

North Columbia Schoolhouse Cultural Center

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 (530) 265-2826  
 ncsc@nccn.net



**TERMS OF RENTAL, TERMS OF PAYMENT, CONDITIONS OF USE AND USER RESPONSIBILITIES**

**Fee Information (does not include separate insurance)**

	<u>Members</u>	<u>Non Members</u>
<b>Main Room</b>		
Friday/Saturday night 5-11 pm	\$125.00	\$250.00
All day use before 5:00 pm	\$100.00	\$200.00
Half day use (5 hours max)	\$ 50.00	\$100.00
Weeknight (Sun-Thurs 5 pm-10pm)	\$ 50.00	\$100.00
<b>Amphitheatre</b>		
Friday/ Saturday night 5-11 pm	\$250.00	\$500.00
Day use before 5:00 pm	\$200.00	\$400.00
Weeknight (Sun-Thurs 5pm-10pm)	\$100.00	\$200.00
If you would like to rent just the lawn, talk with us about rates.		
Classes (teachers must have separate insurance)		
Sunday-Thursday	\$15.00/hour	\$20.00/ hour
Studio/ back room	\$5.00/ hour	\$7.00/ hour

**Other fees:**

Cleaning deposit of \$50 *due in advance*, over 200 people deposit is \$300

Piano	\$20.00
Coffee pot	\$5.00
Stage use	\$10.00
Lighting equipment (may only rent if using NCSCC approved lighting technician)	\$30.00
Sound equipment (may only rent if using NCSCC approved sound technician)	\$40.00
Projector	\$10.00

An additional \$20 fee will be charged for leaving heat or fans on.

Lost key charge is \$25.00

*For events of over 100 people in attendance, NCSCC staffing will be required at \$20.00 per hour and garbage fees will be charged, and port-a-potty rental is required.*

**Terms of rental:**

Renters will need to familiarize themselves with the building and policies during office hours. Please call to make an appointment.

**For all rentals, renters must provide proof of liability insurance for the event for \$1,000,000.** The policy must list the North Columbia Schoolhouse as “additional insured”. Most business or homeowner policies will cover for a nominal fee. There are many online options for purchasing private event insurance. We recommend [www.theeventhelper.com](http://www.theeventhelper.com).

**Terms of payment:**

- All rental fees are due in advance, call in advance for total due.
- \$50 or \$300 security/ cleaning deposits are required for all users.
  - The deposit will be returned after the key is returned and the facilities have been inspected, approximately seven business days following the event.
  - The following charges may be taken from your Security Deposit:
    - \$20 for leaving fans or the heat on.
    - \$20 if any doors or windows of the building are left open.
    - \$25 will be charged if the key is lost.
    - \$50 will be charged to pay any necessary cleaning and trash fees.
    - \$20 will be charged if there are dogs on site.

**To receive member rates, members must be up to date six months previous to rental date.**

**Description of the facility and available equipment:**

- **Seating:** There are 100 folding metal padded chairs and 20 theater seats. Total seating is 120. Additional seating may be provided on the floor.
- **Staging:** There is a stage which comes in two sections, each 6’ x 8’.
- **Sound:** Please see specifications and policy.
- **Lights:** Lights can be arranged by meeting with the director to review the specifications and policy. The window shades do not totally black out the light during daytime hours.

**Conditions of use:**

- An advance meeting with the Cultural Center Director is required to obtain facility information regarding scheduling, equipment needs, access to the building, and security. Promotional information is available.
- Alcohol may be served, *but not sold*. A staff person must be present, at a rate of \$20.00/ hour, if you serve alcohol.
- Make arrangements in person to obtain a key prior to an event and to return the key after the event – please do this during regular office hours.
- Your rental fees entitle you to use only the room or area you rent and the remainder of the building or grounds is not available.

- HIGH FIRE DANGER! No smoking inside the building, or at the amphitheater, please use parking lot as the designated smoking area. No candles or incense.
- No nails in the walls.
- NO DOGS. Sorry, a few bad doggies have ruined it for all good dogs.
- No admittance to private offices. Doors to upstairs offices are to remain locked at all times.
- *Weddings require separate fees, approval and policies.*

**Additional user responsibilities:**

**As a user of the Cultural Center, you are responsible for the following:**

- Preheating the room, one or two hours in advance may be necessary in cold weather. Staff may be able to turn heater on for you by prearrangement. Using the fans will greatly reduce heating time.
- If you would like your flyer to be in the mailing, print 400 and arrange with the director to help fold and sort. The mailings are monthly around the beginning of the month. Flyers must be pre-approved by the director.
- Setting up chairs and returning them to the storage area after use.
- Set up the room so that exits are not blocked, a three-foot wide corridor to all exits must be maintained at all times.
- Returning all equipment to original location.
- Sweeping floor and rugs, cleaning up bathrooms, front offices and outdoor areas, depositing trash in garbage cans.
- If there is a lot of trash, empty waste baskets into the large garbage containers by shed. Recycling can go in the large container in the parking lot.
- Please vacate the building in a timely manner. No music may be played past 11:00pm. All guests out of parking lot by 11:30 pm.
- When you leave the Cultural Center, complete the checklist on the inside of the front door:
  - Turn the thermostat off.
  - Turn off all lights, except the front porch lights. Check bathrooms and back room.
  - Lock all doors and windows, including back door to outside (push on it to check).
  - Turn off overhead fans.

**Important note:**

Please remember that the North Columbia Schoolhouse Cultural Center was built in 1875 and the grounds and structure are fragile and deserve your respect and care.

**THANK YOU FOR YOUR COOPERATION!**

**Contact:**

**Amanda Jensen, Executive Director  
530-265-2826**

Updated August 12, 2010