

The Launchpad Rental Agreement | Policies & Procedures

Renter Name _____

Event Name _____

Today's Date _____

Rental Date _____

The Launchpad comprises the Carbondale Arts/Dance Initiative offices, Carbondale Arts Gallery & Artique Gift Shop and two rentable studio spaces (an open studio and a closed studio) as well as seasonal outdoor spaces for rent.

HOURS

Carbondale Arts Gallery, Artique Gift Shop & Carbondale Arts/Dance Initiative Offices

Monday through Friday, 10 am to 5 pm. To contact CA, please visit www.carbondalearts.com or call 970-963-1680

Dance Initiative maintains limited office hours. To contact DI, please visit www.danceinitiative.org

Open Studio, Studio C, and Seasonal Outdoor Spaces

Every day, 7am to 11pm as reserved by renters

RENTAL RATES

Open Studio & Studio C \$22 per hour

Seasonal Outdoor Spaces \$7 per hour

Special Events (3-hour minimum) \$65/hour or \$550 per day + up to \$400 potential fee for special events if any of the following policies or the Cleaning Agreement & Checklist policies are not upheld.

PLEASE NOTE: TRANSACTIONS ARE VIA DEBIT/CREDIT CARD. WE DO NOT ACCEPT CASH OR CHECK.

RENTAL RESERVATION REQUIREMENTS

- All reservations are made **by the renter** via the self-booking system. Go to thelaunchpad.skedda.com/booking. Account registration is required to complete the booking.
- **The Launchpad is a community space; be aware of the other renters while scheduling your booking.** For example, if you are hosting a marching band rehearsal, avoid scheduling it simultaneously to mindfulness meditation and vice versa.
- Reservations can be made five months in advance.
- All reservations must be approved by The Launchpad Administration. Launchpad management has the right to disallow use at any time. Use cannot deviate from the reserved use or the reservation may be terminated without a refund.
- For regular bookings, the credit card on file will be charged at the end of the month; for special events, the credit card on file will be charged at your orientation, before your event. **If your**

charge is declined, Launchpad staff will contact you for an updated form of payment. If we have to attempt to contact you more than 2 times, a \$50 fee will be applied to the booking.

- When making a reservation, be sure to include the **ENTIRE TIME** the space will be needed including preparation and clean-up time.
- Once the reservation is approved, **it is the responsibility of the renter to receive instruction for use and provide the following to Launchpad Administration (contact Staci@carbondalearts.com):**
 - **Liability Form (get this at The Launchpad)**
 - **User Agreement (this form)**
 - **Cleaning Agreement & Checklist (get this at The Launchpad)**
 - **Insurance (renter provides)**
 - **Licensing, if required (renter provides)**
- Carbondale Arts and Dance Initiative have priority use of rental spaces for events and programming. As management organizations, they reserve the right to advanced scheduling/rescheduling and use.

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MARKETING

Renter is encouraged to supply The Launchpad with printed materials such as brochures, class descriptions, and business cards to put on display. If you would like your activity to be listed in our monthly e-blasts, we must receive your information and photos by the 21st of each month to be included for the following month (contact megan@danceinitiative.org). The Launchpad Administration reserves the right not to market any events at its sole discretion.

USE OF SPACE

A. Studios may be booked for educational and artistic purposes with a focus on performance and movement based arts. Other activities such as conferences, fundraisers, etc. are considered special events. The Launchpad Administration reserves the right to approve or deny studio rentals at their sole discretion.

B. Gallery Space is for use by Carbondale Arts. Artists interested in curating an exhibition must fill out an Exhibition Proposal for review by the Gallery Committee. Artists interested in participating in open call and invitational shows must submit their name, contact information, letter of interest, and digital samples of their work to brian@carbondalearts.com.

C. Special Events. The Open Studio and Studio C can be rented for special events upon approval by The Launchpad Administration. Special Event Rentals require a minimum reservation of 3 hours and/or is a booking that requires a full day reservation of one or more spaces. The Launchpad Administration reserves the right to approve or deny studio rentals at their sole discretion. See below for all Special Event requirements.

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SECURITY

A. Digital Entry. The digital entry code will be shared during Launchpad use orientation. Schedule your orientation by contacting staci@carbondalearts.com or calling 970-963-1680.

B. Locking Doors/Closing Windows After Use. The last user of the day is responsible for locking all doors and windows prior to leaving. Failure to close windows will result in a \$50; failure to close doors will result in a fine up to \$400.

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SAFETY

A. No open flames

B. No bicycles, skateboards, or dogs in the facility.

C. Alcohol, controlled substances, or smoking. Local, State, and Federal Law prohibit the unlawful possession and/or distribution of controlled substances, stimulants, and hallucinogenic substances. Smoking is prohibited in The Launchpad. Public Special Events serving alcohol must acquire a liquor license. Private, invitation-only, events do not require a liquor license.

D. Interruption or Termination. The Launchpad retains the right to cause the interruption of any event or class in the interest of public safety, and to terminate such an event when, in the sole judgment of The Launchpad, such an act is necessary in the interest of public safety or it is not in accordance with the reservation.

E. Code of Conduct. The Launchpad anticipates all parties utilizing the facility to be respectful and to participate in legal activities. It is the responsibility of the renter to notify Launchpad Administration of potentially objectionable content (nudity, violence, etc.) so that Launchpad Administration can set up disclaimers for patrons and/or re-assess the reservation agreement. The Launchpad Administration reserves the right to dismiss any renter or participant from the premises without prior notice for threatening, violent, vulgar, or disruptive behavior as determined by The Launchpad Administration. Refunds will not be given in this instance.

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ASSIGNMENT OF USE

The Renter may not sublet any rented space(s), or in any way assign the rented space(s) to another person or organization. The renter may not utilize the rented space(s) for any purpose other than that which is specified in the agreement. This agreement is not assignable or transferable.

STAFFING

The Launchpad Administration shall have final authority to determine if staffing is necessary for special events. Renter will be charged for all such labor aside from those included in basic rent.

TIME

Time granted under the agreement shall not be extended for the use of the facility or installation/removal of equipment.

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BUILDING SERVICES

The Launchpad shall be the sole judge of the character and amount of all services supplied to the premises including without limitation, electric current, water, heat, air conditioning and janitorial service. The Launchpad Administration is not liable for any stoppage or interruption of these services.

DELIVERY OF GOODS

Any materials belonging to the renter delivered to the facility without the renter present, will not be accepted by The Launchpad Administration, unless a prior agreement has been made.

STORAGE OF GOODS

A. Storage of Personal Property. Any materials belonging to the renter or renter's students/participants cannot be stored at the facility. An agreement must be made with The Launchpad Administration and additional fees may apply.

B. Liability. The Launchpad Administration is not responsible for property left on the premises and has no liability if such property is lost, stolen or damaged, except in instances when artwork is displayed in gallery exhibitions and covered by insurance. Property left after one week will be discarded.

C. Lost & Found. Any personal items not claimed by closing time will be put in The Launchpad lost and found (above the coat closet near the entry). Items not claimed for 30 days will be removed/donated.

EQUIPMENT & ALTERATIONS

A. Equipment. The Launchpad's equipment is not to be removed from the facility. Renters are welcome to supply their own sound system and other necessary equipment as long as it does not damage The Launchpad property or exceed sound limits of the building (90 decibels). The Launchpad has a projector and screen. Contact Launchpad Administration to gain access to them.

B. Alterations. All tape used on studio and gallery floors must be approved for use by The Launchpad Administration. No nails, tacks, or screws allowed in walls. Painters tape is acceptable for hanging educational posters.

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PUBLICITY

A. Media. The Launchpad Administration reserves the right to use photos for publicity purposes.

B. Recusal: Renters and their participants can notify The Launchpad in writing if one does not want themselves, their minor, or their artwork to be photographed for promotional purposes.

MINOR

A. Supervision. Renters who work with individuals 18 years and under must remain on site and supervise minors until they have left the building via the supervision of their guardians or through other arrangements.

B. Drop Off & Pick Up. Guardians may not drop off unaccompanied children to linger in the gift shop or gallery more than 15 minutes prior to class. Renters in charge of minors are solely responsible for communicating this policy to their clients.

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EMERGENCY RELEASE FORMS

A. Minors. Every child under the age of 18 is required to have a current emergency release form (provided by the renter) on file with The Launchpad Administration.

B. Adults. Renters are encouraged, but not required to have their adult participants complete a liability form to be kept on file with The Launchpad Administration.

C. Access to Forms. Renters who do not supply their own form can contact The Launchpad Administration for a sample.

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FOOD/BEVERAGE

No eating or drink of any kind (except water) can be consumed in the studio spaces unless part of a special events agreement. Water containers must have a fully sealing lid/cap.

DOORS & WINDOWS

Doors and windows can be open during the day from 9am to 5pm. To respect the residential neighborhoods, windows and doors may be open in the evening from 5pm to 8pm with sound levels below 90 decibels.

SPECIAL EVENTS

- The renter will occupy the rented facilities for a period not to exceed the time specified on the application, for the stated purposes only, and will only occupy the spaces leased unless permission has been granted to occupy additional spaces.
- The renter realizes that The Launchpad is a community facility and will therefore respect the rights of others to occupy other portions of the facility. The renters will not cause undue noise or disturbances that may disturb persons occupying other portions of the building or neighbors.
- Nothing may be hung on walls, ceilings, or windows without prior consent. Large furniture, speakers, or activity stations are not allowed if they are over 250 pounds or leave black markings on the floor. **Bouncy houses are not permitted.**
- All food, decorations and personal effects must be removed by the end of the rental period, or the renter risks being charged a fee of up to \$400.
- Music in the space must not be louder than 90 decibels to avoid disturbing residential neighbors. As per Town of Carbondale ordinance, all music must be off by 10pm.
- All events must be completely finished by 11pm per town ordinance.
- All events must remove their own trash immediately after the event and **dispose of it offsite.**
- The renter is responsible for all damages incurred during the event as well as set-up and take down.
- If additional cleaning is required after the event, additional fees up to \$400 will apply. This includes the outdoor spaces.
- The renter will defend, hold harmless and indemnify The Launchpad against any and all claims and losses arising in any way out of the use of the facility by the organization, any of its members or participants.
- If an event is public and alcohol is being served, the renter must obtain a "Special Event Liquor Permit" from the Town of Carbondale and is responsible for having a TIPS person present.

_____ *Please initial here.*

I acknowledge that I have read and agree to the above Policies and Procedures.

**Signatures below*

_____ Date _____

_____ Date _____