



## **Sustainable Food Center Rental Use Agreement**

The following information is assumed as agreed to when submitting a rental request. Please note that submission of a form is not approval of your request. You will be contacted upon approval of your request to finalize logistics for your event.

### **Damage Agreement**

You are liable for any damage done whilst using the rental space. This includes damage to property and equipment, incomplete clean-up, or failure to exit properly. See cleaning checklists for details.

### **Payment**

Payment for use of space are made via Square online (or check if need be). Payment must be made 5 days before event.

### **Refunds**

Full refunds will be issued if the event is cancelled within 4 business days.

### **Alcohol, Drugs and Tobacco**

Alcohol is allowed on SFC premises per TABC rules. The SFC building and gardens are drug and tobacco free.

### **Upon Arrival**

Free parking is available surrounding SFC and PeopleFund buildings. All street parking is free and unpermitted. Our staff is not available for set-up or clean-up. Please note that we do not

provide technical assistance for presentations, so please consider arranging to set up a time to stop by SFC to test your equipment prior to your event.

### **Clean up**

Clean-up is the responsibility of your group. You will be provided a check-out list to assist you in cleaning the room (s).

### **Key**

If you are issued a key to enter the building during non-business hours, it will only be viable during the hours of your reservation. Upon leaving the building, you will need to slide the key under the glass doors in the lobby with the checklist in the envelope provided. There is a \$35 fee for lost keys/key replacement.

### **Photography**

Renter agrees that when using photographs or film from activities that occur at Sustainable Food Center, photo/film credit must be given to SFC. This includes SFC's teaching kitchen, community room, office facility, garden, and SFC Farmers' Market(s). Language should read "Photo courtesy of Sustainable Food Center" or "Filmed at Sustainable Food Center."

Unauthorized use of Sustainable Food Center logos, trademarks and copyrights in any form is prohibited, including the use of photographs and film taken in and of the SFC building without proper credit.

### **Indemnification and Hold Harmless**

To the extent permitted by law, I agree to defend, indemnify and hold harmless Sustainable Food Center, its officers, directors, agents and employees from and against any and all claims, suits, liens, judgments, damages, losses and expenses including reasonable legal fees and costs arising in whole or in part and in any manner from acts, omissions, breach or default in connection with performance of any work by Sustainable Food Center, its officers, directors, agents, employees and subcontractors.

**By selecting Yes in the online form, I affirm that I have read and understand the SFC Rental Use Agreement and agree to abide by it.**