

San Luis Obispo Art Center
1010 Broad Street
west end of Mission Plaza
San Luis Obispo, CA 93401
805.543.8562 fax 805.543.4518
www.sloartcenter.org

Contact Person _____ **Title** _____

Organization _____ **Date of Event** _____

Time: Open Building _____ Closing time (including break-down) _____

Street _____ **City** _____ **Zip** _____

Phone (H) _____ **(C)** _____ **Email** _____

Fees for one-time use, up to four hours (additional hours at a pro-rated fee):

event space	square feet	capacity (seated)	4 hour base rental fee
McMeen Gallery	300	12	\$100
Nybak Wing	700	21	\$200
Gray Wing	1,375	77	\$300
Gray Wing, Nybak Wing & McMeen Gallery	2,375	110	\$500

- The Art Center is happy to reserve space for your event. A deposit of 50% is due with contract, fully refundable within 60 days of event. A 10% service fee will be charged if cancellation occurs closer to event. The deposit is forfeited if the cancellation occurs within 5 days of the event.
- Your signature as a representative of the group using the building constitutes an agreement to release the Art Center of all liability during or resulting from your scheduled event. You and/or your group assume all risk of damage to property or injury to persons in or about the space from any cause and hereby releases the Art Center and waives all claims against the Art Center for any damages.
- Our building is smoke free. Temperate use of alcohol will be permitted with prior authorization from Art Center staff. Sale of alcohol is permitted if an ABC day permit is presented.
- All deliveries and pick-ups (food, flowers, sound equipment, etc.) must be coordinated and scheduled with the Art Center. Storage space is extremely limited. Please seek advice from the Art Center staff before decorating.

Building Rental Agreement

2

This completed form accompanied with your deposit and signed agreement by both you and the Art Center reserves the space you requested.

The Art Center and the renter's responsibilities are listed below. Please indicate your agreement to these rental conditions by signing on the line below and returning this agreement to the Art Center office so that your rental can be recorded on the calendar.

THE ART CENTER will provide the following:

A clean and orderly space.

An orientation to the building and equipment use.

Staff to unlock the doors and lock up after the event (unless you have a key by prior arrangement).

_____ (Renting Organization or Individual) is responsible for the following:

- Do your own set up and clean up.
- Leave the building as it was found. In the event that cleaning is necessary after the renter has left the premises, pay at the rate of \$25 an hour for the cleaning necessary.
- Payment of the total rental fee date of use.
- The undersigned is at least 21 years of age, and assumes liability and responsibility for any and all breakage, loss, or damage to the building or its contents occurring during or incident to its use by the group, or as a result of any windows or doors being left open or unlocked during or after use.
- Any decorations must be approved by Art Center staff. Messages with political or religious content are prohibited from being displayed outside the building. No candles are permitted inside.

I understand and agree to the above conditions. Failure to comply will result in the loss of rental privileges and/or payment for damages to the building.

Signed by: _____ Date _____

On behalf of (organization) _____

Approved by (Art Center rep) _____

\$ _____ Rental Fee

\$ _____ Deposit enclosed (min. 50%)

\$ _____ Balance due on date of event

_____ **Staff person to open building and be on site**

_____ **Emergency contact number**

The Art Center reserves the right to decline rental requests.

BUILDING USE CALENDAR

The calendar is kept by the Assistant Director. Please have Art Center staff check the calendar before publicizing any event because other Art Center events or rentals may be taking place on the same date and may affect planning details.

PARKING

Metered parking is available across Broad and Monterey Streets in the public lots or on the surface streets. There is a public parking garage located on Palm Street. Parking is free after 6 pm Monday thru Saturday, and on Sundays.

BUILDING ENTRANCES

It is best to have your guests use the Mission Plaza double doors. Should you need to use the Broad Street door, it will be necessary to have someone stationed at that entrance for security purposes. Guests may arrive through the Nybak classroom through the back deck if that is more convenient for workshops using that space.

AIR CONDITIONING/HEAT

Summer rentals: **please note that there is no air-conditioning in the main building.**

Winter Rentals: There is one thermostat in the building and it may only be operated by Art Center staff. There are space heaters and cooling fans available upon request.

SOUND SYSTEM

There is a sound system (CD player and microphone for announcements). Do not attempt to operate the sound system without proper instruction from Art Center staff.

REST ROOMS AND THE GALLEY

There are two public rest rooms available. On the main floor, there is one handicap accessible bathroom and a second restroom available upstairs off the McMeen Gallery. Please notify staff immediately if there are any plumbing issues. Food may be prepared in the Nybak Wing with catering equipment. No kitchen equipment is available on site except a small sink and microwave in the first floor galley kitchenette.

TOXIC WASTE

Art Classes and other renters should never pour toxic materials or any waste into the sinks or toilets that could harm the environment or clog the sewage system. Discuss with Art Center staff alternatives for disposing of any questionable substances.

ARTWORK

The art work should never be touched or removed without staff approval and direction. Do not attempt to move any pedestals, sculptures or two-dimensional works without permission from Art Center staff.