

Southeast Community Center

Mission and Intent

The San Francisco Public Utilities Commission (SFPUC)'s mission is to provide our customers with high quality, efficient and reliable water, power, and sewer services in a manner that is inclusive of environmental and community interests, and that sustains the resources entrusted to our care.

The City and County of San Francisco (in this case, the city) constructed the Southeast Community Center (SECC) at 1800 Oakdale to mitigate, in-part, the adverse environmental and social impacts of constructing the Southeast Treatment Plant expansion projects during the 1970s and 1980s by providing effective workforce training, educational, community, and civic engagement opportunities.

Consistent with mission of the SFPUC, policy statement on environmental justice and community benefit goals, SECC offers meeting room space to the public for educational, cultural, civic, and recreational purposes, subject to the rules outlined below.

The fact that an organization or individual is permitted to host, facilitate or create an event at the SECC does not constitute an endorsement of the organization or individual's beliefs by the City, SFPUC, its staff, the SECC advisory commission or the San Francisco Public Utilities Commission. The SECC can impose reasonable conditions for the use of its reservable spaces to ensure that public or private property is not damaged through use of its facilities. The SECC also ensures that the safety, welfare, and comfort of the public are not disturbed.

If you, the Reserving Party, are looking for an affordable, accessible place to hold a meeting, host an event or work quietly on your own, check out our event spaces, classrooms, meeting rooms and study areas. We offer a variety of space options for public use, and all our facilities are accessible to people with disabilities in accordance with the Americans with Disabilities Act (ADA).

Location, Hours, Operations, and Online Resources

Address:

Southeast Community Center
1550 Evans Avenue
San Francisco, CA 94124

Phone: 415-821-1534

Website: <https://sfpuc.org/SECC>

Reserve Space: <https://secc.recdesk.com/Community/Home>

Business Hours: Monday – Friday, 9:00 AM to 5:00 PM

Southeast Community Center's Building Hours: Monday - Friday, 7:00 AM to 7:00 PM

Event Hours: 7 Days a Week, 7:00 AM to 10:00 PM

Reservable Spaces

- Alex Pitcher Pavilion
- Multipurpose Rooms (Bayview, Visitacion Valley, Hunters Point)
- Double Rock Makers Classroom
- Potrero Hill Family Room
- Ohlone Lawn

Amenities

- AV Technical System
- Kitchen (Alex Pitcher Room)
- Break Room

Reservation System

You must have a reservation to use the reservable spaces at the Southeast Community Center (SECC). There are three ways to make a reservation: online via our reservation system, in person with SECC staff, or over the phone with SECC staff. If you need assistance navigating the reservation system, please call the main line.

Since reservations must be made through our reservation system, you must create an account that is appropriate for your reservation request. You can access the reservation system by following the link below:

<https://secc.recdesk.com/>

When making a reservation in person or over the phone, a representative will guide you through the process of setting up your profile.

If you are representing a non-profit, for-profit, or government entity, you must upload appropriate supporting documentation which includes but is not limited to document(s) on an official letterhead, certificate of insurance naming the City and County of San Francisco as an additional insured, and, for nonprofit entities, proof of current 501(c)(3) status. Saving this documentation to your account will help streamline future reservation requests. Using a community member account to make reservations on behalf of any entity is strictly prohibited.

All reservations require a waiver of liability and an indemnity which may be signed electronically through the reservation system or by providing an original signed document to SECC staff prior to the date of the reservation.

To make changes to an existing reservation, login to **RecDesk** and update your request (e.g., date, time, etc.). You may also visit the center in person or contact us via phone for additional assistance. If the changed request is for a reservation within less than 14 days, it will require

director approval and may be subject to additional fees based on the requested space, time, and size of event.

Reservation Policies and Procedures

The following outlines specific policies and procedures for the Southeast Community Center (SECC). When making a reservation, you, as the Reserving Party, are agreeing to the terms and conditions below. These terms and conditions include but are not limited to special event requirements and policies on cancellations, unforeseen circumstances, and your obligations to prevent damage to the SECC and to take responsibility for your attendees' actions during your reservation.

Terms and Conditions

Making or Modifying a Reservation

Reservations must be submitted through our reservation system, either online or in person, at least 14 days in advance. New reservations or changes to existing reservations with less than 14 days' notice must be made in person and are subject to director approval. Approval of changes is based on availability, and the reservation may be subject to an additional fee based on the requested space, time, and size of the event.

Priority and Eligible Parties

The Southeast Community Center seeks to maximize access to the community and encourage engagement opportunities. Space is available to both residents and non-residents of San Francisco whether that be an individual, a group of individuals, organizations, or businesses on a first come first serve basis.

With "first-come, first serve basis" in mind, the Southeast Sector residents of San Francisco will always be given a priority if a Southeast Sector resident of San Francisco, a non-Southeast Sector resident of San Francisco, and a non-San Francisco resident reserve a space at the same time. Non-Southeast Sector residents of San Francisco will be given a priority below the residents of the Southeast Sector of San Francisco. Non-San Francisco residents, organizations or businesses will have a priority level below both Southeast Sector resident, and non-Southeast Sector residents of San Francisco. For instance, if a non-San Francisco resident and a resident of San Francisco both reserved a reservation at the same time, the priority will be given to the resident of San Francisco. But if a non-resident reserves a space prior to a resident of San Francisco reserving a space, the "first-come, first-serve basis" of availability will be applied. Thus, the non-San Francisco resident will receive the priority status. In addition, if the person, group of people, organizations or businesses fail to provide the required documents and forms of payments within the timeframe allotted to the reserved the space, such space will then be given to the next resident. See Paying the Deposit and Paying the Fees sections below for more details.

The “Southeast Sector” or Bayview-Hunters Point community is defined as the area south of the southern curb line of Army Street (Cesar Chavez Street), east of the eastern curb line of the James Lick Freeway (also known as U.S. Route 101), north of the city and county boundary line shared with San Mateo County, and west of San Francisco Bay.

Paying the Deposit

Once your reservation is approved, you have 14 days to pay your deposit, or your request will be denied and offered to the next party. For request that are less than 14 days in advance, deposit and payment must be made at the time of the booking. Payments must be made by credit card or by certified funds (e.g., cashier’s check, bank check, or money order).

After the event reserved by the Reserving Party occurred, the Southeast Community Center (SECC) will have up to 7 business days to notify the Reserving Party if there are damages in the reserved space. If there are no damages to the rented space, the deposits will be returned in-person within 7 to 10 business days.

Paying Fees

All fees are due 14 days prior to your event date. Deposits are due within 3 days of confirming your reservation. Payments must be made by credit card or by certified funds (e.g., cashier’s check, bank check, or money order).

Event Hours and Days

Weekday events

The Southeast Community Center (SECC) is available to host events from 8:00 am to 9:00 pm. Setup may begin no earlier than 7:00 am, and cleanup must finish before 11:00 pm.

During the week, the SECC remains open to the public Monday through Friday from 7:00 am to 7:00 pm, though reserved spaces are not available to the public during those hours. Due to regularly scheduled meetings of the Commission, evening events are not possible on every 4th Wednesdays of the month.

Weekend events

The SECC is available to host events from 8:00 am to 9:00 pm. Setup may begin no earlier than 7:00 am, and cleanup must finish before 11:00 pm.

Determining Length of Reservation

The Alex Pitcher Pavilion & Amphitheater must be reserved for at least 3 hours. Any events that require a security must be reserved for at least 4 hours. All other reservations must be reserved for at least 2 hours. An individual, a group of people, organizations or businesses can only reserve for up to 12 months in advance. Anything beyond 12 months will require approval from

SECC leadership. SECC may occasionally pause reservations for internal planning and building maintenance.

Account for Setup and Cleanup

Reservation time includes time for event setup and cleanup. When making a reservation, please be sure to allot sufficient time. It is the Reservation Party's responsibility to schedule setup and cleanup time. For example, if your event is scheduled for 1:00 pm to 3:00 pm and you need 30 minutes each for setup and cleanup, you should submit a reservation request for 12:30 pm to 3:30 pm. We cannot guarantee any buffer between reservations to provide additional setup/cleanup time that wasn't included in the reservation.

The Southeast Community Center (SECC) does not allow event setup prior to the day of the event nor do any cleanup the day after an event. The reservation party cannot and should not enter the reserved space until it is exactly their time to host the event. After the event, the reservation party and the guests must leave the reserved space before their reserved time ends. Failure to do so will incur additional charges. For instance, a Reserving Party wanted to host a birthday party on a specific day from 4 pm to 7 pm. If the Reserving Party only reserved 4 pm to 7 pm, the setup and cleanup time (however long it takes for the Reserving Party to finish those) must be done within 4 pm to 7 pm.

Event Monitor Policy & Fees

All events at the Southeast Community Center (SECC) require an event monitor. Event monitors are SECC staff and do not report to the reserving party. Event monitors are responsible for providing access to the reserved space, setup and cleanup of SECC-provided tables and chairs, operating the SECC's AV and building systems, and ensuring the event is adhering to all SECC rules and regulations. Event monitor may be present for the duration of the event. Reservations that include time outside of the business hours need to pay an hourly event monitor fee of \$26.13. There are no exceptions, discounts or waivers to the event monitor fees. For example, if a reservation occurred from 4 pm to 9 pm, the Reservation Party will need to pay for 2 hours' worth of event monitoring. See *Location, Hours, Operations, and Online Resources* for business hours schedule.

Security Policy & Fees

Security is required for all events at the Southeast Community Center (SECC), and only SECC security may be used for reservations. The SECC security’s role is to protect the SECC and prevent or report illegal activities or activities otherwise not permitted at the SECC. SECC security is not personal security for any reserving party or for attendees. Events during business hours for 100 people or less have security during the reserved hours included as a part of the reservation for no additional cost. An hourly security fee will be included on events that:

- Go outside of business hours (including weekends), for the hours outside of business hours, or
- Expect 100 or more attendees—in this case, for the coverage one security guard will be required per 100 attendees

Security is charged at \$30.24 per hour with a 5-hour minimum coming to \$121

Other Security Requirements

Certain events and activities will require security no matter what the timeframe or size of the event. The following types of events and activities will require security:

- Any event that is considered a “Special Event”
- Repast Events

San Francisco Police Department (SFPD) Officer Requirement

Certain event types of events will require an off duty SFPD officer. For off-duty police officers, SFPD must be paid directly by the reservation party. The reservation party must provide a confirmation of payment to SECC staff. You must provide confirmation at least 7 days before your event or we will cancel the reservation. The following parameters require an SFPD Officer:

- Events that expect over 200 people and will be serving alcohol

Event Day	Event Time Frame	Event Size & Amenities	Security Payment Requirement
Friday	3 PM – 9 PM	70 people	Yes, 1 security guard for 2 hours from 7 PM – 9 PM
Saturday	12 PM – 6 PM	100 people	Yes, 1 security guard for 6 hours, non-business hours
Tuesday	1 PM – 7 PM	90 people	No, Included during business hours
Sunday	10 AM – 6 PM	250 people	Yes, 8 hours, 2 Security guards

			+ SFPD off-duty officer
Wednesday	10 AM – 4 PM	150 People	Yes, 1 security guard for 6 hours, as event is over 100 people

Special Events

Certain occasions will be considered “Special Events” depending on the size, scope, and any private use of common areas for an event. Any event categorized as a “Special Event” is subject to “Special Event” pricing. A “Special Event” within the Southeast Community Center (SECC) is defined as privatizing a public area, requiring special equipment on site, involving alcohol sales, fundraisers, soliciting donations, or anticipating over 300 people. Also, “Special Event” may be defined at SECC leadership’s discretion. Certain requests for reservation of common areas can’t be accommodated during business hours.

The following are activities and event types that trigger special event policies, this list is not exhaustive:

- Weddings
- Fundraisers (or private events that solicit for any donations)
- Private events that sell tickets
- Events that require private access (restrict public access) to the community center common areas
- Concerts
- Corporate Events
- Events that sell alcohol (limited to events hosted by nonprofit 501(c)(3) organizations)
- Conferences, Conventions & Expos
- Events that require filming at the center

Repast Policy

All repast requests need to be discussed with and approved by Southeast Community Center (SECC) leadership team. Repast events cannot be booked online. The SECC leadership team may limit the number of repast events in each week. This is to limit the disruption of reservation procedures as staff will have to make last-minute accommodations to host the repast. All repast reservations are first-come, first-served and are subject to availability.

All repasts are required to be held in the Alex Pitcher Pavilion. While it may be hard to discuss, the reserving party is required to provide information to SECC staff about the person who has passed, and the nature of their death. San Francisco Police Department and the Street Violence Intervention Program will be notified of all repast events. SFPD or Street Violence Intervention Program may elect to be on site if there is likelihood of violence during the event to support attendees and SECC team, at no additional cost to the host.

The SECC reserves the right to deny reservation requests for repasts for the following reasons (not exhaustive):

- SECC already has repast events scheduled the requested week
- The repast event conflicts with other events in the same space
- Previous experience with the family or individual renting the center who have not complied with rules and regulations
- The SECC Director has reasonable to conclude that the reserving party or any attendee will, in connection with the repast, cause physical injury to person or substantial damage to property

Special Repast Requirements

Repast events are subject to special requirements the host will have to agree on prior to hosting the event. SECC will not host any repast that doesn't agree with the following policies:

- There is no alcohol consumption, smoking or vaping of any kind during repast events. If SECC staff sees these rules are being broken, the security deposit will be kept and SFPD will be called if necessary.
- Repast events require additional security personnel for the duration of the event at the expense of the host at the security rate seen in the reservation system.
- All food must be prepared ahead of time, there is no cooking in the kitchen for repast events. The kitchen is only available for serving already prepared meals.
- All repast events must happen Monday through Friday between 8:00 am and 6:00 pm and may not last longer than 4 hours.
- Repast events cannot be held on the 4th Wednesday of every month as they may conflict with SECF Commission meetings.

Inflatable Policy

Reserving parties are not permitted to bring any form of inflatables.

Amplified Sound

The reserving party must request an approval from the Southeast Community Center (SECC) leadership team if they want to use amplified sound outside of the Alex Pitcher Pavilion.

For any other available spaces within the SECC, the maximum decibel for amplified sound must be akin to the maximum decibel of the available amplified sound within the SECC. This means that if the reserving party ever decide to bring their own amplified sound equipment, it must make sure that the maximum decibel is akin to the maximum decibel for the SECC's available amplified sound system in the spaces that are being used by the reserving party.

The Southeast Community Center is not responsible for any hearing injuries that may occur to members of the reserving party. It is the responsibility of the reserving party to obey the San

Francisco Police Code Article 29. The link to the San Francisco Police Code Article 29 is located below:

<https://www.sfdph.org/dph/files/ehsdocs/ehsnoise/guidelinesnoiseenforcement.pdf>

The reserving party is also advised to read the Occupational Noise Exposure by Occupational Safety and Health Administration (OSHA). The link is located below:

<https://www.osha.gov/noise>

Audiovisual (AV) Services

Please contact SECC staff if you would like to use audiovisual equipment for your reservation. With our prior approval, you may supply your own audiovisual equipment for use in the SECC. We cannot guarantee and are not responsible for the operation or functionality of such equipment or any damage that may occur to the equipment in connection with its use or presence in the SECC.

SECC does not allow any access to their AV equipment beyond an HDMI connection to a computer or cell phone or the microphones. Any additional AV needs will need to be arranged by the host. Guests are not allowed to make any additional connections to the SECC AV systems.

Decorations & Other Affixed Items

Items may not be affixed to walls, windows, floor or ceiling or other surfaces of the Southeast Community Center (SECC) with tape, sticky adhesive or any material that may damage the surface or leave markings. Banners or posters are not allowed to be hung outside of the building without prior approval. Additional prohibited items include but are not limited to confetti, glitter, silly string, helium balloons, rice, colored sand, and low-level explosives (gender reveals). Any fog/smoke machines are also prohibited.

Open Flames

The Southeast Community Center (SECC) does not permit any devices that utilize an open flame for decoration or cooking except for Sterno food warmers. Candles, propane-powered cooking devices and other devices that produce an open flame are prohibited.

Food Policy

When Reserving a Space

The reserving party is welcome to bring ready-to-eat food onsite for reservations at the Southeast Community Center (SECC). The reserving party must first sign the City of County of San Francisco Public Utilities Commission (SFPUC) Release of Liability and Waiver Form and Authorization for Emergency Medical Care before bringing ready-to-eat food onsite, and always

follow the California food safety regulations. The SECC kitchen is only available when reserving the Alex Pitcher Pavilion.

The kitchen may be reserved for food preparation, cooking, warming, etc., by an approved caterer. To obtain approval, the caterer must provide a certificate of insurance that lists the City and County of San Francisco, including the San Francisco Public Utilities Commission as an additional insured for at least \$1,000,000. Caterers may elect to do this for a single event or for a longer term by keeping insurance on file. All kitchen use must be during the reserved hours.

Cooking outdoors is permitted in the parking lot area adjacent to the kitchen. Outdoor cooking is not permitted on the sidewalk or any other area of the SECC

When Not Reserving a Space

If the purpose is to relax and/or spend family or personal time at any of the SECC's spaces that are available for public, anyone is welcome to bring their own ready-to-eat food even if not reserving a private space. Anyone can bring uncooked and/or ready-to-eat food only at the barbecue pit and picnic area outside of SECC. When using the barbecue pit, the users must first check-in with the security to get the charcoal basket and scrapper. It is the responsibility of the barbecue pit, and picnic area users to clean up their selected space so that the next users can have access to and enjoy a clean barbecue pit and picnic area.

When Bringing Beverages

Manufacturer-sealed alcohol is only permitted in the Alex Pitcher Pavilion & Amphitheater. Manufacturer-sealed alcohol is limited to beer and wine only. Any other manufacturer-sealed or non-manufacturer-sealed beverages that do not consist of alcohol or any drugs that can intoxicate a person are permitted in the Southeast Community Center (SECC).

Events serving alcohol require security for the entire length of the reservation. The minimum reservation is four hours for events that require security instead of three hours. Family, friends, or personal acquaintances gatherings are not required to provide insurance, but the Reserving Party must sign the **Liquor Liability Waiver and pay an increased deposit amount**. Businesses, for-profits, and non-profits organizations must provide certificate of insurance and are required to also sign the Liquor Liability Waiver.

The following must also be followed when bringing alcoholic beverages:

- All alcoholic beverages must only be consumed inside the reserved area selected by the Reserving Party. Consumption of alcoholic beverages in any other areas within the SECC are prohibited.
- All alcoholic beverages must be brought into the reserved area prior to the start of the event and before the arrival of guests. No additional alcoholic beverages will be allowed to be brought into the SECC nor the reserved area selected by the Reserving Party after the start of the event.

- For community member events, a responsible adult must be in control of serving alcoholic beverages during the event.
- All alcoholic beverages must be distributed over a bar unit into individual servings in clear compostable cups only. No glass containers or cans may be used for serving the beverages. Only the Reserving Party may bring their own reusable cups if the Reserving Party chooses to use any cups other than clear compostable cups.
- For events hosted by anyone other than a community member, alcoholic beverages may only be served by a caterer licensed by the California Department of Alcoholic Beverage Control. State law prohibits the sale of alcoholic beverages without license.
- State Law prohibits the serving of alcoholic beverages to intoxicated persons and minors. It is the legal, liable responsibility of the Reserving Party or sponsors to deal with the actions of intoxicated person(s) and shall provide transportation home for inebriated person(s).
- Alcoholic beverages may not be served or sold to anyone under 21 years of age. It is the responsibility of the adults within the Reserving Party (not the caterers nor any of the SECC team) to make sure that those who are under 21 years of age do not drink alcohol while within the SECC's facility at any given time. Conditions for serving alcohol will be described in the alcohol permit and must be provided to the Permits and Reservations office and Park Patrol. For more information visit the Department of Alcoholic Beverage Control page.

When Selling Alcoholic Beverages

Organizations qualified as a not-for-profit, tax-exempt organization under section 501(c)(3) of the Internal Revenue Code may apply for a 24-hour alcohol beverage sale permit from the California Department of Alcoholic Beverage Control if alcoholic beverages are to be sold.

How to Obtain the Permit

You will need to contact the Department of Alcoholic Beverage Control for the required alcoholic beverage permit:

33 New Montgomery

Suite 1230

San Francisco, CA 94104

Phone: 415-356-6500

You can also access the California Department of Alcoholic Beverage Control online at

<https://www.abc.ca.gov/licensing/license-forms/form-abc-221-instructions/>

Alcohol may not be sold directly to event attendees at the SECC during a community member or for-profit entity-organized event (meaning, no cash bars allowed).

Cleaning Up After the Using the Reserved Space

The reserving party will restore the reserved area to its original condition. All municipal solid wastes must be bagged and placed in the dumpsters on site. We recommend the reserving party bring their own trash bags and cleaning supplies.

Film, Video, and Photo Production

All commercial film, video or photo production (Film) on the Southeast Community Center property requires a Film Permit. Commercial film production is defined as any activity that results in a film, video or photograph being sold, or any activity involving filming or photography for which crew and/or talent is paid. This includes business, for-profit, and non-profit productions. This also includes wedding or event pictures if the photographer is paid. It does not include photography or video for personal use. However, the use of tripods even for personal gain are restricted at the SECC facility except when using it inside a reserved SECC space or outside of the SECC buildings. However, if the entire SECC facility is rented by the reserving party, the reserving party is responsible for any trip hazards or any other scenarios that involves the use of tripod. Please allow a minimum of 10 business days to process a Film Permit. The Film Permit will be issued to the photographer/videographer or production manager, as applicable.

Parking Policy

There is limited parking available on site. Parking is available on a first come first serve basis/ We strongly encourage guests to use public transportation or street parking. Vehicles in the parking lot must be parked legally and may not block fire lanes. Illegally parked vehicles are subject to ticket and towing.

Reserved Space Cancellations

Below is an overview of our cancellation policy. If a reservation is cancelled by the reserving party within these time frames, the reserving party will receive a percentage of your deposit and fees back.

	More than 14- days	7-13 days	2-6 days	Less than 48 hours
Deposit	Fully refundable	50%	25%	Non-refundable
Fees	Fully refundable	50%	25%	25%

Force Majeure

The City and County of San Francisco, including the San Francisco Public Utilities Commission (SFPUC) and the Southeast Community Center (SECC), shall not be liable for canceling a reservation if the cancellation is as a result of natural disasters (including fire, flood, earthquake, storm, snow or other natural event), or events that are out of SECC's control (including hostilities, labor dispute, strike, lockout, public health order, or interruption or failure of electricity, water, sewer, data connection, telephone service, or any other event that results in the temporary or permanent closing of the SECC). In such event, SECC staff will work with the reserving party in good faith to reschedule the reservation at no extra charge; provided, however, that if SECC staff and the reserving party are unable to reach mutual agreement on a reschedule date within 30 days after the original event date, then the reserving party will receive a refund of all amounts paid to SECC. In no case shall the City and County of San Francisco be liable to the reserving party for any additional costs or damages arising out of a rescheduling or cancellation of the reservation.

Reservation Policy

- A. SFPUC, SECC, and/or security staff may attend any event reserved by the public (except lawful executive sessions by government bodies) to verify no illegal activities are taking place on the premises.
- B. Reservable spaces are subject to posted occupancy limits and the Reserving Party will ensure that their attendees adhere to the limit.

Personal Injury and Waiver Acknowledgements

All reservations require a waiver of liability and indemnity signed by the Reserving Party. For reservations made in person or over the phone, failure to provide it within seven days of requesting the reservation will result in the reservation being cancelled.

Property Damage

- A. The SECC may collect reasonable reimbursement from the Reserving Party for costs arising from the Reserving Party's use of the SECC and damage to the SECC resulting from the Reserving Party's use of the SECC.
- B. Assessing damages – Value of the reimbursement for the damages will be assessed by a vendor selected by the SFPUC and SECC staff. The vendor will provide a quote to repair the damage and the Reserving Party will be responsible for funding the full costs of the quote in advance of the work being done and will pay any additional actual costs on completion of the work.
- C. Intentional Damage – If property, equipment, amenities, etc. are rendered unusable after use, SECC will seek reimbursement from the offender. Behaviors resulting in or having

the potential to result in intentional damage will result in one or more of the following: archived/suspended accounts; invoice for all damages incurred.

- D. In the event of an egregious offense, SFPUC and SECC staff reserve the right to permanently ban any individual or organization who engages in serious property damage, dangerous behaviors, illegal and/or lewd acts or makes a reservation where the same occurs.
- E. Every incident will result in a temporary ban until the incident is reviewed by the SECC director and SECC commission (quorum of commission member body) to decide if the offense will constitute banning the Reserving Party and the individual who did the damage from the facility.

Code of Conduct

Engaging in any of the actions below may result in suspension or expulsion from the SECC depending on the severity of the violation. Each offense will be handled on a case-by-case basis by security, SECC staff, and/or SFPUC staff. Each case will result in the Reservation Party's membership being invoiced, suspended, and/or archived.

- A. Physically or verbally threatening or harassing any person in any way.
- B. Using sexually explicit language, obscene gestures or racial, religious, ethnic, or gender-based slurs that are likely to upset or disturb the peace of staff, clients, volunteers, or visitors.
- C. Engaging in sexual behavior.
- D. Defacing, damaging, or destroying property.
- E. Possession, use, or sale of illegal drugs, weapons, or contraband.
- F. Possession or consumption of alcohol is prohibited unless prior arrangements have been made with SECC staff.
- G. Soliciting, for any purpose, including asking for money, contributions, or donations unless such activity has been approved by the SECC.
- H. Assembling for the purpose of disturbing the public peace; committing any unlawful act; fighting, annoying others through noisy or boisterous activities, or in any other way creating a disturbance which is disruptive or dangerous to others or the business activities of the SECC will be reviewed at the discretion of SECC staff/security.
- I. Running, skating, rollerblading, skateboarding, bicycling, or otherwise obstructing or interfering with the flow of pedestrian traffic
- J. Throwing, discarding, or depositing any paper, glass, or other matter of any kind except in designated trash receptacles
- K. Failing to be fully clothed or wearing apparel that is likely to provoke a disturbance with other groups or the public

- L. Bringing animals onto SECC property, except documented service animals in the company of, and trained to assist, differently abled persons
- M. Entering non-public access areas such as the roof, staff only areas, breakrooms, private events, etc.
- N. No smoking, vaping, or other similar activities on the premises.
- O. Use of scents on site including but not limited to perfumes, candles, and incense without prior approval from SECC management.
- P. Using SECC facilities for other than their intended purposes.

Compliance with Laws; Payments by Third Parties to Reserving Party; Restriction on Political Activities

The Reserving Party agrees that, in its use of the reserved space, it shall conform to, comply with, and abide by all the laws of the United States and the State of California, the City and County of San Francisco and the rules and regulations of all jurisdictional governmental boards and bureaus. Failure to comply with this provision will be grounds for termination of the event.

Use of SECC for an event involving an admission charge, or the sale of any item, or the solicitation or request of any kind of contribution for any cause of purpose, is strictly prohibited unless the Reserving Party is a government agency or is qualified as a not-for-profit, tax-exempt organization under section 501(c)(3) of the Internal Revenue Code.

Political campaigns within the Southeast Community Center may be held under the condition that the political campaigns “(1) no partisan political activity while on duty, in a federal facility, wearing a uniform or official insignia, or using a government vehicle; (2) no soliciting, accepting or receiving political contributions at any time; and (3) no use of official authority or influence, including use of official title, to affect the result of an election.” The link to the quote is located below:

[https://www.justice.gov/jmd/political-activities#:~:text=\(1\)%20no%20partisan%20political%20activity,official%20title%2C%20to%20affect%20the](https://www.justice.gov/jmd/political-activities#:~:text=(1)%20no%20partisan%20political%20activity,official%20title%2C%20to%20affect%20the)

By signing below, you are agreeing to adhere to all policies, procedures, and acknowledgements provided herein this document and to execute further agreements and waivers described herein to complete your reservation.