



# **Sewa International Bay Area Community Center Guidelines**

**691 S Milpitas Blvd  
Milpitas, CA 95035**

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## 1. INTRODUCTION

In keeping with our mission to be an open forum promoting knowledge, ideas, and cultural enrichment, Sewa International Bay Area Community Center (SCC) makes Community Rooms available to external organizations engaged in educational, cultural, intellectual, civic, or charitable activities. SCC may establish additional policies that apply to its own use of the community center. In addition SCC is available for purposes of conducting workshops, sessions or events.

Commercial use of SCC is prohibited, including but not limited to making sales or solicitations, or whose primary purpose for holding a meeting is to sell or solicit names for future sales. The SCC may ask an organization for verification that it is non-commercial in nature.

Permission to use the SCC does not constitute endorsement by the Sewa International, Bay Area of an organization or the content of its meeting. Sewa International, Bay Area may co-sponsor events of general interest to the community that support Sewa's mission and goals.

This guideline serves as the overarching principle of the usage SCC resources in alignment with Sewa Philosophy and efficient utilization to the best of our community benefits

## 2. GOALS

To utilize SCC facility and resources efficiently for the good of the community usage governed by Sewa Principles and usage guidelines

## 3. FACILITY

### a. *Main Hall (Excluding Kitchen)*

The front space with the chairs, tables, audio, video set-up can be utilized for any kind of community workshops, seminars, discussion, meetings etc. avoiding any conflicts with any other program of any sort in the SCC. Time slots and resources needed to be booked and confirmed with SCC facility managers including Sewa internal events as well as partner events and any community events. It is the responsibility of the facility requester to utilize the resources as needed and put them back in the original condition after clean up.

### b. *Courtyard (Outdoor)*

Fenced area with metal tables and benches can be utilized for any kind of outdoor get together, meetings, eat-out sessions, etc. avoiding any conflicts with any other program of any sort in the SCC.

Time slots and resources needed to be booked and confirmed with SCC facility managers including Sewa internal events as well as partner events and any community events. It is preferred to book this area along with the Indoor space.

If only the outdoor area is needed, we need to make sure there is no other event inside at the same time slots. It is the responsibility of the facility request to utilize the resources as needed and put them back in the original condition after clean up.

c. *Kitchen*

Required kitchen and all needed appliances are not yet certified for usage from the local county and health authorities at this time. Any sort of hot food cooking that turns on any Gas or Electricity stove is not allowed at this time until opened up with a clear certification notice in that area. Refrigerators can be utilized to store water and basic items that need to be stored in a cold storage.

Packing of food and distribution area can be set up in the food self-serve area (in front of the grill appliances. This place can be booked and utilized the same way as items a. and b above.

d. *Parking*

There are no specifically marked parking spaces for Sewa Community Centre. Event attendees, volunteers park as needed and must follow building guidelines and must not park overnight without permission from the Sewa facility manager. There is ample parking behind the building. Facility requestors may have parking volunteers to coordinate parking.

e. *Storage*

All items in SCC will be logged in the inventory list with the location identifier. The SCC facility manager will manage the inventory list. Any items from the inventory list that are not consumed need to be cleaned and put back at the original place. Any unmarked item in the facility will be cleared from the facility and Sewa facility team is not responsible to keep track or manage. Any small items misplaced or forgotten if found will be kept for a month in the lost and found space that is unmanaged. Sewa is not responsible for any lost or broken personal item in and around the SCC premises.

f. *Donations*

Sewa is considered as a community service organization, our volunteers, supporters and partner organizations come forward to donate used furniture, clothes, groceries, medicine, food etc., as in-kind -donations and possibly ask for donation receipts. Even though we, as Sewa, like in-kind donations that might help some needy people, we do not have the capacity and processes in place to receive, sort, manage inventory and distribute to the well deserved . At this time, our guideline is not to receive or collect any non perishable or perishable in-kind donations from anyone unless it is driven by a specific campaign (approved by the SCC governance team- before accepting any donation) for a short time headed by a program/project lead who takes full responsibility for full distribution within specified time slot.

#### 4. CAPACITY RESTRICTIONS

In compliance with the State Fire Marshal the capacity of the facility must not exceed **102**.

Note: SCC reserves the right to reduce the capacity e.g., COVID-19 guidelines. The revised capacity will be notified to the person at the time of booking.

#### 5. RESERVATIONS & SCHEDULING

The following priority order will be maintained for booking the facilities listed in the section 3

- First-come-first-serve basis for all Sewa projects - Programs/Events organized by Sewa
- Second preference to partner events - External organizations that partner with Sewa International to serve the community
- Community events (individual requests). - Private events such as birthday parties, baby showers etc.

Reservations must be made by the facility requestor using online [form](#):

- The facility requestor will be notified of the approval or rejection within 3 working days from the date of the application.
- Reservation will be confirmed after reviewing the application for the purpose of the usage, based on the subject to availability of the facility.
- SCC reserves the right to cancel or reject the application with a full refund of the deposit.
- When the reservations application is made with the agreement, 50% of the total amount of fee plus a full security and cleaning deposit must be made.
- The confirmation of the reservation will only be made after the rental agreement is signed and payment is made.
- The remaining balance of the reservation fees must be made at least 2 days prior to the event. Failure to do so will cause you to lose the reservation as well as the deposit.

#### 6. FACILITY RENTAL RULES

##### *a. General*

- i. Partial rental of the facility is not permitted for private use especially when there is a Sewa program already scheduled at the same time.
- ii. It is the responsibility of the facility requestor to keep the noise level within the acceptable guidelines outlined.
- iii. Children must not be left unattended on the premises of Sewa Community Center, Bay Area.
- iv. Applicant is responsible for locking all the doors and turning off all the Heat/Air-conditioning, lights, speaker systems and all the other items which have been used.

- v. Facility requestor must ensure all attendees do not use other officework areas, gym, or the other areas of the building. Use is limited to the facility rented, common and public areas such as restrooms.
  - vi. When renting the facility for community events (personal events) facility requestors may not use the Sewa's logo, website, or phone number in their publicity, nor may they indicate in publicity that Sewa International is a partner or sponsor unless approved by the Sewa International or his or her designee.
- b. Decorations*
- i. If planning to decorate the facility, then they must be requested in writing at the time of making application and subject approval. Only masking tapes will be allowed and no nails or tags will be allowed.
  - ii. Decoration material must be away from the light fixture and must be fireproof.
  - iii. No open fire or candles will be allowed in the indoor facility.
- c. Cleaning*
- i. All tables and chairs which are provided must be left clean in the original places.
  - ii. All garbage should be tied in the plastic bag and should be put away in the garbage disposal container located in the back of the building.
  - iii. All kitchen floors, stoves and all the facilities must be left clean.
  - iv. All the rooms and outdoor spaces must be left clean.
  - v. Facility requester is responsible for removing all the decorations, rearrangement of chairs and tables and clean up associated with the vent and must be responsible for the removal of leftover food from the kitchen area.
- d. Food*
- i. Serving any alcoholic beverages is strictly prohibited.
  - ii. Non-Vegetarian food dishes including poultry products are strictly prohibited. We recommend vegetarian food to be served within SCC facility
  - iii. No smoking is permitted inside the building or compound of the SCC.
  - iv. To cater any food within the Sewa Community Center, Bay Area Facility must be allowed by only pre-approved and certified caterers who are familiar with the rules and regulations of SCC and what is acceptable and what is not acceptable to SCC.
  - v. Any paper goods, plastic silverware, water jugs, napkins and other accessories will be the responsibility of the facility requestor.
  - vi. SCC will be providing only the tables and chairs and the kitchen facility for the cooking if the kitchen facility is rented.
- e. Liability*
- i. Facility requestor is responsible for any damage to the facilities and/or contents and fixtures. All damage must be reported to SCC immediately.

- Hosts will be expected to cover all repairs and replacement costs of any damage to the facility itself and or the contents of such.
- ii. SCC is not liable for any accident, injury or loss of individuals personal property.
  - iii. Facility requester shall and does hereby indemnify, defend and hold harmless SCC and SCC's officers, directors, and coordinators from and against any and all claims, demands, losses, costs, expenses, obligation, liabilities, damages, recoveries, and deficiencies, including, without limitation, interest, penalties and reasonable attorney's fee and costs, that SCC may incur or suffer and that arises, result from, or are related to any breach or failure of applicant and/or applicant's employees to perform any of the representations, warranties and agreements contained in this agreement.
  - iv. Facility requestor (partner organization, community service provider ) for non Sewa direct events need to provide evidence of needed liability insurance with the coverage needed as per rental guidance requirements
  - v. Facility requestor has to make sure all event participants including kids follow the COVID Safely city and date guidelines and sign a waiver as not to hold Sewa International and or its partners at the event liable in any way.
  - vi. Sewa International has the option of 24/7 security video recording in the SCC and nearby vicinity including parking . Any one at the facility gives permission to Sewa International to video record for personal safety.

## 7. FEES

All the checks will be made payable to "Sewa Community Center, Bay Area, California".

A \$25 charge will be collected for all returned checks.

An administrative service fee of \$50 will be made for all cancellation prior to 10 days.

SCC reserves the right to charge additional fee if attendance is more than specified in the original application.

A \$200 cleaning and garbage removal fee will be deducted from the cleaning fee for the general maintenance and upkeep of the facility. The balance of the cleaning fee and security deposit will be only refunded if there is no damage or loss of the property and the facility is left in a reasonably clean condition.

Facility requestor is responsible for any damage to the building, furniture, fixture or equipment arising through the occupancy or the use of Sewa Community Center, Bay Area facilities.

Facility can be booked for half-day (7am-12pm or 1pm - 8pm) or full day (7am - 8pm)

	Sewa International Program		Sewa International Partner		Community Event (Personal Use)	
	Half Day	Full day	Half Day	Full day	Half Day	Full day

Main Hall	\$75.00	\$100.00	\$100.00	\$200.00	\$300.00	\$500.00
Courtyard	\$75.00	\$100.00	\$100.00	\$200.00	\$200.00	\$300.00
Main Hall + Courtyard	\$100.00	\$150.00	\$150.00	\$250.00	\$500.00	\$750.00

## 8. COMMERCIAL USE RESTRICTIONS

At events sponsored by Sewa International such as author talks and musical performances, pertinent items such as books and musical recordings may be sold. Partners of Sewa International and other support groups may also conduct fundraisers including book sales in the facility.

## 9. EQUIPMENT

The following equipment is available for use by Sewa International Programs and Sewa International Partners. If the following equipment is used, the facility requester is responsible for ensuring that it is left in working condition.

- a. Projector
- b. Television on mobile stand
- c. Whiteboard
- d. Microphone + speakers

## 10. PRIVACY

The name of the organization and the name of the person making the reservation may be posted or given to anyone who inquires. Eligible organizations (in order of priority) include:

- a. Sewa International
- b. Organizations whose program's are co-sponsored by Sewa International
- c. Partners of Sewa International (including City Governments, Partnering NGOs, etc.)
- d. Civic, school and nonprofit groups presenting programs of public interest
- e. Private events (consistent with Sewa's values)

## 11. SERVICE ANIMALS

SCC welcomes service animals, as defined by federal and state law. Anyone who interferes with, harasses or obstructs a service animal is in violation of SCC Policy, and can be asked to cease their behavior or to leave the facility. Leashed therapy and emotional support animals may be allowed at the discretion of the in-charge SCC. If any animal's behavior falls outside the SCC Policy, the animal will not be allowed, e.g. barking or disruptive behavior.



