



# FACILITY USE POLICIES & GUIDELINES

The purpose of this document is to provide organizations and individuals information for full or partial rental of the SASF facility. This document shall be provided to all potential lessees along with an Application and the current Rental Rates chart. Together, these documents should comprehensively outline terms, conditions and fees associated with successful use of the facility.

## TERMS AND CONDITIONS

- All users must complete an application. While inquiries of date availability may be addressed via phone, applications to use the facility must be in writing and in advance (pursuant to application and rental terms).
- The applicant must provide a certificate of liability insurance that names SASF as additional insured in accordance to the required amount of coverage in relation to the type of event 45 days prior to the reservation date. If alcohol is to be sold at the event, the certificate of liability insurance must show coverage for this.
- SASF does not generally accept reservations less than 45 days in advance. Late bookings may be accepted at the discretion of the SASF staff or Board president.
- The applicant shall be responsible for any and all damages or losses sustained by the SASF facilities, its furnishings, equipment or other property resulting from the use of the facility by the applicant or its representatives.
- SASF shall not be responsible for any loss, damage, or injury to property or persons when on the premises, including the parking lot.
- Security personnel are required for any group of one hundred (100) or more. The cost and arrangement of security personnel is the responsibility of the renter. Renters are required to choose a security company from the SASF approved vendor list. A contract stating that security services have been retained must be provided to SASF.
- Activities attended by minors must have one adult chaperone (25 years or older) for every 20 youths 17 years of age and under during the entire activity. Events will not begin without the required number of chaperones present. Exceptions to the chaperone ratio will be reviewed by the SASF Facility Manager on an individual basis.
- Dancing is only permitted on the dance floor. The dance floor must be rented from SASF and will follow the pricing listed on page 3. Renters cannot bring in dance floors from outside vendors.
- Advertisements and other forms of announcement of events being held in the SASF facility must be approved in advance of publication by SASF staff.
- Set up for events must be completed during consecutive rental hours. Cellophane tape, tacks, nails, screws, staples or other surface adhesives are not allowed, and the lessee will be charged for repairs if posting materials results in damage to the facility walls. No decorations are allowed on the windows, light fixtures or painted surfaces. No balloons are permitted on tables.
- **A signed waiver of liability** will be required for all sporting event participants. For youth under the age of 18, a parent or legal guardian must provide such authorization.

- **Open flames are not allowed.** Candles and other lighted objects must be protected on all sides with a secure and stable base.
- Throwing rice, confetti, bird seed or other materials **is not permitted.**
- **Clean up** must be completed during consecutive rental hours. Lessee will pay a cleaning deposit that is refundable if facility is returned to pre-rental cleanliness. Clean up entails completing each item listed on the attached clean up contract to the degree of pre-rental cleanliness. The loss of part or all of the security/cleaning deposit will result if additional cleaning is needed to bring the facility back to an acceptable condition. This includes any fines or fees assessed by homeowner's association, Waste Management or other governing bodies.
- **No animals** are allowed in the facility except those certified as assist dogs.
- **No smoking** is allowed in the facility, or on the SASF property, as this activity is contrary to the health focus of SASF.
- **No food or drink (including chewing gum)** is permitted, except water, during sporting events or events where the gym floor is uncovered.
- **No alcohol** is permitted in or on the grounds of the facility unless part of a rental agreement in which alcohol use is contracted for and appropriate legal permits have been secured. At no time are individuals allowed to bring alcoholic beverages to sporting events. Alcoholic beverages must remain in the confines of the facility and cannot be brought outside or off of the premises.
- Renters will not be given a key to the facility. **A SASF building monitor will open the facility and be present during all rental uses.**
- **The person responsible for the event must be available before and after the event** to ensure that the SASF facility is maintained and returned to acceptable rental condition. It is the responsibility of the event organizer whose name appears on this rental form to ensure that every aspect of the rental agreement is complied with especially in regards to cleanliness of the facility. This responsibility may be delegated to another person. That person shall also sign the rental agreement and will be held responsible for returning the facility in proper condition to SASF. Failure to comply with this requirement is grounds for assessing additional rental and cleaning fees. In the event that this occurs, the renter shall forfeit up to the entire security/cleaning deposit.
- **Photography Note:** By signing this Agreement, I understand that SASF Staff may photograph the event and event attendees and that SASF Staff may use such photographs to promote SASF programs now and in the future. I expressly allow, and hereby waive any objection to SASF Staff photographing of the event and event attendees. I understand all photos will remain the property of the Sacramento Asian Sports Foundation.

**Use of the facility will not be granted if:**

- Use is considered contrary to the Sports Foundation's best interests
- During previous rental applicant or applicant's guests caused or allowed damage to facility
- Past conduct resulted in police or fire department response
- Groups or individuals partake in illegal activity or exhibit behavior deemed to be a threat to physical safety or protection to person or property.

Name of Applicant: \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_

*My signature below indicates that I have received and read the SASF Facility Policies, and accept responsibility for the conducting my/our use of the facility within the boundaries of these guidelines:*

\_\_\_\_\_  
Signature of Person Listed Above

\_\_\_\_\_  
Date Signed



# FACILITY USE RENTAL APPLICATION

The purpose of this document is to detail the intended use and clarify dates and time of use. Information you provide will be the basis for determining your rental fees. This document shall be provided with our Policies for use and the current Rental Rates chart. Together, these documents should comprehensively outline terms, conditions and fees associated with successful use of the facility.

## SUBMIT WITH APPLICATION

1. A **photocopy of state approved ID** of the person applying for rental
2. A **25% non-fundable deposit** is due at time of reservation in order to guarantee reservation.
3. **Insurance Requirements:** Sacramento Asian Sports Foundation requires a Certificate of Insurance, and if necessary, an Endorsement to your insurance policy before your application can be approved. Insurance must be for Commercial General Liability, with limits not less than \$1 million per occurrence. SASF must be listed as Additional Insured. **Reservation is tentative until the insurance certificate is provided and application is approved by SASF personnel.**

## Your Signature Denotes Your Understanding that:

- SASF reserves the right to require the applicant to provide **on-site monitoring and/or security personnel** at the applicant's full financial responsibility.
- A financial penalty will be assessed for use beyond the approved time; and set-up and clean-up must occur during rental hours.
- Only the **responsible person** named on this form is allowed to make changes to this request. SASF reserves the right to increase the **insurance requirements** stated herein.
- The second contact person is not considered by SASF to be a "Responsible Person" for purposes of liability for this agreement.
- If you plan to **sell**, a permit must be secured in advance and provided to SASF.
- **Payment:** Half the total reservation fee is due 60 days prior to the booking date. Full payment is due 30 days prior to the booking date, including required damage / cleaning deposit. Refunds are pursuant to the Cancellation Policy.
- **Cancellation Policy:**
  - a. Full refund if canceled at least 120 days prior to scheduled event
  - b. Full refund less 25% deposit fee if canceled 46-119 days prior to event
  - c. 50% refund if canceled 30-45 days prior to event
  - d. No refund if canceled less than 30 days from scheduled event
  - e. Cancellation policy for sports rentals.
- **For deposits paid by credit card**, refunds will be issued within 48 hours of cancellation pursuant to these terms. For deposits paid by check, refunds will be issued within 30 days of cancellation pursuant to these terms.
- **Cleaning Deposit:** A \$1000 damage / cleaning deposit is required, and will be refunded if the facility is left undamaged and clean, as determined by SASF staff or board member. For deposits paid by credit card, refunds will be made within 48 hours of event. For deposits paid by check, refunds will be made within 30 days of event.
- **Facility use is confined to area(s) requested in approved application.** Any unauthorized use of facility property is grounds for event cancellation and termination of the rental agreement. Facility use is restricted to approved areas and renter must not deviate from approved areas. Last minute changes to the approved use are subject to additional rental fees. It is the responsibility of the renter to properly communicate the event requirements and to ensure that the facility is able to meet those requirements prior to renting the facility.

**Responsible Person Information:**

Full Name: \_\_\_\_\_ Driver's License #: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_

Organization Address/Phone: \_\_\_\_\_

Second Contact Person: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Activity Logistics:**

Activity Date: \_\_\_\_\_ Day of the Week: \_\_\_\_\_ Start/End Times: \_\_\_\_\_

Multiple Dates (list day of week, dates and times - include separate sheet if necessary)

Circle the area(s) you wish to use:            Gym            Kitchen

Description & Disclosure of Events/Activities (be very specific, include ALL activities):

**Anticipated Total Participants & Age Groupings:**

Total: \_\_\_\_\_ Adults: \_\_\_\_\_ Children: \_\_\_\_\_ Teens: \_\_\_\_\_

If a sporting event, also list anticipated Total Spectators & Ages Groupings:

Total: \_\_\_\_\_ Adults: \_\_\_\_\_ Children: \_\_\_\_\_ Teens: \_\_\_\_\_

**Activity Details:**

Will the event/activity involve any decorations or signs of any kind?            Yes             No

If yes, please describe: \_\_\_\_\_

Will any money be exchanged or charged (items sold, drawings, registration, donations)?    Yes             No

If yes, please describe: \_\_\_\_\_

Will any amplified sound be at the event?            Yes             No

If yes, please describe: \_\_\_\_\_

Will you be bringing any equipment for this event?            Yes             No

If yes, please describe: \_\_\_\_\_

Will you serve alcohol at this event?            Yes             No

Will you sell alcohol at this event?            Yes             No

Is there an admission fee charged?            Yes             No

Are donations solicited for this event?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is your group a nonprofit organization?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please include your federal ID number: _____		
Is this event primarily for youth (under age 18)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is this event primarily for young adults (ages 17-25)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is this event primarily for adults (age 26 and older)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is this event a private function, either by membership or invitation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is this event open to the public?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If event is open to the public, how will it be advertised? _____		

**Initial** \_\_\_\_\_ I hereby attest that the foregoing information is true and correct and that should any of the information be found to be false or should any conduct by myself, participants or guests not be as described in the application OR should any applicable city, state, or federal rules regulation, codes or laws be violated or circumstances are determined by the SASF representative to be a threat to physical safety or protection of the property, said Use Agreement will be deemed null and void and any activity associated with this Use Agreement will immediately cease. No refund of fees will be given.

**Initial** \_\_\_\_\_ In case of emergency or other reasons, SASF reserves the right to cancel the scheduled event prior to use without liability. If SASF cancels this event Use Agreement, refunds will be made.

**Initial** \_\_\_\_\_ I agree that I will be financially responsible for any costs incurred by SASF for damages to property; costs associated to any public safety action or enforcement as a direct or indirect result of the event; the recovery of any and all reasonable attorney fees to enforce the provisions of any Use Agreement that is issued for the event described in this application; forfeit all fees and deposits as liquidated damages of any costs associated with the enforcement of the provisions of this application or Use Agreement by providing false information on the application; pay any costs that exceed deposit fees already collected by SASF for enforcement or provisions related to this application or Use Agreement.

**Initial** \_\_\_\_\_ Cleaning, security and damage deposits are refundable according to the condition of the facility after use. The facility must be left clean. A Foundation representative will not refund a deposit on the spot, and is not the final decision-maker about deposit status. Within 7 days of your event you will be notified about the status of your refund.

**Initial** \_\_\_\_\_ I agree that the SASF reserves the right to cancel the event and terminate the rental agreement if the event participants conduct themselves in a manner that endangers others including SASF Staff, Volunteers, Game Officials and/or damages SASF Property. Any criminal activity or activity that violates any Federal, State and County Laws are automatic grounds for immediate cancellation of the event. No refunds of fees will be given.

**Hold Harmless Agreement:**  
 Applicants hereby agree to hold to hold the Sacramento Asian Sports Foundation, its governing board, the individual members thereof, and all organization officers, agents, and employees free and harmless from any loss, damage, liability, cost or expense that may arise during or be caused in any way by such occupancy of Foundation property. The applicant agrees to reimburse the Foundation for any damage to Foundation property occasioned by or growing out of use herein requested. I HAVE READ THE RULES AND REGULATIONS AND FEE SCHEDULE RELATING TO USE OF THE SASF FACILITY AND ACCEPT RESPONSIBILITY FOR MEETING THE REQUIREMENTS STATED HEREIN AND FOR PAYING THE BALANCE OF THE ACTUAL FEE UPON RECEIPT OF INVOICE.

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Signature of Responsible Person Date Signed