



The purpose of this document is to detail the intended use and clarify dates and time of use. Information you provide will be the basis for determining your rental fees. This document shall be provided with our Policies for use and the current Rental Rates chart. Together, these documents should comprehensively outline terms, conditions and fees associated with successful use of the facility. Please note that this contract expires the last day of the year it was signed.

#### Submit with Application

1. **A photocopy of state approved ID** of the person applying for rental.
2. A **non-refundable deposit** is due at time of the reservation. The deposit amount is 50% of the total facility rental, not including catering costs.  
**Sports Rentals:** A reservation deposit is not required; however, full payment of the rental is required to guarantee reservation.
3. **Insurance requirements:** Sacramento Asian Sports Foundation requires a Certificate of Insurance, and if necessary, an Endorsement to your insurance policy before your application can be approved. Insurance must be for Commercial General Liability, with limits not less than \$1million per occurrence. SASF must be listed as Additional Insured. **Reservation is tentative until the insurance certificate is provided, and application is approved by SASF personnel.**

#### Your Signature Denotes Your Understanding that:

- SASF reserves the right to require the applicant to provide **on-site monitoring and/or security personnel** at the applicant's full financial responsibility.
- A financial penalty will be assessed for use beyond the approved time; and set-up and clean-up must occur during rental hours.
- Only the **responsible person** named on this form is allowed to make changes to this request. SASF reserves the right to increase the **insurance requirements** stated herein.
- The second contact person is not considered by SASF to be a "Responsible Person" for purposes of liability for this agreement.
- **Payment:** Full payment is due 1 month prior to the day of the event, including required damage / cleaning deposit. If payment is not received in time, your reservation will be cancelled. All catering costs will be invoiced at a later date. Refunds are pursuant to the Cancellation Policy
- **Cancellation policy:**
  - a. Refunds for cancellations are at the discretion of the Sacramento Asian Sports Foundation.
  - b. If a request for a refund is denied, an alternate date for a future event may be used subject to date availability.
  - c. Sports rentals are non-refundable.

- d. No refunds will be given for health-related issues unless mandated by local/state orders (i.e. COVID-19).
- **For deposits paid by credit card**, refunds will be issued within 48 hours of cancellation pursuant to these terms. For deposits paid by check, refunds will be issued within 30 days of cancellation pursuant to these terms.
  - **Cleaning deposit:** A \$1000 damage / cleaning deposit may be required and will be refunded if the facility is left undamaged and clean, as determined by SASF staff or board member. Requirement for a cleaning deposit will be dependent upon the type of event booked. For deposits paid by credit card, refunds will be made within 48 hours of event. For deposits paid by check, refunds will be made within 30 days of event.
  - **Facility use is confined to area(s) requested in approved application.** Any unauthorized use of facility property is grounds for event cancellation and termination of the rental agreement. Facility use is restricted to approved areas and renter must not deviate from approved areas. Last minute changes to the approved use are subject to additional rental fees. It is the responsibility of the renter to properly communicate the event requirements and to ensure that the facility is able to meet those requirements prior to renting the facility.

## **COVID-19 Guidelines for Sports Rentals**

Due to the current Sacramento County Health Order strict guidelines must be followed in order to rent from the Sacramento Asian Sports Foundation. Failure to meet these restrictions will risk forfeiting all or partial fees related to their use agreement. See the page above for information regarding deposits, cancellation policies, etc.

Please note that guidelines may change in accordance with Sacramento County Public Health.

### **Guidelines are as follows:**

1. All participants must sign the sign-in sheet near the front door.
  - a. Each renter is responsible for ensuring all their participants' temperatures range between 95-99 degrees Fahrenheit.
2. All coaches must wear a mask at ALL times.
3. Players must enter with a mask, can take the mask off ONLY when they are participating with their sports rental. If they are sitting out, they must wear a mask.
4. Teams can only scrimmage against their own team, renters cannot invite another team to practice.
5. No spectators are allowed.
6. Players must maintain a distance of six feet apart at all times when not playing. Public Health social distancing guidelines will be applied.
7. 40 participants including instructors are allowed for full facility use. 20 participants including instructors are allowed for half facility use.
8. SASF is not responsible for additional sanitizing supplies than what is already given. Rental groups please bring your own if needed.
9. Seating will not be provided. It is recommended that participants bring their own portable seating, if desired
10. Wi-fi is not available.

**Responsible Person Information:**

Full Name: \_\_\_\_\_ Driver's License #: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_

Organization Address/Phone:  
\_\_\_\_\_  
\_\_\_\_\_

**Second Contact Person:**

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Activity Logistics:**

Activity start Date: \_\_\_\_\_ Day(s) of the Week: \_\_\_\_\_

Start/End Times: \_\_\_\_\_

Multiple Dates (list day of week, dates and times – include separate sheet if necessary)

Circle the area(s) you wish to use:                  Gym                  Kitchen                  Parking Lot

Description & Disclosure of Events/Activities (be very specific, include ALL activities):  
\_\_\_\_\_  
\_\_\_\_\_

**Anticipated Total Participants & Age Groupings:**

Total: \_\_\_\_\_ Adults: \_\_\_\_\_ Children: \_\_\_\_\_ Teens: \_\_\_\_\_

If a sporting event, also list anticipated Total Spectators & Ages Groupings:

Total: \_\_\_\_\_ Adults: \_\_\_\_\_ Children: \_\_\_\_\_ Teens: \_\_\_\_\_

**Activity Details:**

Will the event/activity involve any decorations or signs of any kind?                  Yes  No

If yes, please describe:

\_\_\_\_\_

Will any money be exchanged or charged (items sold, drawings, registration, donations)?                  Yes  No

If yes, please describe:

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Will any amplified sound be at the event? Yes  No

If yes, please describe:

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Will you be bringing any equipment for this event? Yes  No

If yes, please describe:

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Will you serve alcohol at this event? Yes  No

Will you sell alcohol at this event? Yes  No

Is there an admission fee charged? Yes  No

Are donations solicited for this event? Yes  No

Is this event primarily for youth (under age 18)? Yes  No

Is this event primarily for young adults (ages 18-25)? Yes  No

Is this event primarily for adults (age 26 and older)? Yes  No

Is this event a private function, either by membership or invitation? Yes  No

Is this event open to the public? Yes  No

If event is open to the public, how will it be advertised?

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**Facility Rentals:**

Full Facility Rental Yes  No

Half Facility Rental Yes  No

Full Dance Floor Yes  No

Half Dance Floor Yes  No

Full Portable Stage Yes  No

Half Portable Stage Yes  No

Additional Dumpsters (Required for events over 600 participants) Yes  No

Additional Parking (Required for events over 325 participants) Yes  No

Security (Required for events serving alcohol) Yes  No

Pipe and Drape Qty: \_\_\_\_\_

Ice Chest Qty (up to 12): \_\_\_\_\_

Tripods	Qty (up to 7): _____
Bar Rental	Yes <input type="checkbox"/> No <input type="checkbox"/>
Linen	Qty: _____
Stanchion	Qty (up to 15): _____
Audio/Visual Use	Yes <input type="checkbox"/> No <input type="checkbox"/>
EZ Up Cover (10'x10')	Qty (up to 5): _____
Additional Event Staff (Required for events over 500 participants)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Additional Kitchen Staff	Yes <input type="checkbox"/> No <input type="checkbox"/>

**Initial \_\_\_\_\_** By signing, I understand that the terms and agreements in this facility contract must always be followed for all rental purposes. If I have a reoccurring rental during the same year this contract was signed, I agree that my rental can be changed according to the needs of the SASF. All guidelines in this contract must be followed even if my rental is different from what was originally written in the activity logistics.

**Initial \_\_\_\_\_** I hereby attest that the foregoing information is true and correct and that should any of the information be found to be false or should any conduct by myself, participants or guests not be as described in the application OR should any applicable city, state, or federal rules regulation, codes or laws be violated or circumstances are determined by the SASF representative to be a threat to physical safety or protection of the property, said Use Agreement will be deemed null and void and any activity associated with this Use Agreement will immediately cease. No refund of fees will be given.

**Initial \_\_\_\_\_** In case of emergency or other reasons, SASF reserves the right to cancel the scheduled event prior to use without liability. If SASF cancels this event Use Agreement, refunds will be made.

**Initial \_\_\_\_\_** I agree that I will be financially responsible for any costs incurred by SASF for damages to property; costs associated to any public safety action or enforcement as a direct or indirect result of the event; the recovery of any and all reasonable attorney fees to enforce the provisions of any Use Agreement that is issued for the event described in this application; forfeit all fees and deposits as liquidated damages of any costs associated with the enforcement of the provisions of this application or Use Agreement by providing false information on the application; pay any costs that exceed deposit fees already collected by SASF for enforcement or provisions related to this application or Use Agreement.

**Initial \_\_\_\_\_** Cleaning, security and damage deposits are refundable according to the condition of the facility after use. The facility must be left clean. A Foundation representative will not refund a deposit on the spot, and is not the final decision-maker about deposit status. Within 7 days of your event you will be notified about the status of your refund.

**Initial \_\_\_\_\_** I agree that the SASF reserves the right to cancel the event and terminate the rental agreement if the event participants conduct themselves in a manner that endangers others including SASF Staff, Volunteers, Game Officials and/or damages SASF Property. Any criminal activity or activity that violates any Federal, State and County Laws are automatic grounds for immediate cancellation of the event. No refunds of fees will be given.

**Initial \_\_\_\_\_** I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that I or my participants may be exposed to or infected by COVID-19 while participating at the Sacramento Asian Sports Foundation and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand the risk of becoming exposed to or infected by COVID-19 at SASF may result from the actions, omissions, or negligence of myself and others, including, but not limited to, SASF employees, volunteers, and other event participants and their families.



**Hold Harmless Agreement:**

Applicants hereby agree to hold to hold the Sacramento Asian Sports Foundation, its governing board, the individual members thereof, and all organization officers, agents, and employees free and harmless from any loss, damage, liability, cost or expense that may arise during or be caused in any way by such occupancy of Foundation property. The applicant agrees to reimburse the Foundation for any damage to Foundation property occasioned by or growing out of use herein requested. I HAVE READ THE RULES AND REGULATIONS AND FEE SCHEDULE RELATING TO USE OF THE SASF FACILITY AND ACCEPT RESPONSIBILITY FOR MEETING THE REQUIREMENTS STATED HEREIN AND FOR PAYING THE ACTUAL FEE UPON RECEIPT OF INVOICE.

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Signature of Responsible Person

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Date Signed