

RENTAL AGREEMENT

THE KENDRA ALEXANDER FOUNDATION

518 Valencia – Eric Quezada Center for Culture & Politics

The user agrees to the following:

1. User agrees to return all facilities and premises to the same condition in which they were found.
2. User is responsible for the security of the building, including ensuring that no unauthorized persons enter the building during the event
3. User agrees that no drugs or cigarette smoking are allowed on the premises. Alcohol is allowed only under special circumstances - see building manager to arrange this.
4. User agrees to take proper care of furnishings, equipment, walls, and appliances. There is no use of any tape, pins or nails on the walls. Only BLUE painter's tape is permissible on walls and only with prior notification. No markers are to be used on chart paper hanging on the walls. Any print through or marks to the walls will result in re-painting charges to the renter.
5. User agrees that the security deposit (\$100) will be used by the Kendra Alexander Foundation to do any cleaning or make any repairs necessary as a result of the renter's use of the space and equipment provided.
6. User agrees to notify the Venue Coordinator of any changes to the date/time of the event (including cancellation) no later than 7 days prior to the event date. There will be a charge of 25% of the rental fee for late cancellation.
7. User agrees to follow all the procedures as outlined in the rental procedures document.
8. Rental fees include:
 - Usage of the main room, kitchen area, bathrooms and office/childcare room, if needed. Please inform the Venue Coordinator which rooms you plan to utilize when submitting your request.
 - Usage of venue's tables and chairs, and other on-site furniture, upon pre-approval of 518 staff
 - Garbage, recycling and composting services – see Rental Procedures for more details

KAF agrees to promptly refund the security deposit (\$100) less any charges.

KAF agrees to provide one on-site staff person to provide assistance during usage, who will arrive at the time agreed upon for setup of the event and will leave when all closing procedures have been completed.

All rental payments are due by the date of the rental or additional fees (a minimum of \$25) will be charged for collection. We cannot process credit card payments!

KAF shall not be liable for any loss, damage, or injury to user or any other person, or to property, occurring on the premises. User agrees to hold KAF harmless from any claims for damages, no matter how caused.

Name of organization

Phone

Signature of authorized representative

List in Public Calendar – Y or N

AV – Y or N

Printed name, address of authorized representative

Email

Rental Date (s) & Times (including setup & cleanup)

\$ _____
Rental Rate Per Hour