

FRIENDS OF MARY C. O'KEEFE CULTURAL CENTER OF ARTS & EDUCATION

ROOM RENTAL CONTRACT

Renting Organization: _____ Individual Name: _____
 Address: _____ Email Address: _____
 City: _____ State: _____ Zip Code: _____
 Phone (H) _____ (Cell) _____ (Other) _____

This contract is made and entered into this _____ day of _____, 20____, between the Friends of Mary C. O'Keefe Cultural Center of Arts & Education Corporation, hereinafter referred to as FMCOK and _____, hereinafter referred to as "Renter" and shall abide by the following stated terms:

Purpose of rental / name of event: _____

DATES & TIMES OF RENTAL – Fill in blanks below:

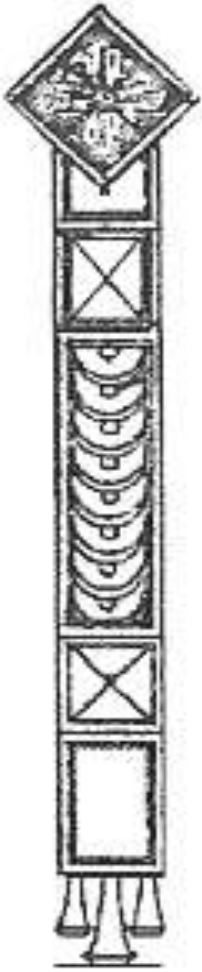
Date	Times needed	Billable hours	Hourly rental rate	Daily charge

Renter hereby attests they rightly belong to the following category (check only one and initial):

ROOM USE – Rental rates (2 hr. minimum)

(applies to: lobby and all rooms except Theater, Café & Gallery)

<p>"For Profit" entity</p>	<ul style="list-style-type: none"> Applicable rooms may be rented at a rate of \$35 p/hour during operating hours of Tues – Sat, 10am-6pm. Outside operating hours, the rental rate changes to \$40 p/hour. Room rental includes Mary C staff member or volunteer on site during the event.
<p>"Not for Profit" 501(c) entity</p>	<ul style="list-style-type: none"> Applicable rooms may be rented at a rate of \$25 p/hour during operating hours of Tues – Sat, 10am-6pm. Outside operating hours, the rental rate changes to \$35 p/hour. Room rental includes Mary C staff member or volunteer on site during the event.



FRIENDS OF MARY C. O'KEEFE CULTURAL CENTER OF ARTS & EDUCATION

TABLE & CHAIR SETUP

The Renter may request setup & use of the Mary C's tables and chairs for their event, if arranged in advance.

1 table and 5 chairs can be provided, free of charge. For any table & chair rental & setup needs larger than that, there is an **\$100 flat fee** for furniture rental, wear-and-tear and staff time to set-up/break-down.

ROOM CLEANING

So long as the Renter leaves the room as it was when the rental period began (i.e., clean), there will be no charge for cleaning. However, if cleaning is necessary, the \$50 deposit will be forfeit.

DEPOSIT

The Renter agrees to provide a **\$50 deposit** (check to be mailed within 14 days of signing contract) to hold the room. This check will be held by FMCOK and will not be deposited before the rental period. If there are damages made to the Room, its furniture, or if furniture is found missing during the rental period, this deposit will be used to pay for said damages (If damage is more than \$50, Renter will be billed difference). Otherwise, the check will be returned to the Renter at the end of the rental period or destroyed.

MISCELLANEOUS

1. If the Renter wishes to serve wine or any alcohol for their event, their event must catered by a caterer who has a valid wine permit that they are willing to use for the event. Also, security is required if Renter wishes to serve alcohol: The MCOK can arrange an off-duty police officer for the Renter's event, and the Renter is responsible to pay them directly (current rate: \$18 p/hour x 4 hour min = \$72).
2. \$20 fee for checks from the Renter returned to FMCOK as "insufficient funds", in addition to amount owed.
3. The Renter understands that no nails, scotch tape, masking tape, thumb tacks, etc may be used on the walls. All tables, chairs or other equipment will be lifted instead of dragged across the hardwood floors.
4. The Renter acknowledges that no smoking is permitted anywhere within the facility.
5. The Renter acknowledges that no political signs are permitted on the outside grounds.
6. The Renter agrees to hold the FMCOK, its Board, staff and volunteers free from any liability in the event of theft, accident, and injury to self or personal belongings while at the Mary C. O'Keefe Cultural Center.
7. The Renter agrees that the FMCOK has permission to use any photograph(s) taken of the event or performance for press releases and promotional efforts.

Signed: _____ Print name: _____ Date: _____

Renter

Signed: _____ Print name: _____ Date: _____

FMCOK representative