GUIDELINES FOR RENTAL VENUES AT CHILDREN’S COUNCIL OF SF
Effective as of July 2016

1. Non-profit or other organizations whose mission, vision, and values are aligned with ours, may rent space in our building for meetings or events with the exception of events that are not in compliance with our Building Lease Agreement.

2. The venue rental fees are on the attached chart and depend on the length of the event, the date and time of the event, and the room(s) needed. The attached fees are for non-profit organizations ONLY. Other organizations may be asked to pay an additional 30% of the total.

3. Co-Tenants in our building have access to all public meeting spaces, calendar permitting, for no additional fee. These organizations are:
   - Child Care Law Center
   - Family Child Care Association of San Francisco (FCCASF)
   - San Francisco Child Care Providers’ Association (SFCCPA)

4. Other organizations, where Children’s Council is a member or a partner may have access to our venues for no charge depending on the nature of the meeting or event. We will consider this case by case. The organizations to which this guideline applies include so far:
   - CPAC
   - Children’s Fund Community Coalition
   - California Child Care Network
   - CAPPA
   - CDE

5. Events that are co-branded and done in collaboration with Children’s Council will not be charged a room rental fee. However, this guideline applies only to the specific events and not to the organization as a whole.

6. Private events are not permitted in any case (weddings, birthday parties, family reunions, graduation parties, among others).
7. For events held on weekdays after 5:00 p.m., security service is required and must be contracted for a minimum of 4 hours and until at least 30 minutes before and after the conclusion of the event. The Security Service Fee may be waived if Children’s Council is having an event on the same date and time that requires security as well.

8. The Security fee waiver will be confirmed 72 hrs PRIOR to the start of the event when Children’s Council will be able to confirm if an internal event requires security. For events held on a weekend, Security Service is mandatory for the length of the event, including 30 minutes before the event begins and 30 minutes after the event ends.

9. The Security Guard will grant access to the building for the event host and guests, and will secure the building at the closing.

10. For recurring events and specific cases (to be determined case by case), we may provide a key FOB to access the building for the specific time frame needed. However, in all cases, the Security Officer onsite during a minimum of 4 straight hours (including 30 minutes before and after of the closing event) will still be required.

11. Parking is not provided by Children’s Council. During evenings and weekends Mission Dolores Basilica manages the closing and/or opening of the parking gates. While parking may be available, please alert your attendees about the risk of being locked inside; Children’s Council will not be responsible.

07/01/2016

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