



## Clear Lake Arts Center Rental Policies & Guidelines

Updated October 24, 2023

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 OPTIONS AND EXPECTATIONS

- Performing Arts Wing – with round tables - seats 75 comfortably or theater style set-up - seats 110
- CL Tel Studio – 24 Maximum Capacity.
- For rentals that fall outside our regular hours of business, the additional cost of a gallery attendant at \$20 per hour will be charged.

AVAILABLE EQUIPMENT at no additional charge

- 12 – 60" round tables (can seat up to 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
- Dishes, includes plates, cups, glasses and cutlery - Renter is responsible for the proper cleaning of the dishes.
- Podium
- Piano (Tuned 2/24/22. Market Rate if additional tuning is requested.)
- Restrooms

AVAILABLE EQUIPMENT with a possible additional charge

- Tablecloths - \$35 for laundry service
- Stage - \$50 short term set up fee
- Audio/Video Equipment - Media Room, includes audio (music), video equipment, digital projector, large screen (ceiling mounted) and lighting. (\$30/hour A/V tech fee, if separate staff is required)

#### SET-UP and CLEAN-UP

The configuration of the rental space will be agreed upon in advance. It will be the responsibility of the renter to leave the space as they found it, in regards to configuration and condition. Please include time for set-up and clean-up in your rental timeline and estimation of hours for your event.

You will need to bring the following items:

- your own ice (A freezer and 2 coolers are available for additional storage.)
- 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 the kitchen and event room. A vacuum will be provided as needed.

#### 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. Non-alcoholic beverages may be purchased from caterer or may be brought to the facility by Renter.

#### USE OF WINE AND BEER

Alcoholic Beverages may be served with prior approval of the CLAC Executive Director. Compliance to all rules and laws regarding the CLAC Iowa Liquor License is required.

#### DECORATIONS

- No decorations may be attached to white walls with tape or tacks. Items may be attached to carpeted gallery doors.
- Candles are not allowed in the facility. No open flames.

## CHECK OUT

At the end of an 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 to check out. For late night rentals with the approved end time of 11:59 pm, the facility must be empty including all guests and hosts by that time.

## 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 kitchen and restrooms.

-Rentals that fall outside our regular hours of business require a gallery attendant. \$20 per additional hour will be charged for the service.

## DAMAGE DEPOSIT

For events of 75 persons or less a \$75 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 \$150 liability deposit must be paid at the time of the signing of the Rental Agreement. The deposit can be used toward a balance due but cannot be used to extend the hours of a rental. Refunds will be processed by check within 7 days of the event.

- CLEAR LAKE ARTS CENTER IS A SMOKE-FREE AND DRUG-FREE PROPERTY.
- CLEAR LAKE ARTS CENTER IS A HANDICAPPED ACCESSIBLE FACILITY.
- LOST & FOUND - CLAC is not responsible for lost or stolen items. Found items 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.