



# Revocable License for Use of Premises

A 501(c)(3) organization

3250 19th Ave San Francisco CA 94122

## AGREEMENT

Date of LICENSE AGREEMENT: \_\_\_\_\_  
Name of LICENSEE (Legal Name): \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Contact Person (Liable): \_\_\_\_\_  
Type of Function: \_\_\_\_\_

Licensor hereby licenses to licensee(s) at the cost described below the right to use the following areas located in the Licensor's building located at 3250 19th Avenue.

Dates and Hours for use of Premises: \_\_\_\_\_; see attached sheet for specific dates and times.

**Additional Provisions:** Campus parking is limited to staff and persons with disabilities. Advise guests to use neighborhood parking, especially Junipero Serra Blvd. and enter through the back gate. **Dogs and other pets are not allowed on CAIS campus.**

Number Expected to Attend: \_\_\_\_\_

Fees for Use of Premises \$\_\_\_\_\_ Security Deposit \$\_\_\_\_\_

The permission to use the facilities designated above is granted upon the following terms and conditions and is non-assignable: Licensee shall indemnify and hold harmless Licensor, its officers, directors and employees and agents from and against any and all claims, losses and expenses, including attorney's fees and costs, damages and liability (including statutory liability) in connection with claims for damages as a result of injury or death of any person, or property damage to an property sustained by the Licensee and/or all other persons, which arise from or in any manner grow out of any act or negligence on or about the Premises and are occasioned by the use of occupancy of the Premises or activities conducted by the Licensee's (agents, invitees, partners, customers and subcontractors).

The Licensee at their sole cost and expense shall obtain, maintain and keep in full force and effect commercial general liability insurance covering bodily injury, property damage and personal injury occurring in the Premises, and advertising injury. The parties agree to produce evidence of insurance protection and it will be kept on file by the Licensor.

1. The Licensee shall leave the facilities in a clean and orderly condition; and, if any alterations are allowed, shall restore the facilities to original condition; and shall repair any damage caused by Licensee's negligence or neglect or that of the Licensee's representatives or invitees. Security deposits will be withheld until clearance of this mandate is received.
2. The Licensee agrees that the event(s) is the responsibility of the Licensee and agrees to indemnify and hold harmless Chinese American International School, San Francisco with respect to any and all liability, loss, or damage whatever from any cause which may arise from the use of the facilities or activities in and about the same by Licensee or Licensee's representatives or invitees.
3. The Licensee shall provide and maintain comprehensive liability insurance with a Best's rating of A to cover the date(s) involved in this agreement insuring Chinese American International School, San Francisco, and the Licensee against liability for bodily injury (including death) and property damage from occurrences in or about the facilities, or the use of condition thereof, with combined single limit of \$1,000,000. Such insurance shall be primary and not contributing with any other insurance in effect for the school; and be evidenced by certificate of insurance and related endorsement (a copy of the endorsement naming Chinese American International School as additional insured). Should any of the policies be canceled, the issuing company shall endeavor to mail a 30 day written notice of the cancellation.
4. The Licensee agrees that it will provide a copy of this document and the sample insurance endorsement to its insurance agent well in advance of the event and will require such agent to provide the school with evidence of the required coverage at least 10 days prior to the event.
5. A security deposit of \$500.00 is to be submitted with this agreement; the deposit will be returned to the Licensee if cancellation is received at least 2 weeks prior to the event or within 4 weeks after the event if the Licensee has abided by all terms in this agreement. The deposit will be forfeited in its entirety should any cleaning or repair be necessitated due to Licensee's negligence or that of the Licensee's representatives or invitees. Should a cancellation notice be received during the last two weeks prior to the event, a \$50.00 administrative cost fee will be deducted from the security deposit.
6. As used herein, the term Chinese American International School, San Francisco and their respective employees, agents, and other representatives.
7. The school may terminate this agreement, and permission to use such facilities, with or without cause, including but not limited to failure to provide the required insurance certificate and endorsement, without obligation except to refund any amount which the Licensee has donated. Termination of this license is at will with a written notification delivered at least 15 days specified in the notice. Upon termination the Licensor shall on or before the termination date return all personal property of the Licensee.
8. The fees for costs and expenses will be paid in full at least 10 days prior to the first day the facilities are to be used.
9. Parking on campus is limited. There is absolutely no parking allowed at any time in the fire lanes or in the reserved spaces on the North side of the building. These areas are clearly marked. Cars parked in these areas will be subject to towing. The deposit will be forfeited if the school receives a complaint regarding parking by any member or guest of the rental group. Outside rental groups of fifty or more are required to have a parking attendant on duty.

10. Chinese American International School's Recycling Program is to be adhered to.

Any special provisions made are to be described below:

**Licensee may not assign this License.** All attempts to assign the License will result in termination of the agreement.

**Right to Entry.** The Licensor does not relinquish and does hereby retain the right to enforce all necessary and proper rules for the management and operation of such premises.

**Binding Arbitration.** A party to this license may not institute a suit at law or equity regarding any dispute under this License.

**Authorization.** The individual signing this License for each party has full power to bind the party and to execute and deliver and perform this license.

**Entire Agreement.** This agreement represents the entire agreement between the Licensor and Licensee relating to the License. Any prior arrangements, promises, negotiations or representations set forth are of no force and effect. All amendments to this agreement shall be of no force unless it is in writing and signed by Licensor.

The Licensee has read this document and agrees to abide by everything herein stated without exception. Any notice required or permitted under this License shall be deemed sufficiently made and given if personally delivered, deposited in the U.S. mail or emailed.

Date \_\_\_\_\_  
Name of Licensee \_\_\_\_\_  
Title \_\_\_\_\_

Date \_\_\_\_\_  
Kevin Lee, Auxiliary Program Director  
Chinese American International School

The agreement will be prepared in duplicate original so that Licensee and school can each retain an original agreement.

RECEIVED  
Certificate of Insurance: \_\_\_\_\_  
Fees for License: \_\_\_\_\_

All additional specifications, agreements, and responsibilities shall be attached to this document and signed by both parties.



## Addendum

- Children must be supervised at all times.
- All children using the CAIS elevator *must* be accompanied by an adult at all times.
- General misuse or lack of supervision that causes damage to property, may result in loss of the security deposit and/or additional charges.

Date \_\_\_\_\_

\_\_\_\_\_  
Name of Licensee

\_\_\_\_\_  
Title

Date \_\_\_\_\_

\_\_\_\_\_  
Kevin Lee, Auxiliary Program Director  
Chinese American International School



## Important Numbers to Keep in Mind

**EMERGENCY: 911**

Emergency from Cell Phone: (415) 553-8090

Anonymous Tip Line: (415) 575-4444

Any City Agency: 311

Drug Dealing Tips: 1-800-CRACK-IT

### **Police Contacts:**

Captain Denise Flaherty

Taraval Police Station

2345 24th Avenue, San Francisco, CA 94116

Office: (415) 759-3100

### **School Car Cop**

Police Officer Jennifer Orantes

Cell: (415) 930-1244

Police Dispatch: (415) 553-0123

### **Stonestown Security:**

(415) 759-2629

### **CAIS Security Guards:**

Ernest Brown (Monday - Friday)

Cell:

### **Chinese American International School Contacts:**

Kevin Lee (415) 794-8863