



**I.T. Bookman Community Center**  
 446 Randolph Street  
 San Francisco, CA 94132  
 (p) 415-586-8020 || (f) 415-586-0972

## Facility Rental Application

Applicant Information			
Name of Organization/Applicant:			
Contact Person:		Contact Number:	
Current address:			
City:	State:	ZIP Code:	
Date(s) Desired:	Duration: (                    ) to (                    )		
Event:	Number of attendees:		
Spaces to be utilized (Please circle):	<b>Multipurpose Hall</b>	<b>Kitchen</b>	<b>Other:</b>
Rental Chart			
<b>Rental Fee: \$80/hour</b>			
<b>Kitchen Usage Fee: \$50 (flat fee)</b>			
<b>Operation Fee: \$50 (non-refundable)</b>			
Total Hours:	Total Amount Due:		

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

**Terms and Conditions:**

The undersigned hereby makes application to the I.T. Bookman Community Center for the use of the I.T. 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 I.T. Bookman Community Center, the surrounding property and to hold 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 this form and in the rental guidelines.

The completed facility rental agreement, along with a 50% deposit of total rental fees is required before the premises may be reserved. A new application must be filed each calendar year for reoccurring annual events.

Applicants must provide adequate chaperones, 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.

All groups must leave the grounds in a clean and satisfactory condition. Any organization or applicant 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
- ⊕ Throwing rice or confetti materials in the building or on the grounds
- ⊕ Alcoholic beverages are not permitted while using the premises

**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;



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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 Californian Insurance Authrotiy (WCIA). In any case, the organization/applicant must provide a Certificate of Insurance evidencing the required insurance before using Southwest Community Corporation's space.

If liquor is consumed, the organization/applicant shall procure and maintain for the duration of the agreement Liquor Liability Insurance in the amount of \$1,000,000.00 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 the premises with the prior written approval of the Southwest Community Corporation.

**Cleaning Procedures:**

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

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

For ITBCC Staff Only		
Event Scheduled By:	Date:	Confirmed Event: <b>Y</b> or <b>N</b>
Deposit Amount:	Deposit Paid (Please circle): <b>Yes</b> <b>No</b>	<b>[Attach a copy of receipt(s)]</b>