

# The Creamery Arts Center Space Reservation Policy

**CREAMERY EMERGENCY CONTACT: 417-988-1367**

Agreement between Springfield Regional Arts Council (SRAC) and \_\_\_\_\_ (name of individual/group) for use of \_\_\_\_\_ (room name) in The Creamery Arts Center.

## **AVAILABLE ROOMS:**

Space available at The Creamery Arts Center includes the Board Room, the Visual Arts Classroom, the Arts Library, and the Exhibition Hall for larger events.

## **SCHEDULING:**

Creamery Arts Organizations (CAOs) and SRAC members shall receive priority scheduling free of charge. Space reservations at The Creamery must be made through SRAC which reserves the right to determine which room is most appropriate and to relocate the reservation to a different room if necessary.

## **ONE-TIME MEETING:**

Non-members will pay a \$50 fee for a one-time meeting reservation and are subject to Special Event Use Fees. SRAC members are not subject to one-time meeting fees.

## **SPECIAL EVENT USE FEES\*:**

- HOURLY: \$25/hour for SRAC members (\$50/hour for non-members)
- DAILY: \$250/day for SRAC members (\$500/day for non-members)

A %50 deposit is due one month prior to the event date. The remaining balance must be paid by the event date. Less than 10 days advance notice to cancel will forfeit the initial deposit.

*\*SRAC member workshops/performances provided free to the community are not subject to Special Event Use Fees.*

## **KEYS:**

After-hours and weekend reservations will require a key check-out through SRAC. Keys can be checked-out and returned during regular business hours. A copy of a valid driver's license and credit card will be required. Keys must be returned following the reservation; unreturned keys will result in a \$25 key replacement fee. Keys must never be loaned and Creamery doors should never be left propped open and/or unattended. The Creamery must be secured and locked following the reservation. SRAC will provide instructions.

## **KITCHEN:**

Use of the kitchen is included for all space reservations. Amenities include a sink, a refrigerator/freezer, an oven/stove, and a microwave. Dishes, utensils, and consumable items are not provided. The kitchen must be cleaned after use and left as it was found.

## **CATERING:**

Caterers are welcome. SRAC is not responsible for arranging the delivery/pick-up of food or equipment.

## **SET-UP:**

A limited number of chairs and tables are available for use. Advance arrangements must be made with SRAC to reserve them. SRAC is not responsible for moving, setting-up, or breaking-down chairs and tables. Tables and chairs must be returned to where they were found.

## **EQUIPMENT:**

Special equipment may be reserved through advance arrangements with SRAC. Misuse of equipment will result in a revoking of this privilege and the responsible party will be held accountable for any damages to Creamery properties. Available equipment includes a projector and screen, a television with audio/visual hook-ups, a CD player/radio, microphones, and speakers.

**RESTRICTIONS:**

Only current SRAC members in the "organization" or "corporate" categories of membership may sell products or services or charge admission to events on the premises of The Creamery Arts Center.

Proceedings must be conducted in a manner not disruptive of normal Creamery functions.

SRAC will not store items for groups using the meeting rooms. SRAC is not responsible for damage to or loss of personal items used or left in meeting rooms.

Tobacco use is prohibited on Creamery premises.

SRAC reserves the right to refuse future bookings to groups or individuals who consistently fail to appear on scheduled meeting dates or who do not abide by meeting room policies. SRAC reserves the right to vary policies to better serve the needs of those using The Creamery.

Signer of this agreement will be held accountable for the actions of those using the reserved space and will be held responsible for any damages or thefts. Security surveillance is present 24/7 throughout the building.

I agree to indemnify, defend, and hold harmless the Springfield Regional Arts Council from and against all claims, losses, and liability arising out of personal injuries, including death, and damage to property which is caused by those using this meeting/event space, or arising out of, or in any way connected with, the activities conducted pursuant to this policy.

I, \_\_\_\_\_(print name)  
hereby agree to the above terms for use of space in The Creamery Arts Center.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

Organization: \_\_\_\_\_

Space Being Reserved: \_\_\_\_\_

Purpose of Reservation: \_\_\_\_\_

Date(s) Booked: \_\_\_\_\_ Times: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_