

# ROME *Art* AND COMMUNITY CENTER

Nonprofit Use Only: Tax ID # \_\_\_\_\_  
Tax Exempt # \_\_\_\_\_ CR# \_\_\_\_\_

308 West Bloomfield Street  
Rome, New York 13440  
(315) 336-1040 Fax (315) 336-1090  
www.romeart.org

## FACILITY RENTAL AGREEMENT—GENERAL PUBLIC

This form may also be used for Nonprofit Organizations. **Nonprofits will receive a 45% discount on rental fee.**

### RENTER INFORMATION

Rental Date \_\_\_\_\_ Time Reserved \_\_\_\_\_ Today's Date \_\_\_\_\_  
*Based on availability* *Include set up & clean up when estimating hours of rental*  
**PLEASE NOTE: YOU MUST SCHEDULE A CONSULTATION FOR ALL RENTALS BEFORE ANY RENTAL CAN BE APPROVED.**

(Renter) First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Contact Person (if other than Renter) \_\_\_\_\_ Contact Phone \_\_\_\_\_

### RENTAL DETAILS

Room/ Floor Requested \_\_\_\_\_ Event \_\_\_\_\_

**Choices:** *Living Room, Dining Room, Foyer, Gallery One, Gallery Two, Conference Room, Wonderland Room, Grounds, Café, Patio*

Additional Room(s) Requested \_\_\_\_\_

**Choices:** *Kitchen, patio, or any of above mentioned rooms*

Number of Guests \_\_\_\_\_ Special Requests \_\_\_\_\_

*Number of guests present will determine security deposit* *Special requests include use of piano **for an additional fee**, easels, podium, etc.*

### SET UP/ ACCOMODATIONS

*If you opt to set up on your own, you will have access to RACC tables & chairs.—you will be responsible for moving them into place and returning them before you depart.. RACC events take precedence over any rental. If you opt to have RACC arrange your event set up, the room will be set up to your specifications prior to your arrival, however, renter must schedule a consultation with director prior to.*

◇ **I do not require any set up for my event/ rental.**

◇ **I would like RACC to set up for my event. (Additional Fee will be charged)**

I will require the following items from RACC (please indicate the number requested, *subject to availability*):

4' Square Tables \_\_\_\_\_ 6' Rectangle Tables \_\_\_\_\_ 8' Rectangle Tables \_\_\_\_\_ Padded Chairs \_\_\_\_\_

**Set up Fees: Wedding set up fee \$200 (mandatory charge) —OR— move furniture/fixtures \$75 AND/OR set up tables/chairs \$50**

Set Up Specifications *(Please schedule a consultation with RACC Staff to discuss your specifications for proper event set-up)*

4' Square Tables \_\_\_\_\_ 6' Rectangle Tables \_\_\_\_\_ Padded Chairs \_\_\_\_\_ Round Tables \_\_\_\_\_

Directions: \_\_\_\_\_

Additional Notes: \_\_\_\_\_

### FEES & PAYMENT INFORMATION *revised 12/28/2009*

PRIVATE RENTAL— DURING BUSINESS HOURS	\$40/ 1 hour \$80/ 2 hour Each Additional Hour \$25/hr
PRIVATE RENTAL— AFTER HOURS (before or after regular business hours)	\$75/ 1 hour \$150/ 2 hour Each Additional Hour \$50/hr
PRIVATE RENTAL— SUNDAY	Add \$50 to rental cost
PRIVATE RENTAL— KITCHEN (use of kitchen during rental)	Add \$50 to rental cost
PRIVATE RENTAL— GROUNDS	\$100/ hour <i>Over 3 Hours: Each Additional Hour \$50/hr</i>
PRIVATE RENTAL— <b>PACKAGE</b> (Living & Dining Rooms, Foyer, Patio & Grounds)	\$150 per hour <i>Over 3 Hours: Each Additional Hour \$50/hr</i>
PRIVATE RENTAL— ENTIRE FACILITY (8am-10pm) access***	\$900 flat rate (all day use of both buildings, grounds)
RACC Cleaning fee	\$50 flat rate

**Please note: Rentals that are not contained to one specific room in main building must be held after hours or on Sundays.**

*\*\*\* must first be approved by RACC. This fee is required if using the facility 8 or more hours, or using more than one floor 6 or more hours.*

**THIS RENTAL AGREEMENT IS NOT COMPLETE UNTIL THE BACK OF THIS FORM IS COMPLETED**

*Continued on Back*

## TERMS AND CONDITIONS

Renter must read this section completely and initial where requested. **This agreement is not valid and rental is not confirmed until this section is read, initialed and signed below.** If you have questions while filling out this portion, please call the RACC Office during business hours, 315-336-1040.

### LIABILITY AND SAFETY

Rome Art And Community Center is not responsible for any accidents or injuries that occur during your rental. As renter, you agree to take on full responsibility for all parties present during your rental time, and will be held accountable for their actions while on RACC property.

As renter, you agree to take special care of all RACC property, including valuable antique furnishings, artwork, piano, etc., and agree to compensate RACC for any damages incurred to any such property during your rental, as well as forfeit security deposit in such a case. Damages to property include but are not limited to: extensive or noticeable damage/ water/ heat marks on any wood surface; theft or damage to artwork; theft or misplacement of any item belonging to RACC; damage to kitchen electrics, dishes, servewear, etc; damage to grounds including the grass; and any other circumstance presented at the time of your rental or after inspection of the property by an RACC Staff member. **Any damage found to RACC property, courtesy clean up not completed, party staying past rental time, or any other violation of these terms and conditions will result in a forfeit of your security deposit.**

Safety is very important to RACC and all parties present or participating in your rental should be aware of the following rules: Children must be supervised at all times while on the premises. RACC does not tolerate violence of any kind and any incident witnessed or brought to the attention of an RACC staff member will result in immediate cancellation of your event without refund or compensation, and all parties will be asked to leave the property. **RACC also does not tolerate SMOKING on its grounds or anywhere in the facilities. If cigarette butts are found on the property the renter will be charged a \$50 fee.** Renter and parties associated with rental must remain on the floor that was rented— guests may not wander onto other floors or anywhere outside of the rented area, for safety and courtesy. **RACC does allow wine and beer on the premises, with one of the two actions taken:** (1) proof of liability insurance with RACC named as additional insured (could be added to your homeowners policy); (2) sign the RACC/City of Rome's hold harmless agreement regarding alcohol on RACC's premises— must be done at least 30 days in advance AND your caterer can show proof of liquor liability/ liquor license and TIPS certification. *Beer and Wine only.* Hard liquor is not permitted.

**Please initial here to confirm you have read and understand the above terms and conditions** \_\_\_\_\_

### RENTER RESPONSIBILITY

As the renter, you are responsible for the actions and conduct of your party, in all instances. You are also responsible for providing Linen/ table covers for all wood surfaces being used. RACC does not provide table linens— renter must bring their own or the wood surfaces may not be used during the rental. Renter is also responsible for bringing in (if needed) paper towels, cups, napkins, utensils, etc. Renter must also bag up any garbage before leaving the premises. Garbage must be placed where RACC staff designates. **Clean up may be done by RACC after an event for a \$50 charge, which releases Renter from any cleaning/pick up responsibility.** Renter must provide, in all cases, any electronic/audio/video equipment— RACC no longer loans these items to renters. *This also includes extension cords.* If piano use is requested, pianist's name will be required before event. If piano needs to be tuned, this will be the renter's cost.

**RENTAL DURING BUSINESS HOURS** RACC events and operations take priority over all rentals held during business hours. Rentals in the Main Building that are not contained to one specific room must be held after hours or on Sundays. If a party chooses to schedule a rental during business hours, please be aware RACC can not guarantee quiet in the building as the Center is open to the public. During business hours, Renters may not interfere with Center operations in any way— this includes blocking entrances or exits and/or the Center's parking lot.

**Please initial here to confirm you have read and understand the above terms and conditions** \_\_\_\_\_

**SECURITY DEPOSIT** Amount of deposit is assigned according to size of rental party. Security deposits **must now be made via credit card, charged 2 weeks before the event.** Renter will receive the security deposit back if no violations have been made, via credit card refund, within 5 days of rental completion. RACC will keep the security deposit if renter did not follow the rental guidelines or damages have been made to RACC property. *Renter has the right to be present when staff inspection is being done, inspection will be done before staff leaves the facility after rental is concluded.* **Board of Trustees will make final determinations of Inspection and refund of security deposits in the event of a dispute. PLEASE NOTE: SECURITY DEPOSIT will be kept if renter goes over the agreed upon rental time. Absolutely no rentals will go past 11pm. Doing so will result in being charged \$100 for every 15 minutes the party goes over 11pm.**

**Party of 1 to 10 People \$50      11 to 20 People \$100      21 to 50 People \$200      51 People or more \$300**

**Payment in full is due at the time of the reservation. For rental fees equaling \$300 or more, only a minimum 50% deposit is required, with the balance due one week before the rental date. No exceptions will be made.**

Rental Cost Total\$ \_\_\_\_\_ Security Deposit \$ \_\_\_\_\_ Amount Paid \$ \_\_\_\_\_ Date Paid \_\_\_\_\_ Date Paid \_\_\_\_\_

Balance due (if applicable) \$ \_\_\_\_\_ Balance due by \_\_\_\_\_ Payment Method \_\_\_\_\_

**I hereby agree to the terms and conditions of this rental agreement.**

Renter Signature \_\_\_\_\_ Date \_\_\_\_\_

RACC Staff Signature \_\_\_\_\_ Date \_\_\_\_\_