

Complete and Return to:
Attn. Southwest Community Corporation
I T Bookman Center
446 Randolph St
San Francisco, CA 94132

Include the following:
Facility Rental Agreement
Proof of Insurance
Liquor Permit (if applicable)
Parade Permit (if applicable)
Deposit Check
Fee Check (separate from deposit)

Date _____

IT BOOKMAN COMMUNITY CENTER Facility Rental Agreement

Name of Organization/Applicant _____

Contact Person _____

Phone No. (w) _____ (h) _____

Address _____
(Street Address) (Southwest Community Corporation)
(State) (Zip Code)

Date(s) Desired _____ Hour(s) _____ to _____

Event _____

No. of people attending Youth _____ Adults _____ = _____

Will there be an admission charge? _____

IT BOOKMAN COMMUNITY CENTER Rental Fee: \$60 a hour

Reservation \$25

Damage Deposit (non-refundable) \$100

Please make checks payable to **Southwest Community Corporation**

TERMS AND CONDITIONS: The undersigned hereby makes application to the IT Bookman Community Center for use of the IT Bookman Community Center, and certifies that the information in the application is correct. The undersigned agrees to exercise the utmost care in the use of the IT Bookman Community Center, the surrounding property, and to hold the Southwest Community Corporation, its officers, employees and agents, harmless from all damages, liabilities, injuries or losses to persons or property resulting from use of the facilities. The applicant agrees to adhere to all rules and regulations on this form and in the rental guidelines.

The completed facility rental agreement with a **non-refundable reservation fee of \$25** (to be applied towards rental charges) and a **damage deposit of \$100** are required before the premises may be reserved. A new application must be filed each calendar year for reoccurring annual events.

Applicants must provide adequate chaperons, as determined by the Southwest Community Corporation, for any function that is attended by any person under the age of 18 years. If liquor is served, the applicant may need to obtain a permit or license from the State of California Liquor Control Board, as well as insurance coverage as outlined below.

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All groups must leave the grounds in a clean and satisfactory condition. Any organization damaging or destroying Southwest Community Corporation property will be held responsible for repairs or replacement. In the event of damages or cleaning being required, applicant will accept the Southwest Community Corporation’s estimate of the amount incurred.

The following are strictly forbidden: Use of candles and/or any type of open flame; and throwing rice or confetti materials in the building or on the grounds. **ALCOHOLIC BEVERAGES ARE NOT PERMITTED.**

INSURANCE: During the full term of this agreement, the organization/applicant shall secure and maintain, at its sole expense, Commercial General Liability Insurance written on an occurrence basis with limits no less than \$1,000,000.00 combined single limit per occurrence and \$2,000,000.00 aggregate for personal injury, bodily injury and property damage. Coverage shall include, but not be limited to blanket contractual; products/completed operation; broad form property damage; explosion, collapse and underground (XCU) if applicable; and employer’s liability.

If the organization/applicant does not have Commercial General Liability Insurance, they must obtain Special Events Insurance Coverage through their insurance carrier. Special Events Insurance Coverage is also available through California Insurance Authority (WCIA). In any case, the organization/applicant must provide a Certificate of Insurance evidencing the required insurance before using Southwest Community Corporation Hall.

If liquor is consumed, the organization/applicant shall procure and maintain for the duration of the agreement Liquor Liability insurance in the amount of \$1,000,000 each occurrence. The Southwest Community Corporation is to be named as an additional insured on the Liquor Liability insurance. Host liquor liability coverage may be substituted when alcohol is consumed and not sold on premises with the prior written approval of the Southwest Community Corporation.

CLEANING PROCEDURES: The organization is responsible to clean and leave the premises in the same condition as when it arrived. All cleaning must be done immediately after the event. The cost of any cleaning or repairs required by the Southwest Community Corporation will be charged to the organization/applicant.

AFTER-HOURS EMERGENCY PROCEDURE: The IT Bookman Community Center facility is owned and maintained by the Southwest Community Corporation. Should you require immediate assistance during your business hours. event, please contact our Facility Manger (with which the Southwest Community Corporation has contracted to relay any problems to the Southwest Community Corporation) at 911, after normal

_____ Date _____
 Applicant Signature

FOR OFFICIAL USE ONLY			
Approvals:			
Executive Director _____	Date _____	Comments: _____	
PW O&M Supervisor _____	Date _____	Comments: _____	
Authorized to Refund: _____ Yes _____ No		Check # _____	Dated _____
Initials _____		Date _____	