



## Chinatown-Rose Pak Open Space Policy

11/1/25

The San Francisco Municipal Transportation Agency (“SFMTA”) is pleased to provide approximately 3,331 square feet of open space at the SFMTA’s new Chinatown-Rose Pak station located at 943 Stockton Street in San Francisco (reflected in the site floor plan as the stair plaza, mid plaza and roof terrace) for public use, that has a maximum occupancy of 476 people.

### Who is eligible to Reserve the Chinatown-Rose Pak Open Space

Eligible groups consisting of non-profit, civic, cultural, intellectual, charitable, educational, and City departments including agencies and commissions (“Groups”) can reserve the Chinatown-Rose Pak Open Space (“Open Space”) from 8am to 5pm, every day when this space is not needed by the SFMTA.

The SFMTA reserves the right to prioritize use of the Chinatown-Rose Pak Open Space for agency or agency-sponsored events. Agency or agency-sponsored events include, but are not limited to, staff meetings and other events sponsored by the SFMTA that encourage use of SFMTA services. Groups will have second priority for reservations on a first-come, first-served basis.

Reservation requests must be made by individuals 18 years of age or older. The SFMTA reserves the right to request age verification.

Please allow time for set-up and clean-up when submitting a reservation application. Set-up and clean-up (30 minutes each) will be included as part of the reserved time.

Groups may reserve the Chinatown-Rose Pak Open Space a maximum of twice per week, unless otherwise approved by the SFMTA.

Permission to use the Chinatown-Rose Pak Open Space is not transferable.

### Application Process

Eligible Groups are able to make reservations to utilize the Chinatown-Rose Pak Open Space on a first come, first serve basis. Reservations must be submitted by filling out the Chinatown-Rose Pak Open Space application found at [SFMTA.com/OpenSpace](https://www.sfmta.com/OpenSpace). Reservations must have a minimum of one (1) hour and maximum of four (4) hours of use. Groups may submit applications for the Chinatown-Rose Pak Open Space reservation up to ninety (90) business days in advance and no less than fourteen (14) days before their meeting or event date. Applications for use of the Chinatown-Rose Pak Open Space must identify the “primary and secondary contact persons” representing the Group.



Reservation requests are not guaranteed and are subject to review and approval by the SFMTA. City Departments desiring to use the Chinatown-Rose Pak Open Space are also required to submit an application.

We will respond within two (2) business days to confirm the applicant's eligibility and the availability of the requested date. The applicant should not proceed with submitting the deposit or obtaining a certificate of insurance until confirmation is received. Final reservation confirmations or denials will be sent via email within two (2) business days of receiving the application fee, security deposit and certificate of insurance.

Applications for use of the Chinatown-Rose Pak Open Space must identify the "primary and secondary contact persons" representing the Group. Both the primary and secondary contacts must be present for the duration of the event in order to receive an overview of the use and care of the Open Space, greet attendees, and be available to address any issues that may arise. The primary contact must remain present until all attendees have vacated, and SFMTA staff has been notified that the Open Space is vacant. The primary contact shall also assume the temporary role of emergency evacuation lead for the event.

#### **Application Fee and Security Deposit**

If the reservation is confirmed by the SFMTA, all applicants must submit a non-refundable \$50 application fee and a refundable security deposit of \$250 for each reservation within three (3) business days of receiving the reservation confirmation. Both the application fee and the security deposit must be paid by check made out to the San Francisco Municipal Transportation Agency. Reservations made by departments of the City & County of San Francisco are exempt from the security deposit requirement. Reservations will be subject to cancellation if payment is not received. All checks must be delivered to:

**San Francisco Municipal Transportation Agency (SFMTA)  
1 South Van Ness Avenue 3<sup>rd</sup> Floor  
Attn: Administration CTS OpenSpace Reservation  
San Francisco, CA 94103**

#### **Insurance Requirements**

At least seven (7) days in advance of the confirmed meeting or event, the Group 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.

Insurance certificate should be emailed to [CTSOpenSpace@sfmta.com](mailto:CTSOpenSpace@sfmta.com) or mail to following address along with the checks:

**San Francisco Municipal Transportation Agency (SFMTA)**  
**1 South Van Ness Avenue 3<sup>rd</sup> Floor,**  
**Attn: Administration CTS OpenSpace Reservation**  
**San Francisco, CA 94103**

The SFMTA reserves the right to cancel the reservation if the proof of insurance is either insufficient or not submitted on time.

### **Condition of Premises**

The Chinatown-Rose Pak Open Space is available in its "as is" condition. The Group is responsible for:

- inspecting the Chinatown-Rose Pak Open Space prior to and after using the space;
- returning the space to the same conditions found prior to the meeting or event (see Exhibits A and B); and
- leaving the Open Space in a clean condition after the meeting or event, including disposing and removing all recyclables, organic materials, trash, and all meeting or event materials.

### **Restrictions on Use of Premises**

The Chinatown-Rose Pak Open Space may not be used for commercial purposes or to promote, sell, or advertise any materials, goods or services, even if the program is hosted by a non-profit and is educational in nature. Users may not charge an admission, entrance, or participation fee for use of the Chinatown-Rose Pak Open Space. However, customary activities such as collecting dues from members or money for coffee are permitted.

SFMTA's Chinatown-Rose Pak Station is an active transit station. Use of the Open Space must not disrupt or create any safety issues to SFMTA Muni operations, programs, or activities.



Permission to use the SFMTA Open Space does not imply SFMTA's endorsement of the aims, policies, or activities of any Group. Information provided by the Group may not contain inflammatory messages that incite unlawful actions or disruption. Use of the Open Space by a non-SFMTA Group shall not be publicized in such a way as to imply the SFMTA sponsorship of the Group's activities unless the activity is being co-sponsored by the SFMTA. The SFMTA logo, marks or name may only be used with prior review and permission from the SFMTA.

The SFMTA owns the Chinatown-Rose Pak Open Space and reserves the right to modify or cancel any granted permission to use the Chinatown-Rose Pak Open Space. City and County of San Francisco agencies must comply with existing public noticing regulations for meetings and events that occur in the Chinatown-Rose Pak Open Space. The SFMTA reserves the right to attend any meeting or event held in the Chinatown-Rose Pak Open Space to ensure no unlawful activities are occurring on SFMTA premises.

The Chinatown-Rose Pak Open Space may only be used for lawful purposes. The privilege of using the Chinatown-Rose Pak Open Space may be revoked indefinitely for Groups that violate SFMTA policies or seek to use the Open Space for unlawful purposes.

The SFMTA reserves the right to limit the maximum number of times any Group may reserve the Chinatown-Rose Pak Open Space.

### **Group Responsibilities**

All meetings and events held at the Chinatown-Rose Pak Open Space must be conducted in an orderly manner in full compliance with applicable laws, regulations, and SFMTA rules. Failure to comply may result in participants being asked to leave the Chinatown-Rose Pak Open Space immediately, and Group privileges may be revoked indefinitely. SFMTA staff and security personnel reserve the right to remove any person from SFMTA property for failing to follow SFMTA policies and procedures.

Use of the Chinatown-Rose Pak Open Space will be denied to anyone providing false information. Repeated cancellations may result in future requests being denied.

Any Group using the Chinatown-Rose Pak Open Space will be responsible for paying for any and all damage to the Open Space resulting from the Group occupancy. This includes, but is not limited to the stairway, walls, floors, grounds, equipment, furniture, and plants. Damage to SFMTA property may also result in the Group privileges being revoked indefinitely.

The SFMTA is not responsible for any loss of or damage to non-SFMTA property incurred by a Group, its guests, or invitees before, during, or after the meeting or event. The SFMTA will not be responsible for shipping, storing or disposing of materials related to a meeting or event.



## **Rules and Regulations**

An SFMTA staff member (e.g., a Station Agent) may be present or available near the Chinatown-Rose Pak Open Space location, or on duty elsewhere for contact by the Group that has reserved the site during the duration of the event.

Any Group using the Chinatown-Rose Pak Open Space will be required 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 of or as a result of the use of the premises for the permitted use. This includes 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.

The SFMTA reserves the right to cancel the use of the Open Space or cancel any reservation at any time, particularly in the event of a natural disaster or emergency evacuation. If the Open Space is needed for SFMTA emergency use, maintenance, or due to a situation warranting an emergency closure of the transit facility, SFMTA will notify the Group as soon as possible.

Use of the Open Space shall not cause a disturbance to the operation of SFMTA transit facilities, including the use of technology that affects Muni operations, excessively loud music, demonstrations, blocking the entrance or exit of the facility, etc.

## **Hours of Use**

The Chinatown-Rose Pak Open Space can be reserved from 8am to 5pm, every day.

## **Accessibility, Licenses and Permits**

The Chinatown-Rose Pak Open Space is located within an active Muni transit station. Groups must comply with fire and access codes that regulate the use of the SFMTA Open Space. Maximum capacity regulations must be observed, adequate aisle space must be provided, and accessibility pathways and exits must not be blocked.

The Group is solely responsible for the security of its equipment, personnel, and invitees on SFMTA property. If the Group desires security services or measures, the provision of such security services or measures shall be determined by the Group and the Group shall be responsible for all costs and expenses of providing such security. The SFMTA reserves the right, based on the nature or extent of the Group's activities, to require the Group to hire off-duty San Francisco Police or Sheriffs' Officers to ensure, among other things, the orderly flow of pedestrians and traffic around the site. The cost of hiring off-duty Officers is not included in the reservation fee and shall be determined by the San Francisco Police Department (SFPD) or the Sheriff's Office.



The Open Space is accessible to people with disabilities in accordance with the Americans with Disability Act. Groups must maintain access for people with disabilities at all times.

### **Adult Supervision**

Minors under the age of 18 attending a meeting or event in the Open Space must be under the direct supervision of a responsible adult. No minors shall be left alone in the Open Space.

### **Animals**

Animals must not be brought onto SFMTA premises or grounds, except for service animals.

### **Decorations**

The use of nails, screws, tacks, wire or two-way tape, or similar materials to fasten items to acoustic baffles, walls, cabinets, windowsills, doorways, or the ceiling is strictly prohibited. Blue painter's tape is the only adhesive that may be used. All mounted materials must be fireproof or flame resistant. The cost to repair any damage to paint or other surfaces will be deducted from the security deposit.

Helium balloons, candles, confetti, glitter, or open flames are not permitted. Balloons must be anchored or affixed to a chair or table.

All decorations must be removed at the conclusion of the meeting or event.

### **Smoking**

No smoking, including e-cigarettes and vaping, is allowed in the Open Space.

### **Sound Amplification**

No amplified music may be played in the Open Space.

### **Food and Beverages**

Food and non-alcoholic beverages are permitted in the Open Space. Alcoholic beverages are strictly prohibited in the Open Space.

### **Tables & Chairs**

The Chinatown-Rose Pak Open Space has a limited number of tables and chairs on site. If you would like to use the tables and chairs, please include this request in your application.

### **Parking**

The Group agrees to comply with all San Francisco parking rules and regulations. There is no public parking facility within the Chinatown-Rose Pak station, but off-street parking (parking garage) and on-street parking is available in the neighborhood. The SFMTA is not responsible for any theft and/or damage to vehicles parked near the facility, or for the loss or theft of



items left in vehicles. The Chinatown-Rose Pak Open Space can be accessed by Muni light rail or bus.

### **Check-in, Clean-Up and Check-Out**

Set-up and clean-up times (30 minutes each) will be included as part of the reserved time. At the start of a meeting or event, either the primary or secondary contact person must send an email to [CTSOpenSpace@sfmta.com](mailto:CTSOpenSpace@sfmta.com) with the completed check-in form.

Groups are required to clean the Open Space after use and return it to the condition found prior to the event. Groups are responsible for disposing of and removing all garbage, recycling, and composting from the premises. Groups must report to the Chinatown-Rose Pak Station Agent for any damage, stains or spills needing immediate attention or clean-up.

At the conclusion of an event, either the primary or secondary contact persons must send an email to [CTSOpenSpace@sfmta.com](mailto:CTSOpenSpace@sfmta.com) to notify the SFMTA of any issues along with the completed check-out form.

Failure to leave the Open Space in the same condition provided to the Group prior to its use may result in a cleaning fee being deducted from the security deposit, and possibly the loss of future reservation privileges.

### **Cancellations**

Cancellations must be made at least 48 hours in advance of the reservation date. Groups must send all cancellation requests to [CTSOpenSpace@sfmta.com](mailto:CTSOpenSpace@sfmta.com). If a Group desires to reschedule the cancelled Open Space reservation, such Group will be required to submit a new application.



**SFMTA Chinatown-Rose Pak Open Space Policy**  
**Exhibit A - Check Lists**

Group Name: \_\_\_\_\_ Check In Date & Start Time: \_\_\_\_\_

The pre-event inspection checklist shall be completed during meeting/event Check-In at the Chinatown-Rose Pak Open Space. The primary or secondary Group contact must send the completed form to [CTSOpenSpace@sfmta.com](mailto:CTSOpenSpace@sfmta.com) during the meeting/event set-up time.

**Pre-Event Inspection Checklist**

<b>Equipment</b>	<b>Working</b>	<b>Damaged</b>	<b>Broken</b>	<b>Comments</b>
Bathroom Faucet, Sink, and Toilet				
Bathroom Light and Switch				
Benches				
Artwork				
Red Trellis				
Community Chairs (Total:___)				
Community Tables (Total:___)				
Other Items:				

<b>HOUSEKEEPING</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Is there any damage to the... glass walls or any walls?				
flooring?				
plants?				
others?				
Are all floors free of spills and garbage?				
Check Bathroom area. Are there ANY signs of spills; Is there ANY debris or garbage?				
Other Items:				

Group Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Date of Inspection: \_\_\_\_\_





Group Name: \_\_\_\_\_ Check In Date & Start Time: \_\_\_\_\_

The post-event Inspection Checklist shall be completed during Check-Out of the Chinatown-Rose Pak Open Space. The primary or secondary Group contact must send the completed form to CTOpenSpace@sfmta.com during the meeting/event clean-up time. Any damage, stains or spills needing immediate attention must be reported to the Station Agent.

**Post-Event Inspection Checklist**

<b>Equipment</b>	<b>Working</b>	<b>Damaged</b>	<b>Broken</b>	<b>Comments</b>
Bathroom Faucet, Sink, and Toilet				
Bathroom Light and Switch				
Benches				
Artwork				
Red Trellis				
Community Chairs (Total:___)				
Community Tables (Total:___)				
Other Items:				

<b>HOUSEKEEPING</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Is there any damage to the... glass walls or any walls?				
flooring?				
plants?				
others?				
Are all floors free of spills and garbage?				
Check Bathroom area. Are there ANY signs of spills; Is there ANY debris or garbage?				
Other Items:				

Group Name: \_\_\_\_\_

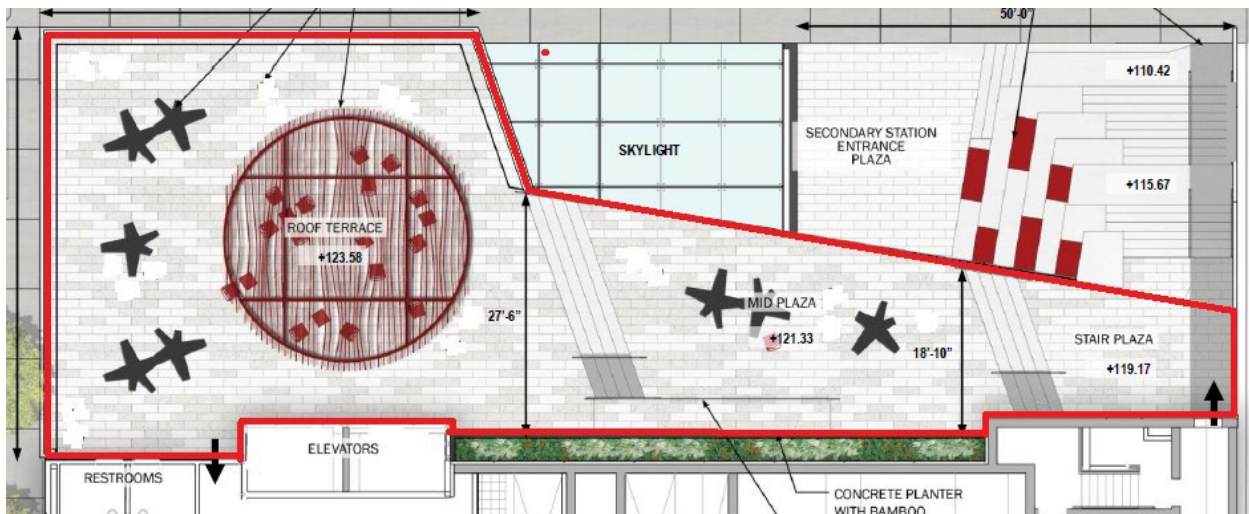
Contact Person: \_\_\_\_\_

Date of Inspection: \_\_\_\_\_

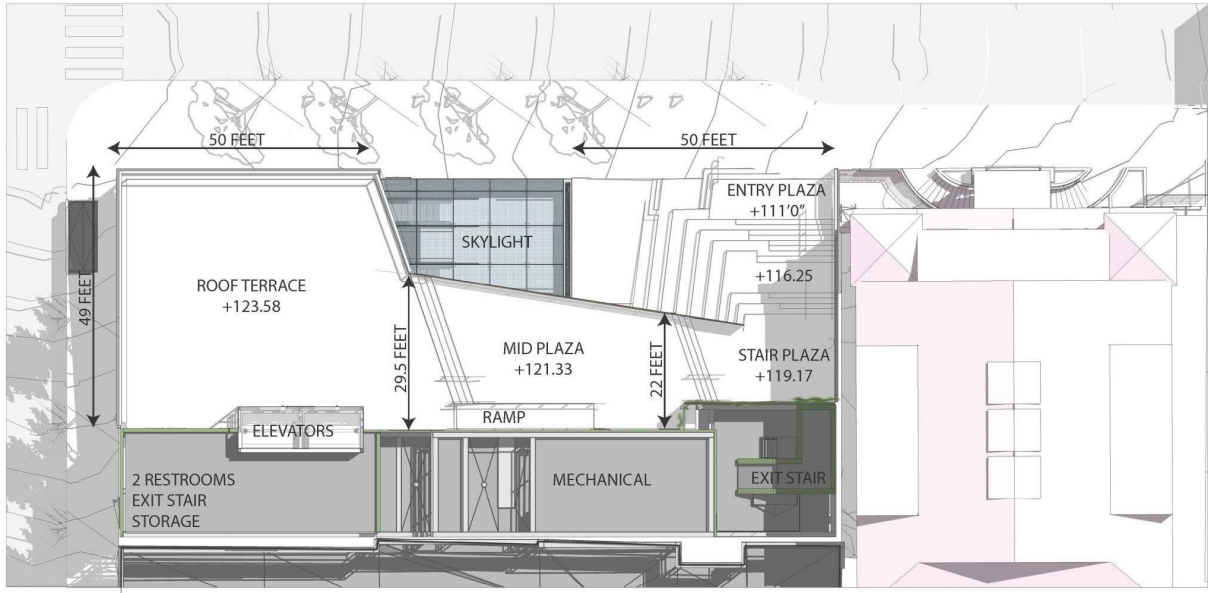
**SFMTA Chinatown-Rose Pak Open Space Policy**  
**Exhibit B**  
**Site Floor Plan**



Rooftop Level of Chinatown-Rose Pak Station



Chinatown-Rose Pak Open Space with Furniture



Site Floor Plan depicting Stair Plaza, Mid Plaza, and Roof Terrace