



Rancho Santa Fe
FOUNDATION
INSPIRED GIVING ~ CLOSE TO HOME AND AROUND THE WORLD

**Rancho Santa Fe Foundation
Community Room**

Guidelines, Post-Event Checklist and Agreement Form

- We require that all organizations list Rancho Santa Fe Foundation as “Additional Insured” for \$1,000,000.00 on their organizational liability insurance policy.

Additional Insured
Rancho Santa Fe Foundation
162 S. Rancho Santa Fe Rd. Suites B-30 and B-40
Encinitas, CA 92024
Phone (858) 756-6557

Please send your proof of insurance to:

Fax: (858) 756-6561 or Email: rachel@rsffoundation.org

- The RSFF Community Room is available for use by external organizations Monday – Friday during regular business hours: 8 a.m. – 5 p.m., unless the organization has received the appropriate approval from RSFF to use the space after regular business hours. If an event is after business hours, arrangements must be made with RSFF to pick up the key during business hours.
- The usage fee for the Community Room is \$30 per hour for nonprofit organizations and RSF Plaza tenants, and \$60 per hour for for-profit organizations.
- The organization’s representative should arrive 15 minutes prior to their requested start time and must check in at the Rancho Santa Fe Foundation main office in Suite B-30 for an event during business hours.
- *The organization using the space is responsible for setting up the room in their preferred configuration.* 13 collapsible conference tables and 40 chairs are available for use.
- No open flames (e.g. sternos, candles, etc.) are permitted in the space.
- The organization using the space must provide their own food, beverages, ice, paper supplies, and utensils.
- Space to store food and other supplies is not available. Catering materials may not be left overnight so arrangements for pick-up must be made between you and the caterer.
- Please bring the appropriate amount of printed materials for your event. RSFF staff will not be available to make copies or assist with any other administrative needs.
- RSFF is not responsible for personal property or equipment brought into the space. Overnight storage is not available.

- Organizations are responsible for any damages caused to the facility, equipment, furnishings, or surrounding grounds, and for immediately notifying RSFF staff should something occur.
- The organization agrees to indemnify and hold harmless RSFF against and from any and all injury, loss, damage, claim or liability of any kind, whatsoever, occurring to person or property and arising out of the organization's use of RSFF facilities.

Post-Event Checklist

- Organizations are responsible for removing all trash, food, beverages, utensils, cups, napkins, decorations and printed materials that were brought during their use of the Community Room. There are dumpsters for trash and recycling to the south of the building down the stairs in the alleyway.
- Organizations are responsible for stacking any chairs that were taken out of the closet.
- Organizations are responsible for turning off the TV and putting the HDMI cable back behind the TV if used for presentations.
- Organizations are responsible for turning off the heat or air conditioning after their events.
- Organizations are responsible for cleaning any spills, drink or food, from the carpet or tables and cleaning the white board, if used.
- Organizations are responsible for notifying RSFF staff if any damages occurred in the Community Room (i.e. dark liquid spills on the carpet; TV screen breaks, etc.)
- Organizations are responsible for returning the key. During regular business hours, please return the key to Suite B-30. If after hours, please put the key through the mail slot in either Suite B-30 or B-40.

By signing this agreement, you are agreeing to pay for any property damage that occurred while your organization was using the RSFF Community Room. RSFF reserves the right to determine the replacement cost for any damaged property sustained during your visit.

I have **read** and **agree** to the RSSF Community Room Policies and Procedures, and to the above RSFF Community Room Guidelines and Post-Event Checklist:

Authorized Representative: _____ Date: _____

** Please keep the Post-Event checklist as a guide for after event clean-up.*