



**COMMUNITY PERFORMING ARTS CENTER
FACILITIES USE FORM
(Effective January 1, 2010)**

Procedures for requesting facilities use are as follows:

1. Complete and submit this form to Community Performing Arts Center Foundation.
2. Requests must be received no later than ten (10) working days prior to the scheduled event in order to be processed and considered for approval.
3. All Renters must provide a Certificate of Insurance. See next page "Insurance".
4. No requested dates will be reserved until this form is completed, signed and returned to the Center with the refundable security deposit (if applicable).
5. Rental Fees (as stated in the Rental Rates, Charges and Fees Schedule) must be paid no later than 48 hours prior to the performance. There will be a \$50 fee for all returned checks.
6. Renter Responsibilities: Prior to signing this request, Renter agrees that he/she has read and understood his/her responsibilities as a Renter of the Arts Center. Renter agrees to pay a security deposit (if applicable) of \$200 at time of contract agreement.

APPLICANT INFORMATION

Organization Name _____ Date of Application ___/___/___
Contact _____ Phone _____
Email Address _____

EVENT INFORMATION

Room Requested (see Rental Rates, Charges and Fees Schedule):

Description of Event/Activities

Date(s) of Event _____ Hours of Event _____ to _____

Will any fees be charged to participants in this event?: No ___ Yes ___, specify

Will food or refreshment be served?: No ___ Yes ___, specify



EQUIPMENT REQUIREMENTS

Furniture Requirements: Tables _____ Chairs _____

Audio/Visual Equipment? (Please Specify):

RENTER RESPONSIBILITIES

- 1. SECURITY DEPOSIT:** A \$200 security deposit (if applicable) shall be submitted upon execution of this contract. Security deposits will be refunded in full within 15 days of the event unless cleaning service is required or damages have been incurred. At the end of the event, Renter agrees to leave the Community Performing Arts Center (Center) in the same condition it was prior to rental. The Renter will be responsible for damage to any property located within the Center or on the Center grounds, whether directly or indirectly caused by the Renter or any of its subagents, invitees, vendors, volunteers or employees. Actual costs of damage or repair will be deducted from the deposit. Payment for damage exceeding the security deposit will be payable within 30 days of the event.
- 2. CANCELLATIONS:** The \$200 Security Deposit (if applicable) will be returned less a \$20 Cancellation Fee for cancellations made with 45 days or more notice. Cancellation Fee increases to \$50 with less than 45 days notice of cancellation. The Security Deposit will be forfeited entirely for cancellations with less than 2 weeks notice. Date changes will be honored when possible.
- 3. INSURANCE:** Renter agrees to provide general liability insurance with limits of no less than \$1,000,000.00, upon request of the Arts Center Manager or representative, insuring against all cost and expense and/or liability arising out of or based upon any and all claims, personal injuries and/or property damage sustained and accidents occurring as an alleged consequence of any act or omission on the part of the Renter, its agents, subagents, volunteers, or employees. If insurance is required, the possession of the facility will not be given to the Renter if for any reason a current certificate verification of insurance has not been received prior to the event. In such event, the security deposit will be forfeited.
- 4.** The Renter assumes all risk involving Renter's use of property and agrees to hold harmless and indemnify the Foundation for any bodily injury including death or property damage including damage to Foundation facilities, or loss of use thereof, resulting from the Renter's use of the premises. It is agreed that the clause shall not apply if injury or damage is caused by negligence on the part of the Foundation unless Renter's use contributes to said negligence.
- 5.** Illegal activity and any activity that would be harmful to the physical well being of the Center are strictly prohibited. Renters are restricted to the area they have rented.
- 6.** A signed Rental Agreement is required for rental. The scheduling of areas shall be at the discretion of the Arts Center Manager or representative. The Center will be reserved to the group/individual whose application and deposit are submitted earliest. All reservations are



7. subject to cancellation at the discretion of the Art Center Manager. Any changes must be discussed and agreed upon in writing with a representative of the Center.
8. NO SMOKING is allowed inside any part of the Center.
9. LIQUOR: All alcoholic products and beverages must be purchased and served by the staff members listed on our liquor license through a liquor distributor. Our liquor license is limited to beer and wine only.
10. The Foundation is not responsible for any items left or lost at the Arts Center. In the event of a multiple day event, Renters are responsible for cleaning and removing all items from each area used each day.

Renter's Signature _____ Date Signed _____

Mailing Address _____

Arts Center Manager Signature _____ Date Signed _____

For Office Use:

Payment Method _____ Total Rental Amount _____ Date Paid in Full _____

Date Security Deposit Paid _____ Refund Date _____

Security Deposit Not Required _____