

TIBETAN ASSOCIATION OF NORTHERN CALIFORNIA

(Dheshi Phuntsokling Community Center)

Thank you for your interest in hosting your event at the Tibetan Association of Northern California's community building! Your reservation will be confirmed upon receipt of your deposit and after your signed rental agreement and application has been received and approved by TANC Officials.

Please carefully read the **Facility Rental and Building Use Policy**, because by signing the rental application/agreement, you acknowledge that you read and understood the entire TERMS & CONDITIONS of renting TANC facilities.

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. For any questions or concerns, please contact board@tanc.org.

Renter signing the Agreement must be 21 years of age and above, and provide a valid State issued driver's license or identification card, required per State & Federal Law.

1. RENTAL FEE:

Effective January 01, 2022, TANC will apply following revised rates for renting TANC facilities:

- a) \$700 for renting Main Hall only (up to 10 hrs.) & \$50 thereafter for each additional hour.
- b) \$400 for renting Kitchen only (up to 10 hrs.) & \$50 thereafter for each additional hour.
Renter is responsible for the cost of Cooking Gas.
- c) \$75 for renting Meeting Room (up to 3 hrs.) & \$10 thereafter for each additional hour.
- d) \$60 for renting Ground Floor Garage (up to 3 hrs.) and \$10 thereafter for each additional hour.
- e) \$70/day flat rate for renting Potala Banner (20'X45') to use within the DPL Community Building. External Use of Potala Banner is not allowed.
- f) \$100/day for renting Chairs & Tables for hosting community events.
- g) \$400/day for renting a complete set of Audio System and \$50/day for renting Projector.

- h) \$100/day for renting a TANC Van. Renter is responsible for the Gas.
- i) TANC encourages event organizers to make a voluntary donation if a customer is interested to borrow SHUGTHI set (Throne) to use outside DPL Community Building. No charge to set up SHUGH I set within DPL Community Building.
- j) All Tibetan Organizations, Tibet Support Groups and Non-Profit Organizations are eligible for a 25% discount on all rentals.
- k) SFRTYC and SFFT- WEST are offered a 30% discount on all event-related rental fees and will be given an opportunity to host one free event annually with the Hall rental only.
- l) Paid TANC members are offered a 20% discount on all event-related rental fees.
- m) A \$100 discount per day is exclusively for renting Kitchen and Main Hall together as a package. This discount is not transferable to other rentals at all.

All fees must be paid in full at least 7 days prior to use of the TANC facility. Failure to pay rental fees by the deadline will result in automatic cancellation of the facility reservation.

NOTE: Up to 2 hours preparation time will be allowed for free and after that charges will begin to accumulate @\$20 per hour.

2. **SECURITY DEPOSIT:**

- a) A deposit of 25% of the total rental fees is due at the time of booking reservation.
- b) Your deposit will be refunded if the facilities are not available or if reservation is canceled within 7 days from the day of booking. Any cancellation after 5 p.m. pacific time on the day seven will forfeit the right to the security deposit refund.
- c) TANC will apply the security deposit to the cost of any damages to rented space or property.
- d) If the cost of damage is more than 25% security deposit, the renter will be responsible for paying TANC the balance of cost.

3. **REQUIRED SUPPORTING DOCUMENTS WITH RENTAL APPLICATION:**

- a) Any individual or group using the TANC facility is required to show proof of having bodily injury and public liability insurance in an amount no less than 1 million dollars (\$1,000,000) per occurrence. Should the individual/organization not have liability insurance, an event insurance policy (minimum \$1,000,000) must be purchased.
- b) TANC, its Board, Officers, Staff and Volunteers are to be named as additional insured in all policies related to the liability insurance coverage in B).
- c) Renter must sign the Rental Agreement and the Release & Waiver of Liability Agreement at least 48 hours prior to the event. Failure to sign the above documents may result in denial of the TANC facility for the event.
- d) 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 where fall and injury hazards are a risk as well as against legal fees and/or court costs incurred by TANC in connection with claims, suits, or judgements, 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.

4. **FACILITY AND BUILDING SAFETY AND USE REGULATIONS:**

The following rules and regulations shall be observed at all times. Renters are responsible for informing their guests/event attendees of the following facility regulations and those outlined in TANC's Facility and Building Use Policy:

TANC is not responsible for, nor encourages or endorses, the purpose and intent of the event(s) organized by the Renter or the renting organization.

A. Set Up Regulations:

- a) TANC will open the door up to 2 hours before the event unless otherwise agreed upon in writing. Extra fee of \$20 per hour will be charged if a renter takes more than 2 hours for preparation.
- b) All pets and animals are prohibited in the TANC facilities except for service animals.

- c) 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.
- d) Trash bags, vacuum cleaners, brooms, and mops are available for use in the closet.
- e) All vehicles should be parked in the designated parking areas only.
- f) Renter must provide adequate child care and adult supervision at ALL TIMES.
- g) In the event that there are more than one event or function scheduled at the same time, Renters are expected to be respectful of other user groups.

B. Noise Level Regulations:

- a) It's unlawful to create (or permit) any excessive or annoying noise. Loud music or excessive voice outside the building and parking lots is strictly prohibited and will result in termination of the event and denial of future use.
- b) It is the responsibility of the Renter to enforce this policy.
- c) Music is permitted inside TANC facilities only.
- d) Loud music inside TANC facilities will be prohibited past 10 p.m. pacific time.
- e) TANC also prohibits lewd, loud and/or rowdy conduct, either inside or outside the TANC building

C. Fire Safety Regulations:

TANC's main building is protected by a fire sprinkler and a fire alarm system.

- a) At NO TIME shall fire protection devices be rendered unusable by blocking of fire Extinguishers or fire alarm pull stations, or the covering of smoke detectors and/or audio/visual alarm devices.
- b) Decorations must not be attached to any fire protection device.
- c) Marked EXITS shall not be blocked under any circumstances.

- 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 the site.

D. Drugs and Alcohol Consumption:

- a) No smoking is allowed in the building and within the TANC premises.
- b) Unauthorized intoxicants, drugs, controlled substances and firearms are strictly prohibited. Any failure to observe these conditions will result in immediate reporting to the police, cancellation of any event in progress, and the prohibition of the Renter from any future use of TANC community facilities.

E. Damage or Breakage Rules:

- a) The Renter will be responsible for any and all damages.
- b) Notice of breakage, if any, should be reported to the concerned staff immediately.
- c) In case of breakage or damage to any TANC-owned materials(s) or equipment(s), the responsible Renter is expected to correct or pay for the damage.
- d) Any person found in possession of or damaging articles belonging to TANC or the TANC Community Building will be subject to appropriate legal action(s).
- e) TANC is not responsible for any lost, damaged or stolen personal items resulting from the event.

F. Clean Up Regulations:

- a) Event should be wrapped up by 10:00 P.M. and doors locked by 11:00 p.m. sharp.
- b) All windows and doors must be closed/locked, lights turned off, and stove and heat turned off at the end of the event. Failure to do so will result in a penalty fee of up to \$200 per event.
- c) All garbage and recyclables must be separated and put into garbage and recycle bins respectively, and securely closed in the designated area. DO NOT put garbage and recycle materials on the floor or any other place other than the designated space.

- d) Space, furniture and equipment used must be thoroughly cleaned before being returned to their original locations.
- e) 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 renters permitted to move furniture from one room to another.
- f) Any TANC equipment, furnishings, or materials used must be left in the conditions in which it's originally found.
- g) Every group including catering services is expected to leave the kitchen and its equipment clean and in place as it was found.
- h) All equipment must be physically returned to the appropriate TANC board members who signed the rental form. That board member will sign a receipt of return.
- i) Any equipment, decorations, or food brought in by the renter or event attendees must be removed prior to the end of the rental period.
- j) TANC is not responsible for any lost, damaged, or stolen personal items during your rental period. Personal items found by TANC at the time of facility hand-over will be made available through "LOST & FOUND" for up to 48 hours after the event ends. Please contact board@tanc.org.

