



CLEAR LAKE ARTS CENTER RENTAL GUIDELINES & POLICIES

As a non-profit organization, we envision the Clear Lake Arts Center (CLAC) as a dynamic and vibrant hub to promote and preserve creativity as part of every human's daily life. Our mission is to ignite the creative spirit by engaging the diverse community we serve and our regional audience by providing opportunities and inspiration through the visual, performing, and literary arts.

In an effort to maintain the facility to our high standards we offer the following rental guidelines and policies.

- Clear Lake Arts Center Board of Directors

USES

1. The Arts Center will make designated spaces available for rent for reasonable private use by individuals or groups on a space available basis.
2. Individuals or groups utilizing the Arts Center for rental must comply with these Guidelines and Policies and all other applicable rules and policies. Failure to comply will result in the loss of utilization privileges and forfeiture of rental deposit.
3. The Arts Center will review applications on a case by case basis for consistency with the primary use of the facility. Use of the facility will not be authorized for rental with an outside organization without board approval, when primary purpose of the rental is:
 - a. Fundraising (other than Arts Center)
 - b. Political
 - c. Religious

RENTAL FEES - Contracting space at CLAC must be done with the CLAC Executive Director. 50% of contractual fees are due at the time of the signing of the contract. A full refund will be given on cancellations made fourteen (14) days or more prior to the reservation date of regular events and Thirty (30) day or more prior to weddings and reunion events. *Basic rental fees of Clear Lake Arts Center space include rental of the space, tables & chairs, use of servery and restrooms.*

LIABILITY FEES

For events of 75 persons or less a \$250 liability deposit must be paid at the time of the signing of the Rental Agreement. For events of 75 persons or more wedding events, or reunion events a \$500 liability deposit must be paid at the time of the signing of the Rental Agreement. A check will be mailed within 7 days of the event if no damage/cleanup is found.

GUEST SEATING CAPACITY

- Performing Arts Wing - with tables - seats 75 comfortably or theater style set-up - seats 110
- CL Tel Studio – 24 Maximum.
- For rentals that fall outside our regular hours of business, the additional cost of a gallery attendant at \$15 hours will be charged.

SET-UP and CLEAN-UP

The Performing Arts Wing has a standard set up. If you require a special configuration of table and/or chairs, it will be the renter's responsibility to set them up. It is the renter's responsibility that the room is returned to the original configuration and condition. A vacuum is in the large closet. **Plan ahead, your set-up and clean-up times are not included in the number of hours rented.**

You will need to bring the following items:

- your own ice
- paper towels - dishcloths/towels
- three 33-gallon replacement garbage bags
- extension cords and any power strips you may need

Renter is responsible for the removal of all items brought in to the facility (nothing left in fridge), and to collect, remove and dispose of all your recycling and trash from bathrooms, kitchen, and event room. Event room must be vacuumed.

CHECK OUT

For late night rentals the facility must be **empty** by 11:45 pm including all guest for contracts with the approved end time of 11:59 pm. At the end of the event after all guests, entertainers, caterers, clean-up crew, etc. are off the premises; a representative from CLAC will accompany the renter throughout the rented space with a check-out sheet.

FOOD

Food can be catered or brought to the building, but must be prepared outside the building. We have a residential-size oven and residential-size refrigerator for your use to keep food at proper temperature. The renter will be responsible for coordinating caterer's schedule.

USE OF WINE AND BEER

No alcoholic beverages may be brought into CLAC or onto CLAC property.

NON-ALCOHOLIC BEVERAGES

May be purchased from caterer or may be brought to the facility by Renter.

AVAILABLE EQUIPMENT at no additional charge

- 12 – 60” round tables (can seat 8 at a table)
- 2 – 30”x72” tables
- 120 black chairs
- 6 - 32” light cool-grey, high-top tables
- Refrigerator and stove in kitchen – coffee Maker and Punch Bowl
- Podium
- Restrooms

AVAILABLE EQUIPMENT at an additional charge

- Piano - \$25 as is, plus the market rate if tuning is requested
- Stage - \$50
- Audio/Video Equipment - \$25 - Media Room, includes audio (music), video equipment, digital projector, large screen (ceiling mounted) and large screen. Equipment must be set up and manned by Clear Lake Arts Center staff. \$25 tech fee for after hour events.
- Dishes, includes plates, cups, glasses and cutlery - \$25 (renter is responsible for the proper cleaning of the dishes)
- Tablecloths - \$10 each

DECORATIONS

- No decorations may be attached to walls. Items may be attached to carpeted gallery doors.
- Candles are not allowed in the facility. No open flames.
- CLEAR LAKE ARTS CENTER IS A SMOKE-FREE AND DRUG-FREE PROPERTY.
- CLEAR LAKE ARTS CENTER IS A HANDICAPPED ACCESSIBLE FACILITY.
- LOST & FOUND - CLEAR LAKE ARTS CENTER is not responsible for lost or stolen items. Any found item will be kept for 30 days.
- EMERGENCY - **In case of an EMERGENCY, CALL 911** – and immediately call the CLAC representative to report the incident.

RELEASE AND WAIVER OF LIABILITY

PLEASE READ THIS CAREFULLY. IT AFFECTS ANY RIGHTS YOU MAY HAVE IF YOU OR GUESTS AT YOUR EVENT ARE INJURED OR OTHERWISE SUFFER DAMAGES WHILE USING CLEAR LAKE ARTS CENTER.

In consideration for permission to use CLEAR LAKE ARTS CENTER facilities, you agree to:

1. RELEASE, WAIVE, DISCHARGE AND COVENANT NOT TO SUE Clear Lake Arts Council (dba Clear Lake Arts Center) and its officers, servants, agents and employees (hereafter referred to as Releasees) for any liability, claim and/or cause of action arising out of or related to any loss, damage or injury including death that occurs as a result of the use of the facilities leased or services obligated, except with respect to any claim proven to be due solely to the willful act of the Releasees.
2. INDEMNIFY AND HOLD HARMLESS the Releasees from any loss, liability, damages or costs, including court costs and attorney fees that Releasees may incur due to your use of the Clear Lake Arts Center.
3. Compliance with the State of Iowa Laws. The parties to this Rental Contract agree that it shall be construed in accordance with the laws of the State of Iowa.

We thank you for considering CLEAR LAKE ARTS CENTER as a place for your meeting or special occasion.