



Space Use Agreement

59 Mill Street, Hardwick

This agreement, executed on this day _____ is between _____ herein called the "Renter" and Rural Arts Collaborative, Inc, describes the terms of use of the selected rental spaces. By signing this agreement, the Renter agrees to abide by the terms and conditions of this agreement.

Space Request

Renter requests to use which space/rental option:

- GRACE, 59 Mill Street, Hardwick VT
- Spark, 165 Wilson Street, Greensboro, VT
- Craftsbury Green Space, 321 S. Craftsbury Road, Craftsbury VT

Renter requests what frequency of use:

- One Time - Regular
- One Time - Nonprofit
- Ongoing Rental (committing to a minimum of four sessions per quarter)

	One-time Regular Rate	One-time Nonprofit Rate	Ongoing Rate
Hourly space rental	\$55	\$40	\$20
Half day space rental (4 hours)	\$145	\$105	\$55
Whole day space rental (8 hours)	\$200	\$145	\$75

Dates/Times:

Please list the days and times of requested use:

Purpose

Renter wishes to use the space selected above for the following purpose:

- A private group - closed to outside participants, by invitation only, free of charge
- A community group - free for all participants, open to anyone in the community
- A class or event rental - charging a fee or tuition to participants attending a class or event
- A pizza party at the Greenspace
- A dedicated desk or studio space for makers, entrepreneurs & artists
- Other _____

Please describe your planned activity:

Rental Add-Ons

<i># of Tables?</i>	Tables No extra fee for GRACE & Spark locations. \$35 per table at Greenspace.	\$35
<i># of Chairs?</i>	Chairs No extra fee for GRACE & Spark locations. \$5 per chair at Greenspace.	\$5
<input type="checkbox"/>	Teapot/Coffee Pot No extra fee for GRACE & Spark Locations. Not available at the Greenspace	N/A
<input type="checkbox"/>	One RAC staff member for set up/facilitation (per hour) Placement of tables and chairs in the space, as well as any additional setup services may be requested at an hourly rate. In addition to set up - RAC Staff is available help facilitate the Pizza Oven so that individual rental training is not needed. This is an hourly fee.	\$35
<input type="checkbox"/>	Event Clean-Up Package Renters may choose to complete clean-up themselves (see cleanup checklists) or they can pay for a clean-up ahead of the event.	\$120.00
<input type="checkbox"/>	Messy Renter Clean-Up Fee Renters who have chosen to clean up after their rental and who fail to complete the cleanup check list will be subject to the Messy Renter Clean-Up Fee.	\$200
<input type="checkbox"/>	Monthly Storage Rental (Monthly Fee) Available at GRACE for ongoing renters. For one-time rentals, storage can be negotiated based on need, but will be subject to a different fee structure.	\$30.00

<input type="checkbox"/>	<p>Dedicated Space (Monthly Fee)</p> <p>A dedicated desk or studio spot for makers, artists and entrepreneurs at our GRACE location. A monthly dedicated space includes a storage supply shelf.</p>	\$150.00
<input type="checkbox"/>	<p>Website Platform Membership</p> <p>List your class or event on the Rural Arts website calendar. \$8 per event or class page on the website.</p>	\$8.00
<input type="checkbox"/>	<p>Website Registration Fee (Per Registration)</p> <p>Need help registering paying participants. RAC can host your registration through our website. We charge \$7.00 per registration to cover the cost of managing that enrollment for an outside party.</p>	\$7.00
<input type="checkbox"/>	<p>Event Parking Fee</p> <p>For renters of the Greenspace, there is designated parking for 4 vehicles. For larger events, RAC will coordinate to create more parking across the street at Pete's Greens. For Event parking, this fee is per event.</p>	\$45
<input type="checkbox"/>	<p>Greenspace Pizza Oven Training</p> <p>In order to become authorized to use the pizza oven, renters must complete a 1 hr safety training with RAC staff. This is a one time fee per renter.</p>	\$35

***Bartering**

We want to make our space available to everyone in our community regardless of their ability to pay. In lieu of cash payment, we can exchange space use for the following services: cleaning, landscaping / lawn care, gallery sitting, helping at events, maintenance, & other services. Please let us know if you are interested in bartering.

Rental Agreement:

Based on the above terms of this agreement, and per the schedule attached, the Renter will pay _____ or barter _____ on or by _____.

Failure to provide the agreed upon fee for the use of this space will immediately nullify this agreement and the Renter will no longer have access to the space.

Space Rules

The Renter agrees to abide by and enforce among the group of participants all rules of RAC spaces:

- No smoking of tobacco or marijuana, vaping, drinking alcoholic beverages, or using any illegal drugs inside or outside of any building or space.
- No candles or flames unless specific permission is granted for art or creative process purposes.
- Renter is responsible for completing the end-of-session checklist before leaving the selected rental space, leaving the space neat, clean, and safe.
- Renter may not share any door codes with anyone - including group participants.
- Renter may only access the selected rental location during times specified on this agreement unless accompanied by a RAC staff member or with specific permission to do so.
- Unless otherwise noted in this agreement, no items will be stored at the selected rental location.
- Renters at GRACE will not store any food onsite.
- Renters at GRACE will not touch or disturb the artwork in the gallery or enter the Archives.
- Renters at the Greenspace will not operate the pizza oven unless authorized to do so.
- Renters will respect the privacy and space of others and will not use materials that are not designated for their use.
- Renters will be respectful of other renters, members of the public and RAC staff.

Insurance

The Renter understands that Rural Arts Collaborative does not carry or maintain personal, health, medical, or disability insurance coverage for any Renter or any materials or supplies left in the building as part of this agreement.

Photo Release

The Renter hereby consents to the use by Rural Arts Collaborative of their image, voice, or artwork regardless of whether these materials are used for fundraising, advertising, publicity, or any other purpose on behalf of Rural Arts Collaborative. Publicity includes our newsletter, website, social media, grant reports, grant applications and/or in local newspaper publications.

Safety

Obey all posted signs and literature pertaining to safe use of our facilities. Use common sense at all times with respect to safety, and diligently observe all policies and procedures which we may establish from time to time for the safe use of our facilities.

(a) These include, but are not limited to, policies and procedures relating to securely locking up our facilities, appropriate shop clothing and protective gear, techniques for safe equipment use,

material specific precautions for equipment and machine tool lockouts. If you have any questions regarding our safety policies or the safe use of our facilities, contact the executive director immediately. Maintain a clean and clutter free workspace, dispose of all waste and return all tools to their dedicated storage location when finished with work.

(b) No volatile organic compounds (VOCs) are allowed in common work areas. If you are asked by a member of the staff or volunteer to stop using a noxious or potentially harmful substance you must comply immediately. Failure to do so could result in the termination of this agreement. In all cases, you are encouraged to seek out alternatives to the use of VOC's including hardware and other materials.

In Case of Emergency

Renter will take note of where the First aid kits and fire extinguishers are found throughout GRACE or Spark. If an injury occurs, notify RAC staff or a volunteer immediately. An Accident Report must be completed within 24 hours.

Release and Waiver

Renter holds harmless Rural Arts Collaborative from any and all liability, claims, and demands of whatever kind or nature, either in law or in equity, which arise or may hereafter arise from Renter's activities with Rural Arts Collaborative .

The Renter understands that this Release discharges Rural Arts Collaborative from any liability or claim that the Renter may have against Rural Arts Collaborative with respect to any bodily injury, personal injury, illness, death, or property damage that may result from the Renter's Activities with Rural Arts Collaborative.

The Member also understands that Rural Arts Collaborative does not assume any responsibility for or obligation to provide financial assistance or other assistance, including but not limited to medical, health, or disability insurance in the event of injury or illness.

Agreement Start Date:

Agreement End Date:

Renter signature	Renter printed name	Date
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Rural Arts Collaborative Staff		Date
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GRACE/Spark Clean Up Checklist

Reset the Space

- Sweep or vacuum the floor
- Disinfect and wipe down all tables and flat surfaces
- Stack all chairs in designated area
- Collapse and store tables in designated area
- Disinfect and wipe down project sink

Clean the Bathroom (gloves provided)

- Spray the toilet seat (top and underside) with bleach cleaner
- Spray the toilet bowl with bleach cleaner
- Use the toilet brush to swish the cleaner around the bowl
- Wipe the toilet seat with sponge
- Disinfect and wipe down bathroom sink
- Refill toilet paper as needed
- Refill paper towels as needed
- Sweep the bathroom

Close up the Building

- Remove all trash and recycling from building
- Close all windows
- Turn down the heat to 55 degrees
- Ensure the building is locked

Craftsbury Green Space Clean Up Checklist

Close up the space

- Remove all trash and recycling from sugar house, amphitheater, nature trails and field
- Ensure pizza oven is entirely cleaned out
- Ensure that no hot embers are left burning on the premises
- Put unused fire wood in the sugar house to keep dry
- Remove parking banners and stakes (if applicable)
- Ensure the sugar house is locked and all RAC equipment is secured in sugar house