



Islais Creek Community Room Policy

2/25/19

The San Francisco Municipal Transportation Agency (SFMTA) is pleased to provide space for public use of the Islais Creek Community Room (reflected in the site floor plan as #101 through #106) and the Islais Creek Viewing Area (reflected in the site floor plan as #201) at the SFMTA's new Islais Creek facility located at 1301 Cesar Chavez Street. One reservation reserves the Islais Creek Community Room as described below and in the Application.

Who is eligible to use the Community Room?

Eligible groups consisting of non-profit, civic, cultural, intellectual, charitable, educational, and City departments including agencies and commissions ("Groups") are able to utilize the Community Room #101 through #106 from 9 a.m. to 10 p.m., Monday through Friday when this space is not needed for administrative use, activities, or programs sponsored in whole or in part by the SFMTA.

The Group must identify the "primary and secondary contact persons" for the meeting in the Islais Creek Community Room Application. The primary and secondary persons must be present during the meeting in order to receive an overview of the use and care of the Community Room, greet attendees and be available to resolve problems that may arise. The primary contact assumes the temporary role of emergency evacuation lead for their event. The primary contact is required to be present for the entire event until all attendees have vacated and security has been notified that the Community Room is vacant. City Departments are also required to submit an application.

Eligible Groups are able to make reservations to utilize the Islais Creek Community Room on a first come, first serve basis.

Reservations must be submitted at least seven (7) days in advance by filling out the Islais Creek Community Room application found at [SFMTA.com/IslaisCommunityRoom](https://www.sfmta.com/islaiscommunityroom). Reservation requests are not guaranteed and are subject to review and approval by the SFMTA. The Group is responsible for inspecting the Islais Creek Community Room prior to and after using them and returning them to the same conditions found prior to the meeting (see Exhibits A and B). The Group is responsible for leaving the Community Room clean after the meeting, including disposing and removing all recyclables, organic materials, and trash, and removing all meeting materials. A \$200 check to the San Francisco Municipal Transportation Agency will be required as a refundable security deposit (the \$200 deposit does not apply to other City & County of San Francisco departments). Reservation confirmations or denials will



be sent by email within two (2) business days after the Islais Creek Community Room application is submitted. 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

Restrictions on Use of the Community Room

Use of the Community Room is revocable and does not constitute a lease or license.

The Community Room 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. Information provided by the Group may not contain inflammatory messages that incite lawless actions or disruption.

Users may not charge an admission, entrance, or participation fee for use of the Community Room. However, customary activities such as collecting dues from members or coffee money is permitted.

SFMTA's Islais Creek Facility, located at 1301 Cesar Chavez and Indiana streets, is an active bus yard facility. Use of the Community Room must not disrupt or create any safety issues to SFMTA Muni operations, programs, or activities.

Permission to use the SFMTA Community Room does not imply SFMTA's endorsement of the aims, policies, or activities of any Group. Use of the Community Room 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. SFMTA logo, marks or name may only be used with advanced review and permission by the SFMTA.

The Community Room may only be used for lawful purposes. The privilege of using the Community Room may be revoked indefinitely for Groups who violate Community Room's policies.

The SFMTA owns the Islais Creek Community Room and has the authority to overrule a grant, denial, or modification of permission to use an SFMTA Community Room. City and County of San Francisco agencies need to abide by existing public noticing regulations for meetings that



occur in the Community Room. The SFMTA reserves the right to attend any meeting held in the Islais Creek Community Room to ensure no unlawful activities are occurring on SFMTA premises. Unless otherwise noted on an exception basis, no other SFMTA rooms are available for public use except for the Islais Creek Community Room (#101-#106) and the Islais Creek Viewing Area room #201.

The SFMTA reserves the right to limit the maximum number of times any one group may reserve the use of the SFMTA Community Room.

Group Responsibilities

All meetings and events held inside of an SFMTA Community Room must be conducted in an orderly manner in full compliance with applicable laws, regulations, and SFMTA rules. Failure to comply may result in the meeting or event participants being asked to leave the Community Room 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 Community Room will be denied to anyone giving false information and repeated cancellations may result in future requests being denied.

Any Group using the SFMTA Community Room must pay for any and all damage to the Community Room resulting from the Group occupancy. This includes but is not limited to the entrance way, walls, floors, ceiling, grounds, equipment, and furniture. Damage to SFMTA property may also result in the Group privileges being revoked indefinitely.

The SFMTA is not responsible for 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. The SFMTA cannot supervise Group exhibits or displays.

Reservations

The SFMTA reserves the right to prioritize use of the Community Room for agency or agency-sponsored events as first priority for reservations. These activities include but are not limited to staff meetings and other events sponsored by the SFMTA that encourage use of SFMTA services. Eligible groups, including: non-profit, civic, cultural, intellectual, charitable, educational, and City departments. City departments will receive second priority for reservations on a first-come, first-served basis.



The SFMTA will not accept a meeting application from a group of fewer than six (6) people and a maximum of 49 people for #101 plus 38 for #102, for a maximum of 87 total in both spaces, due to site capacity and building code issues. Reservations must have a minimum of one (1) hour and maximum of four (4) hours of use. Groups may submit reservations for a Community Room up to 90 business days in advance of their meeting date.

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

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

Groups may reserve the Community Room a maximum of twice per week, unless otherwise approved by the SFMTA.

Permission to use the Community Room is not transferable.

Islais Creek Viewing Area

Access to the second floor Islais Creek Viewing Area room #201 can be requested on limited occasions if the SFMTA is not using #201. Access is limited to 12 community members at one time, due to site capacity and building code requirements. Requests for access to the viewing area should be included in the Islais Creek Community Room application to events.muni@sfmta.com.

SFMTA Community Room Use

Hours of Use

The Community Room can be reserved from 9 a.m. to 10 p.m., Monday through Friday.

Limits on Use

The Islais Creek Community Room is in an active Muni bus maintenance facility. Groups must comply with fire and access codes that regulate the use of the SFMTA Community Room and Islais Creek Viewing Area. Maximum capacity regulations must be observed, adequate aisle space must be provided and exits must not be blocked.

The Group is solely responsible for the security of its equipment and that of its personnel and invitees on SFMTA property. In the event that the user desires special security services or measures, the provision of services or measures shall be determined by the Group and the Group is responsible for all costs and expenses of such special security. The SFMTA reserves



the right, due to 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 Sheriff's Office.

A SFMTA staff person (e.g., a Security Guard) may be present or available near the Community Room location or on duty elsewhere for contact by the Group that has reserved the site during the duration of the event.

The Group agrees to comply with all San Francisco parking rules and regulations. There is no public parking facility within the Islais Creek Bus Facility, but on-street parking *might* be available near the facility on Indiana or Cesar Chavez streets. The SFMTA is not responsible for any theft and/or damage to vehicles parked around the facility or loss and/or stolen items left in vehicles. The facility can be accessed by the T Third light rail. The stop is located two blocks east of the facility at Third and Marin streets.

The Group shall 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, judgements 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 Community Room or cancel any reservation at any time, especially in the event of a natural disaster or emergency evacuation. If the Community Room is needed for SFMTA emergency use, maintenance, or due to a situation warranting an emergency closing of the transit facility, SFMTA will notify the Group as soon as possible.

The Community Room 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.

Animals (with the exception of service animals) must not be brought onto SFMTA premises or grounds.

Use of the Community Room shall not cause a disturbance to the operation of SFMTA transit facilities including use of technology that affects Muni bus operations, excessively loud music, demonstration, blocking the entrance or exit of the bus yard, etc.



Adult Supervision

Minors under the age of 18 attending a meeting or event in the Community Room must be under the direct supervision of a responsible adult. No minors shall be left alone in the Community Room or the Islais Creek Viewing Area.

Decorations

Decorations, which do not damage the walls, ceiling, glass or furniture are permitted. Only painters tape may be used to hang items. No nails, pins or thumbtacks are allowed.

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

All decorations must be removed when the event is over.

Food and Beverages

Food and non-alcoholic beverages are permitted in the SFMTA Community Room. Alcoholic beverages are strictly prohibited.

Other Requirements

There is no smoking, including e-cigarettes and vaping, nor is amplified music allowed in the SFMTA's facilities, including the SFMTA's Community Room and Islais Creek Viewing Area.

A Group working with a Caterer must include the Caterer's information on the application form and notify events.muni@sfmta.com. The Caterer may use the Kitchen #103 to set up; however, see below re: clean-up. 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.

Insurance certificate should be sent 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

Clean-Up and Close Out

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 on-site representative – the SFMTA’s Security Guard – to ensure 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.

Cancellations

Cancellations must be made at least 48 hours in advance of the reservation date. Groups must send all cancellation requests to events.muni@sfmta.com, speak with the SFMTA events staff member at (415) 646-2660 or leave a voice message and send a cancellation confirmation by email. If a Group desires to reschedule the cancelled Community Room reservation, a SFMTA Special Events representative will work with the impacted Group to find an alternative date and time.



SFMTA Islais Creek Community Room Policy
Exhibit A - Check Lists

Community Group Name: _____ Check In Date & Start Time: _____

The Inspection Checklist shall be completed during Check-In and Check-Out of the Islais Creek Community Room (#101 to #106) and Islais Creek Viewing Area #201.

Check – In

Appliances and Equipment	Working	Broken	Damaged	Comments
Refrigerator				
Kitchen Faucet and Sink				
Kitchen Lighting				
Projection Screen and Controller				
Window Shade and Switch				
Room lighting and Switches				
Partition glass wall and door				
Windows and Glass Doors				
Bathroom Faucet, Sink, and Toilet				
Bathroom Light and Switch				
Community Chairs (Total XX)				
Couches in the Viewing Area				
Other Items:				

HOUSEKEEPING	Yes	No	N/A	Comments
Is there any damage to the walls or fixtures?				
Are all floors free of liquids to avoid trips and falls?				
Is equipment returned to their proper storage location when not in use?				
Check Kitchen and Bathroom area. Are there NO signs of spills; Is there NO debris or garbage?				
Other Items:				

SFMTA Inspector: _____
 Community Group _____

Contact Person: _____

Date of Inspection: _____



Community
Group Name: _____

Check Out Date & End Time: _____

The Inspection Checklist shall be completed during Check-In and Check-Out of the Islais Creek Community Room (#101 to #106) and Islais Creek Viewing Area #201.

Check – Out

Appliances and Equipment	Working	Broken	Damaged	Comments
Refrigerator				
Kitchen Faucet and Sink				
Kitchen Lighting				
Projection Screen and Controller				
Window Shade and Switch				
Room lighting and Switches				
Partition glass wall and door				
Windows and Glass Doors				
Bathroom Faucet, Sink, and Toilet				
Bathroom Light and Switch				
Community Chairs (Total XX)				
Couches in the Viewing Area				
Other Items:				

HOUSEKEEPING	Yes	No	N/A	Comments
Is there any damage to the walls or fixtures?				
Are all floors free of liquids to avoid trips and falls?				
Is equipment returned to their proper storage location when not in use?				
Check Kitchen and Bathroom area. Are there NO signs of spills; Is there NO debris or garbage?				
Other Items:				

SFMTA Inspector: _____
Community Group

Contact Person: _____

Date of Inspection: _____



SFMTA Islais Creek Community Room Policy

Exhibit B

Floor Plan – Floors 1 (Community Room Area) and 2 (Islais Creek Viewing Area)

