

Sebastopol Center for the Arts
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RENTAL FEES AND CHARGES

FACILITY RENTAL OUTLINE OF RATES, FEES AND CHARGES

Sebastopol Center for the Arts is located in the City of Sebastopol, near the downtown business district. The building is located one block from Highways 12 and 116, providing easy access from all parts of the County. A variety of attractive, well-equipped rental spaces and studios are available for meetings, workshops and social events. Ample parking is available in the evenings and on weekends. There is a \$10.00 booking fee.

Studio/Rooms	Capacity		Hourly Rate					
			Up to 15 people		16 to 25 people		26 or more people	
(Minimum # hrs required for rental)	Occupancy	Seated w/ tables	Non-member	SCA member	Non-member	SCA member	Non-member	SCA member
Library (2)	36	30	\$18.00	\$15.00	\$25.00	\$20.00	\$32.00	\$27.00
Music/Movements (2)	55	40	\$18.00	\$15.00	\$32.00	\$25.00	\$35.00	\$30.00
Mixed media/ceramics (2)	30	20	\$18.00	\$15.00	\$25.00	\$20.00	\$32.00	\$27.00
Painting Drawing (2)	54	32	\$18.00	\$15.00	\$32.00	\$25.00	\$35.00	\$30.00
Gallery	By special arrangement only		--	--	--	--	--	--
Kitchen (flat rate)			\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00
Key deposit (per key)			\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00

Rental Fees: Rental fees are to be paid in full in advance of the facility use. Requests for special arrangements for scheduled payments for long-term rentals or multiple-use rentals will be considered by SCA staff on a case-by-case basis. Special arrangements will be noted in the rental agreement contract and will be adhered to by the contracting party.

Reservation Deposits: A temporary hold may be placed on a space for up to two weeks. A \$100.00 non-refundable, security deposit is required to confirm a reservation. This deposit is applied to the final rental bill. Reservations cancelled less than one week before the scheduled event will forfeit the security deposit.

Deposits are retained by the Art Center in any of the circumstances listed below:

- 1) Keys are not returned or lost.
- 2) The facility requires additional set up or clean up by SCA staff or professional services due to use by renter.
- 3) To recover costs of damage to the premises, equipment or furnishings due to use by renting party.
- 4) Failure to lock the building (if key was assigned) before vacating.
- 5) Failure to turn off heat (Library/Conference Room) or lights before vacating building.
- 6) SCA incurs charges from police or fire department assistance as a result of applicant's facility use.

Hourly Rate: Shall include use of room(s) rented and the use of the following equipment within that room. Additional equipment may be available to use or rent upon request. Please ask for additional information.

Use Minimum: All room uses are for a two (2) hour minimum.

Charge for use over reserved time: Additional use of room above and beyond time stated in rental agreement contract will be charged at hourly rates as listed and will be either invoiced for, or deducted from reservation deposit.

Setup/Cleanup: Hours of use stated on the application permit must include setup and cleanup time utilized by renter.

Kitchen Use: Kitchen access is limited and available to rent. The kitchen has a sink, refrigerator, coffee makers and microwave. Applicant must provide all food and beverage preparation tools, dishes and supplies.

Additional Charges and Fees: The applicant will be held liable and responsible for any and all additional charges and fees incurred by Sebastopol Center for the Arts for additional cleaning, maintenance, lost or damaged equipment or furniture in excess of the damage deposit and rental fees as a result of applicant's misuse or negligent use of the facility, equipment or

furniture. An invoice of such additional charges and fees will be delivered to the signatory on the rental agreement. Prompt and full payment of such charges or fees will become the full responsibility the signatory.

FACILITY USE APPLICATION AND CONTRACT

Name _____ Name of Organization _____

Address _____

City _____ State _____ Zip _____

Phone _____ Alternate Phone _____ email _____

Describe activity _____

Day(s) & date(s) of use _____ Time (include set up to take down) _____

Room requested _____

Number of people attending _____ Additional information _____

Request for rental of additional furnishings, equipment or kitchen facility. Please list items, rental fees, and deposits

ITEM DESCRIPTION	RENTAL FEE	SEC. DEPOSIT	ITEM DESCRIPTION	RENTAL FEE	SEC. DEPOSIT
1.	\$	\$	4.	\$	\$
2.	\$	\$	5.	\$	\$
3.	\$	\$	6.	\$	\$

I, the undersigned, have read and indicate by my signature that I agree to follow all items requested under the Sebastopol Center for the Arts' Facility Use Policy and Procedures. I also understand that my deposit is nonrefundable if the event is cancelled **one week or less prior** to the event (*# of days determined by SCA*), or in the occurrence of cleaning or repair of facility or equipment necessary because of misuse or negligence associated with this rental. If determined necessary by SCA staff, an additional fee per hour will be charged for a representative/staff member of Sebastopol Center for the Arts to assist at the event.

Name & Title _____ Date _____ SCA Representative _____ Date _____

To be completed by SCA staff only:

Fees & Requirements:
 Facility Use Fee \$ _____ Room Deposit \$ _____ Key Deposit \$ _____ Date Deposit(s) Paid _____
 Requires assistance? Yes ___ No ___ Total # hrs x \$ _____ hr. = \$ _____ Total owed for event assistance.
 Total fees for rental equipment \$ _____ + Security Deposit \$ _____ = \$ _____ Total owed for rental equipment.
 Name of supervising representative _____ Phone # _____
 Requires ABC license? Yes ___ No ___ Requires proof of insurance/insurance rider? Yes ___ No ___
Total Fees Due \$ _____ Date paid _____

Check out:
 Balance due \$ _____ Date due _____ Paid in full? Yes ___ No ___
 Facility keys returned? Yes ___ No ___ Key Deposit refunded: Amount \$ _____ Date _____
 Check-out list completed & reviewed? Yes ___ No ___ Deposits refunded: Amount \$ _____ Date _____
 Additional charges for damage, cleaning or repair services? Yes ___ No ___ Amount \$ _____ Date _____
 Explain _____

FACILITY USE POLICY AND PROCEDURES

In submitting a rental contract application to Sebastopol Center for the Arts (SCA), all applicants must read and agree to strictly abide by the following requirements:

1. To use the building only for the purpose expressly stated in the contract and for the time period agreed upon.
2. A certificate of insurance may be required upon the determination of SCA staff. In the event of the need for a certificate of insurance, SCA staff will determine the amount of insurance required and will be named as additional insured under the applicant's present policy, throughout the duration of the event. If the renting party does not have insurance they will be required to purchase a rider on the SCA policy for the direct cost of the rider.
3. Rental fees will be paid in full and in advance of the use of the facility as outlined in application and contract.
4. SCA may require that an Art Center staff member, event aide or worker, or approved volunteer representative must be present to oversee the event. An additional fee may be charged to cover payment of attending event assistant.
5. A refundable deposit is required to hold the reservation. The deposit will be fully refunded within 10 days of the event, and upon satisfactory condition and cleanup of the area used, and return of all facility keys.
6. To provide for the complete clean up and break down of all areas and items associated with the event and to provide for the removal of all trash and recycling, rental equipment and decorations immediately following the event. A check out list will be provided and must be signed off by SCA staff or SCA representative before receiving a refund of the reservation deposit.
7. To be responsible for the cost of any damaged, soiled or lost equipment, or additional cleaning or repair necessary because of misuse or negligence on the part of applicant and/or participants associated with the event.
8. To insure that no person under 21 years of age consumes alcoholic beverages. An ABC license may be required if alcohol is to be consumed or sold at any time during the event. To be determined by SCA staff.
9. To strictly adhere to a no-smoking policy anywhere on the premises, including the front porch.
10. **No candles, incense or smoking at any time. This allows for safety and comfort of all occupants of the building.** Use of open flames (welding torches, sterno, tea lights, etc.) for other reasons must be approved y SCA staff.
11. To abide by any request made by the security/maintenance/staff person during the event.
12. All flyers, publicity and invitations associated with the event may be subject to approval by Sebastopol Center for the Arts and displayed or distributed in an appropriate and legal manner. To be determined by SCA staff.
13. The signature of responsible party in designated area on facility use contract signifies familiarity and agreement with these requirements.

I have read and thoroughly understand and agree to adhere to all of Sebastopol Center for the Arts' facility use policies and procedures as outlined above.

Signature _____ Date _____ Phone # _____