

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 SECFC 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 SECFC 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.: (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 L. Pitcher Jr Community 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, cashiers 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.

SERVICE FEE SCHEDULE

Organizations

Option	Service Description	Fee
A	Any event, e.g. meetings, seminars with attendance more than 25, event monitor will open and close the Community Room, set-up and take down chairs, and tables, clean the floor, setup PA system (if available) and handle alarm system. (Event monitor is required)	\$100 plus \$14.00 per hour for Event Monitor
B	Any event e.g. meeting, seminar with less than 25 people in attendance. Event Monitor will open the Community Room, set-up and takedown chairs and tables, clean the floor, set-up the PA system (if available) and handle the alarm system. (Event Monitor is required)	\$50 plus \$14.00 per hour for Event Monitor
C	Event e.g. meeting, seminar scheduled from 8:00 a.m.- 2:30 p.m., Monday thru Friday except legal holiday is free of service charge. Facility Users will assist the City Custodian to set-up and clean up.	Free

The use of the Community Room and Auditorium for events scheduled weekdays (Mon. thru Fri.) during regular business hours (8:00 a.m. – 2:30 p.m.) is free of service fees. The above fees are for events scheduled **AFTER regular business.**

All service fees are payable by company/organization check, cash or money order to the Independent On-Call Event Monitor and Security or SFPD. (Names of event monitor/s and the security company will be provided by this office on your confirmation letter.) No personal check will be accepted. Monitor will provide a receipt.

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.

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. A non-partisan political candidate forum for the purpose of educating the public is permitted.

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. (Wheelchair and/or projection screen are available. Please call SECFC office for arrangements.)