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**TIBETAN ASSOCIATION OF NORTHERN CALIFORNIA**

*Motto: Unity of Purpose; Strength in Diversity*

## **TANC Kitchen Rental: Rules and Regulations**

Confirmation and reservation of your event will occur once your rental fee, deposit, signed and dated contract paperwork has been received by TANC. Non receipt of fee shall result in cancellation of reservation.

### **KITCHEN EQUIPMENT USE POLICY:**

1. You are welcome to use any of the (including towel and aprons) within the kitchen as long as it is returned clean and in the same condition as you found it.
2. Under no circumstances are renters permitted to move furniture from one place to another.
3. Accidents do happen; if you damage any equipment please have the integrity to let us know immediately. We want to keep our kitchen running right at all times.
4. Please let us know immediately if there are problems with any aspect of the facility so we may rectify the problem as soon as possible. This includes kitchen equipment, refrigeration, sinks, stoves, plumbing, bathrooms, garbage collection, electrical, etc.
5. All windows must be closed, doors locked, lights turned out, stove and heat turned off at the completion of use. A fee of \$50 per instance will be incurred if heat, lights, stoves, burner, etc. are left on.
6. All garbage must be put into a garbage can. Garbage and refuse is not to be placed on the floor or left on furniture under any circumstances.
7. Kitchen key must be returned to hospitality staff immediately following rental.

### **CANCELLATION POLICY:**

While we understand that things come up, we have committed those kitchen hours to you and expect you to follow through with your financial commitment. TANC needs at least 72 hours notice to cancel your reservation, or you will be charged the full price of your reservation.