



Building Rental Packet

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Building Rental Packet Introduction

In an effort to streamline the building rental process for the Arts Center, the following packet has been compiled. The building administrator will determine availability and any additional costs for the event in the spaces provided. The remainder of the packet is to be completed by the renting party and returned to Lehi City Arts Council along with payment of fees. Reservation of the space will not be finalized until payment is received and rooms will be considered available to other requesting parties.

Building Rental Application/Permit

_____ has applied for permission to rent Lehi City Arts Center
Name of organization or Person

on the ____ day of _____, 20____. During the hours of _____ to _____.

The use of the facilities will be for _____.

SPECIFIC AREAS REQUESTED

Theater Music Room Dance Room Art Room

SPECIAL EQUIPMENT REQUESTED

Electric Keyboard Piano Tables Chairs Lighting Sound Props

Approximately how many people are expected to attend this function? _____

The costs of the building are calculated as follows:

Room space _____

Technical support _____

Equipment _____

Damages/Cleaning _____

Activity supervisors: 1. _____

2. _____

Telephone number: _____

(Must be available at all times during activity to supervise participants and attendees)

Properly filled out forms and full rental fee payment must be received by the Lehi City Arts Council no less than ten (10) business days prior to date of rental.

Attach the following:

_____ Certificate of Insurance, listing Lehi City Arts Council as an additional insured.

_____ Indemnification Agreement

_____ Rental Fee

_____ Signed Building Rental General Regulations

Building Rental General Regulations

1. The request for Arts Center facilities shall not interfere or conflict with the Arts sponsored programs.
2. The possession or use of alcohol, tobacco, narcotics shall not be permitted within 1,000 feet of the Lehi City Arts facilities.
3. Renting entity will be solely responsible for obtaining any necessary licenses or permission to perform, broadcast, transmit or display copyrighted works (i.e.: music, audio or video recordings) which may be used at facility.
4. Renter must provide two adult activity supervisors who will be on the premises during the entire rental period. These renter-designated supervisors shall be responsible to see that all building rental rules, regulations, and laws are adhered to by participants and those attending; any violations will be immediately reported to a Lehi City Arts Council representative who will notify Lehi City administration.
5. Persons or organizations using Arts Center premises, including stage or stage equipment, shall not remove or displace furniture or apparatus, including lights, curtains, or switchboard except when under the direct supervision of a designated Arts Council representative. Where the stage is to be used, full details of equipment and personnel needs must be provided with the application. Renter will be responsible to pay applicable personnel fees of \$17.00 per hour for each sound and/or lighting technician. **ONLY APPROVED TECHNICIANS WILL BE ALLOWED TO OPERATE SOUND AND LIGHTING EQUIPMENT.**
6. Dispensing of any food and/or beverages must be approved prior to event and must be confined to designated food areas.
7. Ticket or gate sales may be subject to fee split with the Lehi City Arts Council.
8. Additional fees may be levied equal to the actual replacement, repair, or clean up cost for any loss, damage, or condition resulting from any activity above normal wear and tear.
9. Disturbances of surrounding neighborhood residents or other groups utilizing the facility will result in immediate termination of event and forfeiture of fees.
10. Parking is available in front and rear of facility, and in adjoining elementary school parking lot. No double parking is allowed in the driveways on either side of the building. Access to the rear parking lot must be maintained at all times.
11. Organization or individual renting the facility is responsible for making sure that all lights are turned off and doors are shut and locked securely upon leaving the facility.
12. Events and/or projects must be confined to scheduled area(s) of the building.
13. Lehi City Arts Council assumes no liability for personal or property damage. Persons or organizations using any part of Arts Council premises are required to obtain public liability insurance. The Certificate of Insurance must list Lehi City Arts Council as an additional insured.
14. Whenever the rules and regulations have been violated, Lehi Arts Council may revoke the permit to use the facilities and refuse to consider future building rental agreement/permits.

The rules and regulations for the use of Arts Center facilities and the rental application permit have been read and are understood.

Renter Signature _____ (Must be 21 years) Date _____

Print Name/Organization _____ / _____

LEHI CITY ARTS COUNCIL
INDEMNITY AGREEMENT

Indemnity

I, the undersigned, on behalf of myself and my organization/group/company, undertake and agree to indemnify, hold harmless and at the option of the Lehi City Arts Council defend the Council and any and all of its Board, officers, directors, agents, representatives, employees, assigns, affiliates, and successors in interest from and against any and all suits and causes of action, claims, charges, costs, damages, demands, expenses (including, but not limited to attorney's fees and cost of litigation), judgments, civil fines and penalties, liabilities or losses of any kind or nature whatsoever, for death, bodily injury or personal injury to any of my or my organization's/group's/company's/persons, employees, agents, and volunteers, or damage or destruction to any property of either party to this agreement, or third persons in any manner arising by reason of or incident to utilization of any Arts Council facility or property (whether real or personal) on the part of the employees, agents, affiliates, representatives, patrons, residents, and individuals in any way connected with the use of the Arts Center facilities and property except for the sole negligence of the Lehi City Arts Council, or its Board, officers, agents, representatives or employees.

Insurance

I shall furnish evidence of the following coverage to the Lehi City Arts Council prior to the commencement of the utilization of the facilities and/or property:

General Liability Insurance: evidence of general liability insurance including contractual liability, personal injury, premises and operations, and broad form property damage. Such insurance shall provide for a one million dollar (\$1,000,000) general aggregate limit. Evidence of requested insurance should clearly show the Lehi City Arts Council as an additional insured.

Signature

I, for and on behalf of my organization/group/company, have carefully read and understand the contents of the foregoing language, and I and my organization/group/company specifically understand and intend it to cover any and all use of the Lehi City Arts Council's facilities and property by employees, volunteers, patrons, residents, and all others authorized by me or my organization/group/company.

Signature

Date

Title

Organization

Building Rental Fees

	Hourly Rate (Fair Market Use)
Theater (3 hour minimum)	\$50.00/hr
Music Room (3 hour minimum)	\$40.00/hr
Dance Room (3 hour minimum)	\$40.00/hr
Art Room (3 hour minimum)	\$40.00/hr
Cleaning Deposit (refundable)	\$150.00

Public Assemblage Announcement

Prior to the start of any public assemblage function, the following announcement shall be made to the assemblage:

In the event it becomes necessary to evacuate the building because of an emergency, exits are provided at the following locations (give locations of exits). Please identify the two exits closest to your location. When exiting, please proceed to a safe area away from the building.