



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

Request to Use Space

Applicant Information

Applicant's Name * _____

Name of Organization * _____

Phone Number * _____

Email Address * _____

Spaces and Rates

All groups:

Meeting space - (Maria-Theresa Au-Scott Memorial Conference Room)

☐ Conference room and kitchen (seats 8) - \$25 per hour

Groups with an annual budget more than \$100,000:

Event space (seats 49) - (Larry Lattimore Memorial Art Gallery)

☐ Weekdays before 5 p.m. for meetings, rehearsals, classes and workshops - \$50 per hour

☐ Evenings and weekends for events, performances or film screenings - \$90 per hour

- ☐ Evenings and weekends for meetings, classes or workshops - \$75 per hour

Groups with an annual budget \$100,000 or less:

Event space (seats 49) - (Larry Lattimore Memorial Art Gallery)

- ☐ Weekdays before 5 p.m. for meetings, rehearsals, classes and workshops - \$45 per hour
- ☐ Evenings and weekends for events, performances or film screenings - \$55 per hour
- ☐ Evenings and weekends for meetings, classes or workshops - \$50 per hour

Payment and Deposit

Besides fees, a \$100 deposit is required, refunded if premises are left cleaned, undamaged, and things are put back in place.

All payments must be made 7 days prior to the reserved date.

Subsidy Application

If your group cannot afford these rates, email asej@riseup.net for a form to request a subsidy.

Event Information

Requested Date * _____

Setup Time * _____

Start Time * _____

Cleanup Time * _____

End Time * _____

Week of the Month (if recurring meeting) _____

Day of the Week (if recurring meeting) _____

Requested Space * _____

Describe your event *

Event Services (ask for quotes)

- ☐ Event Planning
- ☐ Logistical Support
- ☐ Technical Support and Equipment Rental
- ☐ LCD Projector and Screen
- ☐ Sound Equipment
- ☐ Promotion and Promotional Materials
- ☐ Marketing Consultant

Agreement (Initial each section)

Responsibility *

_____ 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.

Child Supervision *

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

Amplified Sound *

_____ 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.

Broken or Missing Items *

_____ 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.

Cleaning Event Space *

_____ 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.

Discard Garbage and Recycling *

_____ 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.

Max Capacity 49 *

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

Release of Liability *

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

Acknowledgement *

_____ 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