

Appendix F: TIBETAN ASSOCIATION OF NORTHERN CALIFORNIA
[Dheshi Phuntsokling Community Center]
5200 Dalai Lama Avenue, Richmond, CA 94804

FACILITY RENTAL & BUILDING USE POLICY

Submission of this rental application & signed agreement acknowledge that you have read and understood the entire TANC rental policy, and agree to abide by the TERMS & CONDITIONS spelled out in the TANC Rental Agreement. TANC reserves the right to deny use of DPLCC facility to any outside group if such a use is deemed contrary to TANC's mission, purposes, and commitments. For questions and concerns, contact board@tanc.org.

Cigarette Smoking, drug use, and consumption of alcoholic beverages on the DPLCC property is strictly prohibited.

Renter signing the rental Agreement/Application must be at least 21 years old and above, and must submit a valid State issued Driver's License or Identification Card.

RENTAL FEES

1. HALL Rental: 10 Hrs. Rental: Members price of \$525.00 and non-members price of \$700 for renting Main Hall (up to 10 hrs.) & \$50 for each additional hour.
 2. KITCHEN Rental:10 Hrs. Rental: Members price of \$300.00 and non-members price of \$400 for renting Main Hall (up to 10 hrs.) & \$50 for each additional hour. (*Kitchen appliances, tools and equipment included except for gas cylinder fees.*)
 3. HALL Rental:4 Hrs. Rental: Members price of \$ 300 and non-members price of \$400 for renting Main Hall (up to 4 hrs.) & \$50 for each additional hour.
 4. KITCHEN Rental:4 Hrs. Rental: Members price of \$ 150.00 and non-members price of \$200.00 for renting Main Hall (up to 4 hrs.) & \$50 for each additional hour. (*Kitchen appliances, tools and equipment included except for gas cylinder fees.*)
 5. Renter must provide prove of Liability Insurance policy or shall pay extra fee of \$100/day for the same. TANC can facilitate the purchase, if requested.
- Please be aware that the renter will be responsible for the cost of cooking gas (*Small propane tank \$25 and large propane tank \$50*) which is not included in the Kitchen rent.

FLAT RATE RENTALS:

1. \$75 for meeting room rental (up to 3 hours). \$10 for every additional hour.
2. \$400 for the exterior open space rental (up to 8 hours). \$25 for every additional hour
3. Event Organizers may rent Potala Banner (20'x45') for a flat rate of \$70/day for use within

DPLCC compound. Potala Banner is not allowed to use outside DPLCC compound.

4. Event Organizers may also rent TANC's complete Audio System for a flat rate of \$400/day and rent Projector for a flat rate of \$50/day.
5. TANC Members & affiliated Organizations may rent TANC Van for a flat rate of \$100/day. Renter shall refuel the Van to the same level you received when you picked up the Van.

*Please note that the customers are responsible for total charges for repairs and replacement depending on the degree of damage if TANC find a returned item damaged.

DISCOUNT:

- Paid TANC Members are offered a 25% discount on all event-related rental fees.
- All Non-Profit Organizations are eligible for a 25% discount rate on all rentals.
- Religious event benefiting TANC community members are eligible for a 35% discount rate on all rentals.
- CTA Official Sikyong and Chitue Election candidates shall enjoy one time of 50% rental discount
- SF RTYC and SFT will be given an opportunity to host one free event annually with the Hall rental only.

Thank you for your interest in hosting your event at the DPL facility. Your reservation will be confirmed upon receipt of your security deposit along with your application & all related supporting documents.

**NOTE: Up to 2 hours preparation time will be allowed without any charge.
Preparation time exceeding 2 hours will be charged the hourly rate without exception.**

2. SECURITY DEPOSIT

- a. Security deposit is \$200 (two hundred dollars).
- b. All fees for use shall be paid in advance to TANC.
- c. Fees will be refunded if the facilities are not available or if reservation is cancelled twenty-four (24) hours prior to scheduled usage.
- d. The fee is to be applied against damage if applicable but otherwise is returned to the Renter within 15 business days, AFTER inspection and PROVIDED the *rented* facility is returned in its original condition.
- e. TANC will deduct the cost of any damages to *rented* space or property from the security deposit.
- f. If the damage cost is more than the \$200 security deposit, the Renter will be responsible for paying TANC the balance of cost.

2. REQUIRED DOCUMENTATION (WITH RENTAL APPLICATION)

- a. Any individual or group using this facility is required to show proof of having **bodily injury and public liability insurance** in amount no less than one 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 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.

3. 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 charges will apply as noted under RENTAL FEES above.
- 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 *childcare 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 is 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 10pm.
- 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 the 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 circumstance.
- 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

C. Drugs and Alcohol Consumption

- a. No smoking is allowed in the building *and within 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 concerned staff immediately.
- c. In case of breakage or damage to any TANC-owned material(s) or equipment(s), the responsible Renter is expected to correct or pay for the damage, with building damage deposit applying.
- 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 PM and doors locked by 11:00 PM sharp.**
- b. All windows and doors must be closed/locked, lights turned out, 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 condition in which 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 member 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. The 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 and found” for up to 48 hours after the event ends. Please contact board@tanc.org.

G: ACKNOWLEDGEMENT

I, _____ [Name of the Renter], acknowledge that I have read the above TANC's Facility and Building Rental Policy in its entirety and accept responsibility for complying with the rental rules and regulations as noted in this Policy.

Renter's Name (print): _____ **Organization:** _____

Signature: _____ **Date:** _____