ranging from 2–25.

Like most organizations SOMArts is struggling to keep pace with the steep increase in cost of living in San Francisco. The organization participates annually in the Northern California Nonprofit Compensation Survey and evaluates the report to compare its compensation to those of similar organizations. Additionally, SOMArts refers to the Insight Center for Community and Economic Development's Family Self Sufficiency Standard as a guide for livable wages in San Francisco.

DATA COLLECTION:

This information ties in to the goals and objectives you've described in your narrative response. They should be consistent with your narrative and your financial reports.

1. Total amount of money expected to be spent on artist fees and commissions: \$33,660
Please do not include money paid by fiscally sponsored projects.
2. Total percent of your budget expected to be spent on artist fees and commissions? (\$ paid to artists/total expenses): 3%
3. Total value of space provided for arts and cultural activity, according to your organization's published rates: \$183,067
4. Total value of discounts provided on space for arts and cultural activity: \$ amount \$99,325 and % 54% (\$ received/true value based on published rates)
5. Total value of support services provided for arts and cultural activity, according to your organization's published rates. \$238,976
6. Total value of discounts on support services provided: \$ amount \$57,489, and percentage (discount amount /actual value) 24%
7. Number of artistic collaborations (defined above): 19
8. Average amount of money spent on professional development per FTE (\$ spent/# of FTE): \$1092
9. Number of employees who attended professional development activities: 20

BUDGET AND REVENUE TARGET:

Complete the following budget for FY15 following the definitions described by the CCDP.

Budget notes are required for 1) the line items with an asterisk and 2) for significant changes from the previous year (increase or decrease by 50 percent) to explain external or unusual factors and how you arrived at those figures.

	EARNED	
1	Admissions	0
2	Ticket Sales	33029
3	Tuitions	300
4	Workshop & Lecture Fees	8100
5	Touring Fees	0
6	Special Events - other	0
6a	Special Events - Non-fundraising	0
7	Gift Shop/ Merchandise	0
7a	Gallery/Publication Sales	750
8	Food Sales/ Concession Revenue	11500
8a	Parking Concessions	0
9	Membership Dues/Fees	0
10	Subscriptions - Performance	0
10a	Subscriptions - Media	0
	Contracted Services/ Performance Fees	
11		76435
12	Rental Income - Program Use	202134
13	Royalties, Rights & Reproductions	0
14	Advertising Revenue	0
15	Sponsorship Revenue	0
16	Investments-Realized Gains/Losses	0
17	Investments-Unrealized Gains/Losses	0
18	Interest & Dividends	3319
19	Other Earned Revenue	0
20	Total Earned Revenue	335567
	SUPPORT	
21	Trustee/ Board Contributions	3250
22	Individual Contributions	10000
23	* Corporate Contributions	500
24	* Foundation Contributions	37330
26	* Government - County	716377
27	* Government - State	0
28	* Government - Federal	0
28a	Tribal Contributions	0
29	Special Events - Fundraising	7616

30	* Other Contributions	0
30c	Related Organization Contributions	0
31	* In-Kind Contributions	1000000
32	Net Assets Released from Restrictions	11525

33	Total Contributed Revenue and Net Assets Released from Restrictions	1786598.00
34	Total Earned and Contributed	2122165.00
	Total Earned and Contributed (minus your SFAC allocation)	425788
	Previous Year's Total Revenue	2222396
	Was the 20% Revenue Target met?	yes
37	Of the total unrestricted revenue reported on line 34, what was the total amount intended for operating/programmatic purposes?	2122165
38	Of the total unrestricted revenue reported on line 34, what was the total amount intended for capital purposes?	0
39	Total Operating and Capital Revenue	2122165

		TOTAL ORG.	SFAC GRANT
	EXPENSES		
1	* Salaries	530474	390000
2	Commissions	0	0
3	Payroll Taxes	49792	38000
4	Health Benefits	56181	50000
5	Disability	0	0
6	Workers' Compensation	18316	0
7	Pension and Retirement	0	0
8	* Benefits, Other	8061	0
9	Total Salaries and Fringe	662824	478000
2	Accounting	4450	3000
3	Advertising and Marketing	18146	3000
4	Artist Commission Fees	15700	0
4a	Artist Consignments	0	0
5	Artist & Performers - Non-Salaried	17960	0
6	Audit	8250	8250
7	Bank Fees	235	0
8	Repairs & Maintenance	26180	20000
9	Catering & Hospitality	7525	0
10	Collections Conservation	0	0
11	Collections Management	0	0
12	Conferences & Meetings	0	0
13	Cost of Sales	5100	0
14	Depreciation	34152	0

15	Dues & Subscriptions	1100	0
16	Equipment Rental	2600	2400
17	Facilities - Other	0	0
18	Fundraising Expenses - Other	0	0
19	Fundraising Professionals	5000	0
20	* Grantmaking Expense	100231	101688
21	Honoraria	0	0
22	In-Kind Contributions	1000000	0
23	Insurance	18452	10000
24	Interest Expense	0	0
25	Internet & Website	6200	2500
26	Investment Fees	0	0
27	Legal Fees	13500	0
28	Lodging & Meals	1250	0
29	* Major Repairs	3000	3000
30	Office Expense - Other	800	0
31	* Other	0	0
32	Postage & Shipping	1250	500
33	Printing	1200	0
34	Production & Exhibition Costs	7100	0
34a	Programs - Other	45120	13000
35	Professional Development	15287	2000
36	* Professional Fees: Other	26784	10000
37	Public Relations	1050	1000
38	Rent	32126	31253
38a	Recording & Broadcasting Costs	0	0
38b	Royalties/Rights & Reproductions	0	0
39	Sales Commission Fees	0	0
39a	Security	0	0
40	Supplies - Office & Other	9500	5000
41	Telephone	6000	3786
42	Touring	0	0
43	Travel	2874	0
44	Utilities	21208	18000
45	TOTAL EXPENSE	2122165	716377
	Total Expenses Less In-kind	1122165	
46	Change in Net Assets		

NOTES:

Income

#23 Corporate Contributions: Rainbow Grocery, Patxi's Pizza

#24 Foundations: \$3k Zellerbach, \$25k The San Francisco Foundation, \$8580 Museums Connect, \$750 CCI

#26 Local Grants: SFAC Hotel Tax SOMArts \$614,689; SFAC HTF APICC, \$101,688;

#30 Other Contributions: decrease this year due, most contributions are individual or foundation

#31 In-Kind Contributions: Rent \$980000; Sales Force \$15000; CIEE (full-time curatorial associate) \$5,000.

Expenses

#1 Salaries: Admin \$100,011; Fundraising \$11,842; Programming \$384,243; Facility \$34,378

#5 Artists & Performer payments decreased due to Prev Year one-time project grant for Flag Stories.

#8 Other Benefits: Local 16

#20 Grantmaking: Asian Pacific Islander Cultural Center's SFAC Line Item Funds

#21 Previous year was for honoraria paid to youth for participation in Flag Stories

#29 Major Repairs: \$3,000 contingency for repairs as needed

#31 n/a

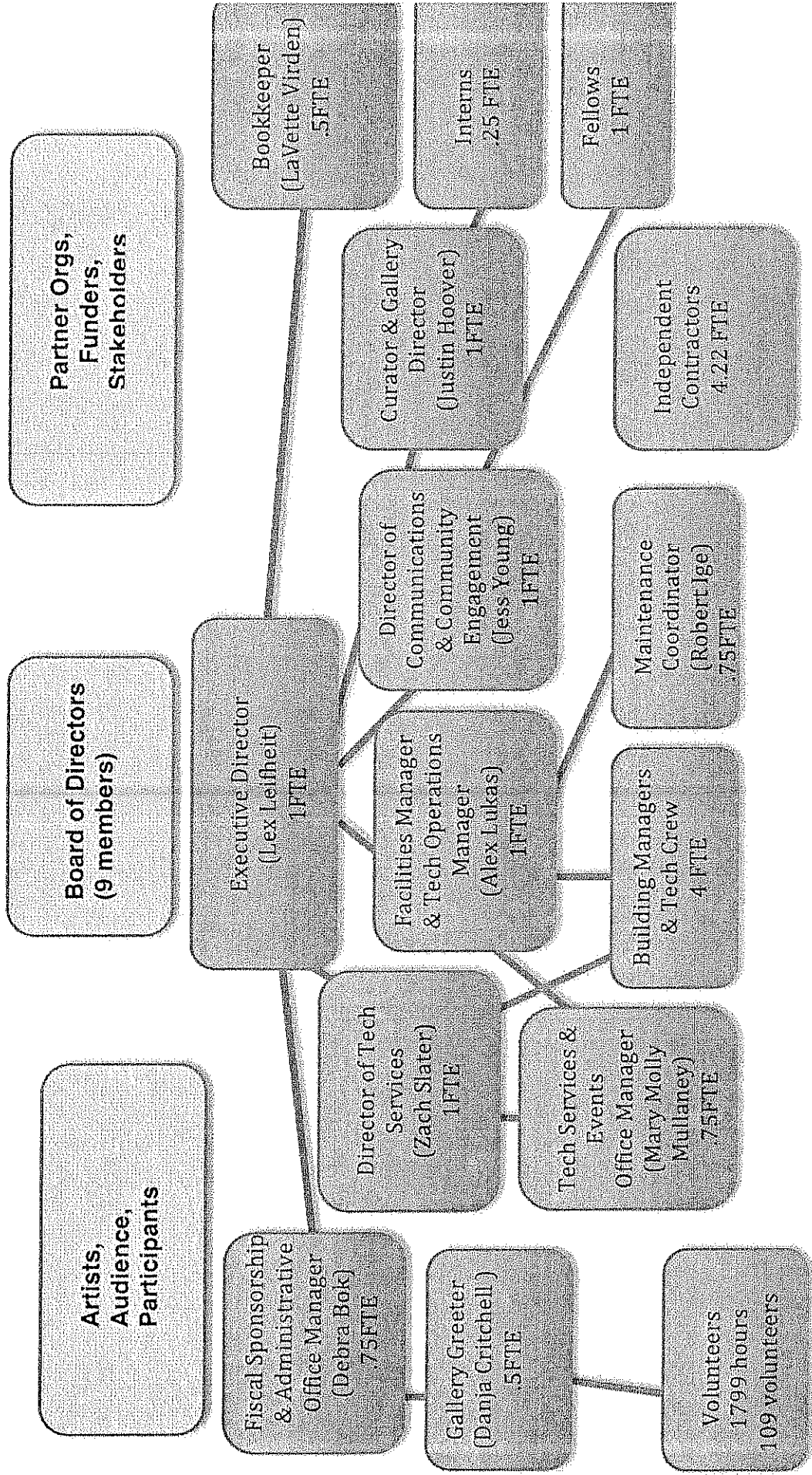
#34 SOMArts production and exhibition costs were higher last year due to Flag Stories project grant.

#36 Professional Fees Other: IT support and strategic planning

#38 Rent increased because SOMArts returned to Building 21 at a much higher market rate

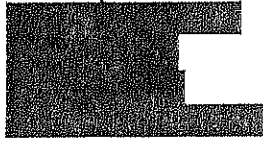
#43 Travel was higher in FY14 due to Flag Stories

SOMArts Cultural Center: Organizational Chart 2014-15



Tech Services Crew: Damond McFarland, Jose Salazar, Zach Slater & Seasonal Employees*
Building Managers & Technicians: Cathie Anderson, Katie Gilmartin, Alex Lukas, Dion Reiner-Guzman, Alex Turner, Colin Johnson, Rene Yanez, Rio Yanez & Seasonal Employees*
 *Several employees work as both building managers and technical service crew members when needed. Rene Yanez is also Director of Special Projects, and oversees Day of the Dead (.1FTE)
Independent Contractors: FTE estimate based on total professional fees averaged at \$24/hr

Zachary Slater



Education

Urban Pioneer Charter High school

Work Experience

Juice It- Prepared smoothies and general maintenance of equipment and shop.

Community Bridges Beacon- Helped organize youth community events and directed a youth recording studio program.

SOMArts - Design and construct scaffold stages and roofs for community events. General warehouse maintenance and forklift operations. Assist in maintenance and installation of lighting ,sound and lite construction for art gallery.

Island Creative- Build and prepare sets for special events. General warehouse maintenance and loading of 52ft trucks.

WOOF Rigging- Assist in rigging installations of hung props. Setup temporary flags for outdoor events.

Local 16- Assist in setup staging, lighting , sound and rigging and take down of large events. Clients include: PRG, ICM, Point productions, ACT, APE, Brown United, American Stage Co, Stage Rigging, Live Nation.

Local 510- Assist in assembly of trade show display booths.

Skills

Forklift Certified

Drive 24' trucks and pull trailers

Construct Scaffold safely

General construction skills (painting, framing, Sheetrock)

Scissor lift operator

General assembly of PA sound systems

Whistleblower Policy

SOMArts Cultural Center is committed to providing the best possible working conditions for its employees and as part of this commitment encourages an open and honest atmosphere in which any problem, complaint, suggestion, or question receives a timely response. To this end, SOMArts has enacted a "whistle blower" policy to protect any employee who reports what he or she believes in good faith to be an action, practice or policy that: appears questionable or suspicious in nature with respect to SOMArts's finances or SOMArts's obligation to comply with applicable laws and regulations or violates any state or federal law or regulation (e.g., corruption, malfeasance, bribery, theft or misuse of property, fraud, or coercion); involves an unjustified expenditure of funds; or involves gross misconduct, gross incompetence, or gross inefficiency (hereinafter collectively referred to as "Financial and Legal Matters"). This policy further ensures that there shall be no form of retaliation taken against an employee who makes such a report. In situations where conduct falls under SOMArts's Harassment or Discrimination Policy, the steps cited in those policies should be followed.

Employee Concerns and Complaints

Each employee of SOMArts has the individual responsibility to report complaints or concerns regarding Financial and Legal Matters promptly.

Employees of SOMArts may direct concerns and/or complaints regarding Financial and Legal Matters to the Chair of the Board. The current Chair of the Board is Brian Freeman.

For concerns and complaints regarding conduct which falls under SOMArts's Harassment or Discrimination Policy, the steps cited in those policies should be followed. However, employees have the option to report complaints or concerns regarding these matters to the Board Chair as well.

Reporting procedures, will be provided to new hires, publicized to employees two times a year at staff meetings, and in the timesheet

binder.

Protection against Retaliation

SOMArts is committed to the policy that no one will be subject to retaliation because of a good faith report of a concern or complaint regarding Financial and Legal Matters, including any alleged violation of law or policy. This policy extends to discrimination against employees in any of the terms and conditions of their employment, including but not limited to job assignment, promotion, compensation, training, discipline and termination, because of a good faith report. Any suspected acts of retaliation must be reported immediately to the Board Chair.

Submission of Concerns and Complaints by Interested Parties other than Employees

Submission of complaints and concerns regarding Financial and Legal Matters may be submitted by individuals not employed by SOMArts ("Interested Parties"). Interested Parties may communicate concerns and complaints regarding Financial and Legal Matters by regular mail sent to:

Board Chair c/o Director's Office
SOMArts Cultural Center 934 Brannan Street San Francisco 94103.

Treatment of Concerns and Complaints

Upon receipt of a concern or complaint relating to Financial and Legal Matters, from whatever source, the Board Chair will, to the extent practicable, acknowledge receipt of the concern or complaint to the person who submitted it. Further, the Board Chair will inform the Board of all reported concerns and complaints relating to Financial and Legal Matters as appropriate.

Investigations of Concern and Complaints

The Board Chair, with assistance from Board members if so desired, will investigate any report regarding Financial and Legal Matters and

concerns relating to defalcations, thefts or fraud (1) on his or her own, (2) with any other senior management employee of SOMArts he or she deems appropriate, (3) outside counsel, or (4) an outside party, auditor or consultant he or she deems appropriate. The Board's authority to investigate does not preclude an investigation by senior management or other appropriate persons.

Confidentiality will be maintained to the extent reasonably practicable, consistent with applicable law and policy. The need to conduct an adequate investigation may be necessary to determine resolution of the matter or corrective action.

Corrective Action

If the investigation of the concern or complaint indicates that a violation of law, regulations or policy has occurred, the Board Chair may present the findings of the investigation to senior management who will determine appropriate disciplinary measures or other corrective action. Senior management shall inform the Board Chair of its decision regarding disciplinary measures or corrective action prior to implementing such measures. The Board Chair may confer with senior management regarding the appropriateness of the disciplinary measures or corrective action proposed.

Reporting and Retention of Matters and Investigations

The Board Chair will maintain a log of all concerns and complaints that relate to Financial and Legal Matters and concerns relating to defalcations, thefts or fraud that are received. The Board Chair shall track the receipt, investigation, and resolution of all such concerns and complaints, and the Chair shall provide periodic reports thereof to the Executive Committee.

Copies of records relating to concerns and complaints received will be maintained.



SOMArts Cultural Center ADA Nondiscrimination Policy

SOMArts Cultural Center does not discriminate on the basis of disability in admission or access to the South of Market Cultural Center, treatment of or employment in, its services, programs or activities.

Upon request, accommodation will be provided to allow individuals with disabilities to participate in SOMArts services, programs and activities. SOMArts has a designated coordinator to facilitate compliance with the Americans with Disabilities Act of 1990 (ADA), as required by Section 35.107 of the U.S. Department of Justice regulations, and to coordinate compliance with Sections 504 and 508 of the Rehabilitation Act of 1973.

While the above laws mandate equal access to people with disabilities, SOMArts makes it a priority to establish a work place and environment that embraces the spirit of the law ensuring an optimal experience for all. SOMArts has updated signs in its facility to accommodate individuals with disabilities and had these evaluated for future improvements. Upon request, information will be made available in alternative formats such as large print, computer disc, or via the SOMArts website. SOMArts accessibility policy and appropriate access symbols are listed in all publications. SOMArts' Technical Services program helps other organizations throughout the city make their street fairs and festivals accessible through the provision of equipment to serve this specific purpose.

SOMArts understands the physical limitations of the South of Market Cultural Center. Along with its landlord, the San Francisco Arts Commission, SOMArts is committed to addressing the facility's needs to eliminate physical barriers inside the venue through long term planning. This effort, combined with an ongoing array of services, has established the South of Market Cultural Center as a venue to be enjoyed by all audiences.



SOMArts Cultural Center

Sexual Harassment Policy

SOMArts Cultural Centers position is that sexual harassment is a form of misconduct that undermines the integrity of the employment relationship. All employees have the right to work in an environment free from all forms of discrimination and conduct which can be considered harassing, coercive, or disruptive, including sexual harassment. Anyone engaging in harassing conduct will be subject to discipline, ranging from a warning to termination.

What is sexual harassment? Sexual harassment is defined as any unwanted physical, verbal or visual sexual advances, requests for sexual favors, and other sexually oriented conduct which is offensive or objectionable to the recipient, including, but not limited to: epithets, derogatory or suggestive comments, slurs or gestures and offensive posters, cartoons, pictures, or drawings.

When is conduct unwelcome or harassing? Unwelcome sexual advances (either verbal or physical), requests for favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- submission to such conduct is either an explicit or implicit term or condition of employment (e.g., promotion, training, timekeeping or overtime assignments)
- submission to or rejection of the conduct is used as a basis for making employment decisions (hiring, promotion, termination)
- the conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment

What is *not* sexual harassment? Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive, that debilitates morale, and that, therefore, interferes with work effectiveness.

What should you do if you are sexually harassed? If you feel that you have been the recipient of sexually harassing behavior, report it immediately to the Executive Director or other supervisor. It is preferable to make a complaint in writing, but you can accompany or follow up your written complaint with a verbal complaint.

If your supervisor is the source of the harassing conduct, report the behavior to that person's supervisor or to the SOMArts Cultural Center Board of Directors.

Your identity will be protected and you will not be retaliated against for making a complaint.

What happens after a complaint is made? Within 2 days after a written complaint is made, a supervisor, or other person designated by the Executive Director, will investigate the complaint. The person will speak with possible witnesses and will speak with the person named in your complaint. *Your anonymity will be protected to the extent possible.*

Depending on the complexity of the investigation, you should be contacted within four days about the status of your complaint and whether action is being taken.

Equal Employment Opportunity

Our organization is committed to equal employment opportunity. We will not discriminate against employees or applicants for employment on any legally-recognized basis ["protected class"] including, but not limited to: veteran status, uniform servicemember status, race, color, religion, sex, national origin, age, physical or mental disability, genetic information or any other protected class under federal, state, or local law.

In California, the following are a protected class: race; religious creed; color; national origin; ancestry; physical disability; mental disability; medical condition, including genetic characteristics; genetic information; marital status; sex; pregnancy, childbirth or related medical conditions; actual or perceived gender; gender identity or expression; sexual orientation; civil air patrol membership; service in the military forces of the State of California or of the United States; off duty tobacco usage; and age [40 or over]. Included in the definition of each protected category is the perception of membership in a protected category and an individual's association with an actual or perceived member of a protected category.

You may discuss equal employment opportunity related questions with the executive director or any other member of management.



BOARD OF DIRECTORS

President	Brian Freeman	Playwright, Director, former director of the Pomo Afro Homos theater group, member since 1998.
Vice-President/ Secretary	Iris Fluellen	Development Director of Omega Boys Club, member since May 6, 2009.
Treasurer	Peter Sizgoric	Investment Associate, Morgan Stanley, member since 2011
Members	Jacob Foster	Attorney, member since 2010.
	Rhodessa Jones	Co-artistic Director of Cultural Odyssey, founder of the Medea Project, actress, dancer, singer, writer and teacher, member since 1994.
	Lex Leifheit	SOMArts executive director, ex-officio member since October 2008.
	Josette Melchor	Executive Director and Co-Founder of Gray Area Foundation For The Arts (GAFFTA.) member since 2012.
	Dorothy Santos	Arts Editor and Curator, Asterisk SF Magazine + Gallery, Blogger for ZERO1: The Arts and Technology Network and Gray Area Foundation for the Arts, member since 2012.
	Sherry Suisman	Senior Program Associate, Career Ladders Project. Member since 2010



CERTIFICATE OF LIABILITY INSURANCE

OP ID: SM

DATE (MM/DD/YYYY)
10/18/13

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER BPIA Business Professional Insurance Associates 1519 South B Street San Mateo, CA 94402		650-341-4484 650-341-4465	CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS: PRODUCER CUSTOMER ID #: SOMAR-1	FAX (A/C, No): INSURER(S) AFFORDING COVERAGE INSURER A : New York Marine & Gen. Ins. Co INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :	NAIC #
INSURED SOMARTS Cultural Center 934 Brannan St San Francisco, CA 94103					

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURER	SUBROGATION	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMPI/OP AGG \$	
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$	
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DEDUCTIBLE RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$	
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A	WC20130000411	10/27/13	10/27/14	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Proof of Insurance.

CERTIFICATE HOLDER**CANCELLATION**

City & County of San Francisco
 San Francisco Arts Commission
 25 Van Ness Avenue
 San Francisco, CA 94102

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

POLICY INFORMATION PAGE ENDORSEMENT

NOV 7 2013

The following item(s)

- Insured's Name (WC 89 06 01)
- Policy Number (WC 89 06 02)
- Effective Date (WC 89 06 03)
- Expiration Date (WC 89 06 04)
- Insured's Mailing Address (WC 89 06 05)
- Experience Modification (WC 89 04 06)
- Producer's Name (WC 89 06 07)
- Change in Workplace of Insured (WC 89 06 08)
- Insured's Legal Status (WC 89 06 10)
- Item 3.A. States (WC 89 06 11)
- Item 3.B. Limits (WC 89 06 12)
- Item 3.C. States (WC 89 06 13)
- Item 3.D. Endorsement Numbers (WC 89 06 14)
- Item 4.* Class, Rate, Other (WC 89 04 15)
- Interim Adjustment of Premium (WC 89 04 16)
- Carrier Servicing Office (WC 89 06 17)
- Interstate/Intrastate Risk ID Number (WC 89 06 18)
- Carrier Number (WC 89 06 19)

is changed to read:

The following Waiver of Subrogation is hereby added to the Policy.

See page WC 04 03 06.

* Item 4. Change To:

Classifications	Code No.	Premium Basis Total Estimated Annual Remuneration	Rate Per \$100 of Remuneration	Estimated Annual Premium

Total Estimated Annual Premium \$ 16,795

Minimum Premium \$

Deposit Premium \$

All other terms and conditions of this policy remain unchanged.

New Estimated Premium	16,795.00	New Estimated Tax	807.00
Less Previously Billed	16,695.00	Less Previously Billed	807.00
Additional Due	100.00	Additional Due	0.00

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective Date: 10/27/2013 Policy No. WC201300000411 Endorsement No. 1

Policy Effective Date: 10/27/2013 to 10/27/2014 Premium \$ 100.00

Insured: SOMARTS Cultural Center

DBA:

Carrier Name/Code: New York Marine and General Insurance Company

NCCI Carrier Code No. 28746

Countersigned by _____

WC 89 06 00 A

Ed. 7-87

WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT— CALIFORNIA

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

You must maintain payroll records accurately segregating the remuneration of your employees while engaged in the work described in the Schedule.

The additional premium for this endorsement shall be 0.001% of the California workers' compensation premium otherwise due on such remuneration.

Schedule

Person or Organization

City & County of San Francisco
Port of San Francisco
Pier One
San Francisco, CA 94111

Job Description

Insured rents office space at Pier 70

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective Date: 10/27/2013 Policy No. WC201300000411 Endorsement No. 1

Policy Effective Date: 10/27/2013 to 10/27/2014 Premium \$ 100.00

Insured: SOMARTS Cultural Center

DBA:

Carrier Name / Code: New York Marine and General Insurance Company

Countersigned by _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
06/30/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Barbary Insurance Brokerage 230 California Street, #700 San Francisco, CA 94111	CONTACT NAME: Jerry Becerra
	PHONE (A/C, No, Ext): 415-788-4700 FAX (A/C, No): 415-788-4701
	E-MAIL ADDRESS: jerry@barbaryinsurance.com
	INSURER(S) AFFORDING COVERAGE
INSURED SomArt's Cultural Center 934 Brannan Street San Francisco, CA 94103	INSURER A : Nonprofits Ins Alliance of CA
	INSURER B : North American Elite
	INSURER C :
	INSURER D :
	INSURER E :
	INSURER F :

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

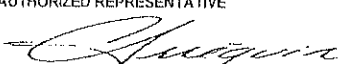
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Liquor \$1Mi/\$1Mi GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X		201411617NPO	07/01/2014	07/01/2015	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> Phy Damage <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	X		201411617NPO	07/01/2014	07/01/2015	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Damage Ded \$ 500
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$ OCCUR CLAIMS-MADE						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	Business Property			CWB00011931211617	07/01/2014	07/01/2015	Property 399,000 Ded 500

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 CITY & COUNTY OF SAN FRANCISCO, ITS OFFICERS, AGENTS, EMPLOYEES AND MEMBERS ARE NAMED AS ADDITIONAL INSURED/FUNDING SOURCE ON GENERAL LIABILITY POLICY WITH RESPECT TO OPERATIONS OF THE NAMED INSURED. CITY AND COUNTY OF SAN FRANCISCO IS LISTED AS LOSS PAYEE.

CERTIFICATE HOLDER

CANCELLATION

SANFRAN City & County of San Francisco San Francisco Arts Commission 25 Van Ness Blvd. #345 San Francisco, CA 94102	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

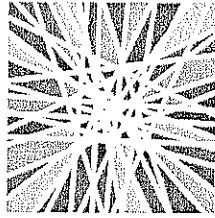
COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)
<p>Any person or organization that you are required to add as an additional insured on this policy, under a written contract or agreement currently in effect, or becoming effective during the term of this policy, and for which a certificate of insurance naming such person or organization as additional insured has been issued, but only with respect to their liability arising out of their requirements for certain performance placed upon you, as a nonprofit organization, in consideration for funding or financial contributions you receive from them. The additional insured status will not be afforded with respect to liability arising out of or related to your activities as a real estate manager for that person or organization.</p> <p>City & County of San Francisco its officers, agents, employees and members 25 Van Ness Blvd., #345 San Francisco, CA 94102</p>
<p>Information required to complete this Schedule, if not shown above, will be shown in the Declarations.</p>

Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- A. In the performance of your ongoing operations; or
- B. In connection with your premises owned by or rented to you.



SOMARTS
cultural center

SOMArts Cultural Center offers a unique, flexible and versatile venue that can be used as a whole or divided into the following partitions. (Please see our "Rental Policies" sheet for more information on policies.)

Bay Gallery

The Bay Gallery is approximately 3200 square feet (108'x 30') with over 4,000 feet of wall space plus additional movable walls that can be configured for your exhibition or event. The Bay Gallery walls are painted white to accommodate most exhibitions. Painting of walls a different color requires advance written permission (see details in Rental Policies) plus cost of materials and labor to return walls to the standard color. Rental of the Bay Gallery includes use of the lobby, kitchen and patio areas.

Theater

The Theater is ideal for performances and other events that require a stage and stage lighting. House dimensions are 54' x 35' (L x W). House walls are painted black to create a black box venue within our larger venue. Stage lighting and theatrical soft goods are available on a pipe grid over the stage. A movable tech booth is available for a FOH tech operating position for stage managers and lighting/sound operators. Seating includes 140 padded (non-folding) chairs. Additional chairs may be brought in from an outside source. Sound reinforcement, additional lighting to supplement the house rep plot and soft goods can be rented to supplement the included equipment. Rental of the Theater includes use of the lobby, kitchen and patio areas.

Patio

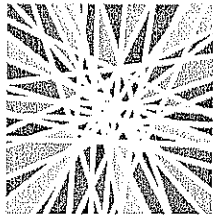
One of the more unique features of SOMArts are the grounds outside the building. The patio, garden and surrounding grounds provide a place for your audience to congregate and enjoy the outdoors in our urban oasis. The patio and grounds can also be utilized as an integral part of your event. For example, some events use the grounds for additional space to accommodate vendors, fairs, performances or other activities.

Classrooms

SOMArts offers several classrooms and rehearsal space options please refer to the "Classroom Rental Policies" sheet rental information and rates.

934 Brannan Street
San Francisco, CA 94103

t. 415.863.1414
f. 415.533.0100



SOMArTS
cultural center

ROOM RENTAL RATES

Room rental rates are based on per day usage. Events taking place in the building can only be open to the public between the hours of 8:00 AM and 2:00 AM. Room rates include one on-site Building Manager during our normal building operating hours: Monday through Friday 9:00 AM to 7:00 PM and Saturday 11:00 AM to 5:00 PM. A SOMArts staff Building Manager is required to be on-site at all times during your load-in, event and load-out. If your reservation includes hours outside of our normal operating hours, you will be billed at the rate of \$35/hour per building manager. Additional building manager(s), staff and technicians may be required based on your event needs. Almost all events require additional labor charges for the event's installation, operation and restoration. These costs will be estimated in your event quote and actual labor hours will be billed/adjusted accordingly post event. See rental policies for more information.

Bay Gallery Events

Standard room rate: \$750/day*

Non-profit room rate: \$500/day*

Holiday room rate: \$1000/day*

*Plus required labor, equipment, janitorial and trash/recycling/compost charges

Bay Gallery Exhibits

Standard room rate: \$300/day*

Non-profit room rate: \$150/day *

Holiday room rate: \$1000/day*

*Plus required labor, equipment, janitorial and trash/recycling/compost charges

Theater Events

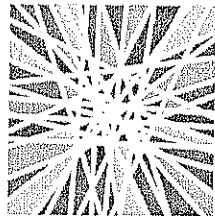
Standard room rate: \$750/day*

Non-profit room rate: \$500/day*

Holiday room rate: \$1000/day*

*Plus required labor, equipment, janitorial and trash/recycling/compost charges

The average cost for one-day event is between \$1,300 and \$3,000. Please note that the actual cost may vary outside of this average based on your event's individual needs.



SOMArts
cultural center

SOUND REINFORCEMENT

Small PA package \$150

2 Mackie SRM450 powered speakers and stands (flexible speaker placement)

Behringer MX802A 4CH Mixer

1-4 wired microphones, cables and stands

Suitable for announcements and background music for events of 100-400 people.

Theater Sound System \$285

2 Mackie 3-way powered speakers 2 Mackie powered subs (fixed speaker placement)

Presonus 16.4.2: 16 channel digital mixer

16 wired microphones, cables and stands

Suitable for DJs and live music for events of 100-500

Bay Gallery Sound System \$175

2 EAW JF60 passive speakers and amp (fixed speaker placement)

2 EAW JF80 passive speakers and amp (fixed speaker placement)

1 wireless microphone

Suitable for announcements and background music for events of 100-600 people.

Stage monitors \$150

1 pair of QSC K12 or Mackie SRM 450 powered speakers.

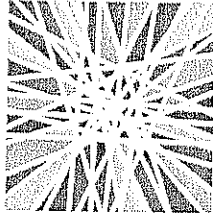
Rental of SOMArts sound reinforcement packages requires a SOMArts staff sound engineer to set-up and operate at the rate of \$35/hour for a 4 hour minimum call. Actual time will be estimated in the contract and actual hours will be billed/adjusted post-event. Overtime fees may apply, depending on the event production schedule. The client may choose to provide their own audio equipment or contract through a third-party vendor. Use of non- SOMArts audio equipment does not require a SOMArts staff technician.

THEATER AND GALLERY LIGHTING

Base rental rates include work lights during the client's load-in, set-up, installation, rehearsal, strike and load-out. Base rates also include the house rep lighting plot for each room during the contracted hours of your event. The existing plot will be turned on at 100% intensity and must not require further adjustments. Should your event require changes or adjustments to the house plot(s), a lighting operator to make adjustments during the event and/or a lighting designer, it will

934 Brannan Street
San Francisco, CA 94103

t. 415.863.1414
f. 415.528.2122



SOMARTS
cultural center

require a SOMArts staff lighting technician, for which additional labor charges will apply. Minimum labor charges for lighting demands outside the pre-installed house rep plots are 8 hours of installation and 4 hours of restore at the rate of \$35/hour. Overtime fees may apply based on the requirements of your event. Actual labor costs for installation, operation, design and restoration will be invoiced accordingly.

Event ambient lighting designs are available. Contact the Technical Director for information on custom, ambient lighting packages.

OTHER EQUIPMENT

Video

9' x 12' DA-LITE Fast Fold Video Screen (front or rear projection) with dress kit: \$75/day (not including labor)

Sanyo 4000 Lumen compact projectors: \$75/day (not including labor)

Communication

Motorola 2-way Radios to communicate with SOMArts staff (6 radios): no charge Clear-Comm base station with up to 4 belt packs and headsets: \$60/day, no charge for theater rentals.

Staging

Runways: Contact the Events Manager for more information

Risers

12" or 18" tall, 3' x 8' section \$35 each

Tables

\$3/table for 6' and 8' tables

Lighting, projection or follow-spot towers

Truss 12' or 16' tall: \$75

Scaffolding Tower 4' x 8' x 10'H: \$100

Chairs

140 black padded (non-folding) chairs included in theater rental. Non-theater rentals: \$50

Stage soft goods are included in the theater rental. Changes to the position of soft goods that require additional labor will be estimated in the contract and actual labor hours will be billed.

Pipe and Drape

\$2/foot

Movable Walls

Included in the rental of the Bay Gallery. Additional labor rates apply for installation and restore.

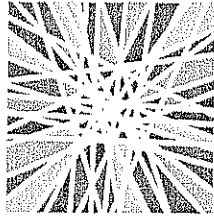
Janitorial and Trash monitoring:

Post event janitorial services are required for all events. Depending on your event the charges are \$50-120.

Janitorial services and trash sorting services during your event are required for all events serving food and/or beverages. The rate for these services is \$25/hour.

934 Brannan Street
San Francisco, CA 94103

t. 415.863.1414
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SOMARTS
cultural center

Garbage, Recycling & Composting Fees cover disposal/hauling of trash, recycling and compost using the City of SF disposal services and are based on the attendance of your event and are as follows:

\$35.00 Fee for events with fewer than 50 people.

\$70.00 Fee for events with 50-150 people.

\$138.00 Fee for events with 151-300 people.

\$208.00 Fee for events with 301-500 people.

\$247.00 Fee for events with over 500 people.

*** All rates are subject to change. Please see actual pricing in the quote and invoice for your rental. ***

934 Brannan Street
San Francisco, CA 94103

t. 415.863.1414
f. 415.528.2100

SOMArts List of Sub-Tenants with Office Rates

SOMArts currently sublets office space to two nonprofit arts organizations:

ArtSpan

Rent: \$523.26/month

450 square feet, \$13.95/square foot

+ \$20 Internet charge =

\$543.26/month (35% of market rate of \$40/sq. ft.)

APICC (Asian Pacific Islander Cultural Center)

Rent: \$364.14/month

236 square feet, \$18.52/square foot

+ \$20 Internet charge =

\$384.14/month (46% of market rate of \$40/sq. ft.)