



Space Use Application
cyprian's arc - a center for arts resilience community
2097 Turk Street
San Francisco, CA 94115

We encourage community use of our building, and we appreciate your interest in renting space for your event. Please complete this form and return it to Cyprian's, attention: Michael Helquist. For more information, please contact Michael at 415-218-7937 or email Michael@cyprians.org

Name of Organization, Group, or Individual: _____

Contact Information: Name, Address, Phone, Email:

Description of event: _____

Date(s) of event:

Hours requested for the event:

Additional days and number of hours needed (e.g. for rehearsals):

Space and Equipment/Instruments Requested:
_____ Upper level performance space (seats 220 in church pews)
_____ Lower level community hall (seats 150, mixed sitting/standing 200)
(note: seating for more than 100 may require extra rental by user)
_____ Kitchen for food prep or cooking (limitations apply)
_____ Short-term storage prior to event
_____ Baby grand piano on upper level
_____ Upright piano in community hall
_____ Screen or projector _____
_____ PA system, sound equipment, specify: _____

Number of Patrons or Guests Expected: _____

Will you be charging for entry? _____

Will children be present? _____

If yes, with whose supervision? _____

Does your organization have 501(c)(3) non-profit status? _____

Do you or your organization carry liability insurance? _____

Do you want to serve alcohol? _____

If yes, request a copy of FAQ for Serving Alcohol at Cyprian's

Questions: _____

For more information about Cyprian's and photos of our spaces:

- cyprianscenter.org
- Visit us on facebook at <https://www.facebook.com/cyprians.arc>

What Performers Say About Cyprian's:

“Totally natural and comfortable. A gorgeous room, a perfect singing room.”

- Caleb Klauder, Winner of Portland Music Awards Outstanding Achievement in Country Music (2008), Foghorn Stringband

“Good sound here. Good sound. Wow.”

- Ramblin Jack Elliott, January 18, 2012

“I love singing in churches.”

- Holcombe Waller, Portland singer/songwriter: Nov 19, 2011

“Thanks for taking such good care of us,”

- Pete Sibley of Ann and Pete Sibley, singers/songwriters, Feb. 10, 2012

General Conditions for Use and Facility Description

1. Cyprian's offers excellent acoustics in the upper level performance hall with seating for 220, smaller rooms for meetings, and a community hall on the lower level with seating for 100 and seating plus standing for 200. A performance stage, kitchen, baby grand piano and upright piano are also available. Both levels may be available for one event.
2. Cyprian's arc is an initiative of St. Cyprian's Episcopal Church. Activities in the building should be consistent with St. Cyprian's tradition of hospitality to all. We do not tolerate discrimination against any person based on age, race, ethnicity, language, gender identity, sexual orientation, religious identity, and physical or mental ability.
3. Cyprian's requires a space use agreement for all rentals.
4. Renters should carry their own liability insurance, and Cyprian's requires that the church be listed as an *Additional Insured* on a *Certificate of Liability*. Cyprian's will consider a waiver-of-liability arrangement on a case-by-case basis for those groups who do not carry their own insurance.
5. Although Cyprian's welcomes community organizations, we are unable to subsidize space use due to our staff limits and operation costs. Rental fees are based on the number of hours of use, time of day requested, the rooms and equipment to be used, and the number of participants. We rely on you and your group to help make Cyprian's a viable community resource.
6. At this time, only the entry to the downstairs and community hall is accessible by wheelchair. The facilities overall are not ADA-approved. We are seeking funds to improve the accessibility of the building. Please contact us with any questions regarding access to the facility.
7. Food may be prepared on site. Beverages are permitted. Sale of alcoholic beverages may be allowed at Cyprian's discretion and if the applicant obtains a permit from the state department of Alcoholic Beverages Control.
8. All performances must conclude by 11 pm and the building must be cleaned and cleared by midnight.