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Ashtabula Arts Center Rental Rules and Regulations

The following rules and regulations are to be strictly adhered to by those individuals and/or groups hereafter referred to as "lessee," leasing any of the Ashtabula Arts Center's facilities for activities not sponsored by the Ashtabula Arts Center.

I. AREA SUBJECT TO LEASE

A. The area available for lease will be as follows: main building, performance area, and kitchen. (The main building may be leased separately or in combination with the performance area and kitchen.)

B. All persons attending an activity under a lease of any of the above areas must remain within the area(s) designated in the lease.

C. The lessee shall be responsible for keeping guests in the area designated in the lease.

II. LEASE TERMS

A. The cost or lease rate for the Ashtabula Arts Center's facilities shall be paid according to the schedule contained within the lease agreement, with additional charges for equipment rentals, special performances, and arrangements made by representatives of the Ashtabula Arts Center.

B. At the time of signing the lease agreement, the lessee shall pay the Ashtabula Arts Center a deposit in the amount of \$100. The balance of the rental cost estimate as shown in the contract must be paid at least two weeks prior to the date of the rental.

C. Calculating hours of lease:

1. The hours for which the lease will be effective shall commence when the area(s) designated in the lease become unavailable for normal Ashtabula Arts Center use due to setting up for or the start of the lease activity.

2. The hours of lease shall cease when the designated agent leasing the Ashtabula Arts Center leaves the facility.

D. A maintenance fee will be assessed. This assessment will include three hours for set-up/clean-up in addition to the hours of the function for which the Ashtabula Arts Center is leased.

E. The lease includes the use of 6-foot tables and chairs owned by the center. Set-up of tables and chairs will be performed by an Ashtabula Arts Center maintenance person. If other chairs or tables are used they are the responsibility of the lessee and not included in this agreement.

F. The lessee shall not move or remove any artwork on temporary or permanent display at the Ashtabula Arts Center. Nothing shall be posted directly on the walls, windows, or exhibit panels.

III. Damage to the Ashtabula Arts Center

A. Any damage to the Ashtabula Arts Center property during a lease period shall be charged to lessee at the direct cost of repair. The choice of the person or business to complete repair is in the sole and absolute discretion of the Ashtabula Arts Center.

B. If damage is of a nature that the Ashtabula Arts Center considers repair impossible or impractical, the Ashtabula Arts Center will make an appraisal of diminution in value due to the damage. The diminution in value shall be charged to the lessee as cost of repair.

IV. RESTRICTIONS OF BEVERAGES AND FOOD

A. No food or beverage shall be allowed in any area not covered by the lease and lease period unless such food or beverage is used in conjunction with a performance. Nor shall food or beverage be placed upon pianos or other musical instruments, works of art, in planters, etc.

V. USE OF THE ASHTABULA ARTS CENTER KITCHEN

A. See Kitchen Addendum

VI. WITHDRAWAL OF LEASE

A. The lessee may withdraw from the lease agreement within 30 days of the signing of the lease agreement. Notice of withdrawal must be submitted in writing. Fifty dollars of the deposit is non-refundable.

Ashtabula Arts Center Kitchen Addendum Rules & Regulations

I. All rules governing use of the Ashtabula Arts Center hold true for the use of the kitchen.

II. The rental of the kitchen does not include the ice machine, dishes, pots and pans, or utensils belonging to the Arts Center. Caterers should plan to bring all portable equipment necessary. Rental does include the use of the stovetop, oven, microwave, refrigerator, and freezer.

Additional concerns and rules.

A. The kitchen and its equipment shall be returned and restored to the condition in which it was found including:

1. Cleaning all appliances and equipment.
2. No cutting shall be done on other than a cutting board.
3. Refrigerator shall be kept closed and kept clean at all times.
4. Cleaning supplies may be used but must be left in the kitchen.
5. Water must be left running while disposal is in use.
6. Lessee's food and belongings must be removed at completion of rental.
7. Garbage left must be tied in garbage bags and left in cans.
8. Upon leaving, appliances must be shut off including: stove, oven, microwave, lights, and fans.
9. Other rules to be observed at completion of rental:
 - a. Return all supplies and equipment to original repositories.
 - b. Wipe off stove, counters, tables, oven, and clean sinks.
 - c. Sweep floor free of debris.