



Alliance for Social and Economic Justice

2973 16th Street #300, San Francisco, CA 94103

www.csej.org | www.asej.net | asej@riseup.net | 415-863-1927

Space Request

Applicant Information:

Name:

Telephone:

Organization:

Requested dates:

*** If it is a recurring meeting, indicate which day and week of the month, and last date if known*

Requested space:

Start time of space use (indicate if there is a set-up time):

End Time of space use (indicated if there is a clean-up time):

Describe your event:

Meeting Space: Conference room & kitchen (seats 8) - \$25/hr

Event Space: Main gallery space (seats 49)

Evenings for performances - \$150/hr (setup time at \$75/hr)

Evenings for meetings - \$75/hr

Daytime for rehearsals, classes and workshops - \$50/hr

*** Besides fees, a \$100 deposit is required, refunded if premises are left cleaned, undamaged, and things are put back in place. Payment must be made 7 days prior to the reserved date.*

Event Services: (ask for quotes)

Event Planning

Technical Support and Equipment

Logistical Support

Rental

- LCD Projector and Screen
- Sound Equipment
- Promotion and Promotional Materials

- Marketing Consultant

Initial each section:

___ Member is responsible for all individuals attending their meeting or function. This includes keeping individuals in the meeting or event space and not allowing individuals to congregate in hallways or other parts of the building except near the entrance to the meeting or event space.

___ Children must be supervised at all times and child care provided when appropriate.

___ Member must ensure that amplified sound is turned off at agreed end time of meeting or event and no amplified sound is allowed after 12 AM.

___ Member is responsible for any broken or missing items in the event or meeting space. Charge for replacement for any such item(s) will be withheld from the security deposit. If the charge exceeds the security deposit amount, the member will be billed the excess amount.

___ Member is responsible for the cleaning of the meeting or event space. Cleaning includes wiping and putting away tables, folding chairs, decorations, and sweeping/mopping floors. All areas must be in the same condition and setup as before the event or meeting took place, or the member forfeits their deposit.

___ Member must discard all garbage, compostables and recyclables from their meeting or event in trash bins or recycle bins located near the elevator. Excessive trash (more than 4 bags) must be taken and disposed off site. Member must not leave trash or trash bags in meeting or event space, or the member forfeits their deposit in whole or part.

___ Attendance of more than 49 people in the event space is not allowed.

___ By signing below, you release the Alliance for Social and Economic Justice from any responsibility or liability for accidents, injuries or loss of property.

___ I have read and understand the charges, rules and regulations governing the terms of member's use of facilities.

Applicant Signature

Date

Staff Signature

Date