

Rental Procedures for 518 Valencia Street – Eric Quezada Center for Culture & Politics

THE KENDRA ALEXANDER FOUNDATION

522 VALENCIA – San Francisco CA 94110 * 415 863-9977 e-mail: info@518valencia.org

To rent the 518 Valencia space, please follow these steps:

1. Contact 518 Venue Coordinator, to rent the space: Phone: 415-863-9977, Email: info@518valencia.org

2. Provide the Venue Coordinator with:

The name and phone number of the person who will serve as the contact person between your organization and the Kendra Alexander Foundation

Date and time of your proposed event including setup & cleanup

Estimated attendance

A brief description of your event (2-3 lines) – for example: is it a fundraiser? plan to utilize the kitchen or childcare rooms? private or open to the public?

Equipment/technical/special space needs (if any)

3. Make an arrangement with the Venue Coordinator to pay your security deposit and rental fee, sign your rental agreement, and orient yourself to our building procedures. A \$100 security deposit is required for all rentals.

4. Your space will not be guaranteed until your deposit payment is made.

5. If appropriate and desired, send the Venue Coordinator any digital outreach materials (text, flyers, images, links, etc.) at least 2 weeks in advance of the event - to be promoted on the 518 Valencia website, listserv and social media networks.

6. Notify Venue Coordinator at least 7 days in advance of the event date if the event is to be changed or canceled. There will be a charge of 25% of the rental fee for late cancellation. All rental payments are due by the date of the rental or additional fees (a minimum of \$25) will be charged for late collection.

We cannot process credit card payments!

7. Within 7 days after the event, the Venue Coordinator will contact you to follow up with deposit return (if applicable). Deposit will only be returned if the building is returned to the same condition as it was found.

Due to concerns over the Foundation's tax-exempt status, we cannot subsidize electoral campaigns for specific individuals or legislative propositions.

**** Please write checks (rental and deposit) payable to the Kendra Alexander Foundation. Please mail to Kendra Alexander Foundation 522 Valencia St, SF 94110**

SETUP: The venue will be open for you at the agreed time by 518 Staff. The front door should remain unlocked at all times during the event. You are responsible for setting up tables, chairs and any other furniture you will be utilizing.

518 Staff will set up venue-owned equipment, if necessary and will be on-site for technical assistance.

GARBAGE/RECYCLE/COMPOST: Garbage, recycle and compost bins will be empty and lined prior to the event. Please make sure all trash, recycle and compost is placed in the cans during the event and that bags are consolidated and placed in the large receptacles located in the back of the venue. Clean bags are available in the storage closet near the bathrooms, and are available for use during the event. Before you leave, please empty all bins. We will bill you for any staff time required to re-sort waste.

CLEANUP/CHECK-OUT: Venue should be left as it was found. **MAIN ROOM:** return chairs and tables to storage, remove posters/tape from the walls, and sweep/mop floors, as appropriate. **KITCHEN AREA:** clean up counter space and sink, remove food or drinks from refrigerator, empty trash/recycle/compost bins and sweep or mop floors, as appropriate. **GARBAGE/RECYCLE/COMPOST:** please empty all bins to the large receptacles located in the back of the building.

Before leaving, check out with the on-site staff person.