



**San Francisco Municipal Transportation Agency
Application for Use of Chinatown Rose-Pak Open Space
11/1/2025**

Expiration Date: _____ (Office Use)

Reservation for the Chinatown Rose-Pak Open Space ("Open Space"), located at 943 Stockton Street, San Francisco, CA. No parking is available at this facility.

Completed applications must be emailed to ctsopenspace@sfmta.com Required*

Applicant First and Last Name *

Applicant Email Address *

Name and Physical Address of Organization or Group ("Group")*

Purpose of Organization or Group*

Purpose for Meeting or Event *



Primary Contact Name *

The primary contact must be present on-site during the entire reservation period. This can be the applicant or someone else.

Job Title of Primary Contact

Primary Contact Phone Number *

Primary Contact Email Address *

If there is no secondary contact, please re-enter the primary contact here.

Secondary Contact Name *

Job Title of Secondary Contact

Secondary Contact Phone Number *

Secondary Contact Email Address



Meeting or Event Name and Description *

Total Number of Expected Attendees *

Reservations must be submitted at least 14 days in advance. The Open Space may be reserved every day (up to 4 hours) between 8am to 5pm.

1st Preference - Date and Time *

MM/DD/YYYY:

hh:mm am/pm:

2nd Preference - Date and Time

MM/DD/YYYY:

hh:mm am/pm:

How many hours will you reserve the Open Space? *

If you're requesting additional time beyond the 4-hour reservation limit, please explain why.



Space Description

Chinatown-Rose Pak station is located at 943 Stockton Street in San Francisco. The Open Space is approximately 3,331 square feet (reflected as the stair plaza, mid plaza and roof terrace) for public use. The maximum occupancy is 476 people who are allowed in the area at one time.

Will You Have Any of the Following?

Food

Beverages (Non-alcoholic only)

Decorations (Use painter's tape only. No helium balloons, candles, confetti, glitter or open flames)

Will You Need to Use our Tables and Chairs?

No

Table (How many would you like to use? ____)

Chairs (How many would you like to use? ____)

Will You Have a Caterer for This Event? *

No

Yes Yes

Do you anticipate requiring access to a power outlet?

No No

Yes

If you plan to use a caterer, please provide their information below or email ctsopenspace@sfmta.com once you have the caterer's contact information and insurance confirmation.

The caterer must provide proof of insurance as follows:

- (a) Workers' Compensation, in statutory amounts, with Employers' Liability Limits not less than \$1,000,000 each accident, injury, or illness; and
- (b) Commercial General Liability Insurance with limits not less than \$1,000,000 each occurrence for Bodily Injury and Property Damage, including Contractual Liability, Personal Injury, Food Product Liability; and Liquor Liability as applicable.
- (c) Commercial Automobile Liability Insurance with limits not less than \$1,000,000 each occurrence, "Combined Single Limit" for Bodily Injury and Property Damage, including Owned, Non-Owned and Hired auto coverage, as applicable.
- (d) Name as Additional Insured the City and County of San Francisco, its Officers, Agents, and Employees.
- (e) That such policies are primary insurance to any other insurance available to the Additional Insureds, with respect to any claims arising out of this Agreement, and that insurance applies separately to each insured against whom claim is made or suit is brought.



Please read through all the Chinatown Rose-Pak Open Space Policy, and check box and certify below. *

By checking the box below, the Group making this reservation agrees to be responsible for inspecting the Chinatown-Rose Pak Open Space prior to using it for its meeting or event and shall also be responsible for returning the Open Space to the same conditions found prior to the meeting or event (see Exhibits A and B in the Chinatown Rose-Pak Open Space Policy). The Group is responsible for cleaning the Open Space after the meeting or event, including disposing and removing all recyclables, organic materials, and trash. The Group must report to staff (e.g. station agent) any damage, stains or spills needing immediate attention or clean-up.

Immediately following the set-up and clean-up of the meeting or event, either the primary or secondary contact person must send the completed check-in and check-out form to SFMTA staff. Failure to leave the Open Space in the same condition it was provided to the Group prior to its use may result in the assessment of a cleaning fee, which will be deducted from the security deposit, and possibly the loss of future reservation privileges.

By checking this box, I hereby certify that:

- I am over the age of 18,
- All of the information provided in this application is true and correct;
- I have read and understand the community room policy at <https://www.sfmta.com/OpenSpace>, and
- I will follow and abide by the rules and guidelines for use of the Open Space set forth by SFMTA. I understand that failure to do so will result in cancellation or early termination of the reservation.

All checks for the application fee and security deposit must be received within three (3) business days of receipt of the reservation confirmation. Insurance certificates must be received at least seven (7) days before the meeting or event. All checks and certificates should be sent or delivered to:

**San Francisco Municipal Transportation Agency
(SFMTA) 1 South Van Ness Avenue, 3rd Floor,
San Francisco, CA 94103
Attn: Administration CTS OpenSpace
Email: ctsopenspace@sfmta.com**

Failure to provide all checks or insurance certificates may result in a cancellation of the reservation.



By signing this application, applicant agrees to release, indemnify, defend, and hold harmless the SFMTA, City and County of San Francisco, and its officers, employees and agents from and against all claims, suits, actions, damages, or causes of action for any personal injury, loss of life or damage of property sustained by reason or as a result of the use of the premises, for the permitted use and from and against any orders, judgments or decrees which may be entered thereto, and from and against all costs, attorney's fees, expenses, and liabilities incurred in or by reason of the defense for any such claim, suit or action and the investigation thereof.

Confirmed

I certify that I have read the Chinatown Rose-Pak Open Space Policy and agree to all provisions set forth above.

Signature:

Today's Date:

Approved

Not Approved

Alternative Suggested: (Office Use)

SFMTA Events Staff:

Signature: