

APPLICATION FOR USE OF CITY PROPERTY

Today's Date: _____ Location: (check one) Alex L. Pitcher, Jr. Community Room, 1800 Oakdale Ave.
 Earl P. Mills Community Auditorium, 100 Whitney Young Cir.
 Lobby (Reception Area)

Date Requested: _____ Description of Event/Activities: _____

Setup Time: _____ Start Time: _____ Ending Time: _____

Applicant's Name (responsible individual): _____
Please Print (Last) (First)

Address: _____
(Street) (City) (State) (Zip Code)

Phone: () _____ Cellular: () _____ E-mail: _____

When signing on behalf of an organization, please provide the following information

Organization Name: _____

Address: _____
(Street) (City) (State) (Zip Code)

Phone: () _____ Pager: () _____ Fax: () _____

Type of Organization: Non-profit Government Political Community School/College
 Religious Tenant Other _____

Event Open to the Public/Community: Yes No Attendance Expected: _____ Admission/Fee Charged: Yes No

Items For Sale: No Yes (If so, what?) _____

Alcoholic Beverage (beer, wine, champagne, hard liquor) – **Served:** Yes No **Sold:** Yes No
One Night Dance Permit (may be required for some special events, e.g., fundraising dance): Yes No

Items Requested: No. of Chairs _____ No. of Tables _____ Podium: Yes No PA System: Yes No
Projector: Yes No Screen: Yes No

Note: PA System/Projector are unavailable for Social Events

Any individual, group/organization or government agency using City property/facility under the Civic Center Act provisions, or for any other purposes, shall hold the City and County of San Francisco, the Southeast Community Facility Commission and its employees free and harmless from any loss, damage, liability cost or expense that may arise during or be caused in any way by use of occupancy of the above city facility. At the direction of the SECFC Executive Director, **applicants serving or selling alcoholic beverages are required, at their own expense to provide personal injury/property damage liability insurance as follows: \$100,000 public and \$400,000 property—for a total of \$500,000. A Certificate of Insurance (indicating the "City & County of San Francisco and the SECF Commission and its officers, agents and employees" as additional insured) shall be delivered to the SECFC Executive Director at lease ten (10) days prior to the use of the facility. NO EXCEPTIONS!**

All arrangements for use of the community room or auditorium must be made to the satisfaction of the SECF Commission/Executive Director; and subject to the Rules & Regulations of the SECF Commission that accompanies this application form

THE REQUEST FOR RESERVATION/USE IS NOT FIRM UNTIL THE SECF COMMISSION/EXECUTIVE DIRECTOR AFFIRMS AND A CONFIRMATION LETTER IS RECEIVED FROM HIM.

I understand that the "Rules & Regulations" constitute a part of this application, and govern the use of the SECF-Alex L. Pitcher, Jr. Community Room or the EPMC-Community Auditorium.

Applicant/Representative Signature

Title (if applicable)

