

COMMUNITY ARTS AGENCY

FACILITY RENTAL POLICY

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APPLICATION PROCEDURES

Requests for the rental of any portion of the Community Arts Agency must be made in the form of a written Application to the Director. All applications must be made on the attached form, in duplicate, at least sixty (60) days before the event. A fifty percent (50%) rental deposit must be submitted with the application. The Rental Application and rental deposit do not guarantee approval of the date. The completed application and rental deposit is to be returned to the Community Arts Agency to the attention of the Director. ONCE THE APPLICATION IS APPROVED THE RENTAL DEPOSIT IS NON-REFUNDABLE.

When completing the application, pay particular attention to timing. Rental period requested must include adequate time for set-up and clean-up (i.e. the CAA closes at 11:00 p.m., events must end well enough in advance to allow adequate time for clean-up so that all persons, including guests, caterers, musicians, etc. will be out of the Community Arts Agency by 12:00 p.m.). No application will be approved that has an “ending time” past 11:00 p.m.

A date requested for rental can only be approved after receipt of the completed application and the rental deposit. Upon approval, a written confirmation letter and lease will be sent to Applicant. Confirmation for the date of rental can only be made by the Director of the Community Arts Agency in writing. Submitting an application and rental deposit does not constitute confirmation, nor does verbal confirmation over the phone by any person connected with the Community Arts Agency. The date is not guaranteed until the CAA’s receipt of the signed lease.

The Community Arts Agency Board of Directors reserves the right to review, approve, and/or disapprove any and all applications.

Attached is a list of mandatory rules, regulations, and responsibilities which must be adhered to for the use of this facility. Please read them carefully. **FAILURE TO ABIDE BY ANY OF THE RULES AND REGULATIONS MAY RESULT IN THE FORFEITURE OF DEPOSIT AND FUTURE PRIVILEGES.**

Please take the time to complete the application, giving as many details about your event as possible.

We thank you for your interest in renting the Community Arts Agency and look forward to working with you on your special event.

RENTAL APPLICATION

I. LESSEE.

NAME: _____
SOCIAL SECURITY NO: _____ DRIVER'S LIC.#: _____
ORGANIZATION: _____
CORPORATE ID NO: _____ TAX EXEMPT: _____
ADDRESS: _____
CITY: _____ STATE: _____
TEL. NO: (wk) _____ (cell) _____ (fax) _____
E-MAIL: _____

II. EVENT.

A. TYPE OF EVENT: _____

DATE REQUESTED: _____ DAY OF WEEK: _____ EVENT TIME: _____ AM/PM

B. REHEARSAL: _____

DATE REQUESTED: _____ DAY OF WEEK: _____ REHEARSAL TIME: _____ AM/PM

STARTING TIME (including set up): _____ AM/PM

ENDING TIME (including clean up): _____ AM/PM

(No function shall extend beyond 12:00 midnight.)

TOTAL NUMBER OF HOURS: _____

NO. OF GUESTS: _____

III. RENTAL AREA—RENTAL FEE.

A. RENTAL AREA FEE: ESTIMATE:
\$ _____

The area being rented under this agreement as follows:

B. _____ (4 hrs./meetings only) \$(100.00)
\$ _____

C. CAA STAFF/SECURITY \$ _____

D. RENTAL KEY \$ _____

(The entrance door key shall be picked up and returned by Lessee at the time and place specified by Lessor. A fee of Ten Dollars (\$10.00) per day will be charged if

the key is not returned as specified.)
E. DAMAGE DEPOSIT (Refundable) \$(250.00) \$_____

TOTAL RENTAL COSTS: \$_____

50% RENTAL DEPOSIT: \$_____
(Deposit does not guarantee date)

BANK _____ ACCOUNT #: _____
CHECK NO.: _____

VISA/MASTERCARD/AMEX
ACCOUNT NO.: _____
EXP. DATE: _____

IV. **EVENT REQUIREMENTS.**

WILL FOOD BE SERVED? _____
WILL THERE BE MUSICIANS/DJ? _____
WILL ALCOHOL BE SERVED? _____
WILL A POURING LICENSE BE REQUIRED? _____
WILL ANY ADMISSION BE CHARGED? _____

SET-UP OF EVENT: ____ SEATED ____ STAND UP
NO. CHAIRS REQ.: _____
NO. TABLES REQ.: _____
TIME RENTAL COMPANY WILL DELIVER: ____ PICK UP: ____
RENTAL COMPANY _____ TELEPHONE NO. _____

EVENT
COORDINATOR: _____ TELEPHONE NO.: _____
CATERER*: _____ TELEPHONE NO.: _____ LIC. NO: _____
FLORIST: _____ TELEPHONE NO.: _____
MUSICIAN: _____ TELEPHONE NO.: _____

LICENSED CATERER OR SIGNED WAIVER FORM
Caterers and/or bartenders must be licensed or sign waiver form.

OTHER REQUIREMENTS OR COMMENTS: _____

FOR OFFICE USE ONLY

CHECK LIST:

_____ CATERER'S LICENSE, INSURANCE, PROOF OF WORKER'S COMPENSATION,
AND HEALTH INSPECTION CERTIFICATION ON FILE-or- NON-LICENSED
CATERER WAIVER/DISCLAIMER ON FILE

_____ SET-UP DETAILS: _____

_____ CAA SECURITY:
NO. OF CAA STAFF/SECURITY _____ NO. OF HRS _____
NAMES OF STAFF/SECURITY:

DATE OF APPLICATION: _____ \$ _____
RENTAL AND SECURITY DEPOSIT RECEIVED: _____ \$ _____
DATE/BALANCE PAID: _____ \$ _____

EXPLANATION OF DAMAGES AND CHARGES: _____

INSPECTION BY:

DAMAGES AND OVERTIME CHARGES: \$ _____

MEETING NOTES:

Date: Meeting With: Subject:

APPLICANT'S ACKNOWLEDGEMENT

I understand this application is subject to the express approval of the Director of the Community Arts Agency. **SUBMITTING THE ATTACHED APPLICATION AND RENTAL DEPOSIT FEES DOES NOT IN ANY MANNER IMPLY CONFIRMATION OF REQUESTED DATE.** Applicant will receive written confirmation from the Director of the Community Arts Agency. I acknowledge that I have received, a copy of the following:

- 1) Application Procedures
- 2) Rules and Regulations
- 3) CAA rules
- 4) Instructions for Caterers
- 5) Self Catering Waiver

I represent I have had opportunity to read and discuss rental documents with the Community Arts Agency staff and acknowledge these are a part of any written Rental Agreement I may have with the Community Arts Agency. I acknowledge and agree that the rental deposit is nonrefundable once the Application is approved for rental and the Rental Agreement is signed and that I accept responsibility for all damages occurring during the rental period and/or by any person connected with the event for which the facility is rented, and specifically agree to uphold all of the Community Arts Agency Rules and Regulations at all times.

I UNDERSTAND THAT THE COMMUNITY ARTS AGENCY HAS A NON-SMOKING POLICY AND AGREE TO ABIDE BY THAT POLICY.

Applicant

Date

Return Application with rental deposit to:

RULES AND REGULATIONS OF THE COMMUNITY ARTS AGENCY

A. Standing Rules

1. The fact that a group is permitted to meet or use the Community Arts Agency does not in any way constitute endorsement of their group's policies or beliefs.

2. Neither the name nor the address of the Community Arts Agency may be used as the official address or headquarters of an organization.

3. All publicity and invitations concerning the Lessee's event at the Community Arts Agency must be cleared through the CAA and approved by the Director prior to printing and distribution.

4. **Rental Fee:** The balance of the rental fee, security deposit and all charges are due thirty (30) days prior to the date of rental. Failure to submit payment at that time will void the Lease, and the rental deposit will be forfeited. The Lease is between the Community Arts Agency and the Lessee, who is responsible for all bills and for upholding all rules and regulations surrounding their event.

5. **Rehearsal/Dressing Space:** No dressing room is available for Bridal Parties or Entertainers. Use of restroom as dressing space must not interfere with normal use during CAA hours.

Requests for rehearsal time must be indicated on the application at the time of applying. One hour during regular CAA hours will be allocated dependent upon the availability of the facility. Lessee must arrange an acceptable time with the Community Arts Agency. There is no additional charge for this time.

6. **Overtime Charges:** All functions are to end at the contractual agreed upon time. The Community Arts Agency reserves the right to insist that all persons associated with an event leave the premises at this time. A \$100.00 per hour charge will be assessed to the Lessee for overtime.

7. **Equipment Delivery and Pickup:** All furniture or equipment left overnight must be removed from the premises by noon the following business day. The Community Arts Agency takes no responsibility for the Lessee's furniture or belongings. There will be a charge of \$25.00 per day for equipment or furniture not removed by the established time. Lessee must notify the CAA of date and time of expected deliveries.

8. **Changes:** The lease will be for the date, time and number of guests indicated on the application only. If the date requested is changed, a new letter must be issued. Any requests for changes after receiving the letter of confirmation must be made in writing to the Director. Changes in the set up or number of guests may alter the terms of the original contract.

9. Cancellations: In general our policy is that all fees are forfeited. If cancellation becomes necessary, please submit your request in writing, so that a decision can be made about a possible refund and the date can be released to other renters. ALL CANCELLATIONS OCCURRING WITHIN FOUR (4) WEEKS OF THE EVENT WILL FORFEIT ALL CHANCES FOR A REFUND.

10. Recurring Meetings: Applications for meetings which recur regularly must be renewed every six (6) months. No group may reserve the same space for more than two consecutive six (6) month periods.

12. No Smoking Policy: The Community Arts Agency has a non-smoking policy which is imposed by law and shall be observed at all times.

13. No Pets Policy: The Community Arts Agency has a no pet policy which shall be observed at all times.

14. Parking: Parking is available near the CAA, but not specifically provided.

B. CAA RULES

1. NO MORE THAN _____ PEOPLE MAY BE IN COMMUNITY ARTS AGENCY AT ANY TIME.
2. Fires may not be lit at any time. Decorative lighted candles may be used in globes outside, but no candles may be used inside.
3. SMOKING IS NOT PERMITTED IN ANY PART OF THE CAA.
4. There can be absolutely nothing put on the walls of any of the rooms in the CAA. No tape, nails, tacks, screws, staples, or other adhesives may be used on the walls, ceilings, moldings, doors, windows or window frames.
5. No decorations may be hung from light fixtures.
6. No rice or confetti may be thrown. Bird seed is permitted on the front porch and grounds only.
7. Nothing may be thrown inside or outside of the building.
8. Artworks are not to be touched or removed from the walls or elsewhere.
9. Do not lean on the walls.
10. Under no circumstances will Lessee make any changes to the planters outside the front or back doors or inside without prior approval.
11. Children must be supervised so as to protect artworks and prevent injuries. Plans for their supervision should be discussed in advance.
12. Lessee shall pay the cost for repair or damage to art works or the facilities.
13. No dancing is permitted inside the CAA.
14. Programs must not disrupt the uses of the Community Arts Agency by others. The Community Arts Agency will remain open during business hours regardless of rentals.
15. For wedding receptions a minimum of one hostess must be stationed at the front door to greet and direct guests. It is also advisable to have a wedding coordinator on site prior to event and on-site at the time of the event to direct caterers, florists,

musicians, hostesses, etc.; the Community Arts Agency staff cannot accept this responsibility for your event.

16. The Community Arts Agency is not responsible for equipment, supplies, material or other items owned by a group or individuals and used in the facility and cannot provide special janitorial services.
17. The Community Arts Agency, the porches, and the yard areas must be thoroughly cleaned; all trash, garbage and other debris must be removed from the premises when the premises are vacated by 12:00 midnight.
18. The Community Arts Agency must be left in the condition in which it was rented. All tables and chairs returned to the storage area and properly stacked. All of Lessee's personal property should be removed when the premises are vacated.
19. The contact person should bear the responsibility of making sure all members, guests, and visitors are out of the meeting room(s) by the time agreed upon on the application, and make sure all persons associated with the event have left before vacating the CAA.
20. THE COMMUNITY ARTS AGENCY IS NOT RESPONSIBLE FOR ANY ITEMS LOST, STOLEN OR LEFT IN THE FACILITY OR ON ITS GROUNDS.

C. STAFF/SECURITY

The Community Arts Agency provides adequate CAA Staff/Security to insure the smooth and safe operation of the CAA. During rentals, their duties are as follows:

1. Responsible for opening the CAA and overseeing set up. This is not to include any floral or catering responsibilities, or setting up rented tables and chairs for rental events. Assist with breaking down and storing all CAA owned tables and chairs.
2. Monitor the galleries, restrooms, grounds, phones, and bathrooms during the event and attempt to remedy any problems concerning the facility or equipment.
3. CAA Staff/Security are not expected to assist caterer with dishwashing, loading goods, removing linens, breaking down rented furniture and equipment.
4. Community Arts Agency Staff/Security will direct guests and protect the CAA and grounds. They will inform Lessee if a guest needs assistance and is not able to drive a vehicle.
5. Community Arts Agency CAA Staff/Security are not responsible for the security of parked vehicles.

D. EQUIPMENT AND FURNITURE

1. No audio-visual equipment is available. Lessee may bring in own equipment.
2. The CAA has ___ metal folding chairs which can be made available upon request.

3. Tables are available, three (3) six-foot tables and two (2) eight-foot tables, and must be padded and covered. Caterer's metal clips may not be used.
4. Furniture and equipment in the CAA may not be removed from the CAA.
5. No decorations or alterations are permitted in any part of the CAA.

E. MUSIC

1. Live music or a dj is allowed.
2. Loud music is not permitted at any time. Instruments using electrical amplifiers must keep amplitude low enough to accommodate the room needs only. If music is outside, the level must be controlled in deference to our neighbors.
3. All musical equipment must be brought in and taken out through the rear entrance.
4. Musicians may set-up no earlier than one hour prior to an event.
5. **ALL MUSIC AND ACTIVITIES MUST STOP AT 11:00 P.M.**

INSTRUCTIONS FOR CATERERS

(After reading please give this section to your caterer.)

1. ALL CATERERS working at the Community Arts Agency must have copies of their business licenses, certificate of insurance, and proof of Worker's Compensation on file at the Community Arts Agency. Caterer must also have proper licenses if alcoholic beverages are to be served.
2. Caterers are responsible for delivering, unloading, setting up and reloading all their goods
3. Caterers may enter the CAA one (1) hour prior to event for set-up. This time is included in rental fee.
4. All food and catering equipment must be brought in and taken out through the rear entrance.
5. Food must be brought in ready to be served, including necessary serving and kitchen utensils. No food is to be served in the CAA. No beer kegs are allowed in any rooms.
6. Furniture availability: Three (3) six foot (6 ft.) and two (2) eight foot (8 ft.) tables are also available. All other food and bar tables must be supplied by the caterer.
7. The Community Arts Agency cannot assume responsibility for items left by the caterer. Caterer is responsible for removing all articles brought in during the event.
8. CAA Security are not expected to assist caterer with dishwashing, loading goods belonging to the caterer, removing linens, breaking down any food or bar set-ups, or breaking down caterer's furniture and equipment.
9. All furniture brought in must be removed after the event. There will be a charge of \$25.00 per day for items not removed by 5:00 p.m. the following business day.
10. All arrangements for serving food must be cleared with the Community Arts Agency in advance.
11. The serving of food must in no way disrupt regular CAA activities.
12. Food and drinks are not allowed in the galleries, or un-rented areas.
13. Lessee/Caterers are responsible for complete cleanup afterwards.
14. The Community Arts Agency has a list of caterers who are familiar with the facility; however, Lessee may use their own caterer.

CATERERS MUST COLLECT ALL GLASSES, DISHES, TRASH. ETC. DURING THE EVENT TO AVOID UNSIGHTLY PILE-UP.

15. Rented items such as dishes, glasses, silverware, etc. are to be rinsed by caterer (preferably during the event as they are used) and neatly placed in the original boxes provided.
16. Bars must have protective material (plastic) under the ice chests to prevent water from dripping onto the floors and carpet.
17. Caterers are to provide all necessary supplies and tools such as ice, can openers, cork screws, foil, pots, paper towels, dish detergent, knives, or other supplies necessary to carry out their duties. The Community Arts Agency does not supply any of the items mentioned above. Caterers should not use any utensil or property that was not provided by them.
18. Non-returnable items such as paper items should be discarded in trash cans.
19. All rented items are to be neatly placed outside near the delivery gate after the event for next day pick-up and return.
20. Caterer must not dump trash onto the grounds or in the rear of the facility. Caterers must collect all trash from event and dispose in the outside dumpster before they leave the premises or take all trash from the event with them when they leave. Any trash remaining inside will be the Lessee's responsibility to collect and dispose of should the caterer fail to do so.
21. All garbage bags are to be sealed before the caterer takes them to the dumpster.
22. All empty bottles are to be disposed of in the boxes they came in and carried to the dumpster. Bottles are not to be thrown in the garbage cans.
23. Do not use garbage disposal. All dishes should be scraped into the garbage pail.
24. Ice buckets with wraps and corks should be filtered into the trash.
25. Caterers are responsible for maintaining cleanliness in the kitchen during the event and returning it to its original state of clean counters, sink, stove, refrigerator, and floors and empty garbage.
26. Caterers are responsible for all cleaning of the kitchen after the event including sweeping and mopping* floors. (* use clear, hot water.) This includes cleaning any remaining food particles out of the sinks and wiping counter tops clean.

*** Caterers must arrange to see the facility and discuss set-up plans before the event by appointment with the staff at the Community Arts Agency.

I (we) hereby pledge to uphold all the Community Arts Agency rules and regulations required of commercial caterers; and by signing below, do hereby absolve the Community Arts Agency or any of their respective representatives, of any responsibility should any of my/our guest suffer any illness or death as a result of eating any of the food or drinking any of the beverages that I/we shall prepare and bring or have others prepare and bring to serve or allow to be consumed at my/our event at the Community Arts Agency.

I/we have read the above statement and accept all responsibility as outlined above and agree to hold the Community Arts Agency harmless and indemnify them in the event of any direct or indirect adverse effect relating to food and beverages consumed by my/our guest.

LESSEE:

Signed _____

Date _____

Address _____

SELF CATERING WAIVER

Dear Lessee:

Approval of your request to self-cater your own event is hereby approved provided that you sign the statement below releasing the Community Arts Agency or any of their representatives of any responsibility in the event that any guest(s) suffer illness or death as a result of consuming foods at your event. We require professional caterers to provide proof of insurance and provide us with a hold-harmless clause in addition to proving that they have products liability and liquor law liability as well as Worker's Compensation. When you choose to have a self-catered event you eliminate the protections we have built into our rental agreement and we therefore ask that you sign the following statement:

I (we) hereby pledge to uphold all the Community Arts Agency rules and regulations required of commercial caterers; and by signing below, do hereby absolve the Community Arts Agency or any of their respective representatives, of any responsibility should any of my/our guest suffer any illness or death as a result of eating any of the food or drinking any of the beverages that I/we shall prepare and bring or have others prepare and bring to serve or allow to be consumed at my/our event at the Community Arts Agency.

I/we have read the above statement and accept all responsibility as outlined above and agree to hold the Community Arts Agency harmless and indemnify them in the event of any direct or indirect adverse effect relating to food and beverages consumed by my/our guest.

LESSEE:

Signed _____

Date _____

Address _____

ACCEPTANCE LETTER

[DATE]

COMMUNITY ARTS AGENCY
[ADDRESS]

Dear Applicant:

This is to confirm that your Application has been accepted. The enclosed Rental Agreement requires your signature and must be returned to us not later than _____.

COMMUNITY ARTS AGENCY:

Accepted _____ Date _____
Executive Director

WE WISH TO THANK YOU FOR CHOOSING TO USE THE COMMUNITY ARTS
AGENCY FOR YOUR VERY SPECIAL EVENT.

RENTAL AGREEMENT

This Rental Agreement is made this ____ day of _____, _____, between Community Arts Agency (herein CAA), located at _____, and _____, Lessee.

In consideration of the rental payments, covenants, agreements, rules and regulations, and stipulations herein contained or attached, the parties agree as follows:

1) Lease. CAA leases to Lessee that part of the premises of CAA as set out on Lessee's Application for the event as described thereon. The parties specifically agree that the Application and attachments, Rules and Regulations, Catering documents and CAA Acceptance letter are incorporated herein and made a part of this Agreement, and the parties agree that Lessee leases the premises upon the terms and conditions included therein as part of this Agreement. Lessee acknowledges receipt of the documents and confirms receipt of a copy of this lease and all attachments.

2) Term. The term of this lease shall be as set forth on the Application submitted by Lessee and as approved and accepted by CAA.

3) Rental Fees. Lessee shall pay to CAA the rental fee amounts set forth on the Application as accepted by the Executive Director or authorized representative of CAA. Payment shall be made of the total amount with one-half being a rental deposit on or before the date the application is signed with the balance and damage deposit due thirty (30) days before the event.

4) Damage Deposit. Upon execution of this Lease, Lessee shall deposit with Agency the sum of _____ Dollars (\$_____), which shall be held by CAA as damage deposit for the faithful performance by Lessee of the terms of this lease and the accompanying documents which constitute the agreement between the parties. In no case is CAA obligated to apply this damage deposit to rental payments or other charges in arrears. This damage deposit shall be returned to Lessee upon termination of this Lease and surrender by Lessee of the premises, subject, but not limited to the following conditions:

- A. There should be no damage to the leased premises beyond ordinary wear and tear;
- B. The premises, including all appliances, shall be cleaned pursuant to the agreement between the parties;
- C. All rental fees payable pursuant to the terms of this lease shall be paid to CAA.
- D. All food, trash and rental equipment and caterers' equipment shall have been removed from the premises.
- E. Late charges and bank charges for any dishonored check, if any, shall be paid in full.
- F. Lessee shall confirm a forwarding address with CAA.

5) Damages. Lessee agrees to be responsible for any damages caused to the premises by the Lessee, Lessee's family members, guests or invitees, and further agrees

promptly to report to CAA any damage caused to or discovered upon the premises. CAA, at its option, may, upon discovery of damages to the premises, make such repairs as are necessary to restore the premises to their original condition, and Lessee shall reimburse CAA for the total costs of any such repairs for which Lessee is responsible hereunder.

6) Alterations. Lessee shall not make any alteration, additions, or improvements to the premises without CAA's prior written consent.

IN WITNESS WHEREOF, CAA and Lessee have set their hands and seals this ____ day of _____, _____.

LESSEE:

Signed _____

Date _____

Address _____

Tel. _____

Email _____

COMMUNITY ARTS AGENCY:

Accepted _____

Date _____

WE WISH TO THANK YOU FOR CHOOSING TO USE THE COMMUNITY ARTS AGENCY FOR YOUR VERY SPECIAL EVENT.