



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.

Usage Deposit

A \$25 deposit will be collected for each event booked. The deposit will be returned upon a clean check out.

Key Deposit

If your event takes place outside of regular business hours, a key will be checked out to you and a \$35 key deposit will be charged. Upon return of the key, the deposit will be returned.

Damage Deposit

A \$100 deposit will be required for use of the kitchen and community room. This includes clean up and exiting the building properly. The deposit will be returned if the room(s) have been cleaned and the alarm is set. See cleaning checklists for details.

Payment

Payment for use of space and deposits are accepted in the form of a credit card or check. Cards will be run for the hourly amount upon booking the event. Deposits will be run and reimbursed after the rental is complete.

Refunds

Full refunds (less the \$25 usage deposit) will be issued if the event is cancelled within 2 business days.

Alcohol

Alcohol is allowed on SFC premises per TABC rules.

Drugs and Tobacco

The SFC building and gardens are drug and tobacco free.

Upon Arrival

Free parking is available in the parking lots surrounding the SFC and PeopleFund buildings. Please be respectful of the adjoining neighborhood and do not park in the parallel spaces near Chestnut Commons.

Please check-in at the administration desk if you arrive during business hours. 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). You will need to turn in the check-out list upon leaving the building.

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.

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 clicking selecting "Yes" I affirm that I have read and understand the SFC Rental Use Agreement and agree to abide by it.