



Filipino-American Development Foundation (FADF) / Bayanihan Community Center Rental Agreement

I agree to the following Policies & Guidelines – Please initial each statement:

INITIAL

- _____ • **To secure your event date** please submit a completed **rental form** (online), **rental agreement** and **deposit** (if requested).
- _____ • **Payment:** Due before or upon event date.
- _____ • **Cancellation Policy & Fee:** In case of cancellation, please call (415) 348-8042.
A cancellation fee will apply to events terminated within 48 hours of contracted date equal to half of total cost.
- _____ • **Coordination with Staff:** It is recommended that you **visit** the space at least one week prior to your scheduled event to go over any special set-up needs, equipment usage, security protocol, clean up procedures and any additional items. **FADF onsite contact: MC Canlas** (415) 574-8718
- _____ • **Maintenance / Janitorial:** Please discard of your recyclables, compostables, and garbage (non-recyclable and noncompostable) in the appropriate recycling, composting and garbage bins. For events with food service – please check-in with FADF Staff, to show you how and where to empty the bins. Events requiring extra janitorial service must be arranged with FADF Staff.
- _____ • **Set-up & Break-down:** Please allow at least 30 minutes for set-up and at least 30 minutes for break- down. Rooms and the Kitchen must be left in the condition found. Please do not leave any belongings after your event, unless arranged with FADF Staff.
- _____ • **Kitchen:** If using the kitchen, make sure that all counter tops are cleaned, floors swept as needed, and all supplies (pans, bowls, utensils, etc...) are **cleaned, dried and returned to appropriate place.**
- _____ • **Music and/or loud noise** should NOT go beyond 10pm.
- _____ • Currently **the Bayanihan Community Center is staffed Monday-Friday, 9am – 5pm.** If your event takes place outside of these hours, an additional fee will be added per hour outside of 9am to 5pm. Please refer to the Rental Fees guide.
- _____ • **Insurance:** Insurance is required for ALL events. Please show proof of \$1,000,000 liability insurance with the **Filipino-American Development Foundation (FADF)** as additionally insured, or if needed, insurance is available through FADF, please inquire.
- _____ • **Alcohol Policy:** Renters must get prior **authorization** from FADF Staff to serve alcohol. Please note on Rental Form whether your event is serving alcohol, **proof of insurance noting use of alcohol** in event is required. FADF **reserves the right** to deny use of alcohol at an event, either private or public. Alcohol may **NOT be served at youth events** 21 and under.
- _____ • **Code of Conduct** The following activities are **NOT allowed** in the Bayanihan Community Center:
 - **Physically or verbally threatening, fighting or harassing any person**
 - **Engaging in sexual behavior**
 - **Defacing, damaging, stealing or destroying property**
 - **Possession, use or sale of illegal drugs, weapons or contraband**
 - **Shaving, bathing or sleeping in public restrooms or in any other part of the Center**
 - **Disrupting Center programs and/or activities**
 - **Smoking inside of building**
 - **Posting our distributing flyers without prior consent from FADF Staff**
 - **Events promoting individual political figures or candidates**
- _____ • **Please make sure to Check-in and Check-out with FADF Staff on the day of your event. Thanks!**

I have read and understand the above. I agree to abide by the Policies & Guidelines set forth by FADF.

Signature: _____ Date: _____

Printed Name: _____