

TANC Community Center ***Rental & Building Use Policy***

(To be applicable once Center is ready for rental use pending approval of city inspection)

Thank you for your interest in hosting your event here at the Tibetan Association of Northern California's Community building! Please allow us to assist you in any possible way to make your event a success. **Confirmation and reservation of your event will occur once your deposit, signed and dated rental agreement have been received by TANC.**

Please read building use policy below, and contact us for any questions or concerns.

1. Tibetan Association of Northern California reserves the right to deny use of its facilities to any outside group if such use is deemed contrary to the TANC's mission, purposes and commitments.
2. Rental agreement must be signed by the renter prior to the event which acknowledges receipt of TANC Community Center Rental Building Use Policy. The person signing the agreement must be 21 years of age or older and provide a valid state issued driver's license or identification card, which will be copied, and this person will be responsible for any damages.
3. Keys to the building will not be issued without signed rental agreement, security deposit check of \$200 and valid identification. The deposit is automatically doubled if Alcohol will be served. Keys must be returned immediately following rental.
4. Security deposit will be returned to you within 15 business days, after inspection, if rental space is returned to its original condition. TANC shall claim the security deposit for any damages to rental space or property. If damage cost more than \$200 security deposit, the renter will be responsible for the balance of cost.
5. Renters are responsible to inform their guest/event attendees of all Building use policy.
6. Use of the facility does not in any way imply that the TANC Community Center or TANC endorses, encourages, or approve the purpose of the user.
7. This building is protected by a fire sprinkler and a fire alarm system. The following procedures shall be observed at all times. (a) At no time shall fire protection devices be rendered unusable. This is to include the blocking of fire extinguishers, the blocking of fire alarm pull stations, the covering of smoke detectors and/or the covering of audio/visual alarm devices. (b) Decorations shall not be attached to any fire protection device. (c) Marked exits shall not be

- blocked. (d) In case of fire alarm activation, exit the building immediately in a safe manner. Re-enter only at the direction of Fire Department officials on site.
8. Music is permitted inside the building only. Loud music or excessive voice outside the building and parking lots is prohibited and will result in termination of the event and denial of future use. It is the responsibility of the Renter to enforce this policy.
 9. It is unlawful to create or allow to be created any excessive or annoying noise. In consideration of neighbors, TANC strictly prohibits playing loud music after 10pm. TANC also prohibits lewd, loud and/ or rowdy conduct, either inside or outside the TANC building.
 10. No smoking is allowed in the building or within 30 feet of any entrance to the building.
 11. Animals are not allowed in the building except for service animals.
 12. More than one event or function may be scheduled at the same time, please be respectful of other user groups.
 13. Unauthorized intoxicants, drugs, controlled substances and firearms are strictly prohibited. Any failure to observe these conditions will result in reporting to the police right away, immediate cancellation of any event in progress, and the banning of the renter from any future use of TANC community building.
 14. Any group using this facility must show that bodily injury and public liability insurance is in amount not less than one million dollars (\$1,000,000) per occurrence if applicable. TANC Community Center to be named as an additional insured in all policies related to this coverage. In addition, TANC will be indemnified (compensated for loss or harm) by any group against any and all liability losses, cost or damages for injury to persons or property arising out of the group's use of these facilities as well as against legal fees and/ or court costs incurred by TANC in connection with claims, suits or judgments, or with attempts to procure, or in procuring release from liability, or in attempting to recover or recovering losses or expenses paid, for acts arising out of a group use of the TANC's facilities.
 15. In all circumstances an agreement shall be completed and approved and all fees paid in full at least 7 days prior to use. Non- receipt of fees shall result in cancellation of reservation.
 16. Decorations or signs may be used if fastened with masking tape ONLY and must be completely removed following rental use. Tacks, pins, staples, scotch tapes, or nails may not be used.
 17. All windows must be closed, doors locked, lights turned out, stove and heat turned off at the completion of use. Failure to do so shall result up to \$200 fee.
 18. All garbage and recyclables must be separated and put into a garbage and recycle can be placed outside the building or securely placed at allotted area.

Garbage and refuse bag is not to be placed on the floor or left any other places other than the space provided.

19. Space, furniture and equipment used must be cleaned following its use. Trash bags, vacuum cleaners, brooms and mops are available for use in the closet.
20. Folding chairs, tables, and other furniture which may have been used or moved about, shall be replaced in the original location. Under no circumstances are renter permitted to move furniture from one room to another except for folding table and folding chair. Ask for any help.
21. Any TANC equipment, furnishings, or materials used must be left in the condition in which found. Separate rental fee is applied on equipment or other materials. Loaned or rented equipments must be physically returned to respective staff who will sign rental form a receipt of return.
22. Notice of breakage, if any, should be reported to concerned staff immediately.
23. Any person found in possession of or damaging articles belonging to the TANC Community Building will be subject to proper legal actions.
24. Renter must supply childcare for all events involving children or underage and must provide adequate adult supervision AT ALL TIMES.
25. Any equipment, decorations, food or other items brought in by the renter or attendees must be removed prior to the end of your rental period. Any items left behind are subject to immediate disposal.
26. The TANC is not responsible for any lost, damaged or stolen personal items during your rental period.
27. Vehicles should be parked at the designated parking area.
28. All Tibetan organizations and Tibet support groups pays the 25% discounted rates for all rentals
29. Paid members of TANC enjoys special rental rate

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