



San Francisco Municipal Transportation Agency Application for Use of Islais Creek Conference Room

Expiration Date: _____ (Office Use)

Note: Complete the application, print and email to events.muni@sfmta.com

Reservation of the Community Room at Islais Creek Motor Coach Facility, located at 1301 Cesar Chavez Street San Francisco, CA

* Required

Your First and Last Name *

Your Email Address *

Name and Physical Address of Organization or Group

Purpose of Organization or Group *



Primary Contact Name *

This person must be on site during the room reservation period. This can be you or someone else. If you, please re-enter your name here.

Position of Primary Contact

(e.g. board member or administrative assistant)

Primary Contact Phone Number *

Primary Contact Email Address *

If you are the primary contact, please re-type your email here.

Secondary Contact Name *

Position of Secondary Contact

(e.g. board member or administrative assistant)

Secondary Contact Phone Number *



Secondary Contact Email Address

Event Name and Description *

Total Number of Expected Attendees *

1st Preference - Date and Time *

Reservations must be submitted 7 days in advance. The meeting room is available for reservation (up to 4 hours) between 9 am to 10 pm, Monday to Friday.

MM/DD/YYYY

hh:mm am/pm

2nd Preference - Date and Time

Reservations must be submitted 7 days in advance. Meeting rooms are available for reservation (up to 4 hours) between 9 am to 10 pm, Monday to Friday.

MM/DD/YYYY

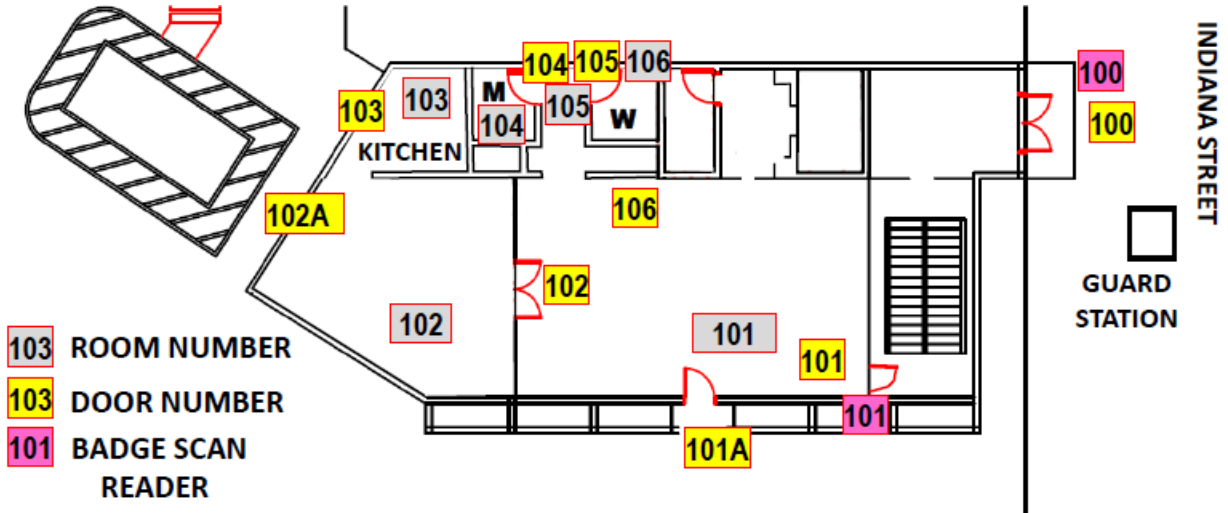
hh:mm am/pm



How Many Hours Will You Reserve the Room? *

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

Community Room Description and Requirements

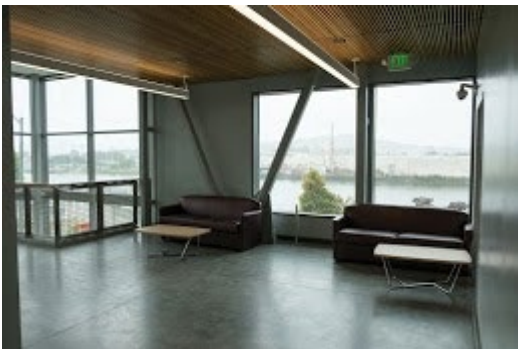


Community Room Choices *

Given the room descriptions below, check whether you want to reserve just #101 to #106 or also reserve #201.



Islais Creek Community Room (#101 to #106) - with kitchen and restrooms and maximum of 87 persons



Islais Creek Viewing Area (#201) - the room can only be booked if you reserve the Islais Creek Community Room. A maximum of 12 persons are allowed in the area at one time.



Will You Have Any of the Following?

For decorations, please use painter's tape if hanging banner.

Food

Beverages (Non-alcoholic only)

Decorations (No helium balloons, candles, or open flames)

Will You Have a Caterer for This Event? *

Yes

No

Maybe

If you plan to use a caterer, please provide their information below or email events.muni@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 community room rules and guidelines, and check box and initial in next question. *

By checking the below box, the organization making this reservation agrees to be responsible for inspecting the Islais Creek Community Room (#101 to #106) and Islais Creek Viewing Area Room (#201) prior to using and returning them to the same conditions found prior to the meeting (see Exhibits A and B in the Community Room Policy). The Group is responsible for leaving the Community Room (#101 to #106) and Islais Creek Viewing Area Room (#201) clean after the meeting, including disposing and removing all recyclables, organic materials, and trash, and removing all meeting materials. Please allow at least 30 minutes each for set-up and clean-up times when making a reservation. Set-up and clean-up times will be included as part of the reserve time.

By checking this box, I am over the age of 21, I've read and understand the community room policy at <https://www.sfmta.com/Islais-Policy>. I will follow and abide the rules and guidelines set forth by SFMTA. Failure to do so will result in cancellation or early termination of my reservation.

A \$200 check to the San Francisco Municipal Transportation Agency will be required as a refundable security deposit. The \$200 check and insurance certificate, if required for a caterer, should be sent or delivered to: San Francisco Municipal Transportation Agency (SFMTA) 1 South Van Ness Avenue, 8th Floor, Attn: Alex Que, Financial Reporting Unit, FIT - Accounting & Operating Budget, San Francisco, CA 94103, Phone: 415-701-4787, Email: Alexander.Que@sfmta.com.

Please check the box below to assure a check and insurance certificate, if applicable, will be mailed to confirm the reservation. *

Set-up and clean-up time times (30 minutes for each) will be included as part of the reserve time. Groups are required to clean the Community Room after use and return them to the condition found prior to the event. Groups are responsible for disposing of and removing all garbage recycling, and compost from the premises. Groups must report to staff any damage, stains or spills needing immediate attention or clean-up. At the conclusion of an event, a representative of the Group must meet with the SFMTA's on site representative (i.e. SFMTA Security Guard) to make sure the facility is being returned in the condition found prior to the event and sign-out on a SFMTA Close-out Form. Failure to leave the Community Room in the same condition provided to the Group prior to its use may result in the assessment of a cleaning fee, with the use of the \$200 security deposit for partial payment, and possibly the loss of future meeting room privileges.



Confirmed

I certify I have read the meeting room policy and agree to all provisions of the above:

Signature: _____

Today's Date: _____

Approved Not Approved Alternative Suggested:

(Office Use)

SFMTA Events Staff: _____

Signature: _____