



TERMS AND CONDITIONS FOR THE TEMPORARY USE OF 440 TURK COMMON AREAS SPACE

(This protocol is not applicable to long-term lease, rental or licensed space at 440 Turk)

1. The SFHA reserves the right to exclusively determine the use and activities of all space at 440 Turk.
2. All parties requesting temporary use of 440 Turk must **submit the application form five (5) business days in advance** of use to Deborah Frelix at frelixd@sfha.org or Rose Marie Dennis dennisr@sfha.org. The SFHA will maintain an event calendar to determine and account for all requests.
3. At the time of booking, the booking party will be required to provide a check or money order in the amount of \$200.00. The \$200.00 will be charged as follows: (1) \$100.00 is the fee for using the room and will not be returned; and (2) \$100.00 is the deposit and will be returned within five (5) business days if the space is left in the same or better condition than it was in after use of the space.
4. If damage or cleaning expenses exceed the \$100.00 deposit, the San Francisco Housing Authority has the right to charge the parties for the full cost of the expenses.
5. Parties using 440 Turk are not allowed to store their belongings, equipment, etc., overnight in the building and are not allowed to book the use of any temporary common area space in the building for overnight use without prior written approval from the SFHA.
6. The SFHA is not responsible for any party's property including damage, theft, or other removal.
7. Any borrowed use of SFHA equipment such as tables, chairs, office equipment, etc., at 440 Turk must be requested and authorized by the SFHA at least five (5) business days in advance of the event and is not guaranteed.
8. If the number of persons using 440 Turk exceeds 30 people, the requesting party will be required to provide security and proof of insurance at their own expense, to the SFHA in advance of the event(s).
9. The SFHA may require a walk through both before and after each use.
10. Parking space is not provided or permitted by any party authorized to use space at 440 Turk.
11. Smoking, alcohol, candles, and fire arms are prohibited on the premises at all times.
12. Set up and break down of the event are the full responsibility of the requesting party.



APPLICATION FORM 440 TURK COMMON AREAS SPACE REQUEST

Please **sign, date, and submit this completed application form five (5) business days in advance** of the event to frelixd@sfha.org or dennisr@sfha.org. Also, please circle (indicate on the floor plan below), which sections of the building you want to use.

- Indicate which room(s) you are requesting? (Check all that apply)
 - Commission Room _____
 - 440 Turk Lobby _____
 - Reception Area _____
 - Bathrooms _____
 - Office space (stipulate which areas) _____
 - Other: _____

2. Name of Requesting Party and Contact information (required):

(Requester's Full Name) (Address) (Phone Number)

3. Event Date: _____ Event Time: _____ (include set up and break down time)

4. Number of people: _____

5. Purpose of Event/ Description of Event:

6. Your booking will not be confirmed until you remit a \$200.00 (\$100 fee and \$100 deposit) cashier's check or money order made payable to The San Francisco Housing Authority.

7. Please note any additional information relevant to this request for use of space at 440 Turk.

8. If you would like to request a fee waiver please explain why on the Fee Waiver Voucher below. Your request will be reviewed and you will be notified in writing if you qualified to receive a fee waiver.

Application Signature: _____ **Date:** _____

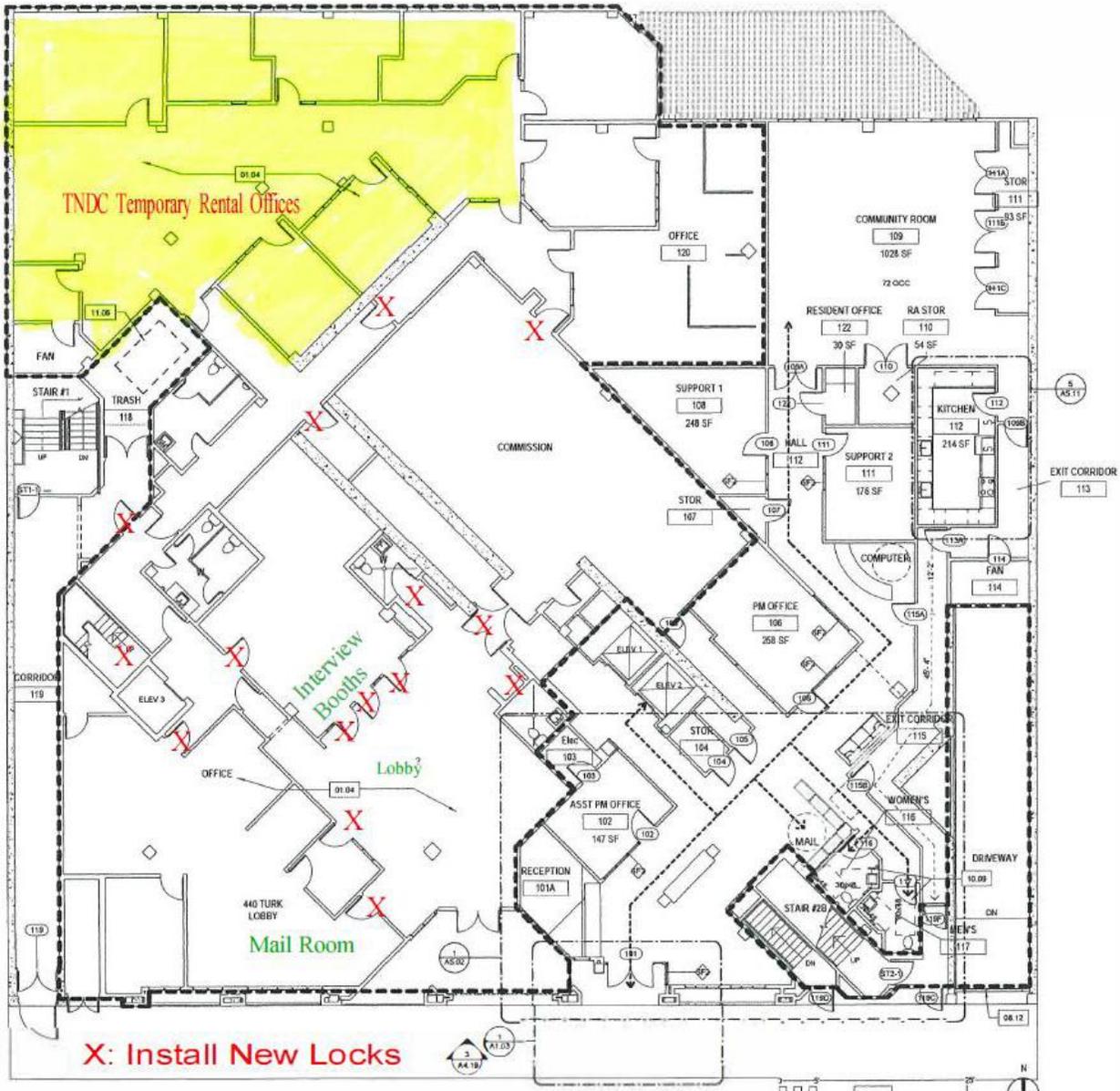
Fee Waiver Voucher

Requester's Full Name: _____ Event Date: _____

Please explain the reason for the fee waiver request: _____

Approved by: _____ **Date:** _____

FLOOR PLAN 1st Floor of 440 TURK



1 FIRST FLOOR PLAN
1/8" = 1'-0"