

**Sebastopol Center for the Arts**  
**6780 Depot Street, Sebastopol CA 95472**  
**(707) 829-4797 Fax (707) 829-0369**

## **RENTAL FEES AND CHARGES**

Effective: January 1, 2009

**Rental Fees:** Rental fees are based upon the specific space rented and length of use as listed in the fee tables. 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:** Deposits are required to hold any date requested. This deposit is held until after the rental term is complete, all rental fees are paid in full, all keys are returned, and SCA staff has inspected the facility for proper cleanup and good condition of facility and equipment.

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

- 1) Reservations are cancelled before the event in fewer days than agreed upon in contract.
- 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.

**Key Deposits:** A key deposit in the amount of \$50.00 *per key* will be held until all keys are returned. The key deposit will be retained by the Art Center in the event of lost keys.

**Hourly Rate:** Shall include use of room(s) rented and the use of the following equipment only: tables, chairs, and document stand. *Exception: the Music/Movement studio is not furnished.* Additional equipment may be available to use or rent upon request. Please see equipment use rental fee chart.

**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.

**Event Assistance:** If, based upon the size and/or type of event planned, SCA staff concludes that additional event assistance is needed for setup, cleanup or event staffing, additional personnel will be assigned at the hourly rates.

- 1) Instructions and directions given by event aides and workers are to be followed by applicant and event participants.
- 2) For those events requiring the presence of an event aide or worker during the event, an additional hourly rate will be charged for staff costs based upon rates listed.
- 3) Payment will be made in advance for event assistance.

**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 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.

To view or reserve a space call the Center at 707-829-4797.

### Rental Rates

| 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               | \$16.00         | \$13.00         | \$23.00         | \$18.00         | \$30.00           | \$25.00         |
| Music/Movements (2)                 | 55                          | 40               | \$16.00         | \$13.00         | \$23.00         | \$18.00         | \$30.00           | \$25.00         |
| Mixed media/ceramics (2)            | 30                          | 20               | \$16.00         | \$13.00         | \$23.00         | \$18.00         | \$30.00           | \$25.00         |
| Painting Drawing (2)                | 54                          | 32               | \$16.00         | \$13.00         | \$23.00         | \$18.00         | \$30.00           | \$25.00         |
| Gallery                             | By special arrangement only |                  | --              | --              | --              | --              | --                | --              |
| Kitchen (flat rate)                 |                             |                  | \$15.00         | \$15.00         | \$15.00         | \$15.00         | \$15.00           | \$15.00         |
| Key deposit                         |                             |                  | \$50.00 per key | \$50.00 per key | \$50.00 per key | \$50.00 per key | \$50.00 per key   | \$50.00 per key |

### Reservation Deposits – Required on all rentals

| Number of times used | Number of hours used                   | Deposit due |
|----------------------|--|-------------|
| One time use         | Up to 8 hours per use                  | \$50.00     |
| One time use         | Over 8 hours per use                   | \$100.00    |
| 2 to 4 meetings      | Up to 4 hours per meeting              | \$50.00     |
| 5 or more meetings   | Up to 4 hours per meeting              | \$75.00     |
| 2 to 4 meetings      | Over 4 hours per meeting               | \$75.00     |
| 5 or more meetings   | Over 4 hours per meeting               | \$100.00    |
| Gallery              | Per day– all use by special permission | \$250.00    |

### Event Assistance Rates

|                       |               |
|-----------------------|---------------|
| Event Aid             | \$15.00 /hour |
| Building Event Worker | \$25.00 /hour |

## ADDITIONAL EQUIPMENT USE RENTAL RATES

All studios *except the Music/Movement Studio* come set up with some furnishings and equipment, lighting, etc. The following list of furnishings and equipment is available to rent in addition to what is already standard in the space you are using. Fees are based on per-session use. All items rented are to be used within the Art Center's facility only and may not be removed from the premises at any time.

| Equipment Available   | Rental Fee: SCA sets up and puts away                                    | Rental Fee: Renter sets up and puts away | Security deposits on rental equipment |
|---|--|--|---------------------------------------|
| Tables: 2.5' x 8', or 2.5' x 6'   |  | \$4 per table                            |                                       |
| Tables: 2' x 4'   |  | \$2 per table                            |                                       |
| Padded folding chairs in Music/Movement studio  |  | \$20 + \$5 closet key deposit            |                                       |
| Cart of 15 chairs to be used in studios   |  | \$10 per cart                            |                                       |
| Document stand  | \$4  |  |                                       |
| Pedestals   |  | \$5 per pedestal                         | \$10 per pedestal                     |
| Panels for art display  | \$18 per panel + additional setup fee – requires setup by SCA staff only |  | To Be Determined                      |
| Rugs: 4' x 6' (in Music/Movement Studio only)   |  | \$2                                      |                                       |
| Coffee pots or urns (filters provided) for use in studios (coffee, tea, cups, napkins, etc <b>not</b> included)   |  | \$3 per item                             |                                       |
| Ice tubs or cooler  |  | \$3 – renter provides own ice            |                                       |
| Extension cords or clip on lights   |  | \$2 each                                 |                                       |
| Small television with video tape player   |  | \$10 per session                         | \$100                                 |
| Slide projector   |  | \$10 per session                         | \$100                                 |
| Slide projector screen  | \$8  |  | \$50                                  |
| Easels for art making or display, or note taking pads (paper and pens <b>not</b> included)  |  | \$2 each                                 |                                       |
| Equipment that is not available: <ul style="list-style-type: none"> <li>• Sound system</li> <li>• CD player or DVD</li> <li>• Microphone</li> <li>• Linens</li> <li>• Ladders or tools</li> <li>• Telephones</li> <li>• Model stand or cushions</li> <li>• Stage platforms</li> </ul> |  |  |                                       |
| <b>For additional rental items contact The Rental Place @ 823-7686.</b>   |  |  |                                       |

**FACILITY USE APPLICATION AND CONTRACT**

Name \_\_\_\_\_ Name of Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_ email \_\_\_\_\_

Describe activity \_\_\_\_\_

Day(s) &amp; 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      **days 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 &amp; 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 applicants 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 at any time.** Use of open flames (welding torches, sterno, tea lights, etc.) for other reasons must be approved by 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.

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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 # \_\_\_\_\_