

# RENTAL APPLICATION

## Literacy for Environmental Justice ~ EcoCenter Rental

EcoCenter at Heron's Head Park (Pier 98)  
32 Jennings St. (at Cargo Way), Bayview Hunters Point  
San Francisco, CA 94124  
Phone: 415.839.4963 ~ Email: outreach@lejyouth.org

**\*\*IMPORTANT: DO NOT SEND MAIL TO THIS ADDRESS\*\***

To submit a reservation request,  
go to [www.tinyurl.com/rentEcoCenter](http://www.tinyurl.com/rentEcoCenter)

*Note: This application is preliminary information to request use of The EcoCenter at Heron's Head Park. THIS IS NOT A COMMITMENT BY LITERACY FOR ENVIRONMENTAL JUSTICE*

# RATES & HOURS

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The EcoCenter is open for events Monday – Saturday 8:00AM – sunset; closed on holidays (see details below). The EcoCenter can be reserved up to 6 months in advance of your event. Maximum indoor capacity is **50 people**. If the event is an indoor/outdoor event that utilizes the back patio, an **additional 50 people** is allowed.

*Literacy for Environmental Justice reserves the right to make the EcoCenter available for community/rental use outside of these hours by special arrangement, at higher rental rates (see below). If you are a Bayview-based organization and need to request a further discount, please contact us at outreach@lejyouth.org.*

Days	Non Profit Organizations w/ Budgets under \$500,000	Non Profit Organizations w/ Budgets over \$500,000 & Government	For Profit Organizations & Individuals
	Per Hour 4 hr min	Per Hour 4 hr min	Per Hour 4 hr min
Monday – Fridays Hourly Rate	\$75	\$125	\$150
Monday – Fridays Day Rate (at least 8 hours)	\$500	\$800	\$1,000
Weekends / Holidays*	\$100	\$150	\$175
Weekend/Holiday DAY RATE	\$675	\$1,000	\$1,200

### ADDITIONAL CHARGES:

If the event exceeds the day rate, each additional hour will be charged at the full hourly rate. The rental rates above include fees for staff and/or security time. The **EcoCenter is a zero waste facility \$50** will be deducted from the deposit if any waste left behind and/or is not properly separated.

### \*ECOCENTER HOLIDAY RENTAL AND CLOSING DATES:

**Sunset Closing:** May-July 8PM; August-October 7PM; November-January 5PM; February-April 6PM.

**Holiday Rates Apply (2011):** February 14 (Valentines Day) / April 24 (Easter Sunday) / May 8 (Mother's Day) / June 19 (Father's Day) / October 31 (Halloween).

**EcoCenter Rental Closed Dates (2010-11):** January 1 (New Year's Day) / January 15 (Martin Luther King Jr. Day) / February 21 (Presidents Day) / May 30 (Memorial Day) / July 4 (Independence Day) / Sept 5 (Labor Day) / October 10 (Indigenous Peoples Day) / November 24 and 25 (Observance of Thanksgiving Day) December 24, 25 and 26 (Observance of Christmas Day) / December 31 (Observance of New Year's Day).

# LOCAL FOOD VENDORS & CATERING

## Literacy for Environmental Justice ~ EcoCenter Rental

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*Located in the local area and will deliver unless otherwise noted*

### **Chef Kevin's**

*Gourmet Catering*

650.201.9610

[chefk27@yahoo.com](mailto:chefk27@yahoo.com)

[www.chefkevins.com](http://www.chefkevins.com)

### **La Laguna Taqueria**

*Mexican*

Renato "Ray" Guerrero

3906 Third St. (b/w Fairfax & Galvez)

415.401.9420

<http://www.yelp.com/biz/la-laguna-taqueria-san-francisco>

### **Spice It Up Catering**

Alice Guidry and Pamela Knight

415.760.1454, 415.244.8040

[info@spiceitup-catering.com](mailto:info@spiceitup-catering.com)

[www.spiceitup-catering.com](http://www.spiceitup-catering.com)

### **Frisco Fried**

*San Francisco-style soul food*

Marcel Banks

5176 Third St. (b/w Shafter & Thomas)

415.822.1517

<http://www.friscofried.biz/>

### **Oscar's Burger Deli**

*Will not deliver but can order for pickup*

*Mediterranean platters/deli*

1850 Cesar Chavez (b/w Connecticut & Missouri)

415.206.9845

<http://www.yelp.com/biz/oscars-burger-deli-san-francisco>

### **Left Coast Catering**

*New American, corporate events*

Marianne

2152 Third St. (b/w 18<sup>th</sup> & 19<sup>th</sup> st.)

415.934.0600

[Marianne@leftcoastcatering.com](mailto:Marianne@leftcoastcatering.com)

[www.leftcoastcatering.com](http://www.leftcoastcatering.com)

### **Living Room Events**

*Full-service, restaurant-style caterer specializing in premium events*

958 Illinois St. (b/w 20<sup>th</sup> and 22<sup>nd</sup> st.)

415.522.1417

[info@lrecatering.com](mailto:info@lrecatering.com)

[www.lrecatering.com](http://www.lrecatering.com)

### **Beautiful!**

*Healthy, local, whole food*

Yann Sauvignon

415.728.9084

[catering@beautiful.com](mailto:catering@beautiful.com)

[www.beautiful.com](http://www.beautiful.com)

### **Specialty's**

*Not located in 94124 but will deliver; order online*

<http://www.specialtys.com/>

# POLICIES & PROCEDURES

## Literacy for Environmental Justice ~ EcoCenter Rental

The EcoCenter is open for events Monday – Saturday 8:00AM – sunset, closed holidays (see rental rates & hours for details). The EcoCenter can be reserved up to 6 months in advance of your event.

*Literacy for Environmental Justice (LEJ) reserves the right to make the EcoCenter available for community/rental use outside of these hours by special arrangement. Please contact us if you would like to book an event outside of these hours.*

### I. ROOM RENTAL PROCEDURE:

1. **APPLICATION PROCEDURE:** Download application form, complete application and fax (415-282-6839) or mail to EcoCenter Program Manager, Literacy for Environmental Justice (LEJ) 1329 Evans Ave., San Francisco, CA 94124. Dates and venues are not reserved until LEJ issues a signed contract and has received your countersigned contract and deposit.
  - Literacy for Environmental Justice will review your event application (rental request) and send you a contract and invoice. Applicants will be notified within five working days of receipt if a reservation request has been approved or denied.
  - To confirm your rental, review the contract including the set-up information and other special requests, sign the contract sheet and return it to us with your deposit. The signed contract and deposit are due a minimum of 30 days prior to your event. If you are booking the EcoCenter for a date less than 30 days away, a signed contract and deposit are due upon receipt.
2. **DEPOSIT:** A Reservation Deposit in the amount of **\$200.00** is required when an event is approved and is refundable if no additional fees are assessed (see CANCELLATIONS for details). Deposits can be made by check, money order, or cashier's check, **payable to Literacy for Environmental Justice**. *Deposits are separate from the venue rental fee.* All charges for Applicant's failure to complete facility breakdown, including but not limited to removal and separation of garbage, decorations, furniture or equipment within the specified rental period; use of facility beyond times specified in invoice; and/or damage to facility or equipment will be deducted from the deposit.
  - When a rental request is made two (2) weeks or less prior to the event, the deposit plus full rental payment must be made at the time of contract signing.
  - Recurring events will follow the same payment schedule as that of regular bookings, namely: a full deposit is due 30 days prior to the day the first event is to take place.
3. **FINAL PAYMENT:** Payment is required in full two (2) weeks prior to the event. If payment is not received, the event is subject to cancellation.
4. **CANCELLATIONS:** Deposits, minus a cancellation fee of \$100.00, will be refunded if Literacy for Environmental Justice receives written notice of cancellation at least 30 days prior to the scheduled event. Cancellations made fewer than 30 days prior to an event

will receive no deposit refund. In event of an emergency cancellation, LEJ liability is limited to Renter's deposit.

5. **ADDITIONAL FEES and REQUIREMENTS:** Depending on event size, dates, equipment and technical needs, additional costs may apply and are payable with the rental fee. See Schedule of Fees or inquire.
6. **STAFFING:** At least one LEJ/EcoCenter staff member is required to be on-site for the entire rental period. In addition, depending on the nature of the event, additional staff and/or security personnel may be required by LEJ.
7. **PUBLICITY:** Any publicity and/or advertisement issued by the Applicant before a contract to rent the EcoCenter has been fully executed is done so at the Applicant's own risk.
8. **PARKING/TRANSPORTATION:** Free parking is available in the Heron's Head Park parking lot. The EcoCenter is accessible by MUNI #19 and #44 two blocks away on Evans Avenue and Jennings Street, and ¼ mile from the T line on 3<sup>rd</sup> Street and Cargo Way.
9. **INSURANCE/PERMITS:** It is incumbent on the Renter to identify and secure all permits necessary for their event, as well as to secure insurance coverage. General Liability Insurance is recommended (not required) for EcoCenter events with limits equal to or exceeding One Million Dollars, naming as additional insured both "Literacy for Environmental Justice and their officers, directors, agents and employees" and "the San Francisco Port Commission and their officers, directors, agents and employees." All applicable permits and proof of General Liability Insurance should be received by Literacy for Environmental Justice no later than two (2) weeks prior to the event. If evidence of permits and insurance are not received by the specified date, the venue reservation is subject to cancellation.

#### **ECOCENTER RENTAL MINIMUMS:**

**The EcoCenter facility has a four (4) hour minimum rental requirement.** After the minimum time requirement, the EcoCenter may be available in additional one-hour increments. Please remember that *setup, cleanup and breakdown must be completed within the contracted rental time*. Depending upon the size and complexity of your meeting or event, please allow enough scheduled time for performing the necessary task(s). Overtime charges will apply if the EcoCenter is not vacated by the pre-arranged time.

#### **CHILDREN:**

The EcoCenter at Heron's Head Park is located **on San Francisco Bay at Pier 98** and does not have a licensed daycare or a child-watch program; therefore Parents/Guardians must remain with children at all times. **Failure to do so will result in immediate closure of the event.**

## **GENERAL RENTAL INFORMATION:**

1. All Renters must follow the **EcoCenter Code of Conduct** (see separate document).
2. Alcohol may be served with prior approval from Literacy for Environmental Justice and only with proper permitting. All Renters must follow the **Policy on Alcohol Use** (See separate document).
3. The Renter must receive all event deliveries. Deliveries and pick up of equipment supplies or materials outside of the scheduled event time must be arranged in advance with Literacy for Environmental Justice.
4. Prior approval is required before any materials, decorations or paper can be affixed to the walls, furniture, lighting, fixtures and equipment. The only approved tape is blue painter's tape.
5. Renters should bring their own supplies (e.g. batteries, scissors, paper, tape, markers, etc.). The EcoCenter will not be able to provide such items unless explicitly arranged in advance.
6. The EcoCenter is a scent-free space and we request that all guests and program participants refrain from using personal scents or materials that cause an odor or chemical release.
7. Cleanup: The EcoCenter premises must be left in same condition as they were found. Additional fees will apply if extra cleanup is needed. **The use of confetti or glitter is prohibited.**

# POLICY ON ALCOHOL USE

## Literacy for Environmental Justice ~ EcoCenter Rental

All alcohol use at the EcoCenter must be approved in advance by Literacy for Environmental Justice. The following are the requirements for approval of alcohol use:

1. All events serving alcohol are required to obtain a one-day alcohol use permit from California Alcohol Beverage Control (for more info, call 415-356-6500).  
Directions for obtaining a permit:
  - a. Download ABC-221 form and instructions from <http://www.abc.ca.gov/forms/PDFSp.html>.
  - b. Submit the completed ABC-221 along with the EcoCenter application to LEJ for review and authorization from the LEJ Board of Directors (Note: A LEJ Board member signs as the *property owner* and *authorized representative* on the application. Applicants will be filing for a one-day alcohol use permit under Literacy for Environmental Justice – *organization name* on the ABC-221).
  - c. If LEJ Board of Directors approves the event, the application will be returned to the applicant to get a signature from the Bayview Police Department (415-671-2300).
  - d. It must be submitted at least 10 days prior to the event to the ABC office at 71 Stevenson, Suite 1500, San Francisco.
2. If the event is catered, the Caterer must be licensed to serve alcohol and must provide proof of licensing to Literacy for Environmental Justice prior to the event. In addition, the Caterer must provide an insurance certificate naming Literacy for Environmental Justice as an additional insured.
3. Sale of alcoholic beverages is not permitted.
4. Open containers of alcohol may not leave the EcoCenter or its associated areas (front and back patio).
5. Food and water must be served along with alcohol.
6. Literacy for Environmental Justice reserves the right to deny use of alcohol at an event, either private or public.

# CODE OF CONDUCT

## Literacy for Environmental Justice ~ EcoCenter Rental

(Rules and Regulations)

The EcoCenter at Heron's Head Park is a community-based facility that models solar power and alternative wastewater technologies. The following rules will help us keep the EcoCenter a healthy and sustainable space:

### ***The following activities are not allowed at the EcoCenter:***

1. Activities that are illegal, pose a threat to life or property, or bring discredit or ill repute to the EcoCenter facility users, Literacy for Environmental Justice, the Port of SF, and the community of Bayview Hunters Point.
2. Smoking in or around the EcoCenter (smoking is not allowed anywhere in Heron's Head Park).
3. Candles, lanterns, matches, lighters, or open flames of any kind in or around the EcoCenter premises, except as agreed in writing by Literacy for Environmental Justice and directly monitored by LEJ staff.
4. Possession or consumption of alcohol unless prior contractual arrangements have been made with LEJ and appropriate permits secured. Possession or consumption of illegal drugs is prohibited at all times.
5. The use of perfumes or scented products, including activities such as "smudging."
6. Bringing animals into the EcoCenter, with the exception of animals in the company of, and trained to assist, physically challenged persons. Exceptions are also made for animals that are a teaching element of an environmental education program where prior contractual arrangements have been made with LEJ.
7. Soliciting for any purpose, including asking for donations, unless prior contractual arrangements have been made with LEJ.
8. Running, skating, rollerblading, skateboarding, bicycling, or otherwise obstructing or interfering at the Entrance, Interior, or Patio of the EcoCenter.
9. Bringing bicycles or shopping carts into the EcoCenter. (Bicycle racks are located at the entrance of Heron's Head Park).
10. Defacing, damaging, or destroying property or the environment of Heron's Head Park.
11. Physically and/or verbally threatening or harassing any person in any way, including using sexually explicit language, obscene gestures or racial, religious or ethnic slurs.
12. Fighting, noisy or boisterous activities, or in any other way creating a disturbance which is disruptive or dangerous to others or to the environment or activities of Heron's Head Park, the EcoCenter, or the community of Bayview Hunters Point.
13. Discarding any material of any kind except in designated trash receptacles (see below). The ***EcoCenter is a zero waste facility*** and \$50 will be deducted from the deposit if waste is left behind or not properly separated. We HIGHLY encourage renters to not bring disposable items, such as plastic water bottles. All recycling, compost and trash should be removed from the building and placed in proper receptacles near the front gate of the park.

### ***Ecological Systems—Important!***

#### **14. Electrical Usage:**

The EcoCenter solar systems kilowatts are based on the percentage of sun hours; thus ***the amount of energy available may vary***. Please plan to be flexible, and consult LEJ staff for high voltage electric usage.

#### **15. Water Use:**

- Keep your hands clean, but please ***save water by MAXIMUM 1-minute hand-washing***.

## 16. Toilet Use:

- a) **Flush only when needed**—If it's yellow, let it mellow; if it's brown, flush it down.
- b) The following can **absolutely positively NOT be flushed** down the toilet or poured down the sink—they will directly harm the living environment of our Eco Machine wastewater treatment system:
  - Oil
  - Perfume
  - Dyes of any kind
  - Bleach or Ammonia of any kind
  - Any soap or detergent products not provided by the EcoCenter
  - Non-toilet paper -- e.g. newspaper, paper towels, bond paper, magazine paper, etc.
  - Pharmaceuticals
  - Tampons/Sanitary Napkins
  - Condoms, Diaphragms, etc.
  - Pencils/Pens
  - Hair Accessories
  - Cloth or clothing
  - Makeup/Cosmetics

***Think of the fish in the EcoCenter's fish tanks!***

## 17. Temperature Control:

The EcoCenter relies on passive heating in order to maintain a comfortable building temperature, and remains constant at 78°F. On cold and foggy days, please **keep the EcoCenter doors closed; this keeps the heat in.**

## 18. Recycle/Trash

*Here are detailed guidelines for trash disposal and separation; for more information, please contact SF Recology:*

### ***I. Compost Bins [Green] Anything that used to be alive***

#### **Food Scraps:**

- Breads, grains and pasta
- Coffee grounds
- Dairy
- Eggshells
- Fruit (pits and nut too)
- Leftovers and soiled food
- Meat (including bones), Seafood (including shellfish)
- Vegetables

#### **Soiled Paper**

- Coffee filters, Paper tea bags
- Greasy pizza boxes, paper take-out boxes and containers
- Paper cups and plates
- Paper ice cream containers (metal rim is okay)
- Waxy paper milk and juice cartons (no foil liner)

#### **Plants**

- Branches and bushes
- Flowers and floral trimmings
- Grasses and weeds
- Leaves, tree trimmings

#### **Other**

- Cutlery and Plastic clearly labeled "Compostable"
- Small pieces of lumber or sawdust from clean wood only (no plywood, pressboard, painted, stained or treated wood)

## II. Recycle [Blue]

### **Metal** *No liquids or food*

- Aluminum foil and trays (ball foil up to softball size)
- Steel (tin) cans
- Caps and lids from bottles, jars and steel (tin) cans
- Paint cans (must be empty or dry)
- Spray cans (must be empty)

### **Plastic** *Except those labeled "compostable"; no plastic bags, wrappers, liquids or food*

- Bottles (leave caps on)
- Buckets (metal handle ok)
- Coffee cup lids
- Containers, clamshells, cups and plates (no Styrofoam!)
- Flowerpots and trays
- Toys (no electronics, metal or batteries)
- Tubs and lids

### **Paper** *Clean, dry and unsoiled*

- Bags (paper only, no plastic)
- Cardboard (non-waxed)
- Cereal boxes (remove plastic liner)
- Computer and office paper
- Egg cartons
- Envelopes (window okay)
- Newspaper and magazines
- Packing or craft paper
- Shredded paper (place in sealed paper bag and label "Shredded Paper")
- Wrapping paper (non-metallic)

### **Glass** *No liquids or food*

- Glass bottles and jars only (metal caps and lids too)

## III. Landfill [Black]

- Clothing, linens, diapers
- Cooking grease (solid only)
- Corks
- Foil-backed or plastic-backed paper
- Glass mirrors and windows
- Incandescent light bulbs (no fluorescents or HIDs)
- Juice or soy milk type boxes with foil liner
- Kitty litter and animal feces (bagged)
- Pens and pencils
- Plastic bags, wrappers and film (not labeled "Compostable")
- Plastic items mixed with metal, fabric or rubber
- Rubber bands
- Small pieces of plywood, pressboard, and painted or stained wood
- Styrofoam

## IV. Unacceptable Materials for Compost, Recycle and Landfill (*consult SF Recology*)

- Appliances, electronics
- Batteries
- Construction debris, paint
- Cooking oil, Motor oil
- Dirt, rocks or stone
- Fluorescent or HID light bulbs
- Any hazardous waste including household hazardous waste or chemicals (i.e. bleach, ammonia, etc.)
- Large items (furniture, metal, plastic, wood)

- Needles or syringes
- Toys with electronics or batteries