

Sound equipment (*must use NCSCC approved sound technician*) \$ 75

Staffing Requirements

A representatives of NCSCC must be on staff at every event. One Staff per 100 guests/ or fraction thereof. Professional Security is required for events with amplified music or alcohol being served if attendance is over 150 people. Staff rate is \$22/hr.

TABLE 1 – Staffing Requirements

Condition	Under 50 people	50 to 150 people	Over 150 people
Amplified Music or Entertainment	1 paid staff	1-2 paid staff	+2 hired security per100 people
Alcohol Served	1 paid staff	1-2 paid staff	+2 hired security per100
Non-amplified Entertainment	1 paid staff	1-2 paid staff	1 paid staff per100
Educational Events, Community Forums and Large Meetings	1 paid staff	1 paid staff	1-3 paid staff
Memorials or Special Ceremonies	1 paid staff	1 paid staff	1 paid staff per 100 people
Weddings	1 paid staff	1-2 paid staff	1 paid staff per100 people

**Hired security requires a minimum commitment of 4 hours.*

***The Renter may not count him or herself as a volunteer staff person.*

Paid Staff and Hired Security Fees:

Paid Staff	\$22 per hour (minimum of 2 hours)
Hired Security (estimated cost)	\$24 per hour (minimum of 4 hours)

Hired Security Requirements: If Hired Security is required, NCSCC shall hire the security staff as dictated by the table above. The Director shall notify the renter in advance of the cost and renter shall pay NCSCC the amount due in full prior to the event. The Hired Security staff shall work under the supervision of NCSCC to ensure that the policies of the venue are followed.

Time for Staffing: Staffing will be assumed to be from start of the event until 30 minutes after the completion of the event. If staffing is necessary for a longer period of time (i.e. the Renter’s guests do not leave the premises on time), then additional fees will be billed to the Renter and taken out of the Renter’s Security Deposit.

Alcohol Sold by NCSCC: If NCSCC sells alcohol at a rental event, then NCSCC and the Renter shall split the cost of staffing/ security for the event.

Fire Safety: For outdoor events with over 150 people, Renter shall make arrangements to have at least one representative from the North San Juan Volunteer Fire Department present.

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Signature of Renter

Security/cleaning deposit

Security Deposits are required for all users. Amount varies according to size of your event as follows:

Less than 50 people	\$ 50
50 to 100 people	\$150
Over 100 people	\$300

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 penalties may be taken from your Security Deposit:

- **Fans and Heaters:** \$25 for leaving fans or the heat on.
- **Unlocked doors or windows:** \$25 if any doors or windows of the building are left unlocked.
- **Lost key:** \$50 will be charged if the key is lost.
- **Cleaning:** Trash fees will be billed at cost and any necessary time for cleaning will be billed at \$25 per hour.
- **Smoking:** \$100 will be charged if Renter does not adequately enforce smoking policies by ushering guests to designated smoking areas.
- **Dogs:** \$50 will be charged if there are dogs on site and the Renter subsequently does not have the dogs removed from the site.
- **Parking:** \$25 will be charged if NCSCC receives complaints about guests parking in No Parking areas.
- **End of Event:** \$75 will be charged if music/ amplified sound does not stop at agreed upon times.
- **Trash:** \$50 will be charged if non-recyclable garbage – *especially food waste!* – is placed in the green dumpster and not into garbage cans.

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Signature of Renter

Terms of payment

- **Security Deposit:** The Security Deposit must be paid at the time of signing the rental agreement. Upon reserving a rental date, the proposed rental will be held for one week. If the Security Deposit has not been received in full within one week, then the Director may cancel the rental and/or rent the venue to someone else.

- **Payment:** 50% of the Total Rental Fee must be paid no later than 45 days prior to the date of the rental. The remaining 50% of the Total Rental Fee must be paid in full no later than 15 days prior to the date of the rental. *NCSCC has the right to cancel an event if not paid in full no later than 15 days prior to the date of rental.*
- **Cancellation Policy:** If the Renter cancels the event less than 45 days prior to the date of the rental, the Renter forfeits 50% of the Venue Rental Fee. If the Renter cancels the event less than 15 days prior to the date of the rental, then the Renter shall forfeit 100% of the Venue Rental Fee. Any rental fees for equipment and staffing shall be refunded in full upon cancellation.
- **Weather:** If the road to the venue is impassable due to snow, or a power outage occurs that causes a Renter to have to cancel the event, then the Renter may be entitled to receive a refund of the Venue Rental Fee after deducting for administrative expenses. Alternatively, the Renter may maintain a credit for a future rental date to be agreed upon separately.

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Signature of Renter

Weddings

Weddings require separate fees, approval and policies. See separate terms of rental and agreement if considering a wedding.

Liability Insurance

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 Cultural Center” as an 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.

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Signature of Renter

Trash Fees

For events of over 100 people in attendance, a \$50 garbage fee may be collected from the Security Deposit if Renter does not remove garbage after the end of the event and has agreed to do so. Alternatively, a Renter may pay this garbage fee in advance.

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Signature of Renter

Port-a-potties

For events of over 100 people in attendance, port-a-potty rental is required at a quantity as recommended by the port-a-potty company. Renter must notify NCSCC of the intended quantity to ensure that this standard is met.

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Signature of Renter

Description of the facility and available equipment

- **Seating:** There are 90 folding metal padded chairs and 20 theater seats. Total seating is 110. 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.
- **Tables:** There are eight (8) 30" x 72" folding tables that are included with rental. Some tables are stained and require tablecloths to be provided by Renter. Renter must make arrangements with NCSCC in advance to have tables provided.
- **Accessibility:** The Schoolhouse building has a wheelchair accessible ramp and bathrooms. The Amphitheatre is accessible, but does not have any paved areas and requires care for anyone in a wheelchair. It is the Renter's responsibility to use necessary precautions for anyone with special needs.

Conditions of Use

- **Advance Meeting:** An advance meeting by the Renter with the Director is required to obtain facility information regarding scheduling, equipment needs, access to the building, a review of policies and security requirements.
- **Publicity:** Renter must have any printed promotional materials approved in advance by the Director. *Advertising an event without prior approval by the Director may result in the event being canceled.* Information for how to publicize an event is available to the Renter.
- **Set up and clean up:** All one-time rentals include 2 hours of set up time and 2 hours of clean up time. NCSCC may restrict these times if another event has already been scheduled before or after on the proposed rental date. Under no circumstances may a Renter be on the premises before 8 am or after 12:30 am.
- **Alcohol:** Alcohol may be served, **but not sold**. If alcohol is served, a minimum of one staff person must be present, at a minimum rate of \$20 per hour.
- **Key:** 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.
- **Use of Premises:** Your rental fees entitle you to use only the room or area you rent. ***The remainder of the building or grounds is not available.*** No admittance to private offices. Doors to upstairs offices are to remain locked at all times.
- **Parking:** Renter must make arrangements with the Director to review allowed parking areas. Under no circumstances may guests park along the picket fence across the street from the schoolhouse or block access to barns and garages. NCSCC has temporary signage and posts that the Renter can use to properly designate No Parking areas. ***It is the responsibility of the Renter to ensure guests do not park in these designated areas.***

- **Smoking Policy:** Please be aware that we live in a **HIGH FIRE DANGER** zone. No smoking inside the building, or at the amphitheater. The only designated smoking areas where guests make smoke are in the NCSCC parking lot or the picnic table under the oak tree near the parking area. Guests who are smoking in non-designated areas will be asked to leave and the Renter will be charged for not enforcing the smoking policy. No candles or incense.
- **Wall Mounting:** Please do not use nails in the walls.
- **Dogs:** We have a strict **NO DOGS** policy. Sorry, a few bad doggies have ruined it for all good dogs. **EXCEPTION:** Service dogs with certification are allowed.
- **Art Shows:** Renter may make arrangements with the Director to temporarily un-install an art show if the show is incompatible with the planned event. ***Under no circumstances, may a Renter take down art work.***

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 Signature of Renter

Additional User Responsibilities

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

- **Heating:** 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.
- **Mailings:** If you would like your flyer to be in the mailing, print 420 and arrange with the director to help fold and sort. The mailings are monthly around the beginning of the month. As noted above, ***flyers must be approved by the director.***
- **Chairs:** Setting up chairs and returning them to the storage area after use.
- **Fire Safety:** Set up the room so that exits are not blocked, a three-foot wide corridor to all exits must be maintained at all times.
- **Equipment:** Returning all equipment to original location.
- **Clean up:** Sweeping floor and rugs, cleaning up bathrooms, front offices and outdoor areas, depositing trash in garbage cans.
- **Trash:** If there is a lot of trash, empty wastebaskets into the large garbage containers by shed – **NOT IN DUMPSTER.**
- **Recycling:** Recycling can go in the large dumpster in the parking lot.
- **End of Event:** Please vacate the building in a timely manner. No music may be played past 10:00 pm on Sunday through Thursday, or 11:00 pm on Friday and Saturday. All guests out of parking lot by 10:30 pm on Sunday through Thursday, or 11:30 pm on Friday and Saturday. Renter may stay until 12:30 am to finish cleaning up as long as noise is kept to a minimum.
- **Safety & Security:** A large outdoor event is required to establish a perimeter fence to contain the event to specific locations, at the renters expense.

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 Signature of Renter

Final Checklist

Upon leaving the premises, the Renter must complete the checklist on the inside of the front door:

- Turn the thermostat on all heaters down to 45 degrees.
- 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 it to check).
- Turn off overhead fans.
- Place recycling in the dumpster.

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Signature of Renter

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: molly jochem, Executive Director, 530-265-2826